# Creating Home Page Tiles

Introduction

Home page tiles allow you to quickly navigate to areas of GEMS you most frequently work in. A homepage tile should identify an incoming action for the research office.

Home page tiles provide a snapshot. They provide an alternate method to identify application/project is to use the application/project search functions in GEMS.

There are eight tile options: **Activity, Application, Decision, Document, Forms, Milestone, Review and Task.**
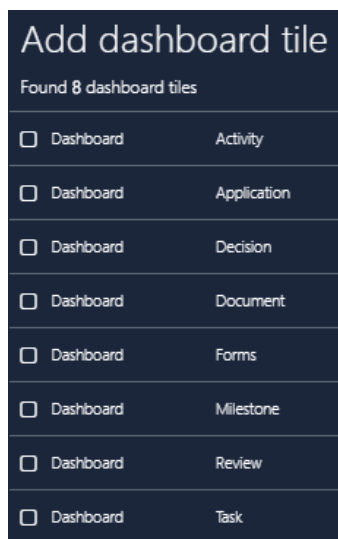
Each tile can be created multiple times with the title and filter changed to describe the action of the tile. The sorts of functions that can be accessed under each type of tile are described below.

Tip: Depending on the size and resolution of your screen, 8-10 tiles will be visible on your GEMS home page. Creating further tiles means you will need to scroll down your page to see them.

Activity: This tile relates to activities in the system i.e. Approval, Meeting, Task, and the type of activity i.e. Application, Form, Review.

Application: Initial submission to approval/authorisation is managed in the application.

Decision: This tile can be used to filter decision outcomes for applications, projects, documents, forms and milestones. There are Decision tiles used for governance, this tile can be used for ethics at the Research Office's discretion.

Document: This tile can search for all related document types.

Forms: This tile is used to access forms that are submitted as part of the post approval management of an application i.e. amendments and safety reporting.

Milestone: This tile is used for progress reports for Ethics and progress report external HREC, final report external HREC, first patient in and certificate of currency for Governance.

Review: This tile is used to identify when a review has been submitted to the Research Office.

Task: This tile shows all tasks for the Research Office. Tasks can be system generated i.e. Approver B, or manually created by users.

The next section will describe several tile options, some of which are directly related to the *Setting up a Home Page user guide* and are identified by *

When a tile does not specify Ethics or Site in the screenshot, either can be selected. Selecting no program will identify Ethics and Site applications.

New functionality

Research Offices now have the option to filter applications, projects and activities assigned to themselves or other team members in their office in the 'Activity' and 'Application' homepage tiles.
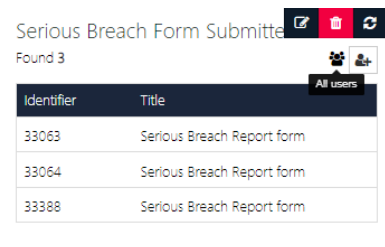
 Select the 'Add user(s)' icon on the Activity or Application homepage tile you want to filter and then search for yourself in the 'User' pop-out panel on the right-hand side of the screen.

This will filter applications, projects or activities that have been assigned to yourself in the tile selected.

Tip: You can add multiple team members using this filter on the homepage tiles. This functionality will eliminate the need for personalised tags which have the potential to cause issues later.

Tip: You can see who has been assigned to an application on the summary page under 'Responsible users'.

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Pre-Approval/Authorisation

Application Tile

Used during pre-approval application management. The different types of tiles created with the 'Application' tile are described below.

Edit dashboard tile

Title	Application
Display	Table
Program	Choose...
Submission type	Choose...
Submitted only	No
Status	
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Program: Select Ethics or Site to filter for a specific type of application. Not selecting anything will show both Ethics and Site applications.

Submission Type: Use this filter to see either initial applications or resubmitted applications.

Submitted Only: Use this to filter out applications that have been submitted once or multiple times. It is recommended to always use 'No' as the response due to further enhancements of the home page negating this filter option.

Status: Select one or multiple.

With Tags: A Research Office can assign custom tags (already in the system) to an application and this filter will show applications that have those tags.

