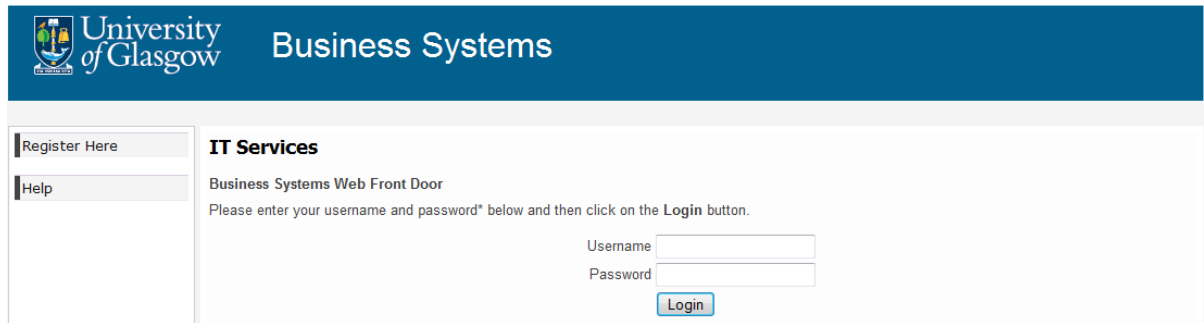


Research Ethics System How To Supervise Deletion of a Draft Student Application

1. Logging In

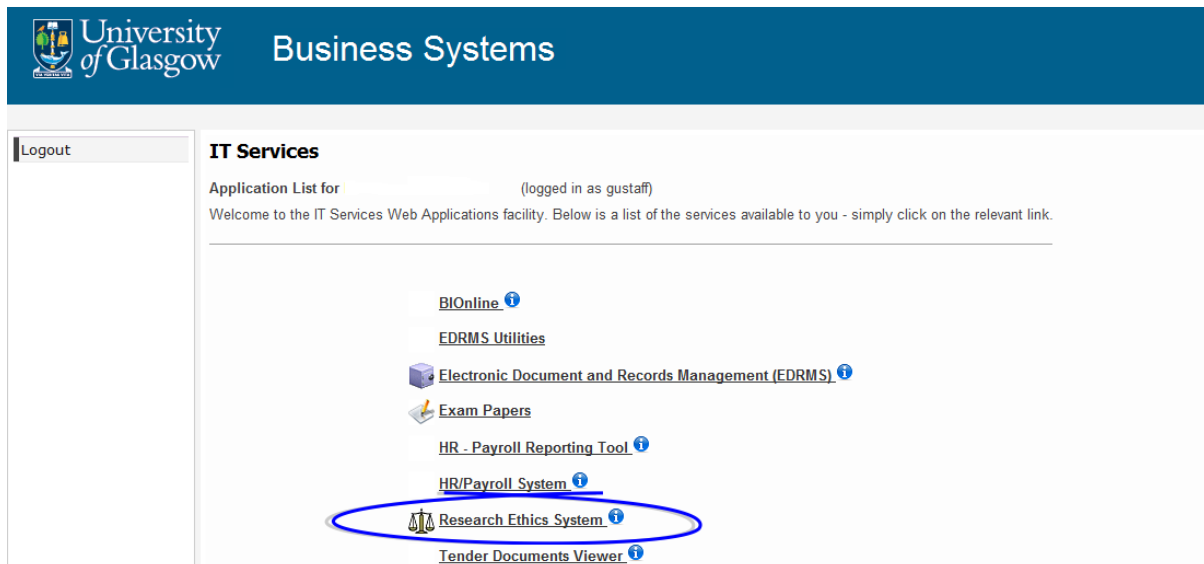
Open Internet Explorer or Firefox and log in to the system through the *Business Systems* front door page - <https://frontdoor.spa.gla.ac.uk/login/> using your GUID and password.

This page is also accessible from the *MyGlasgow* portal/Business Systems.



The screenshot shows the 'Business Systems' login page. On the left, there are links for 'Register Here' and 'Help'. The main content area is titled 'IT Services' and 'Business Systems Web Front Door'. It contains a login form with fields for 'Username' and 'Password', and a 'Login' button. A message above the form says: 'Please enter your username and password* below and then click on the Login button.'

Click on **Research Ethics System**



The screenshot shows the 'Business Systems' dashboard after logging in. The user is logged in as 'gustaff'. The page displays a list of available services under the heading 'IT Services'. The services listed are: 'BiOnline', 'EDRMS Utilities', 'Electronic Document and Records Management (EDRMS)', 'Exam Papers', 'HR - Payroll Reporting Tool', 'HR/Payroll System', 'Research Ethics System', and 'Tender Documents Viewer'. The 'Research Ethics System' link is circled in blue.

2. View Draft Application

Once you have logged in to the system, you can view the application(s) you have to action by clicking on the **My Tasks** menu item on the left hand side of the screen.



The screenshot shows the 'Research Ethics System' dashboard. The user is logged in as 'Sara Somerville'. The dashboard includes a navigation menu on the left with options: 'Create Draft Application', 'Draft Templates', 'My Tasks (1)', and 'My Applications'. The 'My Tasks (1)' option is circled in blue. The main content area displays 'University of Glasgow Research Ethics System' and 'Welcome Sara Somerville'.

The **My Tasks** screen opens displaying the draft application with the task of *Submit Application* in the *Task* column.

My Tasks

These are your tasks awaiting action.

Click on the **Application Number** to view the application details and documents.

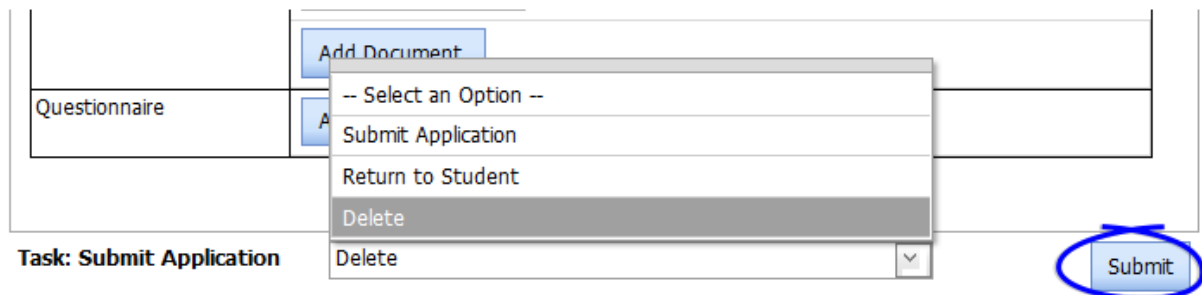
Task	Application No.	Title	Committee	Received Date
Submit Application	D1366795839258	Test Student Application SAS	College of Medical Veterinary and Life Sciences	24/04/2013

To view the full application details click on the **Application Number** beginning with a 'D' and displayed in blue text.

3. Deleting a Draft Application

As the supervisor of this application you can delete the whole application.

Scroll down to the screen to the end of the application. Click on the drop down list to the right of the *Task: Submit Application*. From the options on the drop down list select **Delete**.



Once a selection has been made the **Submit** button becomes active, click on it and click **OK** to the success message.

4. Help and Support

If you have any queries or questions about the system please contact your college research ethics administrator (these details are on each of the college ethics web pages accessible from the system through the **College Ethics Committees** menu item).

or

Submit a support call via the IT Services Helpdesk page - <http://www.gla.ac.uk/services/it/helpdesk/>

Login using your GUID and Password

- Click on *submit a new request*
- Choose Problem Category: Business Systems
- Then choose Research Ethics System