How to upload a notification

Once you are registered with the new online reporting portal and have created a new password, the next time you log on you should see the following home page.

You will see all submissions for the organisation you are registered with – the status of each will be listed. The number to the right is how many notifications assigned to your organisation. To see the full list, select the IR(ME)R Notifications heading below.

You can access any submission that is open or awaiting final report by clicking on it. All submissions, and the status of each is on the main page.

- Open – to be reviewed by IR(ME)R team.
- Awaiting final report – IR(ME)R team have reviewed and awaiting the final report by reporting organisation.
- Submitted – final report submitted by reporting organisation.
- Closed – IR(ME)R team accepted and closed notification.
You can delete any notifications created in error by clicking the dustbin image below from the full list.

Creating a new submission

From the home page, click on **Create a new IR(ME)R form**

Work through the form completing all required fields. Green ticks will appear down the right hand side as you work through the form.
Associated documents, such as your final reports or reflections, can be uploaded at the end of the form. Click the **Upload** button and follow the instructions. You can do this at any time as long as the record is **open** or **awaiting final report**. If you can’t see the upload button, please contact the team.

You can either drag and drop a file into the location, or browse your computer.

**Note:** If you want to come back to the submission at a later time, simply close your internet browser. Any completed data will be automatically saved. It will not be submitted to the IR(ME)R team until you hit **Submit** button at the end of the form.
The **Documents** tab under the Home tab relates to documents for your whole organisation. **Any reports added here will not be shown against the relevant notification and should be moved.**

Once you have completed all fields, click **Submit**.

**Note:** Once submitted, you are only able to view your submission. If you notice an error, please email the IR(ME)R team who will open the record up for you to edit. Once changes are made, **Submit** the form again.

If you are registered with more than one organisation, click on the arrow to the right of your organisations name. This will bring up a drop down list of all the organisations you are registered with. Contact the IR(ME)R team if you need to upload a notification for more than one organisation.
Select the home button to take you back to your main page.