Without Tags: Like 'With Tags', a Research Office can assign custom tags (already in the system) to an application and this filter will show applications that do not have those tags.

Classifications: On completion of Project Registration, HREA and Site applications have certain categories applied to the application i.e. Study Type, adding a classification will further customise the search.

Decision Status: Use this to identify when an application has been approved but the decision notification email has not yet been sent.

Sort Order: Select how you want to sort by.

Sort By: Select what you want to sort by.

Unassigned Only: Use this filter to search for unassigned applications only by selecting 'Yes'.

Serious Breach Form Submitte

Found 3

All users

Identifier	Title
33063	Serious Breach Report form
33064	Serious Breach Report form
33388	Serious Breach Report form

New Functionality

Utilise the new 'add user' filtering functionality to further customise your application tiles. In the example on the left, the 'New SSA' Application tile only shows applications that have been assigned to the users indicated (hover over the 3 people icon to see the name of the user/s). *By assigning applications to yourself, you no longer need to add tags to applications as this functionality replaces that.*

Completed Pending HOD* (Governance Applications Only)

This tile can be created to see a site application that has been submitted to the Head/s of Department for their support.

Title	With HOD
Display	Table
Program	Site
Submission type	Choose...
Submitted only	No
Status	Completed pending HOD ✖
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

HOD Not Supported (Governance Applications Only)

This title can be created to see a site application that is currently with the researcher to action as one or more HODs have indicated that the application is not supported.

Note: If **ALL** HODs have made the decision to support the application, it will then automatically submit to the Research Office and will have the status 'Submitted'.

Title	HOD Not Supported
Display	Table
Program	Site
Submission type	Choose...
Submitted only	No
Status	HOD Not Supported ✖
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

New Application* (Ethics and Governance Applications)

This tile can be created to see a new application that can be considered for eligibility.

Title	New Application
Display	Table
Program	Choose...
Submission type	Choose...
Submitted only	No
Status	Submitted ✖
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Eligible* (Ethics and Governance Applications)

This tile can be created to view applications that have received an eligibility review and can progress to the next review process i.e. assigned to a meeting, assigned to a review, RGO review etc.

Title	Eligible
Display	Table
Program	Choose...
Submission type	Choose...
Submitted only	No
Status	Eligible ✖
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Valid* (Governance Applications Only)

This tile can be created to view applications that have received an eligibility review and can progress to the next review process i.e. assigned to a meeting, assigned to a review, RGO review etc. **BUT** have not yet received Ethics approval.

Title	Valid
Display	Table
Program	Site
Submission type	Choose...
Submitted only	No
Status	Valid ✖
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Pending RM* (CALHN Governance Applications Only) *NEW*

This tile can be created to view applications that have received an RGO recommendation, are pending CE/Delegate review and have not yet received Governance authorisation.

Title	Pending RM
Display	Table
Program	Site
Submission type	Please select...
Submitted only	No
Status	Pending RM ✖
With tags	
Without tags	
Classification	
Decision status	
Round	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Pending CE* (Governance Applications Only) This tile can be created to view applications that have received an RGO recommendation, are pending CE/Delegate review and have not yet received Governance authorisation.	Title — Pending CE Display — Table Program — Site Submission type — Choose... Submitted only — No Status — Pending CE ✖ With tags — Without tags — Classification — Decision status — Sort order — Ascending Sort by — Date modified Unassigned only — No
Ineligible (Ethics and Governance Applications) This tile can be created to view applications that have received an eligibility review but are not eligible to proceed, the applicant needs to submit a new version of the application and/or associated documents. Once the application owner starts working on the application, the status will change from 'Ineligible' to 'In Progress' and will no longer appear in this tile.	Title — Ineligible Display — Table Program — Choose... Submission type — Choose... Submitted only — No Status — Ineligible ✖ With tags — Without tags — Classification — Decision status — Sort order — Ascending Sort by — Date modified Unassigned only — No

Assigned to Meeting (Ethics Application Only)

This tile can be created to view applications that have been assigned to a meeting. This could be a Full HREC meeting, Specialist Subcommittee meeting or Other meeting.
Note: If you assign an application to a meeting and then to a review, the 'Under Review' status overrides the 'Assigned to Meeting' status, meaning the application will no longer appear in this tile.

