

Kindly note:

- Internet Explorer is not compatible with MEOS; some functionality may be lost.
- It is suggested that Chrome, Edge, Safari or Opera, amongst others be used.

**NELSON MANDELA**  
UNIVERSITY



**MEOS**  
**(MANDELA ETHICS ONLINE SYSTEM)**

**SHARING YOUR FORM**

*Version 1.0*  
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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.

There are two different methods to share the application.

## 2. Using the Share Function

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

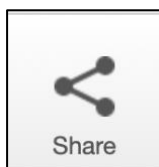
There are six levels of access:

- 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 button:



Clicking the [Share] button in the left-hand panel of a form opens the following pop-up. Start typing and then select the email address of the required person, tick the level of access you wish to grant and click [Share]. The selected person will receive an email indicating that a form has been shared with them. They will access the form in their MEOS work area.

### (b) Sharing via the contact information questions:

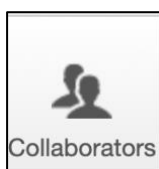
On each form, there are contact questions which request the contact details of various Nelson Mandela staff and/or students involved in the project.

On the left of these questions, a [Share] button is displayed.

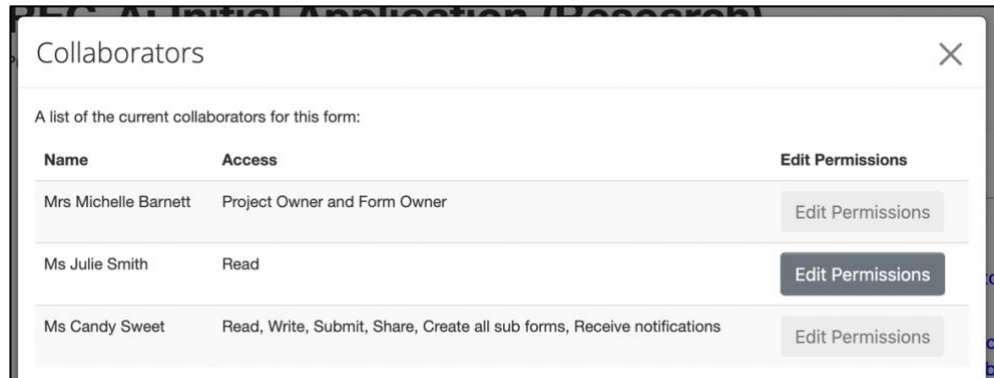
Clicking the [Share] button after the user has been added to the contact question displays the pop-up and the levels of access as shown in (a) above.

## 2.2. Editing Share Access

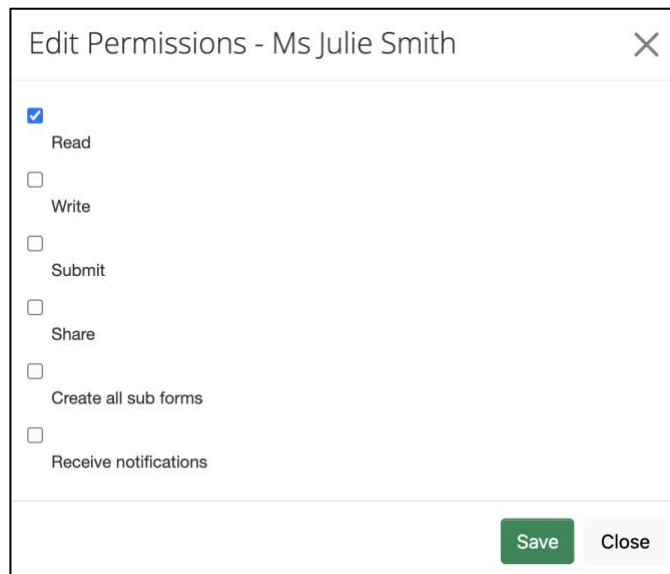
The level of access granted to a form can be edited if required.



Click on the [Collaborators] action button on the left-hand panel of any page of the application form. This displays a pop-up indicating all collaborators on the form. The [Edit Permissions] button is only active for those with Share access.



Click on [Edit Permissions], change the access required and [Save].



### 3. Using the Roles Function

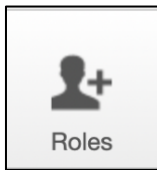
The Roles function is similar to the Share function, except that the levels of access are pre-determined on MEOS.

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

The roles of Co-investigator and Department Head/Approver have read access only.

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

### 3.1. Granting Roles Access



Click the [Roles] button on the left-hand panel of a form to open the following pop-up. Start typing and then select the email address of the required person, tick the role you wish to assign and click [Share Role]. The selected person will receive an email indicating that they have been given a role on the form, which they can then access from their MEOS work area.

