<u>Kindly note</u>:

- Internet Explorer is not compatible with MEOS; some functionality may be lost.
- It is suggested that Chrome, Edge, Safari or Opera, amongst others be used.



MEOS (MANDELA ETHICS ONLINE SYSTEM)

UPDATE PROJECT

USER GUIDE

Version 1.0 August 2023 The main ethics application forms as well as the sub-forms (amendments, extensions, closures, etc.) are constantly being updated based on feedback from users.

If you have created a project and the system is then updated, the following banner will appear on the top of your application form.

Online System Work Area Contacts Help -					
TEST APPLICATION					
	Note: There is a newer version of the project. Update				
Project Tree 🗸					
TEST APPLICATION					
REC-H: Initial Application (Human)					
Astice Denvired on Form	Ohahaa	Daview Defenses	Data Madified		
Action Required on Form	Status	Review Reterence	Date Modified		
Yes	Not Submitted	N/A	17/08/2023 15:39		

BEFORE YOU UPDATE THE PROJECT, create a backup PDF. Most updates will not affect your form and inputted responses. However, if a question has been deleted, moved or the question type edited, you could lose information. In this event, your response can be cut and pasted back into the form from the backup that you create.

Click on the [View as PDF] action.

M	EOS - Mar	idela Ethics	Online System Work Area Contacts Help +		
Project	O Create Sub	<	TEST APPLICATION		
	Form	Share		Note: There is a newer	version of the project. Update
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			TEST APPLICATION		
			REC-H: Initial Application (Human)		
			Action Required on Form	Status	Review Reference
			Vos	Not Submitted	N/A
			Tes	Not Submitted	1973

Click on [View] on the pop-up. This opens up a browser window with the application form and any responses you may have added. Save/Export the document as a PDF.

View as PDF	×	
Options:		
View	Close	

After creating the backup, click on Update in the yellow banner at the top of the page.

s Online System Work Area Contacts Help +	
TEST APPLICATION	
	Note: There is a newer version of the project. Update

Read the information in the Update Description field in the pop-up. This will indicate the forms that have been updated as well as remind you of the process to create a backup of your form. Then click the blue [Update] button.

Update Project	×
Note: This will update all the forms within this project. Any electronic signatures on unsubmitted forms will be invalidated – NOTE updating does not invalidate signatures on submitted forms	
Update Description	
IMPORTANT:- BACKUP YOUR FORM BEFORE PRESSING UPDATE!!	
Minor updates to the REC-A application forms. The update will not affect REC-H forms	
Update C	lose

When should I ignore the Update Project message?

If the form has been signed and/or a signature has been requested, updating the project will invalidate the signature and/or signature request. In this case, the form will need to be resigned and the signature request sent again.