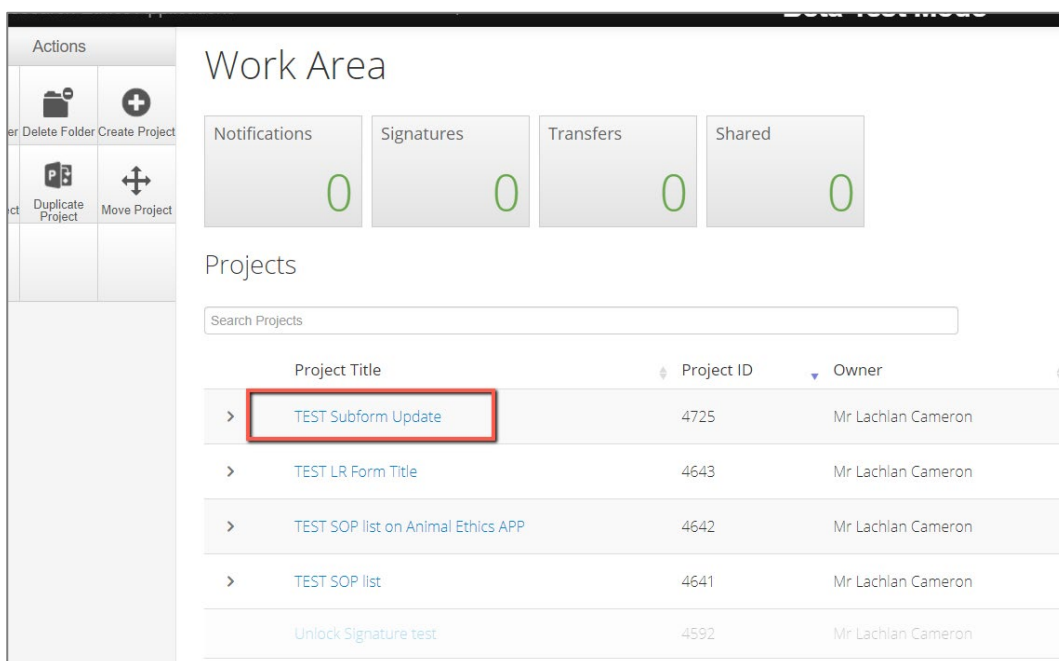


Update a project

The following are example screenshots from our test system with no real live data shown

For Project Owners

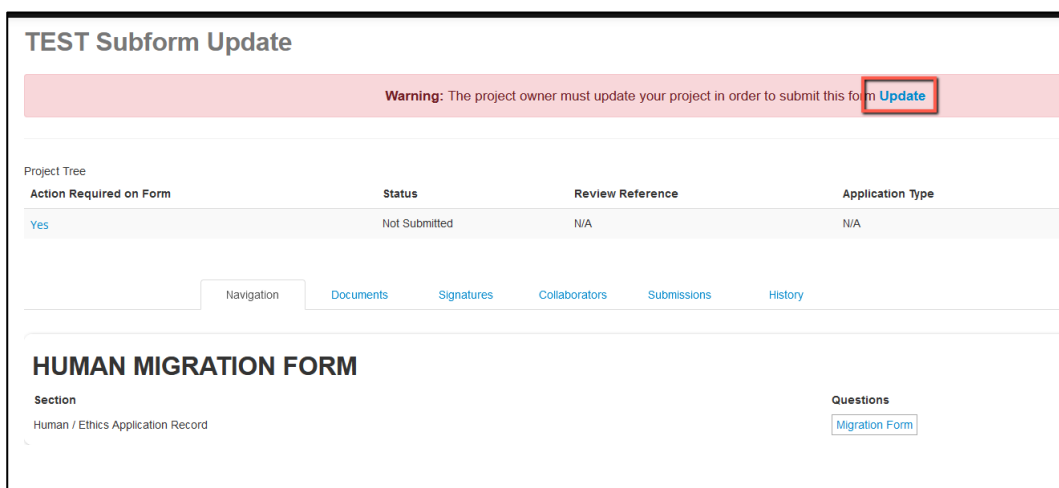
1. Select the Project from your QUT ERM login Work Area



The screenshot shows the 'Work Area' interface. On the left is an 'Actions' sidebar with icons for 'Delete Folder', 'Create Project', 'Duplicate Project', and 'Move Project'. The main area has four summary cards: 'Notifications', 'Signatures', 'Transfers', and 'Shared', each with a green '0'. Below these is a 'Projects' section with a search bar and a table. The table has columns for 'Project Title', 'Project ID', and 'Owner'. The first row, 'TEST Subform Update', is highlighted with a red box.