Field	Value
Title	Assigned to Meeting
Display	Table
Program	Ethics
Submission type	Choose...
Submitted only	No
Status	Assigned to meeting ✕
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Assigned to a Review (Ethics Applications Only)

This tile can be created to view applications that have been assigned to be reviewed.

Field	Value
Title	Assigned to Review
Display	Table
Program	Ethics
Submission type	Choose...
Submitted only	No
Status	Under Review ✕
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Information Provided* (Ethics and Governance Applications)

This tile can be created to view when a response to a request for more information has been submitted.

Title	Information Provided
Display	Table
Program	Choose...
Submission type	Choose...
Submitted only	No
Status	Information provided ✖ / Information Provided – Decision Pending ✖
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Approved/Authorised – Pending Decision Email* (Ethics and Governance Applications)

This tile can be created to view applications that have a decision of 'Approved' or 'Authorised' (including with conditions) where the decision notification has not yet been sent.

Title	Approved/Authorised - Pending Decision Email
Display	Table
Program	Choose...
Submission type	Choose...
Submitted only	No
Status	Approved (Pending Decision Email) ✖ / Approved with conditions (Pending Decision Email) ✖ / Authorised (Pending Decision Email) ✖ / Authorised with Conditions(Pending Decision Email) ✖
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Review Tile

Used during pre-approval application management.

Title: Edit this field to describe the action of the tile.
Display: Select which template you wish to use; this is based off personal preference.
Reviews Submitted in Last (Days): The action will remain in the tile based on the number of days entered here. It is recommended that you keep this number as low as practical.
Sort Order: Select how you want to sort by.
Sort By: Select what you want to sort by.

Review Submitted* (Ethics Applications Only) This tile can be created to view when a review has been completed against an application.	

Pre and Post Approval/Authorisation

Task Tile

Used during pre-approval application management and post approval project management.

Title: Edit this field to describe the action of the tile.

Display: Select which template you wish to use; this is based off personal preference.

Sort Order: Select how you want to sort by.

Sort By: Select what you want to sort by.

My Tasks* (Ethics and Governance Applications) This tile can be created to view any task that has been assigned to you or your team. Tasks can be assigned manually by yourself or other GEMS users i.e. Eligibility Approver B and are also created by the system. Tasks may also be used during post-approval.	

Activity Tile

Used during pre-approval application management and post approval project management.

Activity: Select the type of activity you wish to filter

Enable New Task Button: Selecting Yes will allow you to create a new task or edit a task listed in this tile

Show Only Current User Data: Selecting No will show all user data (seeking further clarification from vendor and will update as appropriate)

Type: Select where the activity comes from i.e application, project.

Activity Tile - New Functionality

1. Clicking on the '+Add Task' button will make the 'Outstanding tasks' window appear on the right-hand side of the screen.

2. You will be able to see outstanding tasks which require actioning from your Research Office, the tasks listed here relate to both Ethics and Governance pre and post approval.

3. Selecting a task takes you directly to the tasks page in the application or project, as appropriate. Selecting 'Edit' against a task will bring the task details up, allowing you to make appropriate changes i.e. Assigned to, Date due and Importance

Activities (Ethics and Governance)

This tile can be created to view any overdue, due, pending activities or activities without dates that are assigned to you or a member of your Research Office.

Activities can be both pre-approval and post-approval.

New Functionality

Utilise the new 'add user' filtering functionality to further customise your Activity tile. In the example on the left, the Activities tile only shows activities that have been assigned to the user listed (hover over the 3 people icon to see the name of the user/s). *By assigning activities to yourself, you no longer need to add tags to activities as this functionality replaces that.*

Decision Tile

Used during pre-approval application management and post-approval management.

