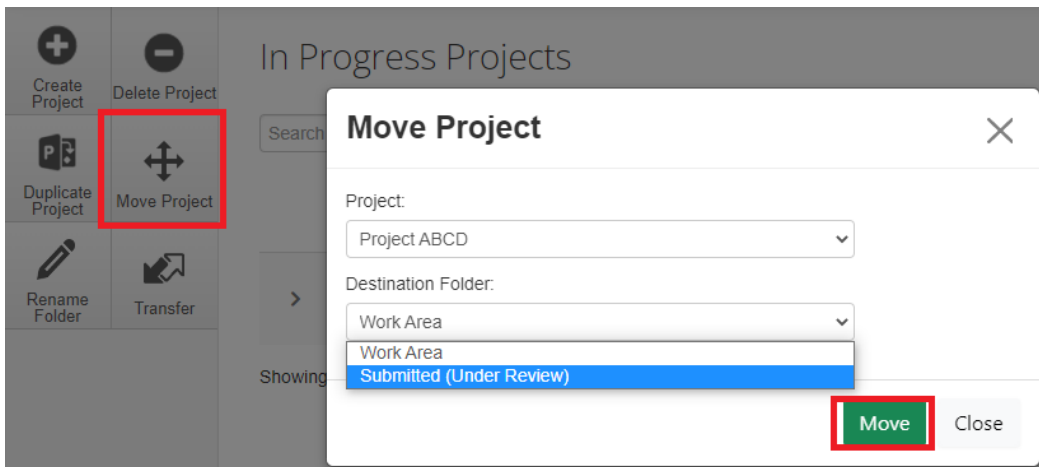


## Organising Your iRECS Work Area

### 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**.

Project Folders

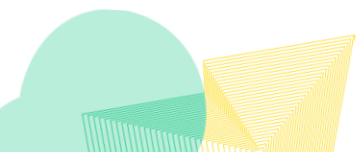
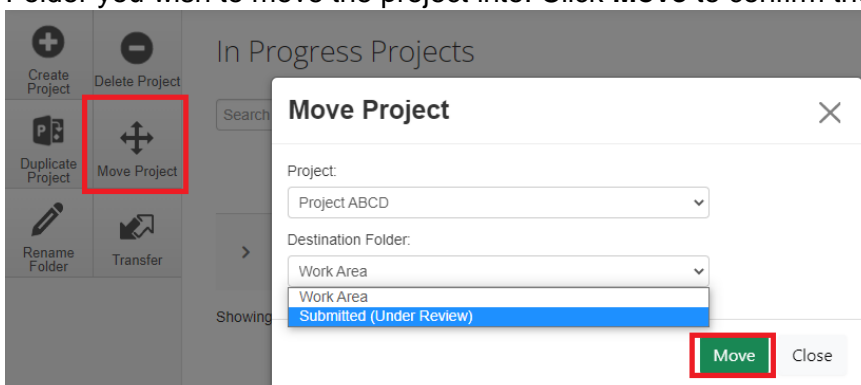
All Projects	In Progress	Submitted (Under Review)
2	0	1

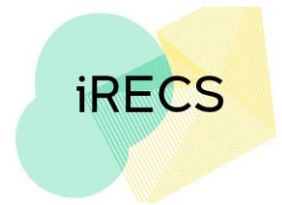
4. You should see the project in this folder.  
Submitted (Under Review) Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified
> Project ABCD	406	Ms Cecilia Ting	21/11/2022 10:47	21/11/2022 10:47

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](mailto: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](mailto:humanethics@unsw.edu.au) (iRECS module launch date TBC)
  - Clinical Trials: [clinicaltrials@unsw.edu.au](mailto:clinicaltrials@unsw.edu.au) (iRECS module launch date TBC)
  - Animal Ethics: [animalethics@unsw.edu.au](mailto:animalethics@unsw.edu.au) (iRECS module launch date TBC)
  - Gene Technology: [genetechnology@unsw.edu.au](mailto:genetechnology@unsw.edu.au) (iRECS module to launch in Jan 2023)
  - Radiation Safety: [radiationsafety@unsw.edu.au](mailto:radiationsafety@unsw.edu.au) (iRECS module to launch in Jan 2023)
  - Drones: [drones@unsw.edu.au](mailto:drones@unsw.edu.au)