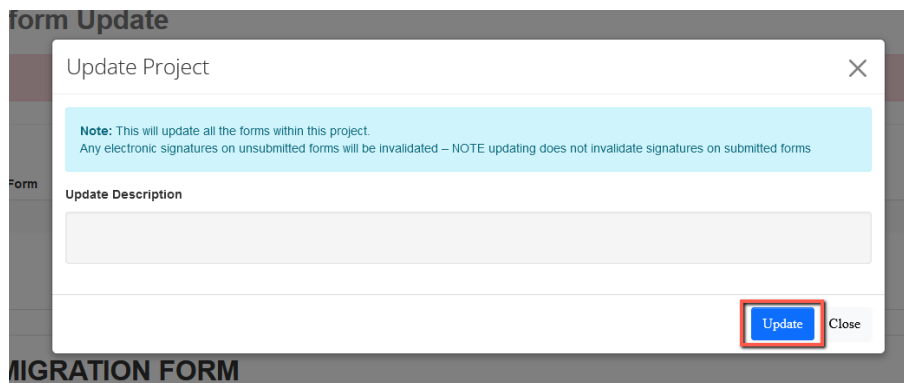
Project Title	Project ID	Owner
TEST Subform Update	4725	Mr Lachlan Cameron
TEST LR Form Title	4643	Mr Lachlan Cameron
TEST SOP list on Animal Ethics APP	4642	Mr Lachlan Cameron
TEST SOP list	4641	Mr Lachlan Cameron
Unlock Signature test	4592	Mr Lachlan Cameron

2. Select the "Update" option from the banner at the top of the page and follow the prompts



The screenshot shows the 'TEST Subform Update' form. At the top is a red warning banner with the text: 'Warning: The project owner must update your project in order to submit this form'. A red box highlights the 'Update' button in the banner. Below the banner is a 'Project Tree' section with a table. The table has columns for 'Action Required on Form', 'Status', 'Review Reference', and 'Application Type'. The first row shows 'Yes', 'Not Submitted', 'N/A', and 'N/A'. Below the table is a navigation bar with tabs: 'Navigation', 'Documents', 'Signatures', 'Collaborators', 'Submissions', and 'History'. At the bottom is the 'HUMAN MIGRATION FORM' section, which includes a 'Section' dropdown set to 'Human / Ethics Application Record' and a 'Questions' dropdown set to 'Migration Form'.

Action Required on Form	Status	Review Reference	Application Type
Yes	Not Submitted	N/A	N/A



Update Project [X]

Note: This will update all the forms within this project.
Any electronic signatures on unsubmitted forms will be invalidated – NOTE updating does not invalidate signatures on submitted forms

Update Description

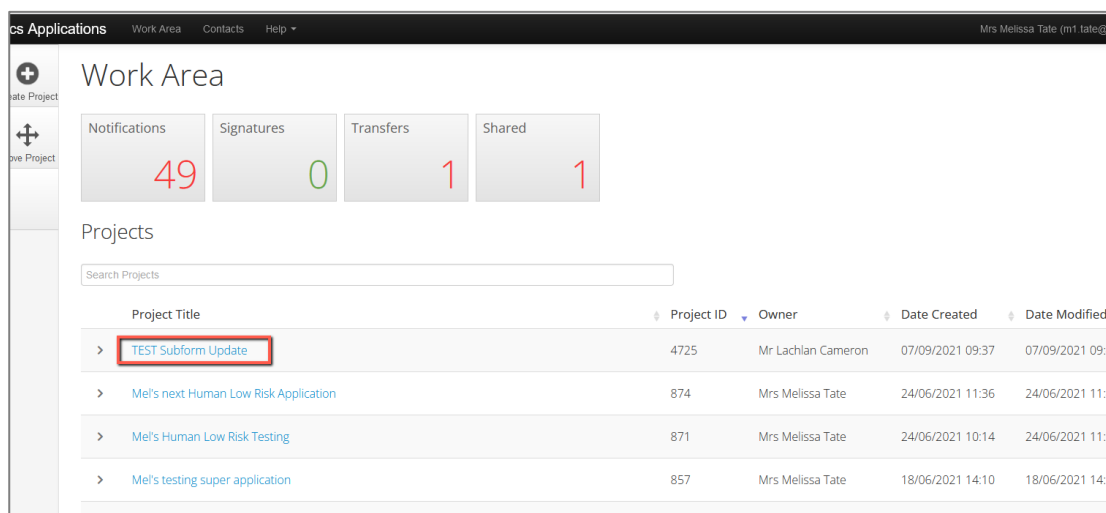
[Text Area]

