

HARP Member Portal User Guide for REC Members

Version 2.0 – March 2020

Authors – Charlotte Allen; Matt Rogerson

Owner – Health Research Authority

Table of Contents

1	Accessing the HARP Member Portal.....	1
	Figure 1 – The HARP Member Portal Login Screen	1
2	HARP Member Portal Terms & Conditions.....	2
	Figure 2 – The Terms & Conditions Screen	2
3	The User Account Area	2
	Figure 3 – The User Profile	2
4	The Calendar View	3
	Figure 4 – The Calendar View	3
5	The Meeting View	3
	Figure 5 – The Meeting View	4
6	Viewing a Meeting	4
	Figure 6 – The Details Tab.....	4
	Figure 7 – The Documents Tab.....	5
	Figure 8 – The Applications/Amendments Tab	5
7	Viewing an Application or Amendment.....	6
	Figure 9 – The References Tab	6
	Figure 10 – The Documents Tab.....	7
	Figure 11 – How to Download Documents.....	7
	Figure 12 – The Documents Zip File	8
	Figure 13 – The Meetings Tab	8
8	Conducting your Ethical Review	8
	Figure 14 – The Ethics Review Form	9
	Figure 15 – Adding a Comment	9
	Figure 16 – Downloading the Form	10
	Figure 17 – Ethics Review Form Word Document	10
	Figure 18 – Leaving comments on an Amendment.....	11

Version 2.0 March 2020

Figure 19 – The Overall Comments box	12
Figure 20 – Overall Comments added and visible.....	12
9 Help	12
Figure 21 – The Help Icon.....	13
10 Appendix A – Annotating Documents.....	13
Figure 22 – How to add a comment to a PDF Document.....	14
Figure 23 – How to add a comment to a Word Document	15
Figure 24 – Highlighting a PDF Document using the ribbon command.....	16
Figure 25 – Highlighting a PDF Document by right-clicking the mouse.....	16
Figure 26 – Highlighting a Word Document	17
Figure 27 – Searching a document for key words.....	18

1 Accessing the HARP Member Portal

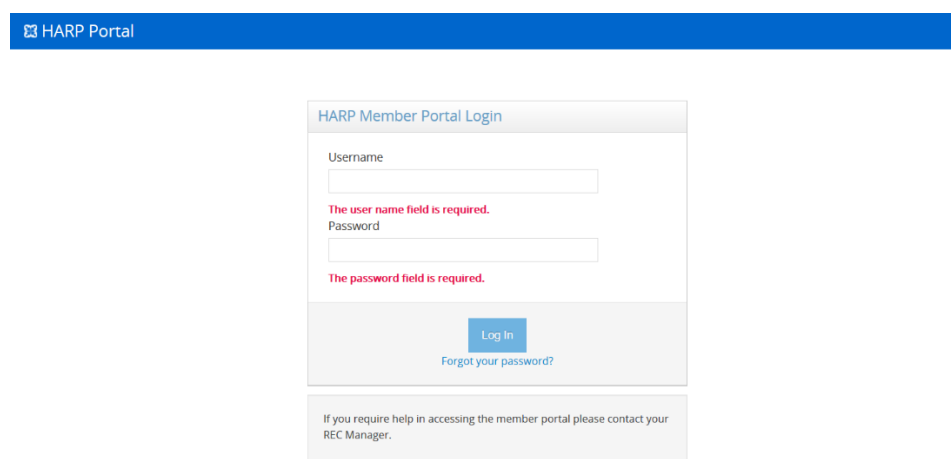
The HARP (HRA Assessment Review Portal) Members' Portal is a web-based management information system used by the HRA to enable the online electronic review of research ethics applications and amendments.

The Portal can be accessed at: <https://www.harp.org.uk/Portal/Account/Login>

The system is optimised for Internet Explorer (IE) 10 and Firefox; however, it will also work on other web browsers.

To access the Portal, enter your username and password into the relevant fields and click on the Login button. If you do not have a HARP account or have any questions regarding HARP, please contact the member of staff supporting your REC or the HARP helpdesk in the first instance: helpdesk@harp.org.uk

Figure 1 – The HARP Member Portal Login Screen



HARP Portal

HARP Member Portal Login

Username

The user name field is required.

Password

The password field is required.

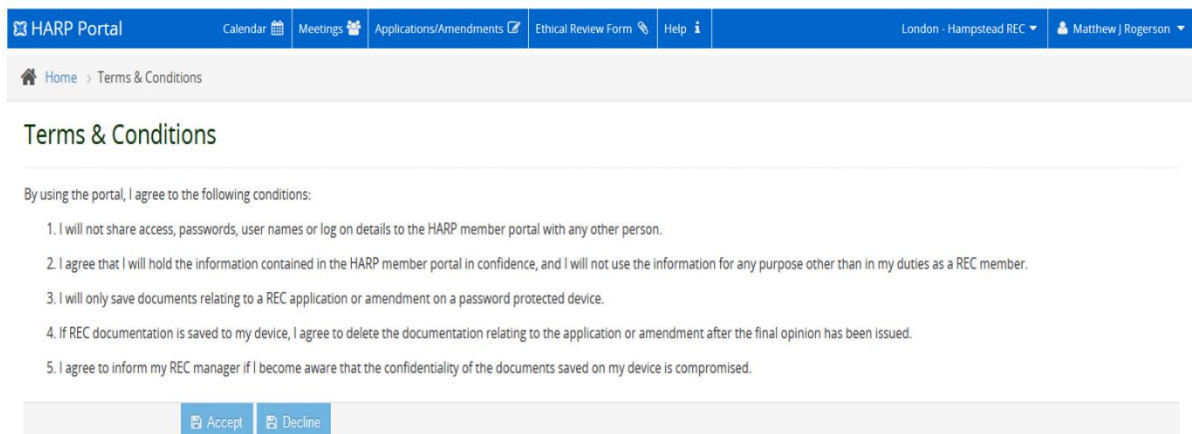
Log In
[Forgot your password?](#)

If you require help in accessing the member portal please contact your REC Manager.

2 HARP Member Portal Terms & Conditions

On login, you will be presented with the Terms & Conditions of use for the member portal. You will need to tick the box to state that you accept the Terms & Conditions, in order to proceed to use the member portal. If you do not wish to accept the Terms & Conditions or have any questions, please contact your Approvals Officer in the first instance.

Figure 2 – The Terms & Conditions Screen



The screenshot shows the HARP Portal interface. The top navigation bar includes links for Calendar, Meetings, Applications/Amendments, Ethical Review Form, and Help. The user is logged in as Matthew J Rogerson from London - Hampstead REC. The main content area is titled 'Terms & Conditions' and lists five conditions of use. At the bottom, there are 'Accept' and 'Decline' buttons.