Share Roles

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

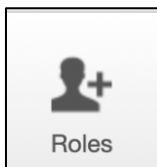
Imtiaz.Khan@mandela.ac.za

Note: This form has not yet been shared with anyone

- Supervisor
- Primary Responsible Person
- Co-investigator
- Department Head / Approver
- Co-supervisor
- Principal Investigator

Share Role Close

### 3.2. Removing Roles Access



Click the [Roles] button on the left-hand panel of a form. This opens the pop-up on which one can add additional people to roles or remove a person from a role. Click the [Remove] button under the Remove column and the person will be removed from the form.

Share Roles

Sharing a form enables others to view/edit the same form depending on the level of access you give them. Please select the users you wish to share this form with:

Collaborator email: Supervisor

Name	Role	Given on	Remove	Remove All Permissions
Ms Julie Smith	Supervisor	REC-A: Initial Application (Research)	Remove	Remove

Share Role Close

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

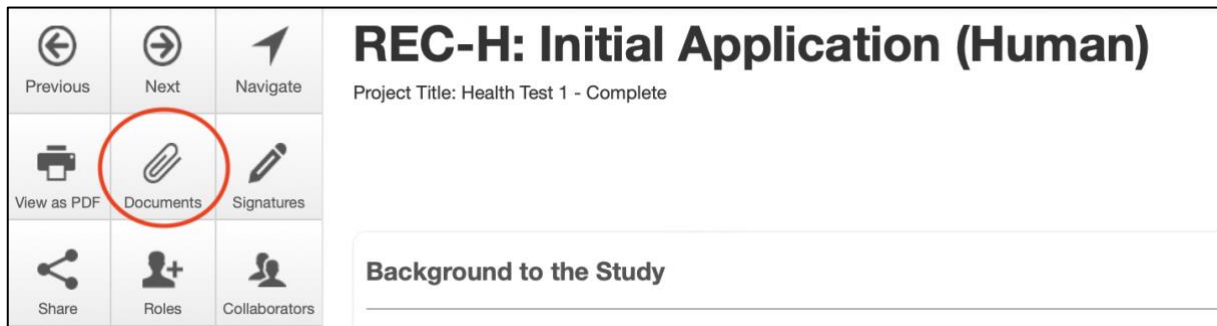
If the person that you wish to share the form with has a Mandela email address, but you cannot find them on MEOS, request that they log in to [meos-apply.mandela.ac.za](https://meos-apply.mandela.ac.za) using their Mandela username and password. This adds them to MEOS.

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.

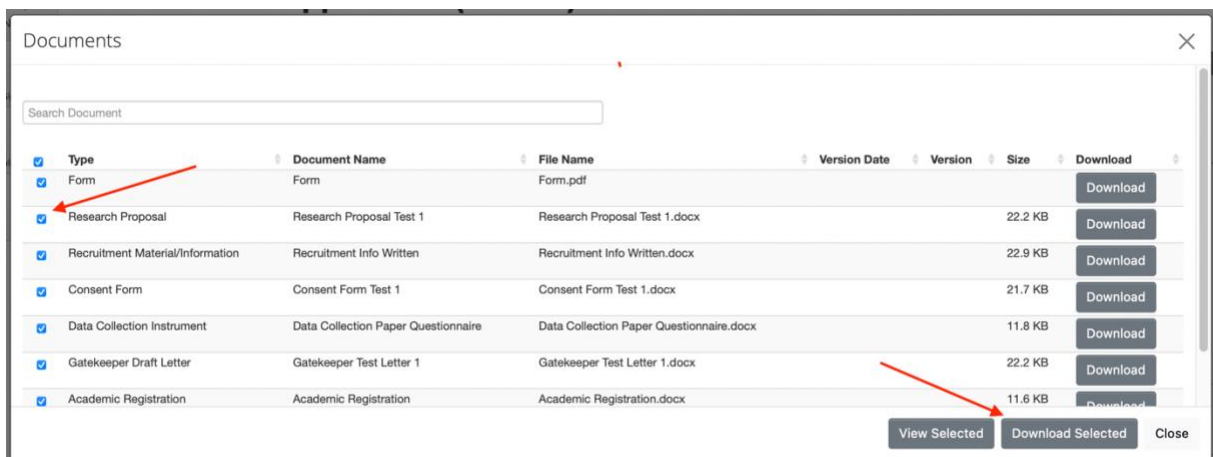
## 5. My supervisor does not have a Mandela email address. What do I do?

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.
2. Click on the Documents action.



3. 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.



4. The documents are downloaded as a Zip file which can be emailed to your external supervisor for comment.