Update [Close]

n.b. Only Project owners can update a form

For Collaborators that have had the Project shared with them by the Project Owner

1. Select the Project from your QUT ERM login Work Area



Work Area

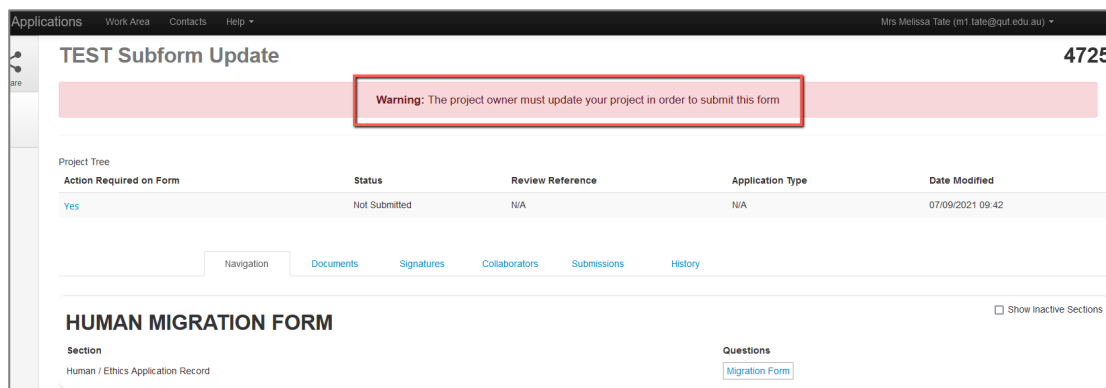
Notifications: 49 | Signatures: 0 | Transfers: 1 | Shared: 1

Projects

Search Projects

Project Title	Project ID	Owner	Date Created	Date Modified
TEST Subform Update	4725	Mr Lachlan Cameron	07/09/2021 09:37	07/09/2021 09:42
Me's next Human Low Risk Application	874	Mrs Melissa Tate	24/06/2021 11:36	24/06/2021 11:42
Me's Human Low Risk Testing	871	Mrs Melissa Tate	24/06/2021 10:14	24/06/2021 11:21
Me's testing super application	857	Mrs Melissa Tate	18/06/2021 14:10	18/06/2021 14:11

2. If you see this banner you will have to contact the project owner for them to update the project for you.



TEST Subform Update 4725

Warning: The project owner must update your project in order to submit this form

Project Tree

Action Required on Form	Status	Review Reference	Application Type	Date Modified
Yes	Not Submitted	N/A	N/A	07/09/2021 09:42