HARP Portal | Calendar | Meetings | Applications/Amendments | Ethical Review Form | Help | London - Hampstead REC | Matthew J Rogerson

Home > Terms & Conditions

Terms & Conditions

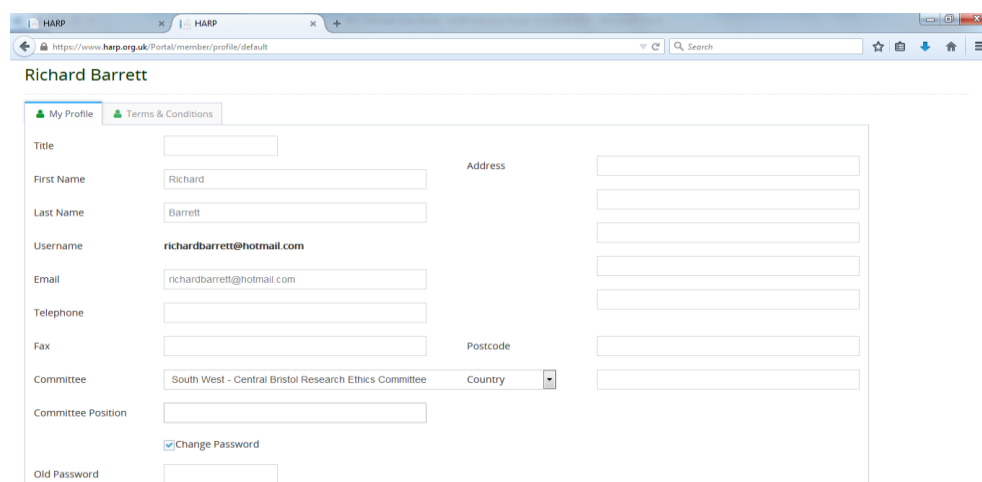
By using the portal, I agree to the following conditions:

1. I will not share access, passwords, user names or log on details to the HARP member portal with any other person.
2. I agree that I will hold the information contained in the HARP member portal in confidence, and I will not use the information for any purpose other than in my duties as a REC member.
3. I will only save documents relating to a REC application or amendment on a password protected device.
4. If REC documentation is saved to my device, I agree to delete the documentation relating to the application or amendment after the final opinion has been issued.
5. I agree to inform my REC manager if I become aware that the confidentiality of the documents saved on my device is compromised.

3 The User Account Area

To access your account details, select your name at the far right of the Main Menu and then select 'profile'. You are then able to view, edit and save your account details. You can change your password by ticking the Change Password check box and then entering the new password in the fields that appear. You can also view a copy of the Terms and Conditions from here once you have accepted them.

Figure 3 – The User Profile



The screenshot shows the 'My Profile' page for Richard Barrett. The page contains various input fields for personal and contact information, including Title, First Name, Last Name, Address, Username, Email, Telephone, Fax, Postcode, Committee, Country, Committee Position, and Old Password. There is also a checkbox for 'Change Password'.

HARP | HARP | HARP

https://www.harp.org.uk/Portal/member/profile/default

Richard Barrett

My Profile | Terms & Conditions

Title: []

First Name: Richard | Address: []

Last Name: Barrett | []

Username: richardbarrett@hotmail.com | []

Email: richardbarrett@hotmail.com | []

Telephone: [] | []

Fax: [] | Postcode: []

Committee: South West - Central Bristol Research Ethics Committee | Country: []

Committee Position: []

☒ Change Password

Old Password: []

4 The Calendar View

The Calendar view appears as soon as you login. It displays every meeting that you are assigned to as a committee member. Using the meeting calendar is the easiest way of accessing meeting documents which have been assigned to you. There are 4 meeting types that can be displayed, and each meeting type is identified by a coloured calendar entry as shown below.

Please note, the calendar view will only show meetings which you have been assigned to attend.

Figure 4 – The Calendar View

HARP Portal | Calendar | Meetings | Applications/Amendments | Ethical Review Form | Help | London - Hampstead REC | Matthew J Rogerson

Home > Calendar

Calendar

Legend: Committee (blue), Chair's Actions (orange), Sub Committee (green), PRS Sub Committee (red)

February 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12:00 Full REC - 12 February 2020 17:00 DO NOT BOOK: CWOV slots only 12 February	13	14	15	16
17	18	19	20	21	22	23

HARP Version 1.2.16 (27440), Build Date 18/12/2019 19:23:14

You can view different months by using the arrows in the top right of the screen.

To view a meeting and all of the associated documentation, click on the meeting's calendar entry.

5 The Meeting View

Clicking on the Meetings button in the purple bar at the top of the screen presents you with a list of all the meetings which have been set up for the REC. Clicking on any of the meetings will allow you to view applications or documents which have been added to the meeting.

Figure 5 – The Meeting View

Meeting Search

Upcoming meetings | Past meetings

Meeting Type: All | Meeting Reference: | Cutoff Date: Between | Meeting Date: Between 26/02/2020 | Search | Reset

Show 10 entries

Meeting Type	Reference	Total CBS Slots	Free CBS Slots	Cutoff date	Meeting date
PRS Sub-Committee of the REC	PR Sub Committee Meeting - February 2020	3	0	12/02/2020	26/02/2020 10:15
Chair's Actions	SE Chairs Action w/e 28/02/2020	0	0	28/02/2020	28/02/2020 10:45
Sub-Committee of the REC	Sub-Committee 06 March	0	0	28/02/2020	06/03/2020 13:15
PRS Sub-Committee of the REC	PR Sub Committee Meeting - March 2020	3	3	11/03/2020	25/03/2020 10:15
Committee	Full REC Meeting - April 2020 (CWOW ONLY)	2	2	08/04/2020	08/04/2020 17:00
Committee	Full REC Meeting - April 2020	3	3	25/03/2020	08/04/2020 17:00
PRS Sub-Committee of the REC	PR Sub Committee Meeting April 2020	4	4	08/04/2020	22/04/2020 12:45
Committee	Full REC Meeting - May 2020 (CWOW ONLY)	2	2	29/04/2020	13/05/2020 17:00
Committee	Full REC Meeting - May 2020	3	3	29/04/2020	13/05/2020 17:00

6 Viewing a Meeting

When you have selected a meeting from either the Calendar or Meetings tab you will see the following three tabs associated with the meeting: Details, Documents, and Applications/Amendments.

The Details Tab displays the meeting's details: the meeting reference, the location of the meeting and any notes that have been added by the Approvals Officer.

