

ERM Quick Guide

5. Identifying Project/Form Owner

This will enable you to quickly identify and get the email address to contact the Project or Form Owner to update a project or form when necessary.

How to

Log in to your ERM account

Go to your ERM home work area and search for your project under projects list or in your custom folders.

Find the project for which you are wanting to identify the project/form owner of and click on the project id number to open the project.

The screenshot shows the 'Work Area' interface with a sidebar on the left containing navigation icons. The main content area is divided into sections: 'General' with counts for Notifications (31), Signatures (0), Transfers (0), and Shared (8); 'Folders' with counts for 'closed' (0) and 'closed trials' (0); and 'Projects' which contains a table. The table has columns for Project Title, Project ID, Owner, Date Created, Date Modified, and Transfer Status. The first row, 'testing 02' with Project ID 56740, is highlighted with a red box.

Project Title	Project ID	Owner	Date Created	Date Modified	Transfer Status
testing 02	56740	Ms Louise Knop	01/08/2019 07:34	01/08/2019 10:33	
Testing	56738	Ms Louise Knop	01/08/2019 07:29	05/08/2019 11:36	

Click on the form (HREA, MDF, LNR or SSA) that you are wanting to identify the owner of.

The screenshot shows the 'Testing' project page with the project ID '56738' in the top right corner. Below the title is a 'Project Tree' view showing a hierarchical structure. The 'Testing' folder is expanded, and the 'HREA' sub-folder is highlighted with a red box. Other sub-folders include 'SSA Form Qld -' and another 'SSA Form Qld -'.

2. Identifying Project/Form Owner Version 1.0 06 August 2019

Select Collaborators tab

The screenshot shows the 'Testing' project page with the 'Collaborators' tab selected. The interface includes a sidebar with navigation and action buttons, a project tree, a table of form status, and a collaborators list.

Work Area | **Testing** | 56738

Project Tree

- Testing
 - HREA
 - SSA Form Qld -
 - SSA Form Qld -

Form Status	Review Reference	Application Type	Date Modified	NMA
Not Submitted	N/A	N/A	05/08/2019 11:36	Project is not for NMA

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Collaborators

Name	Access	Edit Permissions
Ms Louise Knop	louise.knop@health.qld.gov.au	Edit Permissions

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This will show who the Project Owner or Form Owner is

The screenshot shows the 'Testing' project page with the 'Collaborators' tab selected. The collaborators list now shows 'Ms Louise Knop' with the role 'Project Owner and Form Owner'.

Work Area | **Testing** | 56738

Project Tree

- Testing
 - HREA
 - SSA Form Qld -
 - SSA Form Qld -

Form Status	Review Reference	Application Type	Date Modified	NMA
Not Submitted	N/A	N/A	05/08/2019 11:36	Project is not for NMA

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Collaborators

Name	Access	Edit Permissions
Ms Louise Knop	Project Owner and Form Owner	Edit Permissions

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2. Identifying Project/Form Owner Version 1.0 06 August 2019

By clicking on the Project Owner/ Form Owner name. The contact email address of that person will appear in a pop up

The screenshot shows a web application interface for a project named 'Testing' (ID: 56738). The interface includes a sidebar with navigation and action buttons, a main content area with a project tree and a table of form statuses, and a 'Collaborators' pop-up window. The pop-up window lists a collaborator, Ms Louise Knop, with an access email address of louse.knop@health.qld.gov.au. The interface also includes a footer with copyright information for Infonetica Ltd 2019.

Form Status	Review Reference	Application Type	Date Modified	NMA
Not Submitted	N/A	N/A	05/08/2019 11:36	Project is not for NMA

Name	Access	Edit Permissions
Ms Louise Knop	louse.knop@health.qld.gov.au	Edit Permissions

For further information, please contact:

HIRO_REG@health.qld.gov.au

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