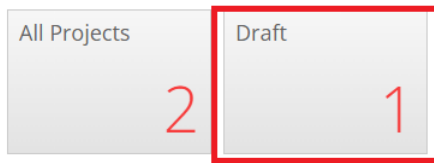


Organising Your iRECS Work Area

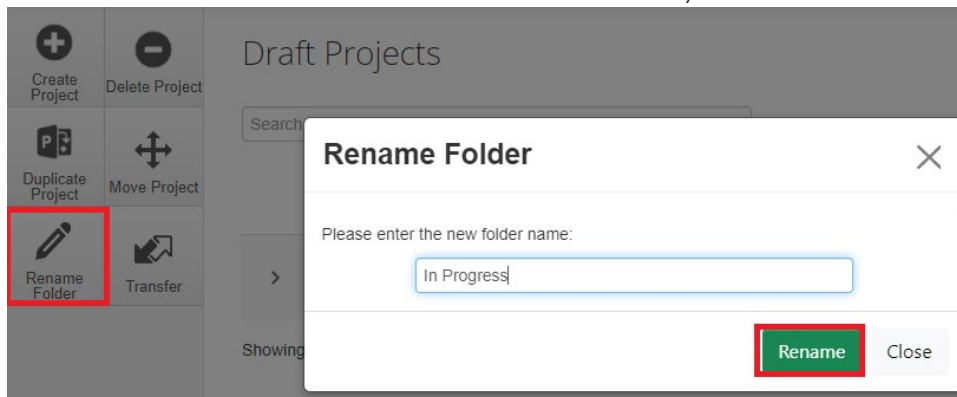
Renaming a Folder

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

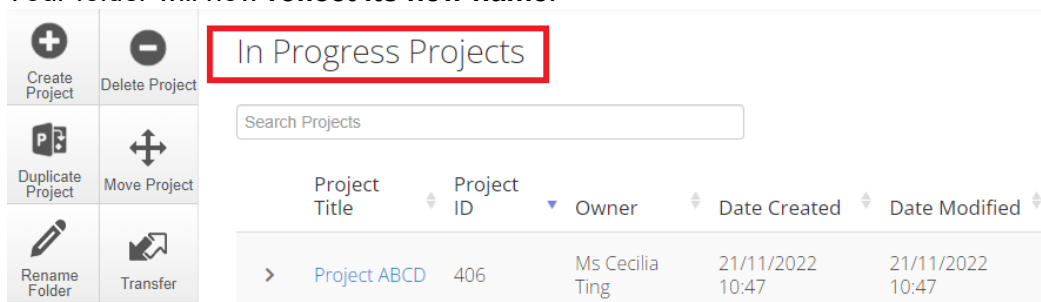
Project Folders



2. Click **“Rename Folder”**. Enter the **new folder name**, then click **Rename**.



3. Your folder will now **reflect its new name**.



Further Support

- If you have any iRECS login or technical issues, please contact UNSW IT Services at itservicecentre@unsw.edu.au 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: humanethics@unsw.edu.au (iRECS module launch date TBC)
 - Clinical Trials: clinicaltrials@unsw.edu.au (iRECS module launch date TBC)
 - Animal Ethics: animalethics@unsw.edu.au (iRECS module launch date TBC)
 - Gene Technology: genetechnology@unsw.edu.au (iRECS module to launch in Jan 2023)
 - Radiation Safety: radiationsafety@unsw.edu.au (iRECS module to launch in Jan 2023)
 - Drones: drones@unsw.edu.au