Figure 6 – The Details Tab

HARP Portal | Calendar | Meetings | Applications/Amendments | Ethical Review Form | Help

Home > Meetings > 11 December 2019 Full Meeting **DO NOT BOOK**

11 December 2019 Full Meeting **DO NOT BOOK**

Details | Documents | Applications/Amendments

Reference	11 December 2019 Full Meeting **DO NOT BOOK**
Type	Committee
Cutoff Date	27/11/2019
Meeting Date and Time	11/12/2019 17:00
Members to respond by	31/05/2019
Location	Shelia Sherlock Centre
Address	Ground Floor Royal Free Hospital Pond Street London
Postcode	NW3 2QG

The Documents Tab displays all of the documents (those not associated with an individual application) uploaded against a meeting in HARP and marked as available for review e.g. the Meeting Agenda, Minutes for checking and REC Report. Click on the file name to view and download the document. You can add comments by clicking in the blue comments box.

Figure 7 – The Documents Tab

HARP Portal | Calendar | Meetings | Applications/Amendments | Ethical Review Form | Help | London - Hampstead REC | Matthew J Rogerson

Home > Meetings > 11 December 2019 Full Meeting **DO NOT BOOK**

11 December 2019 Full Meeting **DO NOT BOOK**

Details | Documents | Applications/Amendments

Meeting Files | Meeting Documents | List

Show 10 entries

Search:

File Name	Version	Date Upload	Document Date	Date Sent	Reviewed	
Full Meeting Agenda.rtf	1	02/12/2019 13:12			<input type="checkbox"/>	Comment

Showing 1 to 1 of 1 entries

Previous 1 Next

The Applications/Amendments page is where you can access the applications or amendments which have been assigned to the meeting, open the application documents and download them to your device.

To view the details and the documentation associated with one of the applications or amendments, click on either the short title or REC reference number.

Figure 8 – The Applications/Amendments Tab

HARP Portal | Calendar | Meetings | Applications/Amendments | Ethical Review Form | Help | London - Hampstead REC | Matthew J Rogerson

Home > Meetings > 11 December 2019 Full Meeting **DO NOT BOOK**

11 December 2019 Full Meeting **DO NOT BOOK**

Details | Documents | Applications/Amendments

Assigned Applications

Short Title	REC Reference	Application Type
Fabry study with Fabrazyme and Replagal	19/LO/1864	Application (not requiring SSA)
TREATMENT OF PERIODONTAL DISEASE IN SYSTEMIC LUPUS ERYTHEMATOSUS	19/LO/1976	Application (not requiring SSA)
M19-850 - Upadacitinib AD Ph 3 extension study	19/LO/1964	Application (not requiring SSA)
CANnabidiol for Parkinson's Disease Psychosis (CAN-PDP), version 1	19/LO/1967	Application (not requiring SSA)

Assigned SSAs

There are no records found.

Assigned Amendments

There are no records found.

HARP Version 1.2.16 (27440), Build Date 18/12/2019 19:23:14. © NHS Health Research Authority

7 Viewing an Application or Amendment

Clicking on the title or reference number for an application or amendment directs you to the application itself, where you will find the 'References', 'Documents', 'Meetings', and 'Ethical Review Form' tabs as shown in Figures 9 - 13.

The reference tab displays basic details regarding the application, such as the study type, REC Reference and IRAS Project ID.

Figure 9 – The References Tab

The screenshot shows the 'HARP Portal' interface. The top navigation bar includes 'Calendar', 'Meetings', 'Applications/Amendments' (active), 'Ethical Review Form', and 'Help'. The user is logged in as 'Matthew J Rogerson' in the 'London - Hampstead REC' region. The breadcrumb trail is 'Home > applications > Application (not requiring SSA), REC Reference: 19/LO/1864, IRAS Project ID: 266648'. The main heading is 'Fabry study with Fabrazyme and Replagal'. Below this are four tabs: 'References' (active), 'Documents', 'Meetings', and 'Ethical Review Form'. A 'Back to meeting' button is in the top right. The 'References' tab displays the following details:

Study Type	CTIMP-CWoW
Application Type	Application (not requiring SSA)
REC Reference	19/LO/1864
IRAS Project ID	266648
Eudract	2019-000064-21
ISRCTN	
NCT	
Short Title	Fabry study with Fabrazyme and Replagal
Protocol Number	LPS15818

The documents tab shows the submitted documents associated with the application or amendment.

To save a document click on the document which you would like to open, open the file and click 'Save as'. This will save a copy to your personal computer or other device.

Figure 10 – The Documents Tab

HARP Portal | Calendar | Meetings | Applications/Amendments | Ethical Review Form | Help | London - Hampstead REC | Matthew J Rogerson

Home > applications > Application (not requiring SSA), REC Reference: 19/L0/1864, IRAS Project ID: 266648

Fabry study with Fabrazyme and Replagal

References | Documents | Meetings | Ethical Review Form | Back to meeting

Checklist | Other Documents | Custom Folders

Documents Checked In

Download Documents

Show 20 entries

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewed	Download Documents
Covering letter on headed paper	Cover Letter	22/11/2019	21/11/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of Sponsor insurance or indemnity (non NHS Sponsors only)	Insurance certificate	22/11/2019	30/05/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GP/consultant information sheets or letters	GP Letter	22/11/2019	01/11/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GP/consultant information sheets or letters	Dear Dr letter	22/11/2019	01/11/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Investigator's brochure / IMP Dossier	SmpC: Fabrazyme	22/11/2019	01/12/2018	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

If you would like to download and save all the documents, you can click the blue 'download documents' button. This allows you to save a copy of the applications/amendments and read them later. A zip-file will open in a separate window, which you can save to your device. The documents within the zip-file will always be in a specific order: Cover Letter; IRAS Form; Protocol; Chief Investigator CV, All Participant-facing Documents; All Other Documents.

You can also download a bespoke selection of documents by unchecking any documents you do not wish to download in the download document column.

Figure 11 – How to Download Documents

HARP Portal | Calendar | Meetings | Applications/Amendments | Ethical Review Form | Help | London - Hampstead REC | Matthew J Rogerson

Home > applications > Application (not requiring SSA), REC Reference: 19/L0/1864, IRAS Project ID: 266648

Fabry study with Fabrazyme and Replagal

References | Documents | Meetings | Ethical Review Form | Back to meeting

Checklist | Other Documents | Custom Folders

Documents Checked In

Download Documents

Show 20 entries

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewed	Download Documents
Covering letter on headed paper	Cover Letter	22/11/2019	21/11/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of Sponsor insurance or indemnity (non NHS Sponsors only)	Insurance certificate	22/11/2019	30/05/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GP/consultant information sheets or letters	GP Letter	22/11/2019	01/11/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
GP/consultant information sheets or letters	Dear Dr letter	22/11/2019	01/11/2019	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Investigator's brochure / IMP Dossier	SmpC: Fabrazyme	22/11/2019	01/12/2018	21/11/2019	V1.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Opening 19_L0_1864_ChecklistDownload-2020-01-13-14_17_16.zip

You have chosen to open:

19_L0_1864_ChecklistDownload-2020-01-13-14_17_16.zip

which is: zip Archive (13.9 MB)

from: https://www.harp.org.uk

What should Firefox do with this file?

