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Research Management System

What's New and Known Issues – V15.811.04 Upgrade
A Guide for End-Users
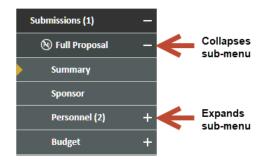
V4 – September 2019

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Introduction

The aim of this guide is to provide end users with an overview of changes to the Research Management System since version 15. This guide contains information on new functions; notable changes from version 15 to version 15.811.04; and the known issues that we are currently working through with the vendor (InfoEd Global) to resolve.

What's New?

Menu

In prior versions of ECURMS, the left-hand menu used a hierarchical folder structure to indicate where you were within the proposal. The new version of ECURMS replaces this with blocks, each sub-level a lighter grey and the text indented; sub-levels are expanded/collapsed via plus/minus symbols to the right.

Personnel order

In prior versions, the ordering of personnel was explicitly specified via the *Order* field, this is now achieved by dragging personnel into the desired order. To re-order:

- click and hold the mouse over the vertical dots ⋮ on the left;
- drag the team member to the desired position;

NOTE: It is recommended that you drag-n-drop team members to establish team order, even if they are added in the desired order as this forces ECURMS to store the order values. If this is not done, order values may not be saved affecting the Project Summary Sheet.

Bookmarks Widget

If you intend to access a particular proposal in the future, have ECURMS bookmark this proposal for easy access within the Bookmarks widget. To use this feature, search for the relevant, hover over the Record Number and select Bookmark Record.

Return to the ECURMS Portal, the bookmarked record will be listed within the Bookmarks widget.

To remove, hover over the record number within the widget, then select Remove Bookmark.

Improvements

☑ Search for Items – search results are now presented in a sortable table. By clicking on a column heading results will be re-sorted.

Additional data is also be provided by clicking the ‣ to the left of the Record Number, this includes Custom Account Numbers (FMIS Account Number ID), Opportunity Number (Sponsor Application Number) and the Proposal Type.

Search results can be exported to Excel by clicking *Export to Excel*.

Notable Changes

The upgrade of ECURMS (v15.811.04) brings noticeable changes to the interface, those being:

V15	V15.811.04	Notes
Search for Items	Locate Records	V15.811.04 will remember your previous search criteria
Open attachments via its icon	Open attachments by clicking on the name hyperlink	
View attachments history via icon	Open attachment history by clicking the version number	

Known Issues

- Logging in to ECURMS: Following the upgrade from v15 to v15.811.04 users may experience an issued logging into ECURMS despite entering their correct login and password. To resolve this, it is recommended you clear your browser's cache, close your browser and re-attempt logging into ECURMS. For assistance with clearing your browser's cache we recommend visiting: https://www.refreshyourcache.com

- **Copying existing records:** There are intermittent problems experienced when attempting to copy existing records to new, 500 Internal Error and 502 Gateway Errors are sometimes experienced.

- **Project Summary Sheet:** There are issues associated with Award Personnel and ordering. It is recommended prior to output of the Project Summary Sheet that you:

    1. Drag-and-drop the order of a team member within Award Personnel, then restore them to their original position, then click SAVE. This will force ECURMS to save the order position for all personnel.
    2. Output the Project Summary Sheet and compare to Award Personnel.

        As effort has previously been stored within multiple fields in the past, the Project Summary Sheet v13.7 (and later) have been designed to check for data across their fields, with preference for the %effort field.

- **Standard Reports:** Standard reports are intermittently experiencing issues with running reports and may return server 502 errors. Where experienced, attempt re-running the report and report where you continue to experience the issue.

Further assistance

If you require further assistance please contact your school's Research Administration Officer(s) or email ResearchSystemsSupport@ecu.edu.au.