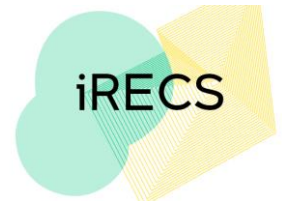
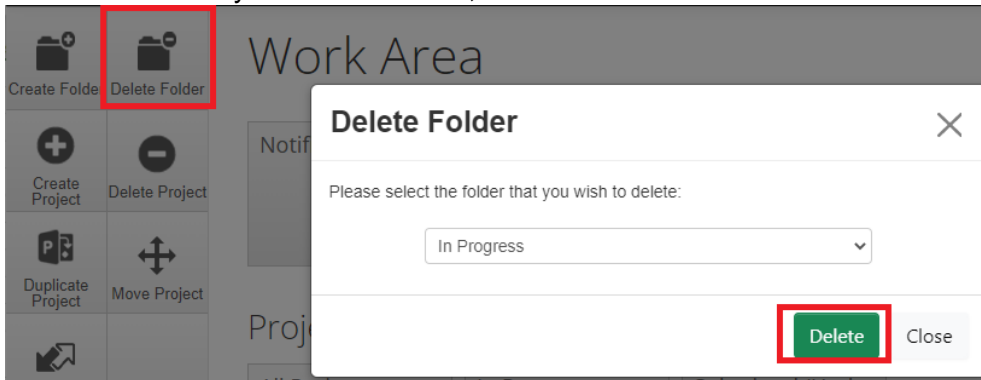


Organising Your iRECS Work Area



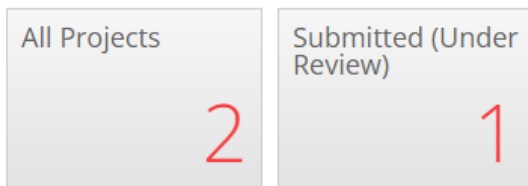
Deleting a Folder

1. **iRECS will not delete any folders with projects filed in them.** Thus, you need to make sure no projects are sitting in the folder you wish to delete.
2. Once you have transferred all projects out of the folder you wish to delete. Click “**Delete Folder**”. Select the **folder** you wish to delete, then click **Delete**.



3. The folder will no longer appear in the Project Folders list.

Project Folders



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: animaethics@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