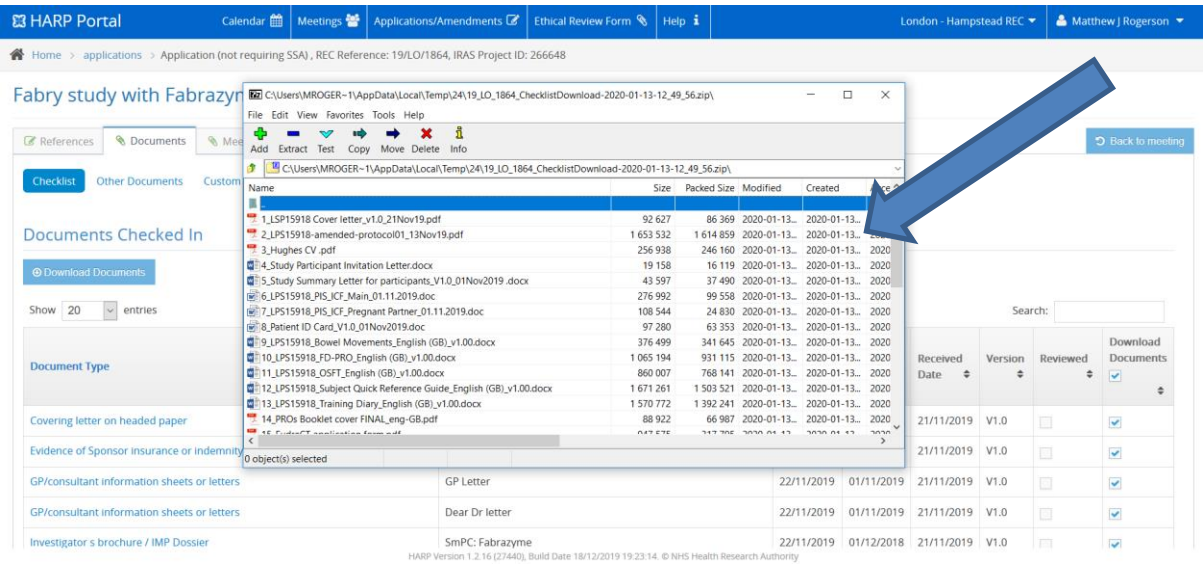
☒ Open with 7-Zip File Manager (default)

☐ Save File

☐ Do this automatically for files like this from now on.

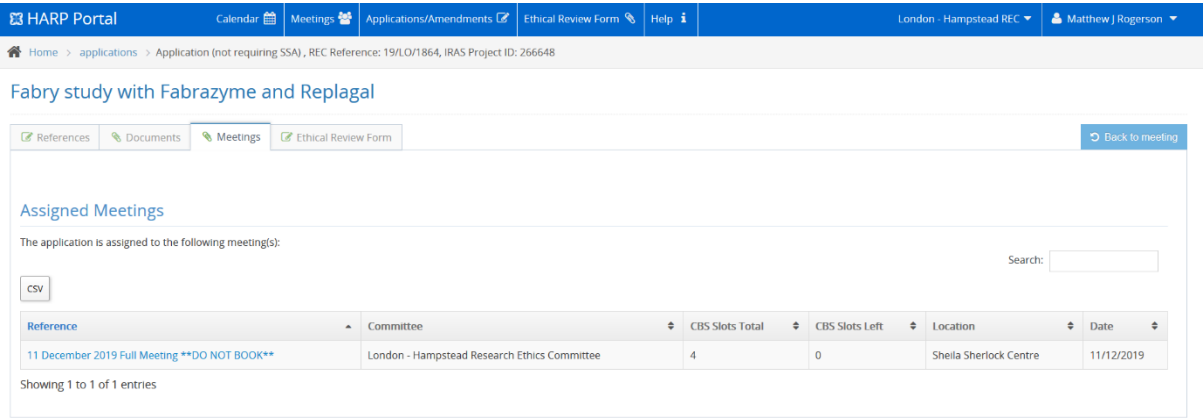
OK Cancel

Figure 12 – The Documents Zip File



The meetings tab shows which meeting/s the application or amendment has been assigned to.

Figure 13 – The Meetings Tab



8 Conducting your Ethical Review

When conducting your review, the simplest way to record any comments or questions is via the Ethics Review Form, which is on the right-most tab in the application.

The form contains the ten ethical domains that the review is usually broken down into. You can view prompts on what to look for in each domain (and where to look for it) by hovering your cursor over the 'Info' button by each domain.

Figure 14 – The Ethics Review Form

Home > applications > Application (not requiring SSA) , REC Reference: 19/LO1864, IRAS Project ID: 266648

Fabry study with Fabrazyme and Replagal

References Documents Meetings **Ethical Review Form** Back to meeting

Ethical Review Form (Main)

Download Form

Topic	Info
1 Social or scientific value; scientific design and conduct of the study	
2 Recruitment arrangements and access to health information, and fair research participant selection	
3 Favourable risk benefit ratio; anticipated benefits/risk for research participants (present and future)	
4 Care and protection of research participants; respect for potential and enrolled research participants' welfare & dignity	
5 Informed consent process and the adequacy and completeness of research participant information	
6 Suitability of the applicant and supporting staff	
7 Independent review	
8 Suitability of supporting information	
9 Other general comments	
10 Consider and confirm the suitability of the summary of the study	

(IRAS A6, A7-14, A57-62, A75)
 Evaluation of a treatment, intervention, or theory that will improve health and well-being or increase knowledge. RECs should take into account the public interest in reliable evidence affecting health and social care. Use of accepted scientific principles and methods, including statistical techniques, to produce reliable and valid data. Is the research question important and necessary? Is the research design and proposed statistical analysis able to answer the question? Is there equipoise; are all treatment arms viable options for the research participants?
 • **Public Involvement** - Is there involvement of patients, service users or the public, in the design, management, and undertaking of the research? (IRAS A14-1)

To leave a comment, click on the speech bubble icon by each domain. A 'Comments' box will open. Click on 'Add Comment', leave your comment in the free text box, then click 'Save'. Your comment can then be viewed by the other members of the Committee, and by your Approvals Officer.

If you wish, you can click the 'Private comment' box before clicking save. If you do so, only you will be able to see your comment.

Once you have saved your comment, click on the 'x' in the top right corner of the comment box to close it.

