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.

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