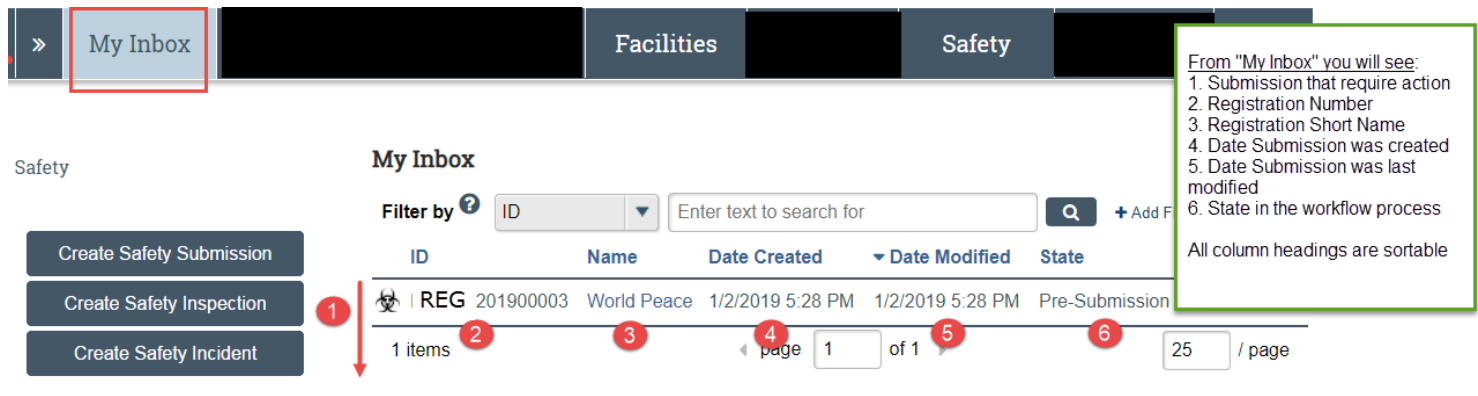


My Inbox

Navigation

“My Inbox” displays items that the user needs to take action on. This includes submissions from all UVMClick modules.

Sample “My Inbox:”



The screenshot shows the 'My Inbox' section of the UVMClick interface. A red box highlights the 'My Inbox' tab in the navigation bar. Below the navigation bar, there are three buttons: 'Create Safety Submission', 'Create Safety Inspection', and 'Create Safety Incident'. The main content area is titled 'My Inbox' and features a search filter (ID) and a search input field. A table displays one item: a registration (REG) with ID 201900003, name 'World Peace', created on 1/2/2019 5:28 PM, last modified on 1/2/2019 5:28 PM, and state 'Pre-Submission'. The table has columns for ID, Name, Date Created, Date Modified, and State. A legend box on the right explains the numbered callouts: 1. Submission that require action, 2. Registration Number, 3. Registration Short Name, 4. Date Submission was created, 5. Date Submission was last modified, 6. State in the workflow process. It also notes that all column headings are sortable.

In the example above it shows a new lab registration that was created on 1/2/2019 which has not yet been submitted to the RPO Office (State = Pre-Submission).

For Principal Investigators/Proxies their “My Inbox” displays:

- Items not yet submitted to the Research Protections Office for review
- Items returned from the Research Protections Office or IBC that require attention

For example:

- New lab registrations still being prepared and not yet submitted to the RPO Office
- Clarifications requiring a response
- Expired training for registration team member and/or amendment change requests