Figure 15 – Adding a Comment

Fabry study with Fabrazyme and Replagal

References Documents Meetings **Ethical Review Form**

Ethical Review Form (Main)

Download Form

Comments

List Add Comment

This is a comment

☐ Private comment

Save

Once you have added and saved your comment, you will see that the speech bubble by the ethical domain has turned from blue to red.

If the speech bubble icon is red this means that a comment has been entered either by yourself or by a different member of the Committee Members can read each other's comments by pressing on the speech bubble icon again to re-open the comments box.

Before the meeting, you can save a copy of the completed ethics review form to your desktop. Clicking on the 'Download Form' button will create a Word document, containing the comments made by all members.

Figure 16 – Downloading the Form

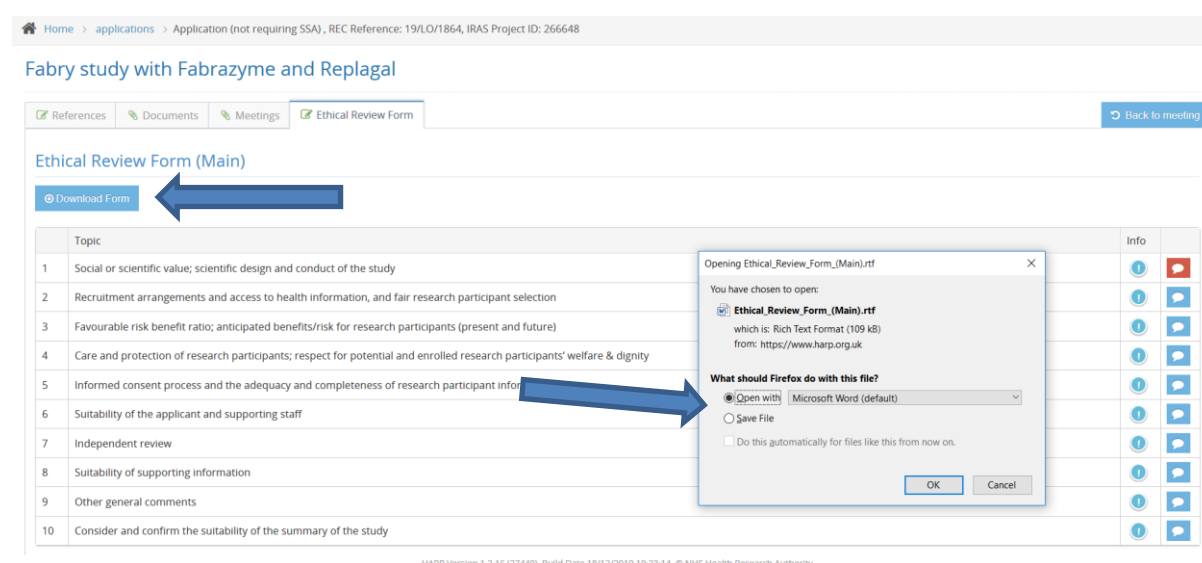


Figure 17 – Ethics Review Form Word Document

Ethical Review form (All studies excluding MCA studies)

Ethical Review Form (Lead Reviewer/REC Member)

Meeting Date:	11 December 2019
IRAS Project ID:	266648
REC Reference Number:	19/LO/1864
Study Title:	Fabry study with Fabrazyme and Replagal

1. Social or scientific value; scientific design and conduct of the study		
Member	Comment	Date
Mr Matthew J Rogerson	This is a comment	13/01/2020

2. Recruitment arrangements and access to health information, and fair research participant selection		
No Comments		

3. Favourable risk benefit ratio; anticipated benefits/risks for research participants (present and future)		
No Comments		

4. Care and protection of research participants; respect for potential and enrolled research participants' welfare & dignity		
No Comments		

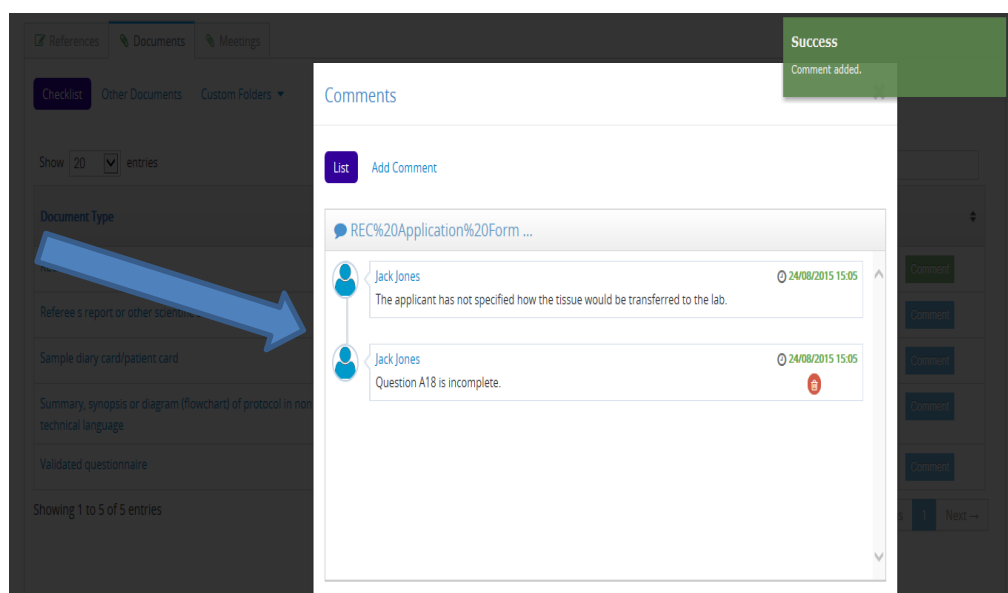
Page 1 of 2 157 words

For Amendments, there is no ethical review form. Instead, you can add comments to each document by selecting the 'Comments' button. When you click the button a pop up appears (Figure 17). Once a comment has been added to a document, the 'Comment' button changes from blue to red. You can also view any other comments which have been added by other members or by the Approvals Officer. These comments can only be viewed when you are online.

To add a comment, type into the text box labelled 'Type your message here...' and click 'save'. This comment will be visible to all members of the REC.

Other REC Members and the Approvals Officer will be able to see your comment. Clicking the 'private comment' box means that the comment will not be viewable to other.

Figure 18 – Leaving comments on an Amendment



At the bottom of the page in each amendment, there is an 'Overall Comments' box (Figure 18). Comments entered here can be seen by other members using the portal. You can also choose whether to make the comment viewable to the Approvals Officer via the 'Visible to REC Manager' box.

