iRECS

Organising Your iRECS Work Area

Renaming a Folder

1. Click on the **folder** you wish to rename.

Project Folders

All Projects	Draft
2	1

2. Click "Rename Folder". Enter the new folder name, then click Rename.

Create Project	B Delete Project	Draft	Projects	
Duplicate Project	Hove Project	Search	Rename Folder	×
Rename Folder	Transfer	>	Please enter the new folder name:	
		Showing	Rename	Close

3. Your folder will now reflect its new name.

Create Project	Delete Project	lr	n Pro	Pro	ojects							
Duplicate Project	Move Project	5	Search F	Projects Project Title	\$	Project ID	•	Owner	4	Date Created	¢	Date Modified 🍦
Rename Folder	Transfer		>	Project ABC	D	406		Ms Cecilia Ting		21/11/2022 10:47		21/11/2022 10:47

Further Support

- If you have any iRECS login or technical issues, please contact UNSW IT Services at <u>itservicecentre@unsw.edu.au</u> or (02) 9385 1333.
- For any queries, regarding the iRECS Human Ethics, Clinical Trials, Animal Ethics, Gene Technology, Radiation Safety or Drones application approval and/or review process, please contact: Human Ethics: <u>humanethics@unsw.edu.au</u> (iRECS module launch date TBC) Clinical Trials: <u>clinicaltrials@unsw.edu.au</u> (iRECS module launch date TBC) Animal Ethics: <u>animalethics@unsw.edu.au</u> (iRECS module launch date TBC) Gene Technology: <u>genetechnology@unsw.edu.au</u> (iRECS module to launch in Jan 2023) Radiation Safety: <u>radiationsafety@unsw.edu.au</u> (iRECS module to launch in Jan 2023) Drones: <u>drones@unsw.edu.au</u>

