



Sharing your Form

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1. Introduction

Forms can be shared between different groups of people.

- Between students (PI) and their supervisors
- Between students
- Between academics, etc.

The most common is that of a student (PI) sharing their ethics application form with their supervisor for comment and input.

Important: All staff and students that have active Nelson Mandela University login credentials can access MEOS. However, if the Mandela staff or student that you wish to share the form with has not previously logged in to MEOS, their name will not be found on MEOS. All users need to log in once to MEOS for their details to register on the system. If the staff member or student is not found on MEOS, email them this link (meos-apply@mandela.ac.za) and request that they log in using their Mandela credentials.

There are two different methods to share a form.

2. Using the Share Function

The Share function enables one to select the level of access per user.

There are six levels of access:

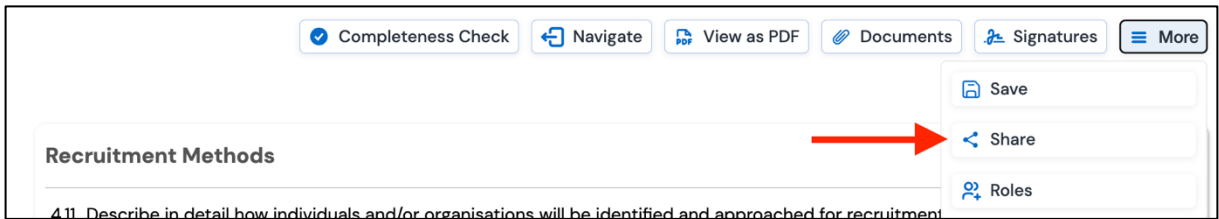
- Read – may read the form but is unable to edit any questions.
- Write – may edit the form questions.
- Submit – may submit the form after reading/editing.
- Share – may share the form with further Nelson Mandela staff/students.
- Create all sub-forms – may create amendment forms, extension forms, progress reports, etc.
- Receive notifications – will receive notifications in their own work area pertaining to the shared project.

2.1. Granting Share Access

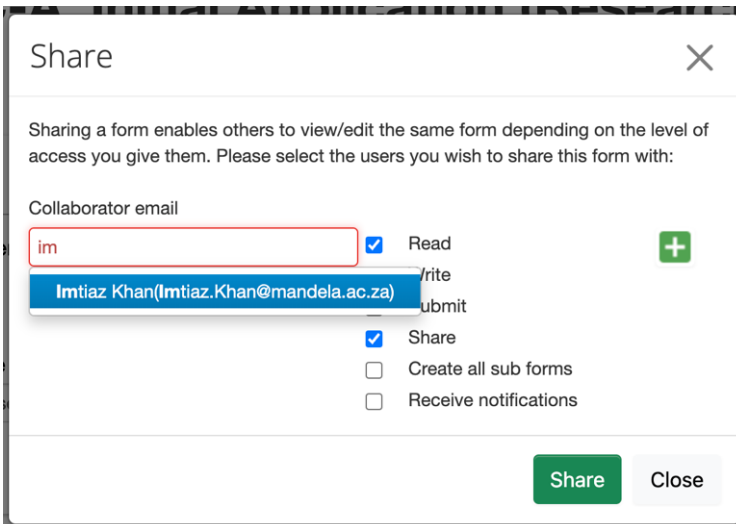
The share function can be accessed in two ways.

(a) Using the [Share] action

Click on the [Share] action to open the Share pop-up.



Start typing and then select the email address of the person with whom you are sharing the form; tick the level of access you wish to grant and click [Share]. They will receive an email indicating that a form has been shared with them.



(b) Sharing via the contact information questions

On each form, there are contact questions which request the contact details of various Nelson Mandela staff and/or students involved in the project.

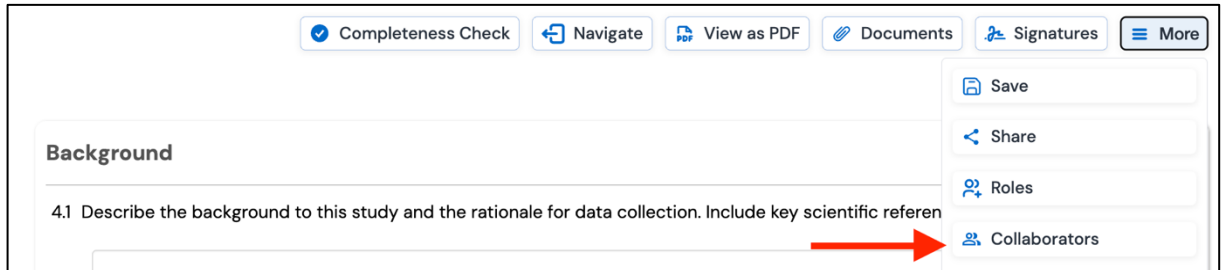
On the right of these questions, a [Share] button is displayed which can be used to share the form with the required user.