Title: Edit this field to describe the action of the tile.
Display: Select which template you wish to use; this is based off personal preference.
Decision Type: Select one or multiple decision types.
Applies To: Select what application, application document, application related form, project, project document, project related form or project milestone that corresponds to the 'Decision Type' selected.
Assigned To: Type in the username and a dropdown will appear.
Outcome: Select the outcome you want to filter by.
Sort Order: Select how you want to sort by.
Sort By: Select what you want to sort by.

Site Amendment (Governance Project) *

Create this tile to filter Site Amendments requiring RGO review

Site RFI Received – Amendment/Safety Report (Governance Project)

This tile can be created to filter for request for information received for Site Amendments and Safety Reporting.

Title	Site RFI Received - Amendment/Safety Report
Display	Table
Decision type	RGO review of a More information required form
	RGO review of a more information required form - RGO Approval
Applies to	Choose...
Assigned to	
Outcome	Pending
Sort by	Date modified
Sort order	Ascending

Site Annual Report Submitted (Governance Project) *

This tile can be created to filter progress reports pending RGO review

Title	Site Annual Report Submitted
Display	Table
Decision type	RGO review of a progress report
Applies to	Choose...
Assigned to	
Outcome	Pending
Sort by	Date modified
Sort order	Ascending

Site Annual Report - RFI Received (Governance Project)

This tile can be created to filter for requests for information received for Site Annual Reports.

Title	Site Annual Report - RFI Received
Display	Table
Decision type	RGO review of a more information required form - progress report
Applies to	Choose...
Assigned to	
Outcome	Pending
Sort by	Date modified
Sort order	Ascending

Milestones - CoC - Submitted and Resubmitted (Governance Project)

This tile can be created to filter for the Governance Milestone Certificate of Currency requiring review by the RGO.

Title	Milestone - CoC - Submitted and Resubmitted
Display	Table
Program	Site
Milestone type	Certificate of Currency
Status	Received
Sort by	Date modified
Sort order	Ascending

Safety Reporting (Governance Project) *UPDATED*

This tile can be created to filter for safety reporting that have been reviewed by HRECs within GEMS and Local Safety Reporting, requiring RGO review.

Title	Safety Reporting
Display	Table
Decision type	RGO review of a local safety event
	RGO review of a protocol deviation
	RGO review of a safety report
Applies to	Please select...
Assigned to	
Outcome	Pending
Successor outcome	Show with successor outcomes
Sort by	Date modified
Sort order	Ascending

Document Tile

Used during pre-approval application management and post-approval management.

Title: Edit this field to describe the action of the tile.
Display: Select which template you wish to use; this is based off personal preference.
Related To: Select 'Application' (submission to approval/authorisation) or 'Project' (post approval/authorisation.
Submission Type: Use this filter to see either initial applications or resubmitted applications.
Only Not Associated to Meetings: Use this filter to see only documents not associated with meetings.
Document Type: Select one or multiple document types.
With Tags: A Research Office can assign custom tags (already in the system) to a document and this filter will show documents that have those tags.
Without Tags: Like 'With Tags', a Research Office can assign custom tags (already in the system) to a document and this filter will show documents that do not have those tags.
Sort By: Select what you want to sort by.
Sort Order: Select how you want to sort by.

Documents (Ethics and Governance Applications)	
This tile can be used to filter out specific documents that appear in the 'Related Documents' section of applications and projects.	

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Forms Tile

Used during pre-approval application management and post-approval management.

Title: Edit this field to describe the action of the tile.
Display: Select which template you wish to use; this is based off personal preference.
Status: Select one or multiple.
Form Name: Select the type of form.
With Tags: A Research Office can assign custom tags (already in the system) to a form and this filter will show forms that have those tags.
Without Tags: Like 'With Tags', a Research Office can assign custom tags (already in the system) to a form and this filter will show forms that do not have those tags.
Assigned to Meetings: Use this filter to see only documents associated with meetings.
Email Sent: Use this filter to where an email has been sent from i.e. meeting, decision screen.
Decision Outcome: Select decision outcome.
Sort By: Select what you want to sort by.
Sort Order: Select how you want to sort by.

Tip: When using the form tile to look for Requests for Information Provided, you will be taken directly to 'Related Forms'. If you want to be taken to 'Decisions', create a Request for Information Provided Decisions tile.

