The "Package Navigator" is found on the Designer page. It allows you to quickly move between packages, create new packages, and to view all your project documents at once so you can easily locate the most current version of any project document.
There are 2 new ways to create a new package.

1. A "Create New Package" button is now in the left hand menu. This can be accessed from any page within the project.

2. In the Designer page use the down arrow to display the Package Navigator. The last item in the drop down menu is "Create New Package."
The "Package Description" field is found on the Designer page. It can be used to capture and communicate additional details about each package. This moves with the submission through each board.

The "Package Description" can be seen by the researchers, IRB admin staff, and IRB committee reviewers. It can be edited by researchers and IRB admin staff.
There are 2 new ways to upload documents into IRBNet.

1. Multiple Document Upload - Click the "Attach New Document" button and locate files to be submitted. Hold down the "Ctrl" button and select each document you wish to upload. When finished click "Open." The files will be uploaded into IRBNet.

2. Drag and drop files from your computer to the bottom right corner of the Designer page. The "Drop files here" field will appear. Drag and drop as many files as you wish to upload.
Once the documents have been uploaded you will need to update the Document type. The Description field is auto populated with the file name. The description field can be updated as needed.
“Drag and Drop” can be used to manage the document history (stack). This feature is available to researchers and IRB admin staff. It is not available to IRB committee reviewers.

Note that the stack of papers icon is present next to the “Consent Marked” in package 4, even though the document has not been stacked.

In this example the “Consent Marked” in package 4 should be stacked on the “Consent Marked” from package 2.
To correct the stacking follow these steps:

1. Locate the previous version of the document in the "Documents from Previous Packages" section. Click the stack of papers icon to open the Document Revision History box.

2. Locate the document that needs to be stacked in the "Documents in this Package" section. Right click on the document and drag it to the Document Revision History box until you see the words "Add to this Document History."

3. Release the right click and the document will be added to the document revision history (stacked). The document will now appear as a single line item in Designer.

5 - Drag and Drop to Stack Cont.

To stack the documents follow these steps:

1. Locate the previous version of the document in the "Documents from Previous Packages" section. Click the stack of papers icon to open the Document Revision History box.

2. Locate the document that needs to be stacked in the "Documents in this Package" section. Right click on the document and drag it to the Document Revision History box until you see the words "Add to this Document History."

3. Release the right click and the document will be added to the document revision history (stacked). The document will now appear as a single line item in Designer.
All versions of this document can now be accessed by clicking the stack of papers icon next to the most recent version.

5 - Drag and Drop to Stack Cont.