Figure 19 – The Overall Comments box

List Add Comment

this is a test

☒ Visible to REC Manager

Save

Figure 20 – Overall Comments added and visible

Document Type	Description	Checked In	Document Date	Received Date	Version	Reviewed	Download Documents	
Covering letter on headed paper	Cover letter	03/12/2019	26/11/2019	26/11/2019		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment
Investigator's brochure / IMP Dossier	Fulvestrant IB	03/12/2019	01/11/2019	26/11/2019	23	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment
Notice of Substantial Amendment (CTIMP)		03/12/2019	26/11/2019	26/11/2019		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comment

Showing 1 to 3 of 3 entries

← Previous 1 Next →

List Add Comment

Overall Comments

matthew.j.rogerson@hotmail.co.uk
This is a test

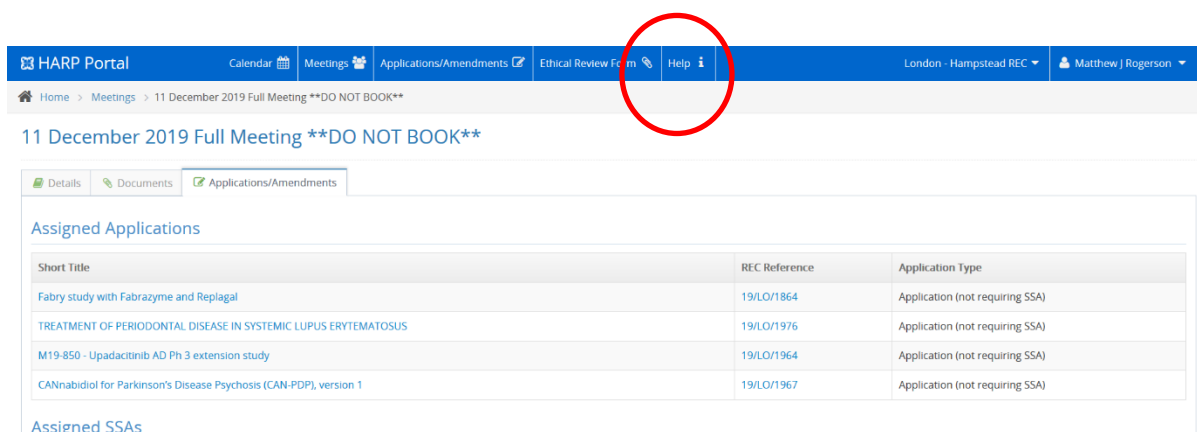
Visible to REC Manager 13/01/2020 15:13

You can, if you wish, add comments directly to the application documents. These will not save to the HARP portal. Please see Appendix A – Annotating Documents for instructions on how to do this.

9 Help

Clicking on the Help icon (on the blue ribbon at the top of the screen) allows you to access a copy of this User Manual and the accompanying Frequently Asked Questions document.

Figure 21 – The Help Icon



A user instruction video, which talks you through all of the steps outlined in this manual, is available at the following link:

- <https://www.hra.nhs.uk/about-us/committees-and-services/harp/>

10 Appendix A – Annotating Documents

Comments can be added in relation to specific documents in the member portal as described in section 8 above. You may find this particularly useful for Proportionate Review applications and substantial amendments which are reviewed in correspondence. However, for full REC meetings in which you may not have access to an internet connection you may find it more useful to download the documents and insert comments and highlight information directly into the document; and view as a saved document at the REC meeting.

This appendix provides information regarding how to add comments and highlight sections on electronic copies of application documents.

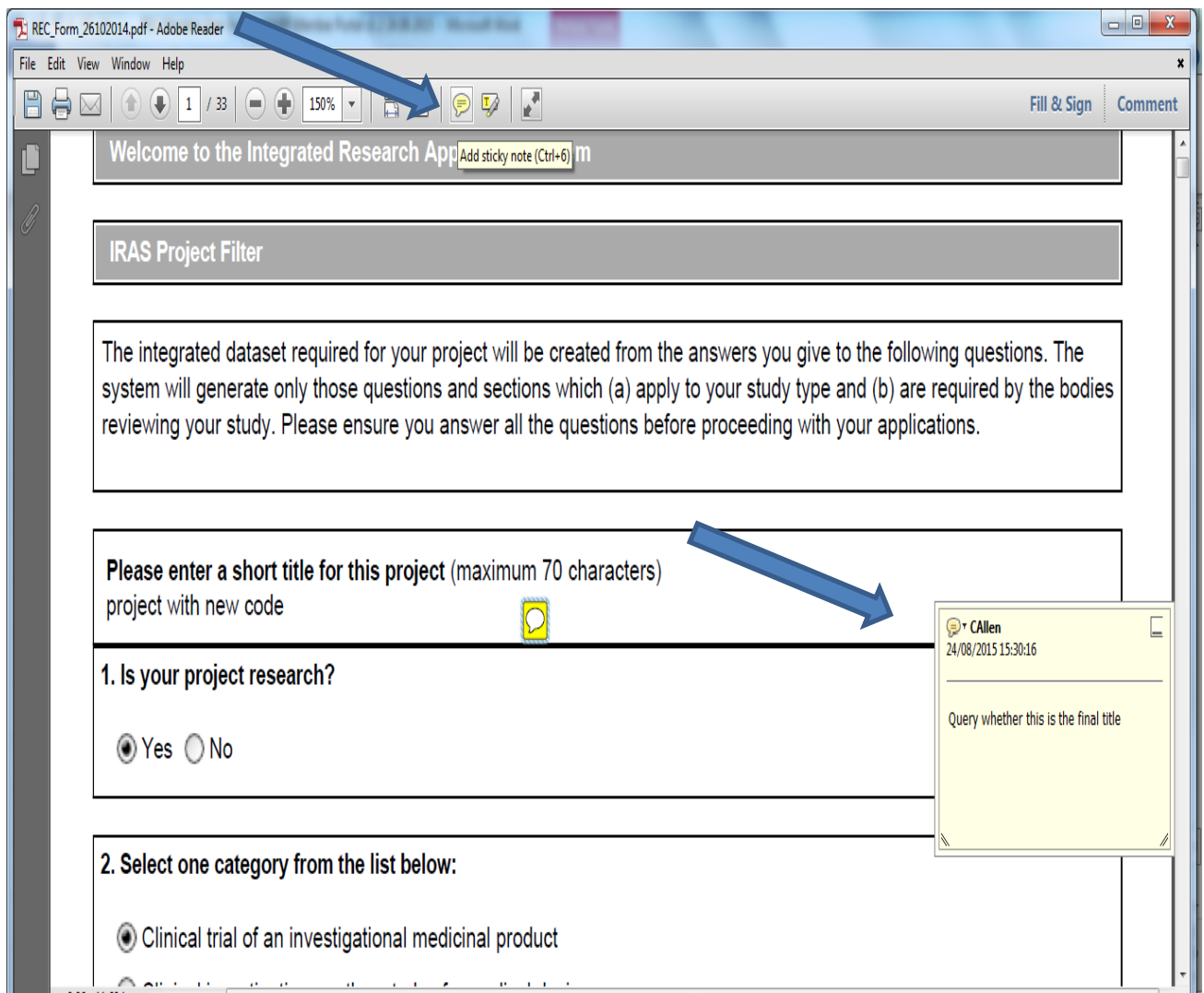
Adding Comments – PDF Documents

There are two ways of adding comments to a PDF document:

- You can right click on the mouse and click 'add sticky note'
- You can click the 'Add sticky note' button in the ribbon at the top of the document

The document including your comments can then be saved to your device to refer to during the meeting.