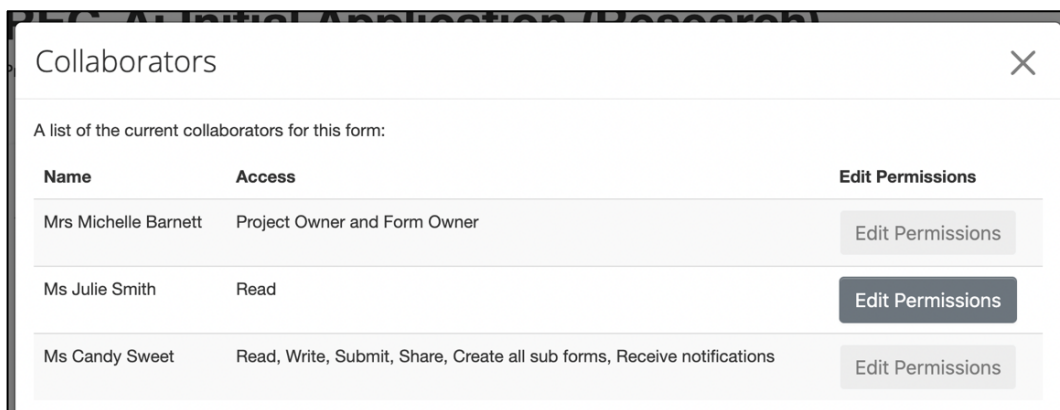
2.2. Editing Share Access

The level of share access granted to a user can be edited if required.

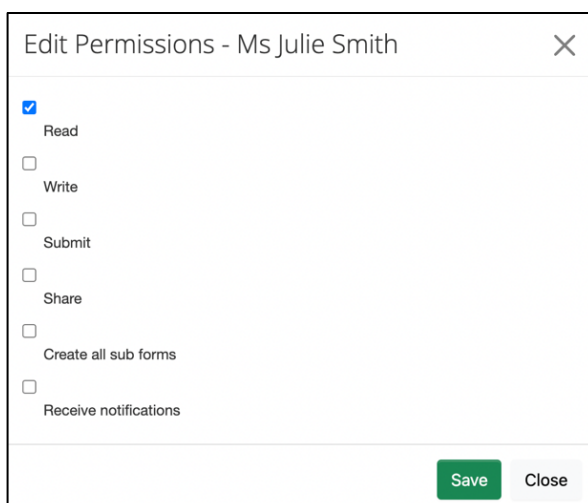
Click on the [Collaborators] action.



This displays a pop-up indicating all collaborators on the form. The [Edit Permissions] button is only active for those with Share access



Edit the permissions and [Save]



3. Using the Roles Function

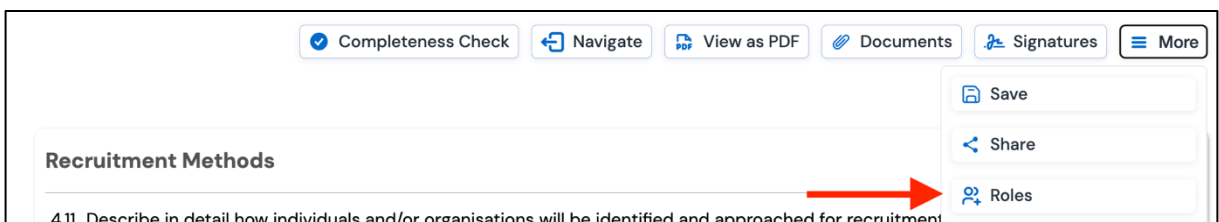
The Roles action is similar to the Share action, except that the levels of access are pre-determined.

The roles of Primary Responsible Person/Supervisor, Co-supervisor, and Principal Investigator have full access (read, write, share, submit, etc.)

