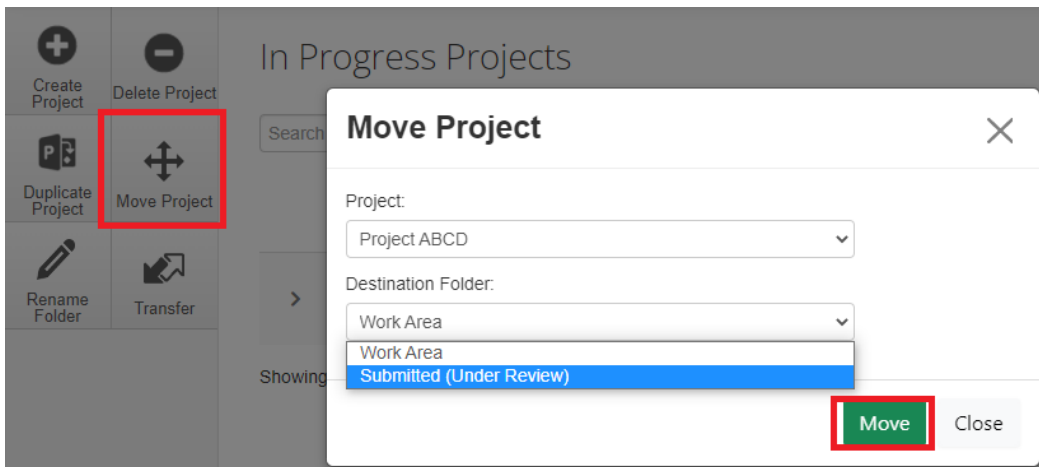# Organising Your iRECS Work Area

iRECS

Moving a Project to Another Folder

1. Navigate to the folder that the project you wish to move is in. Once you're in the relevant folder, click "**Move Project**". Select the **project** and its **new destination folder**, then click **Move**.

2. You will see that the project is no longer in its old folder.

3. To verify that the project has been moved to the correct folder. Click on **Work Area** to navigate back to the main page, then click on the **project's new folder**.
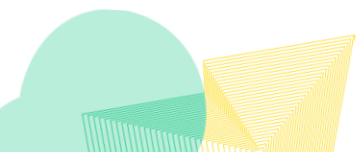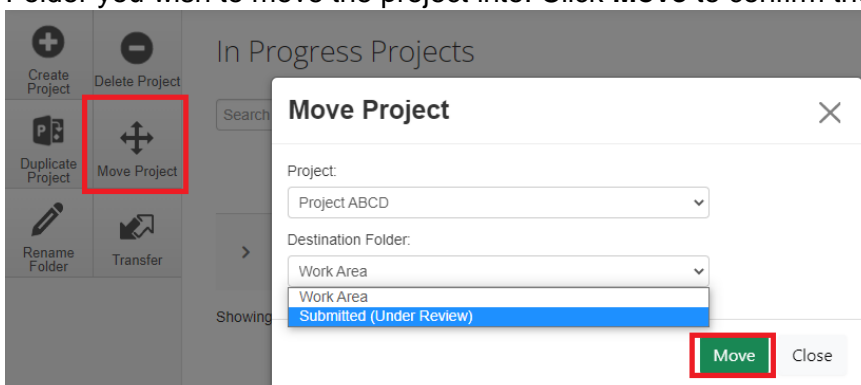

4. You should see the project in this folder.

5. If you wish to move a project out of its existing folder, navigate to the folder that the project is located in. Click on the **Move Project** Button on the left-hand panel. Select the new Destination Folder you wish to move the project into. Click **Move** to confirm the move.
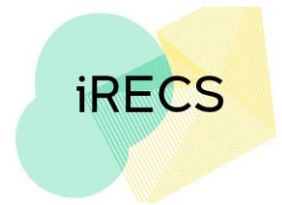
Further Support

- 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