

SYSTEM ERROR NOTIFICATION: AUTOSUBMIT NOT WORKING AS EXPECTED

(July 23, 2021): Please be advised that we are investigating reports of applications not auto-submitting as expected.

Normally, once the last signature is applied, the application will automatically submit. We have become aware that there are instances of applications (particularly GRA forms) not automatically submitting when the last signature is applied.

We believe this might be related to the signature block in section 18.5 – if you are NOT obtaining a signature in this section, it may be more likely that your form will not auto-submit.

How will I know, and what should I do?

An automatic email is sent when an application has automatically been submitted to HiREB. If you have not received this email, please check your application to see if all signatures have been applied. **Please check prior to the REB meeting deadline.**

Type	Signatory Email	Requested Date	Status	Response Date
Chief (or) Chair of Department	lukac@hpsc.ca	Jul-23-2021 08:29	Requested	

© Infrantica Ltd 2021 Version 2.4.8.0

Signature requests with the status of 'requested' have not yet been fulfilled; application will not auto-submit until all signatures obtained

If all signatures have been applied and the application has not submitted, please:

- (1) Send an email to erebHelpdesk@hpsc.ca with the project ID and stating that the form didn't auto-submit so that we can investigate further, and
- (2) Press the "Completeness Check" button on the left hand toolbar (you do not need to wait for a reply from Help Desk before doing this).

If the application has been fully signed and has not been submitted, please press the 'completeness check' button on the left hand toolbar.








Action Required	Status	Review Reference	Date Modified
Yes	Not Submitted	N/A	Jul-23-2021 09:52

Navigation Documents Signatures Collaborators Submissions Correspondence Centre History

Signatures

Type	Signatory Email	Signed Date	Validity
LPI Signature	belle@hhsc.ca	Jul-23-2021 09:52	Valid
Chief (or) Chair of Department	lukac@hhsc.ca	Jul-23-2021 09:43	Valid

Actions

 Project	 Create Sub Form	 Share
 Roles	 Completeness Check	 View as PDF
 Correspond		

The form should automatically submit once the completeness check has been run.

Completeness Check

Your form is complete and will be automatically submitted shortly

If it does not, please contact the Help Desk (eREBhelpdesk@hhsc.ca) for further guidance.

Questions?

Should you have any questions or require further assistance, please contact Mirela Lukac, the eREB Helpdesk Administrator: 905 521-2100, ext. 70014 or eREBhelpdesk@hhsc.ca.