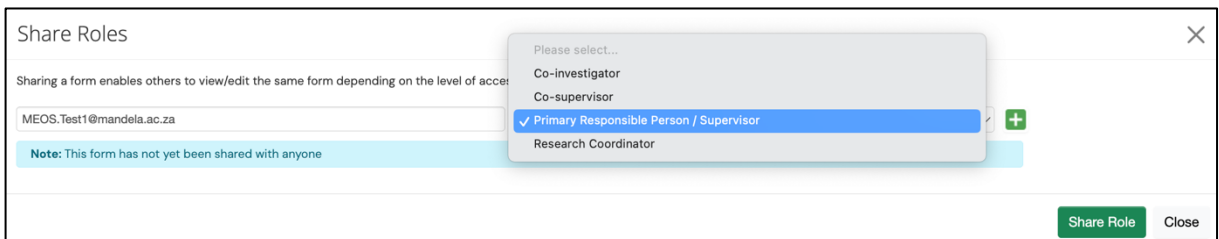
If different levels of access are required, it is suggested that the Share function is used instead.

3.1. Granting Roles Access

Click on the [Roles] action.

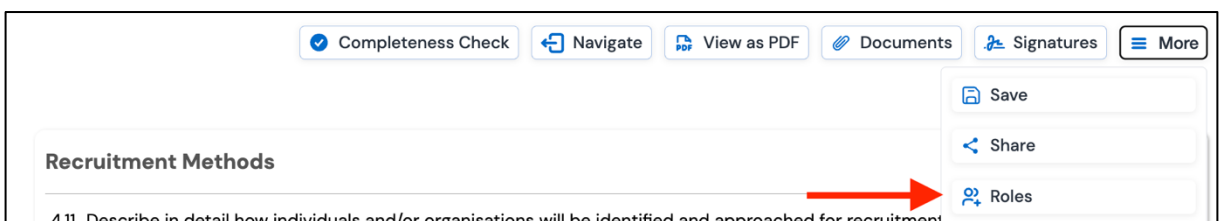


Select the email address of the required person, select the role you wish to assign and click [Share Role]. The person will receive an email indicating that they have been given a role on a form.

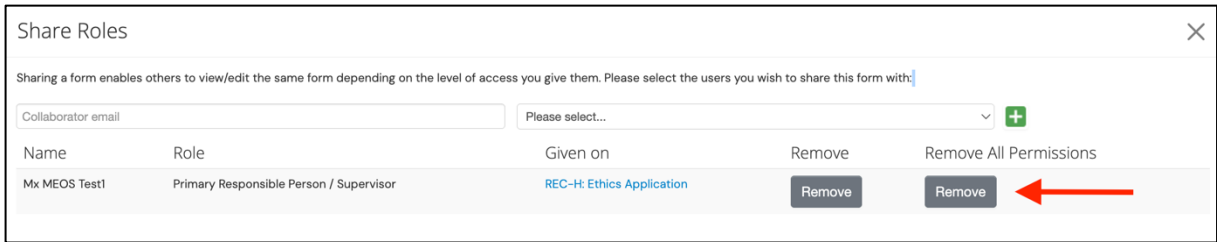


3.2. Removing Roles Access

Click on the [Roles] action.



Click the [Remove] button under the Remove all Permissions column and the person will be removed from the form.



4. I can't find the person I want to share the form with on MEOS. What do I do?

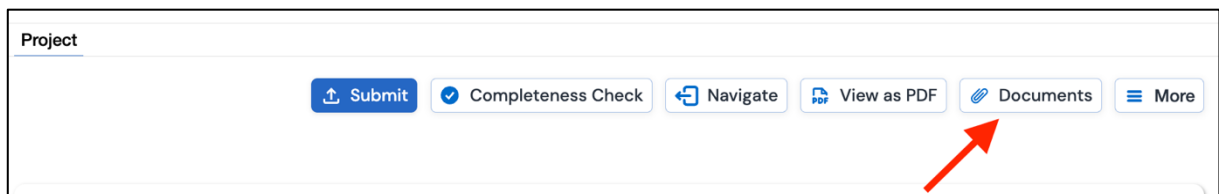
If the person that you wish to share the form with has a Mandela email address, but you cannot find them on MEOS, request that they log in to meos-apply.mandela.ac.za using their Mandela username and password. This adds them to MEOS.

If the person that you wish to share the form with does not have a Mandela email address, you will not be able to share the form with them online.

5. My supervisor does not have a Mandela email address. What do I do?

Without a Mandela username and password, a person cannot log in to MEOS. To email an external supervisor your application form and documents, follow the process outlined.

1. Open your application form to any of the pages and click on the Documents action.



2. Click on the documents that you wish to download using the blue checkboxes on the left, and then click on the [Download Selected] button on the right to download as a zip file.