Navigation: Documents | Signatures | Collaborators | Submissions | History

HUMAN MIGRATION FORM

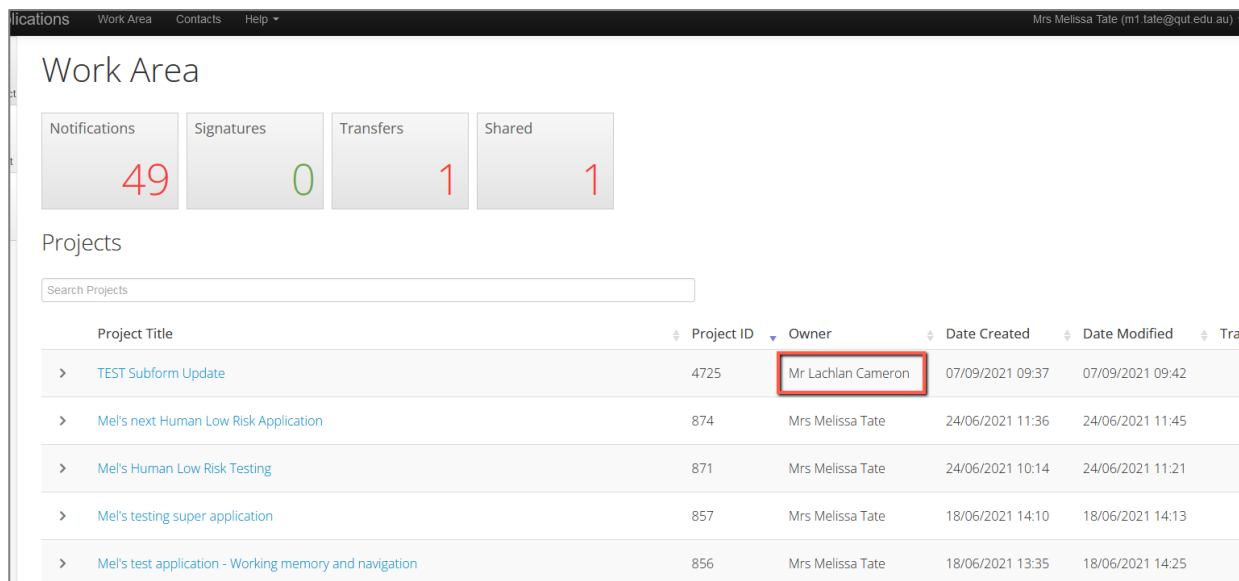
Section: Human / Ethics Application Record

Questions: Migration Form

How do I confirm who the Project owner is?

From your ERM Work Area project owners are listed next to each Application in the grid.

You will then have to contact the Project owner directly to request they unlock the form from their ERM login

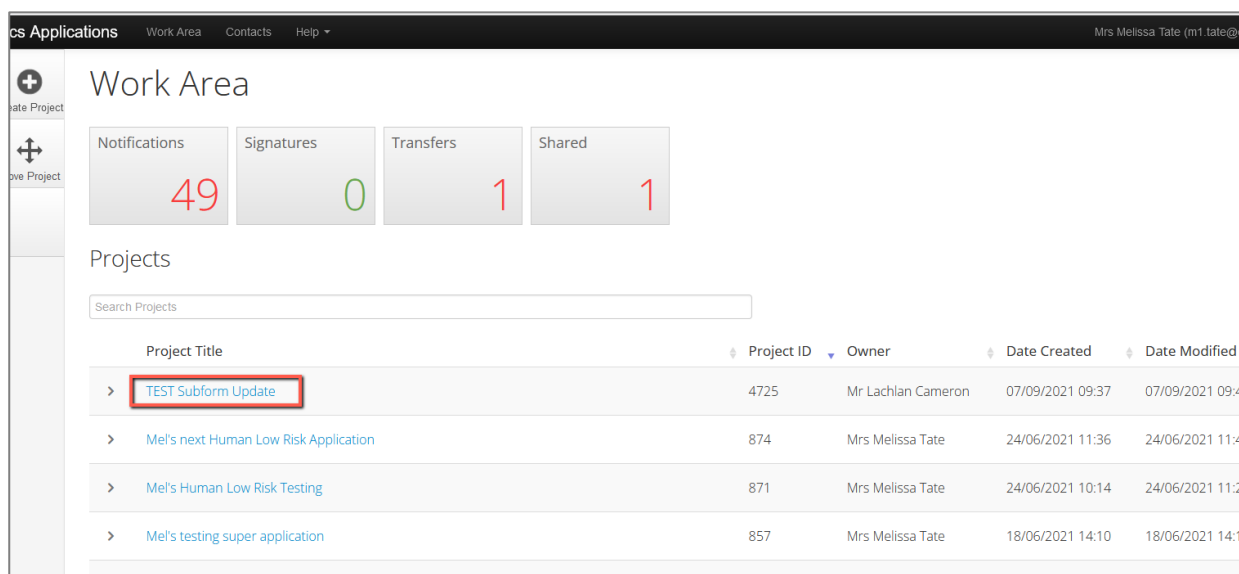


The screenshot shows the 'Work Area' section of the ERM system. It includes a sidebar with 'Notifications' (49), 'Signatures' (0), 'Transfers' (1), and 'Shared' (1). The main area displays a 'Projects' table with the following data:

Project Title	Project ID	Owner	Date Created	Date Modified	Trail
> TEST Subform Update	4725	Mr Lachlan Cameron	07/09/2021 09:37	07/09/2021 09:42	
> Mel's next Human Low Risk Application	874	Mrs Melissa Tate	24/06/2021 11:36	24/06/2021 11:45	
> Mel's Human Low Risk Testing	871	Mrs Melissa Tate	24/06/2021 10:14	24/06/2021 11:21	
> Mel's testing super application	857	Mrs Melissa Tate	18/06/2021 14:10	18/06/2021 14:13	
> Mel's test application - Working memory and navigation	856	Mrs Melissa Tate	18/06/2021 13:35	18/06/2021 14:25	

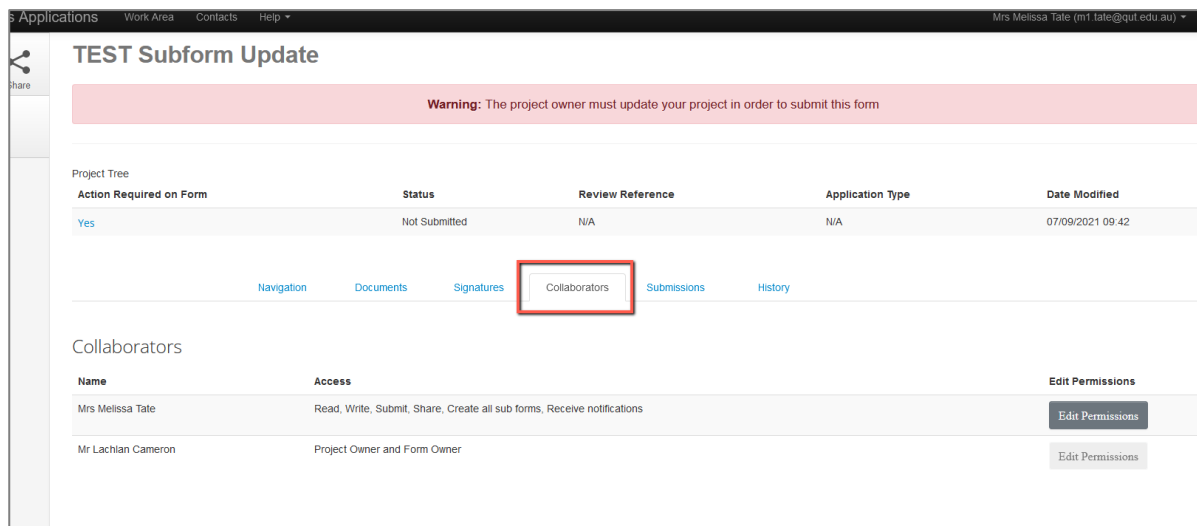
To find their Email address

1. Open the Project from your Work Area



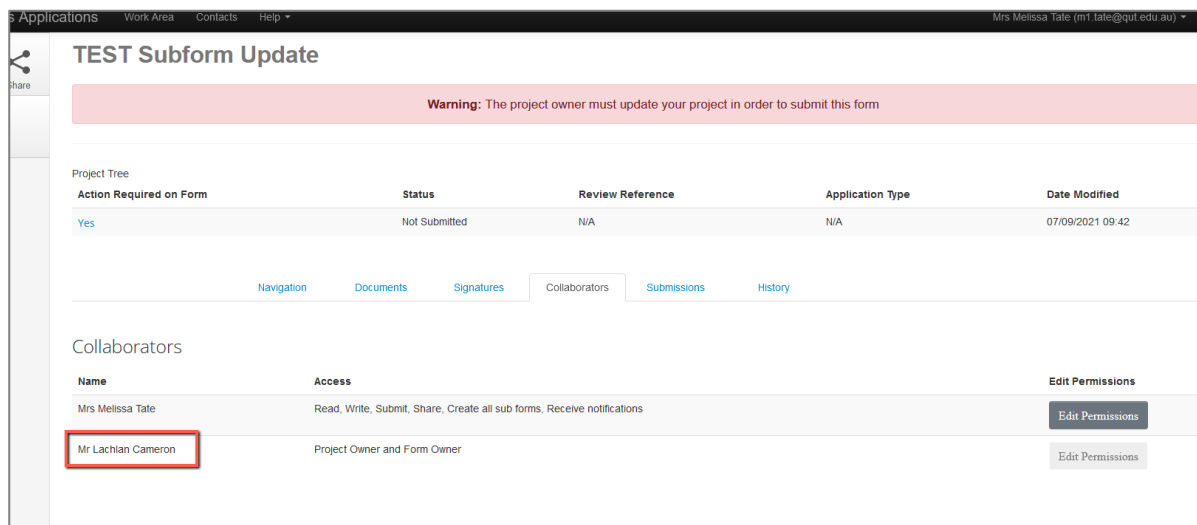
This screenshot is similar to the previous one, but the 'TEST Subform Update' project in the table is highlighted with a red box, indicating the next step in the process.

