

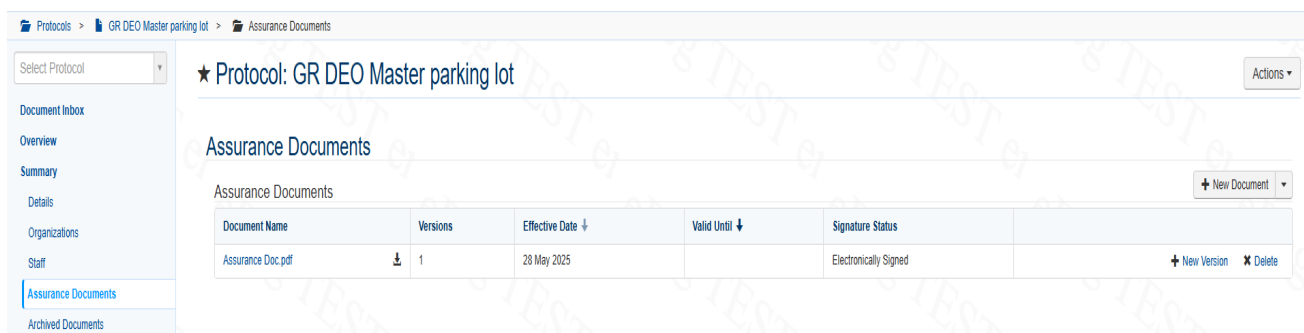
Assurance document routing workflow

Note: The DEO or the staff you are routing the assurance document to must be added to the staff list in GR DEO master parking lot before you can route the document to them. If your staff is not in the list, please reach out to ictms-admin@uiowa.edu to get them added to the staff list. They will be required to complete a one time 20 minutes training to sign eReg documents before they can be added.

1: In Protocols go to GR DEO master Parking lot:



2: Upload the document to assurance document section by clicking on “New Document”:



3: Fill out the document routing section as shown below and click create:

Create Document

Requirement * Assurance Documents

File * [Change](#) Assurance Doc.pdf

Document Name * Assurance Doc.pdf

Effective Date

Valid Until

Comments

Signature Requirement * ☒ Electronic Signature
☐ Wet Signature
☐ None

Signers

Signature Meaning * Approved x

Signature Placement Default location

Due Date

Notes to Signers

4: To route to multiple people click on “Add signer”

Protocols > GR DEO Master parking lot > Assurance Documents > Assurance Documents

Assurance Documents for GR DEO Master parking lot

Versions

Assurance Doc.pdf

Details

File Assurance Doc.pdf

Effective Date 09 Jul 2025

Valid Until 09 Jul 2025

Comments

Signature Requirement Electronic Signature

Related Documents (0)

Electronic Signature Routing

Electronic Signature Needed
 Shehzad Gill needs to electronically sign x

Electronically Signed
 No users have electronically signed this document.

5: To look at the signed document go into the document and click on the hyperlink shown in the screenshot below.

Protocols > GR DEO Master parking lot > Assurance Documents > Assurance Documents

Assurance Documents for GR DEO Master parking lot

Versions + New Version

Assurance Doc.pdf Actions

Details

File

Assurance Doc.pdf

Effective Date

28 May 2025

Valid Until

Comments

Signature Requirement

Electronic Signature

Related Documents (0)

Add Related Document

Electronic Signature Routing

Add Signers

Electronic Signatures Needed

There are no electronic signatures still needed.

Electronically Signed

Shehzad Gill (sgill1) Approved on 30 May 2025

Tanya Stalder (staldr) Approved on 02 Jun 2025

1 out of 1

6: To move the document to archived section click on actions-> move document

eReg Menu Admin Protocols Review Sessions SOPs Sign Documents Regulatory Templates Reports eReg TEST environment - for TEST/PRACTICE; Hub OCTestInteg Shehzad Gill

Protocols > GR DEO Master parking lot > Assurance Documents > Assurance Documents

Assurance Documents for GR DEO Master parking lot

Versions + New Version

Assurance Doc.pdf Actions

Details

File

Assurance Doc.pdf

Effective Date

28 May 2025

Valid Until

Comments

Signature Requirement

Electronic Signature

Related Documents (0)

Add Related Document

Electronic Signature Routing

Delete

Move Document

Electronic Signatures Needed

There are no electronic signatures still needed.

Electronically Signed

Shehzad Gill (sgill1) Approved on 30 May 2025

Tanya Stalder (staldr) Approved on 02 Jun 2025

1 out of 1