



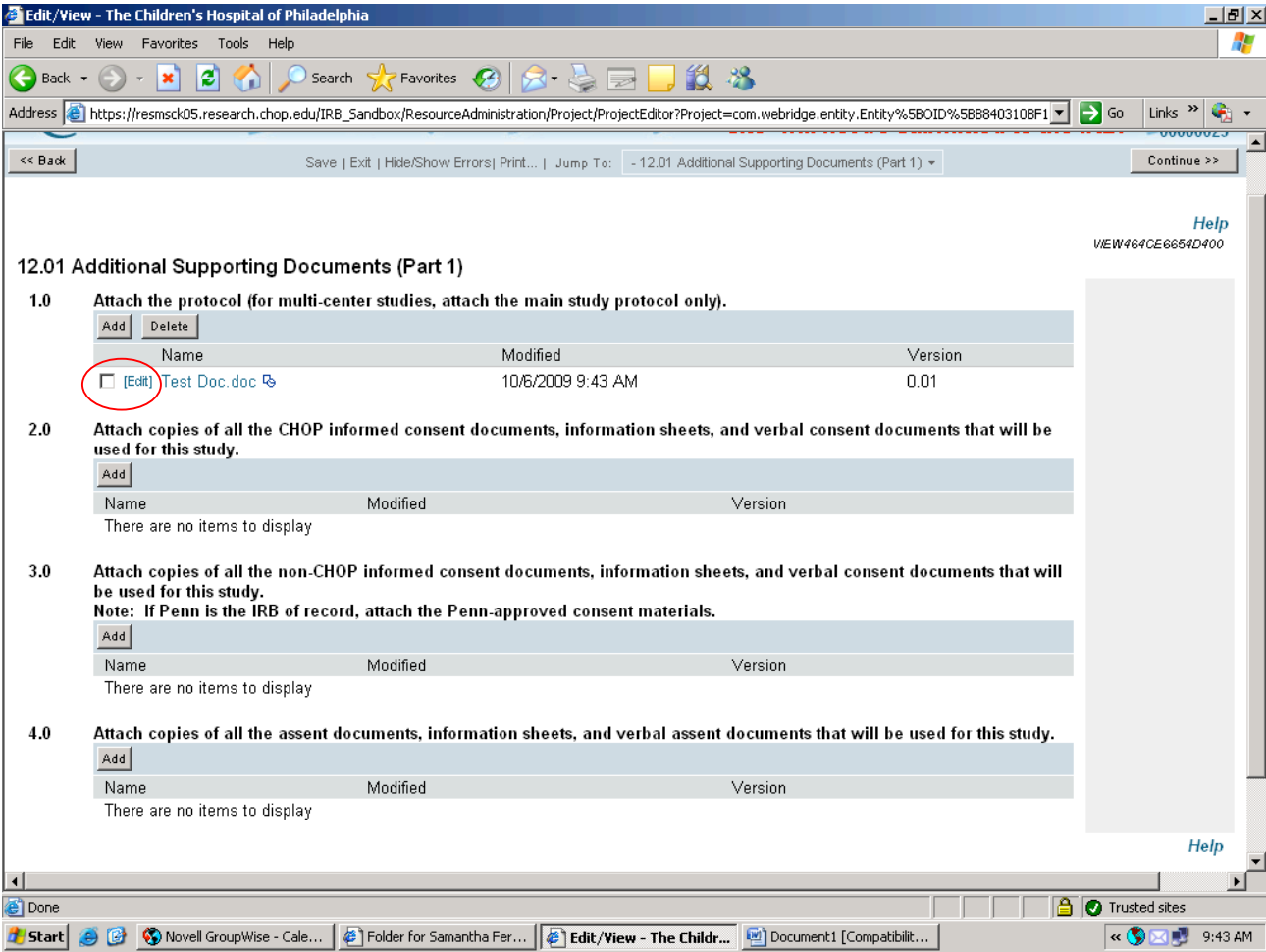
Instructions FOR Updating Documents in the eIRB system.

Are you attaching a **NEW** version of an **older** document that is **already uploaded** in the eIRB system (and has previously been seen by the IRB)?