2. Select the Collaborators Tab



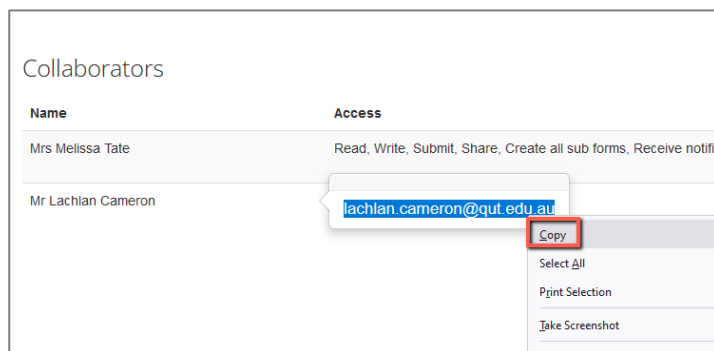
The screenshot shows the 'TEST Subform Update' page. A warning message at the top states: 'Warning: The project owner must update your project in order to submit this form'. Below this is a table with columns: Action Required on Form, Status, Review Reference, Application Type, and Date Modified. The table contains one row with 'Yes' for Action Required on Form, 'Not Submitted' for Status, 'N/A' for Review Reference, 'N/A' for Application Type, and '07/09/2021 09:42' for Date Modified. Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators (highlighted with a red box), Submissions, and History. Below the navigation bar is the 'Collaborators' section, which contains a table with columns: Name, Access, and Edit Permissions. The table contains two rows: 'Mrs Melissa Tate' with 'Read, Write, Submit, Share, Create all sub forms, Receive notifications' and 'Edit Permissions' button, and 'Mr Lachlan Cameron' with 'Project Owner and Form Owner' and 'Edit Permissions' button.

3. Click on their name and their email address will be displayed



The screenshot shows the 'TEST Subform Update' page. A warning message at the top states: 'Warning: The project owner must update your project in order to submit this form'. Below this is a table with columns: Action Required on Form, Status, Review Reference, Application Type, and Date Modified. The table contains one row with 'Yes' for Action Required on Form, 'Not Submitted' for Status, 'N/A' for Review Reference, 'N/A' for Application Type, and '07/09/2021 09:42' for Date Modified. Below the table is a navigation bar with tabs: Navigation, Documents, Signatures, Collaborators (highlighted with a red box), Submissions, and History. Below the navigation bar is the 'Collaborators' section, which contains a table with columns: Name, Access, and Edit Permissions. The table contains two rows: 'Mrs Melissa Tate' with 'Read, Write, Submit, Share, Create all sub forms, Receive notifications' and 'Edit Permissions' button, and 'Mr Lachlan Cameron' with 'Project Owner and Form Owner' and 'Edit Permissions' button. The 'Mr Lachlan Cameron' row is highlighted with a red box.

4. You can select the email text to copy it



The screenshot shows the 'Collaborators' section. It contains a table with columns: Name, Access, and Edit Permissions. The table contains two rows: 'Mrs Melissa Tate' with 'Read, Write, Submit, Share, Create all sub forms, Receive notifications' and 'Edit Permissions' button, and 'Mr Lachlan Cameron' with 'Project Owner and Form Owner' and 'Edit Permissions' button. The 'Mr Lachlan Cameron' row is highlighted with a red box. A context menu is open over the email address 'lachlan.cameron@qut.edu.au', showing options: Copy, Select All, Print Selection, and Take Screenshot. The 'Copy' option is highlighted with a red box.