New Amendment (Ethics Project Only)

This tile can be created to view any new amendment requests submitted.

Ethics amendments; General Amendment, Request for Extension of HREC Approval, Addition of a New Site and Change in PI/CPI.

Amendment RFI Received (Ethics Project Only) *

This tile can be created to view information provided for an amendment.

Safety Reporting to HREC (Ethics Project Only) *UPDATED*

This tile can be created to view any safety reports.

Safety Reporting to HREC RFI Received (Ethics Project Only) *NEW*

This tile can be created to view information provided for a safety report.

Serious Breach Reporting to HREC (Ethics Project Only) *NEW*

This tile can be created to view any serious breach reports.

Title	Serious Breach to HREC
Display	Table
Status	Submitted ✖
Form name	Serious Breach Report form
With tags	
Without tags	
Assigned to meeting	Please select...
Email sent	Please select...
Decision outcome	Please select...
Sort by	Date modified
Sort order	Ascending

Serious Breach to HREC RFI Received (Ethics Project Only) *NEW*

This tile can be created to view information provided for a serious breach.

Title	Serious Breach RFI Received
Display	Table
Status	Information Provided ✖
Form name	Serious Breach Report form
With tags	
Without tags	
Assigned to meeting	Please select...
Email sent	Please select...
Decision outcome	Please select...
Sort by	Date modified
Sort order	Ascending

Protocol Deviation Reporting to HREC (Ethics Project Only) *NEW*

This tile can be created to view any protocol deviation reports.

Title	Protocol Deviation to HREC
Display	Table
Status	Submitted ✖
Form name	Protocol Deviation form
With tags	
Without tags	
Assigned to meeting	Please select...
Email sent	Please select...
Decision outcome	Please select...
Sort by	Date modified
Sort order	Ascending

Protocol Deviation to HREC RFI Received (Ethics Project Only) *NEW*

This tile can be created to view information provided for a protocol deviation.

Title	Protocol Deviation RFI Received
Display	Table
Status	Information Provided ✖
Form name	Protocol Deviation form
With tags	
Without tags	
Assigned to meeting	Please select...
Email sent	Please select...
Decision outcome	Please select...
Sort by	Date modified
Sort order	Ascending

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Milestone Tile

Used during post-approval management.

Title: Edit this field to describe the action of the tile.
Display: Select which template you wish to use; this is based off personal preference.
Program: Select if it is Ethics or Governance.
Milestone Type: Select one or multiple.
Status: Select one or multiple.
Sort By: Select what you want to sort by.
Sort Order: Select how you want to sort by.

Annual Progress Report (Ethics Projects Only) This tile can be created to view submitted Annual Progress Reports.	
First Patient In – Clinical Trials (Governance Projects Only) This tile can be created to view submitted First Patient In reports.	
Certificate of Currency (Governance Projects Only) This tile can be created to view submitted Certificates of Currency.	

Classifications

Used in Application Tile.

A Research Office can use classifications to further customise actions in GEMS.

Identifying New Clinical Trial

For a Research Office that has a pre-HREC meeting (scientific sub-committee). To easily identify clinical trials on a submission closing date an additional Application tile can be created.

Title	New Clinical Trials
Display	Table
Program	Ethics
Submission type	Choose...
Submitted only	No
Status	Submitted ✖
With tags	
Without tags	
Classification	Study type - Clinical trial ✖
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Customised Display

Graph Bar/Graph Pie/List

Can be used for application, decision, documents, milestone and review tiles.

A Research Office can use a graph to have a customized overview of applications, decisions, documents, milestones and reviews in GEMS. When 'Graph' is chosen as the 'Display' type the below additional filters appear.

Display	Graph
Graph type	Pie
Group by	Status

Display: Select which template you wish to use; this is based off personal preference.