If **YES**: follow the procedure outlined below.

If **NO**: Please do not use follow the instructions below; instead, please ADD the new document to the appropriate section using standard procedures.

- 1. Go to the section where the original version of the document being revised is attached (e.g., Section 12.01 (1.0) for protocol or 12.01 (2.0) for consent, etc). The original version of a document will be listed as Version 0.01.
- 2. **IMPORTANT**: Do **Not Delete** the document currently posted in eIRB: Look at the left end of the document name for the **“Edit”** button (in red circle below).



3. Click **Edit**. A box to upload a new document will pop-up. NOTE: The file name for the **old document** will appear in the title box.
4. Title the Document: Either (a) **delete the title** or (b) **edit the title** to ensure that it is consistent with the newer version of the document being attached. If you delete the title, the uploaded new document will have the same name it has on your computer. If you edit the title, then this will be the name in the eIRB system.



IRB HINT: Create a name for the document that will not require revision such as “[Protocol Number] Protocol Clean.doc” (ie: “7296 Protocol Clean.doc”).

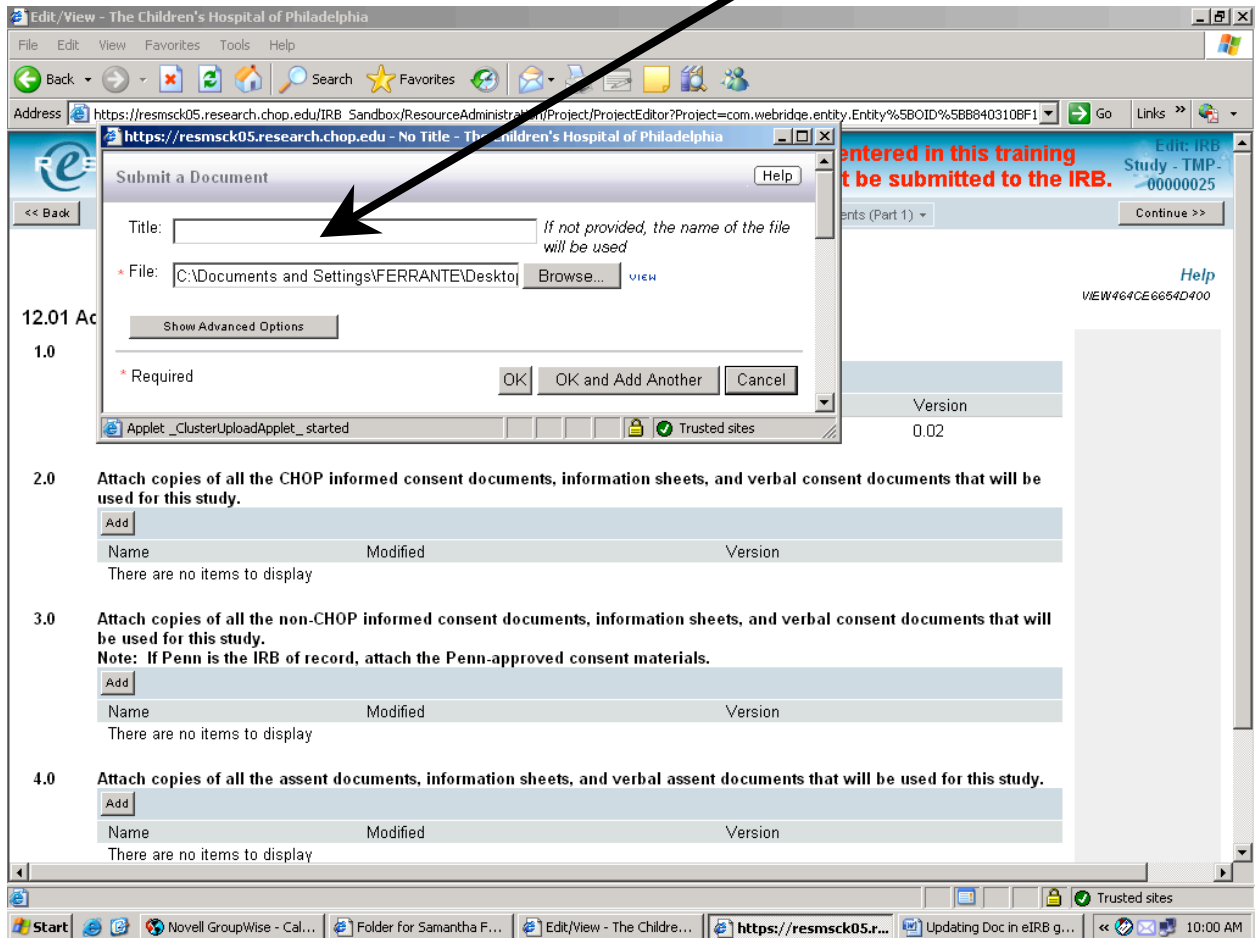
The screenshot shows a web browser window with a 'Submit a Document' dialog box open. The dialog box has a 'Title' field containing 'Test Doc.doc' and a 'File' field with a 'Browse...' button. A red arrow points to the 'Title' field. Below the dialog box, a table lists existing documents:

Name	Modified	Version
<input type="checkbox"/> [Edit] Test Doc.doc	10/6/2009 9:43 AM	0.01

Below the table are sections for attaching consent documents, each with an 'Add' button and a table header for Name, Modified, and Version:

- 2.0 Attach copies of all the CHOP informed consent documents, information sheets, and verbal consent documents that will be used for this study.
- 3.0 Attach copies of all the non-CHOP informed consent documents, information sheets, and verbal consent documents that will be used for this study. Note: If Penn is the IRB of record, attach the Penn-approved consent materials.
- 4.0 Attach copies of all the assent documents, information sheets, and verbal assent documents that will be used for this study.

5. **Upload** the updated document using the pop-up box.
NOTE: In the example, the title field has been deleted and is blank.
6. Click **OK**.



7. The Section will now show the updated document. You can tell because the **Version** now indicates that the current document is 0.02.

The screenshot shows a web browser window titled "Edit/View - The Children's Hospital of Philadelphia". The address bar shows a URL from "resmsck05.research.chop.edu". The main content area is titled "12.01 Additional Supporting Documents (Part 1)". It contains four sections (1.0 to 4.0) for attaching documents. Section 1.0 has a table with one document:

Name	Modified	Version
<input type="checkbox"/> [Edit] Updated Test.doc	10/6/2009 9:58 AM	0.02


A black arrow points to the "0.02" version number in the table. The other sections (2.0, 3.0, 4.0) show "There are no items to display". The browser's taskbar at the bottom shows several open applications, including "Novell GroupWise - Mail...", "Folder for Samantha F...", "Edit/View - The Child...", "Updating Doc in eIRB q...", and "FileMaker Pro". The system clock shows "10:16 AM".

8. At this point, you have completed updating the document.

BUT WAIT: There's more help...

9. **Viewing Older Versions of Documents:** The previous version(s) of the document are still available in the eIRB system and can still be opened. Look for the small blue history icon at the RIGHT of the document name.

The screenshot shows a web browser window titled "Edit/View - The Children's Hospital of Philadelphia". The address bar shows a URL from "resmsck05.research.chop.edu". The page content is titled "12.01 Additional Supporting Documents (Part 1)". It contains four sections, each with an "Add" button and a table of documents. Section 1.0 has one document: "Updated Test.doc" with a modified date of "10/6/2009 9:58 AM" and version "0.02". A small blue history icon is located to the right of the document name. A black arrow points to this icon. The browser's taskbar at the bottom shows several open applications, including "Novell GroupWise - Mail...", "Folder for Samantha F...", "Edit/View - The Child...", "Updating Doc in eIRB g...", and "FileMaker Pro".

Name	Modified	Version
<input type="checkbox"/> [Edit] Updated Test.doc 	10/6/2009 9:58 AM	0.02

10. **Document History:** If you click that [Blue](#) icon, a document history, pop-up window opens and all previous versions of the document can be opened and reviewed.

