

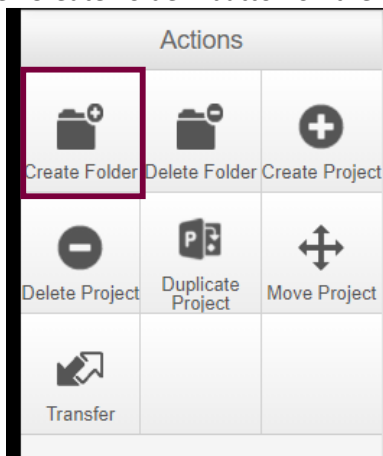
QUICKSHEET - FOLDERS

Users in the eREB system (HiREB’s electronic REB submission platform) can customize their Work Area by creating folders. Using folders is optional. Folders can be created or deleted, and projects can be moved into and out of folders

Folders in eREB work like folders in Microsoft Word – folders are a way of organizing your projects. A project that is in a folder will not appear in the list on the Work Area.

Creating a Folder

While in the Work Area, click on the “Create Folder” button on the left hand toolbar.



A pop-up window will appear. Type in the name of the folder (cannot be more than 40 characters) and press the green “Create” button.

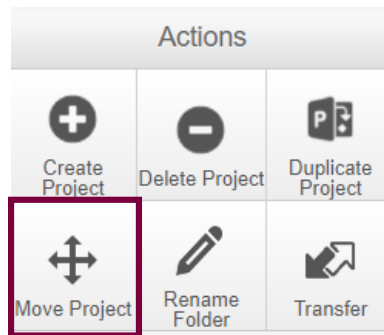
Once you have created your first folder a new, automatic folder called “All Projects” will appear. This folder will contain all of a user’s studies, whether in another folder or on their work area, and provides an easy way for users to search across their studies.

Moving Projects Into a Folder

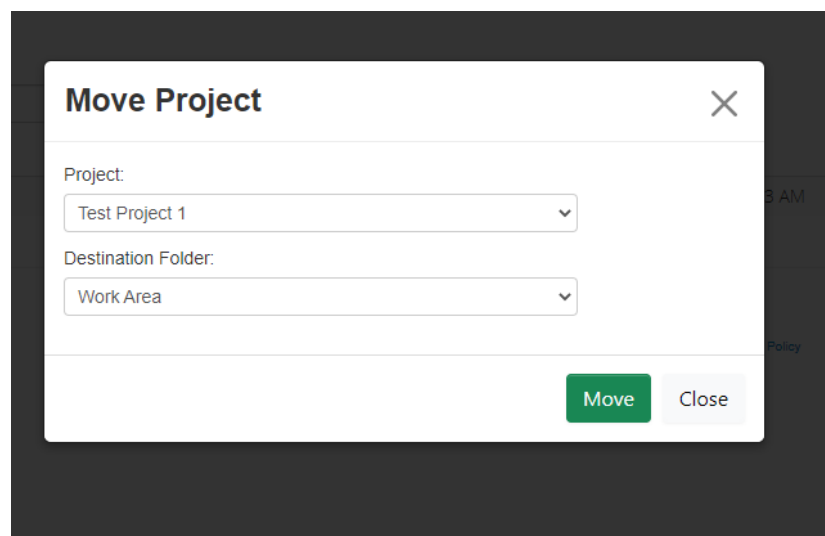
Users can simply drag a project from their Work Area into a folder. It’s that easy! A project that is in a folder will not appear in the list on the Work Area.

Moving Projects Out of a Folder

Click into the folder to see the project you’d like to move. Click on the “Move Project” button on the left hand toolbar.



A new pop-up window will appear. Make sure the correct project is listed in the “Project” field (or select the correct project via the drop down menu) and, then make sure the correct destination is listed in the ‘Destination Folder’ field (or select the new location for your project via the drop-down menu). Once everything is correct, press the green “Move” button.



What Else?

- Only empty folders can be deleted. To delete a folder, press the “delete folder” button on the work area
- Folders can be renamed. To rename a folder, click into it and then click the ‘rename folder’ button on the left hand toolbar.

Questions?

Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext 70014 or eREBhelpdesk@hhsc.ca.