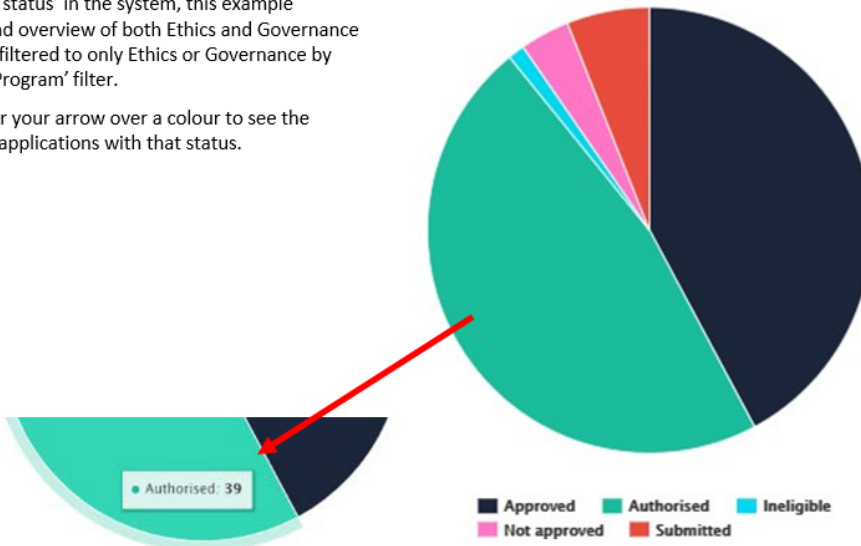**Graph Type:** Select the type of graph, this is based off personal preference.

Group By: Application Tile: Select 'Status', Decision Tile: Select 'Decision Type', Document Tile: Select 'Document Type', Milestone Tile: Select 'Status' and Review Tile: Select ' Task Type'.

Overview of Applications (Ethics and Governance Applications)

This tile can be used to see an overall view of application status' in the system, this example provides and overview of both Ethics and Governance but can be filtered to only Ethics or Governance by using the 'Program' filter.

Note: Hover your arrow over a colour to see the number of applications with that status.
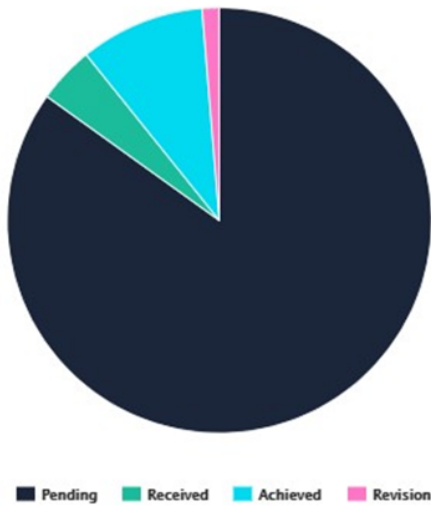
Overview of Applications

• Authorised: 39

Approved	Authorised	Ineligible
Not approved	Submitted	

Title	Overview of Applications
Display	Graph
Graph type	Pie
Group by	Status
Program	Choose...
Submission type	Choose...
Submitted only	No
Status	Approved ✕ Authorised ✕ Eligible ✕ Ineligible ✕ Not approved ✕ Not Authorised ✕ Submitted ✕
With tags	
Without tags	
Classification	
Decision status	
Sort order	Ascending
Sort by	Date modified
Unassigned only	No

Graph Pie example

Milestone

Pending	Received	Achieved	Revision

List example

Document

2020/ETH00837 - 2020/ETH00837: 24/06/2021 -
2020/ETH00837 - 2020/ETH00837: 24/06/2021 -
2020/STE01405 - Annual/Final Progress Report
2020/STE01405 - Annual/Final Progress Report
2020/ETH00852 - Appointment date change for
2020/ETH00839 - Appointment date change for
2020/STE01434 - 2020/STE01434: 26/07/2020 -
2020/STE01416 - Appointment date change for
2020/STE01416 - 2020/STE01416: 28/07/2020 -
2020/STE01416 - 2020/STE01416: 28/07/2020 -
2020/STE01416 - 2020/STE01416: 28/07/2020 -

Graph Bar example

Decision

- Annual Progress Report
- Progress Report with status change (Completed, Terminated/Abandoned)
- RGO review of a progress report