

ERM Quick Guide

Form Completeness Check

Target audience: Applicant users in ERM

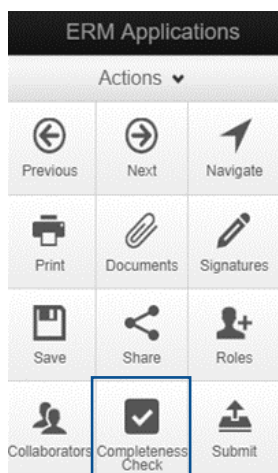
Summary

This quick guide explains how to utilise the **Completeness check** to identify which parts of the form require attention prior to finalising your submission.

Completeness Check

The system performs a **Completeness check** to highlight any incomplete, mandatory sections in the ERM form.

1. Log in to ERM and go to the project
2. Select **Completeness check** button under the Actions pane



A pop-up box will appear highlighting the unanswered questions in the form, these are displayed as hyperlinks (in blue) and selecting the link will take you directly to that question in the form.

Completeness Check



The blank questions will be presented with a red border to limit confusion about which section is incomplete.

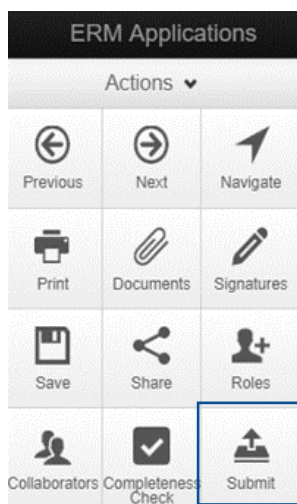


Applicants can use the **Completeness Check** as many times as needed when completing the ERM form.


Submission

When the ERM form is complete, the ribbon will become green and the form is ready to be submitted. Please note, this DOES NOT happen automatically.

Select the **Submit** button.



If you receive an error message when trying to submit, please check several questions for character length, as listed over the page.

 What do I do if I get an error message when trying to submit?

Before you contact the Helpdesk, check that the amount of characters (char) in the Contact questions do not exceed the following:

Title 50 char
Firstname 100 char
Surname 100 char
Organisation 150 char
Department 150 char
Faculty 150 char
Campus 150 char
Address 100 char
County/State 100 char

If a field does exceed the character limit, the system is unable to submit the form. You will need to unlock the form to reduce the number of characters in the field.

Note: this will invalidate signatures and these will need to be re-obtained.

Infonetica are looking for a solution to prevent this from occurring in the future.

For further information, please contact:

HIIRO_REG@health.qld.gov.au