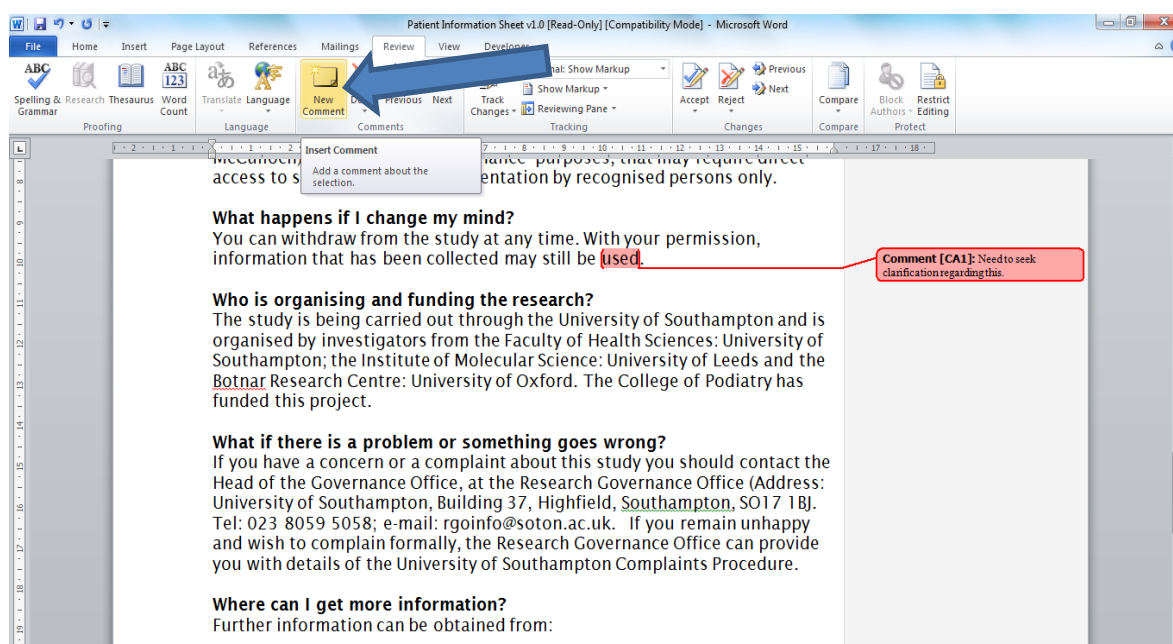
Figure 22 – How to add a comment to a PDF Document



Adding Comments – Microsoft Word Documents

Go to the Review tab and use the 'New Comment' button to insert a comment. The comment will appear in the margin as shown in the example below.

Figure 23 – How to add a comment to a Word Document



Other similar software, such as Libre Office open-source software, will have their own equivalent to the Microsoft Word method. Please consult your software's 'HELP' guides to learn the method for your software.

Highlighting Documents – PDF Documents

Use the highlighting tool, found in the top ribbon, to highlight sections of the application or supporting documents which you may wish to discuss during the meeting.

You can also highlight text by selecting the wording which you wish to highlight, right clicking the mouse and clicking 'Highlight text'

Figure 24 – Highlighting a PDF Document using the ribbon command

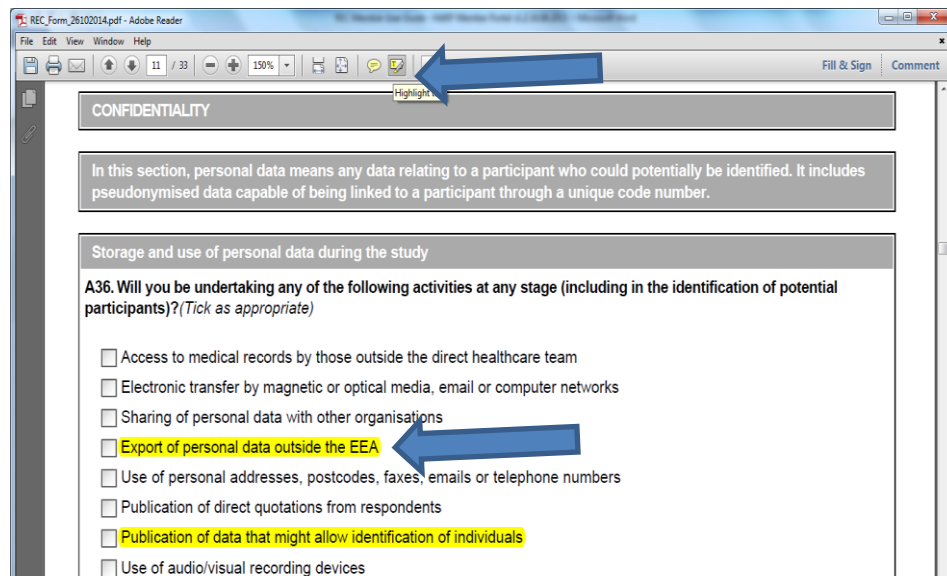
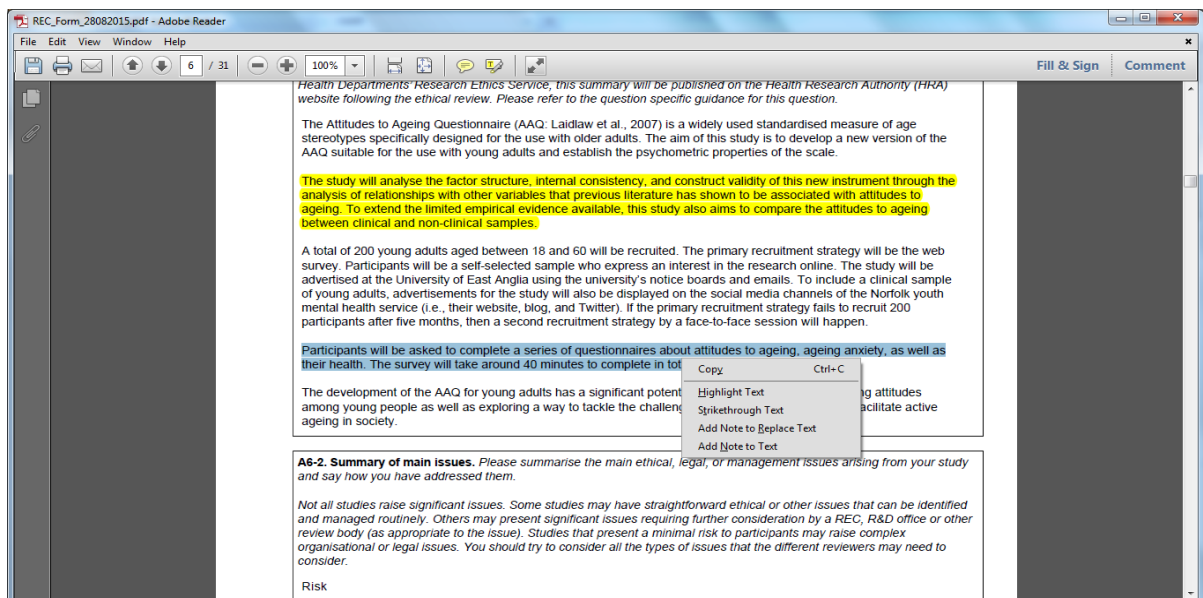


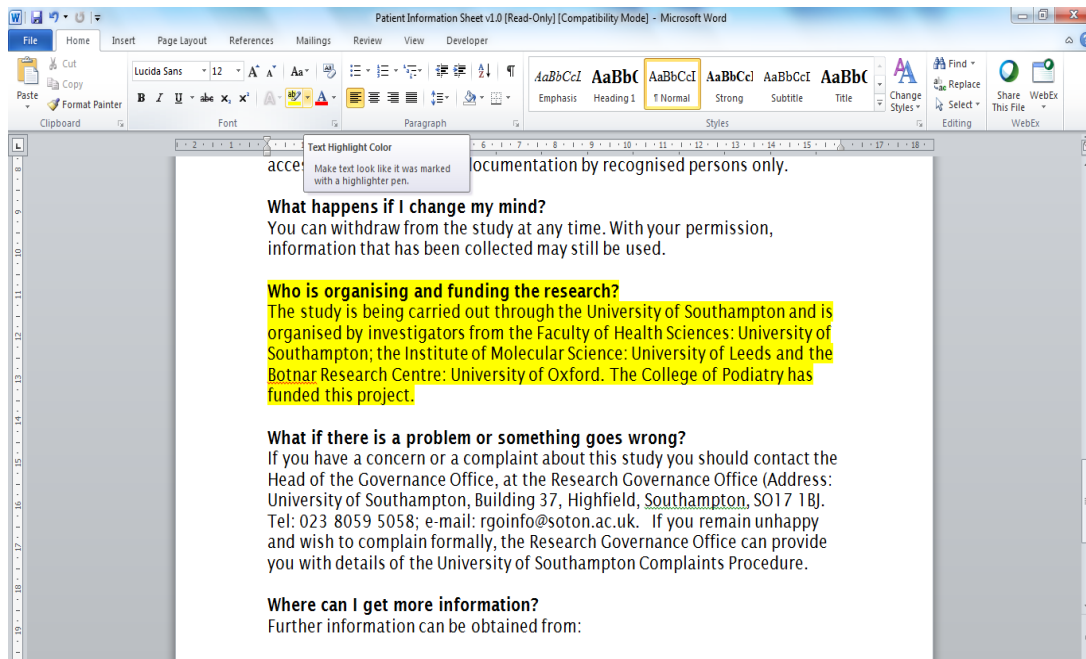
Figure 25 – Highlighting a PDF Document by right-clicking the mouse



Highlighting Documents – Microsoft Word Documents

From the Home tab, click on the highlighter pen to highlight sections of the document. You can then right-click and drag your cursor across the sections of text you wish to highlight

Figure 26 – Highlighting a Word Document

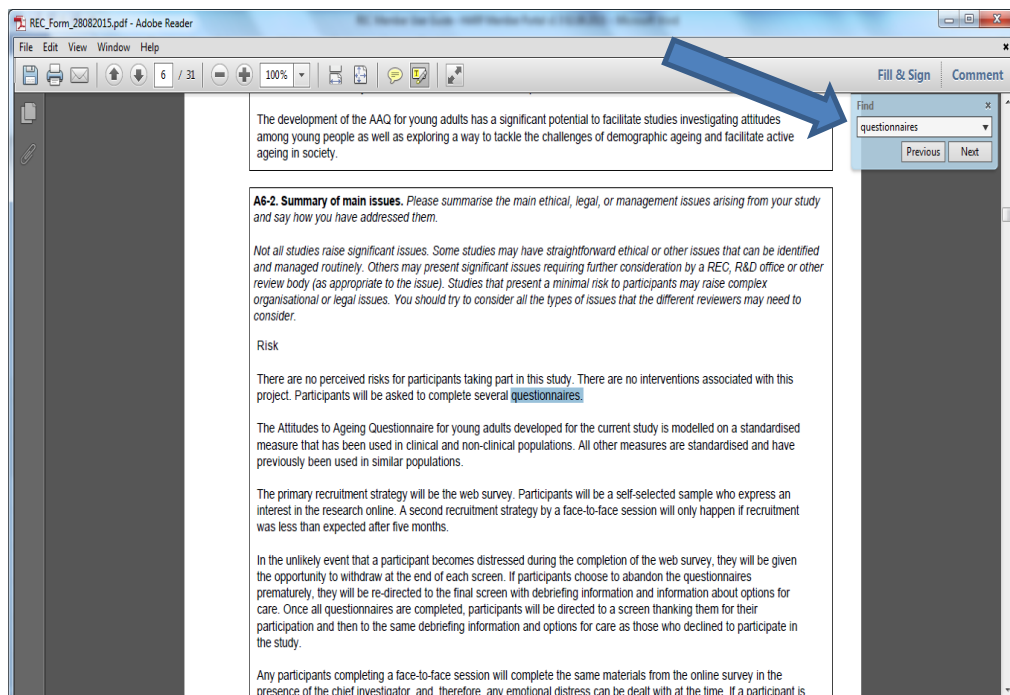


Searching Documents for Key Words

You may find it useful to search documents for key words. Most document types support the same method for doing this. Press the Ctrl key and the F key at the same time. A small navigation box will appear. Enter the word or phrase you wish to search for. Click the Enter/Return key.

The search will instantly find the first occurrence of that word/phrase in your document. If you click Enter/Return again, it will find the next occurrence. You can continue clicking Enter/Return to find every occurrence of the word/phrase in the document.

Figure 27 – Searching a document for key words



Please remember to refer to the Frequently Asked Questions Document and the HARP Member Portal Instruction Video to refresh/reinforce your learning.