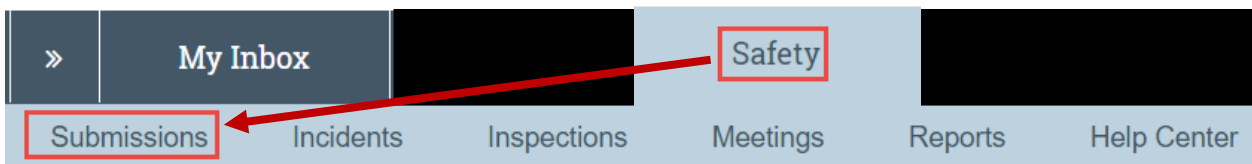


Searching for a Registration or Submission

Once logged in the default display is “**My Inbox**”. From the “My Inbox” page, you will find **Submissions** that require you to take an action. If the registration you require is not listed in your “My Inbox”

- Click the Safety tab at the top of the screen. It should default to the Submissions option.



Which lab registration do I have access to?

You will have access to:

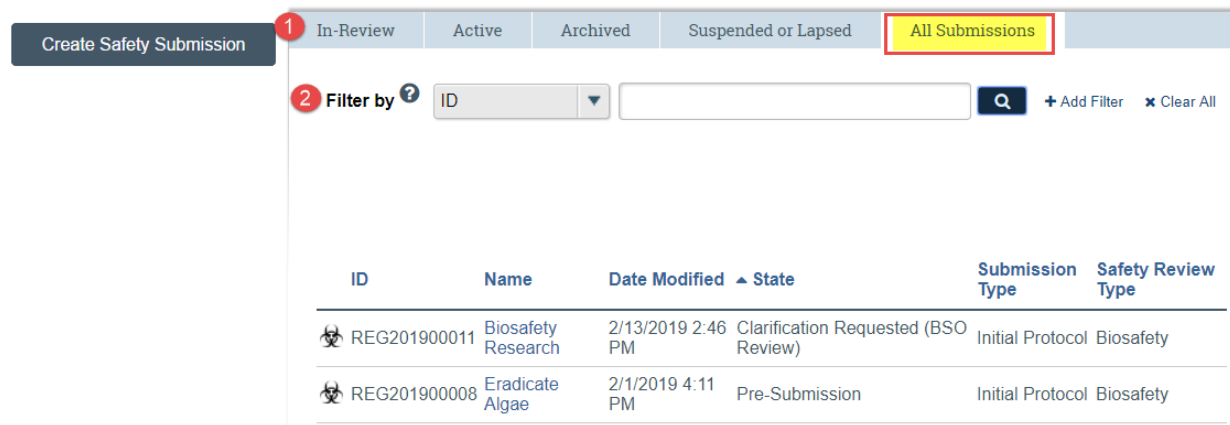
- All registrations on which you are the PI
- All registrations on which you are named the Contact
- All registrations on which you are named as a Study Team Member
- All registrations on which you are a Proxy

Who else can see my lab registration?

- IBC Board Members
- RPO/SPA Staff
- Assigned ancillary reviewers

Searching for a lab registration

Below is an example screen print of the Safety>All Submissions view



ID	Name	Date Modified	State	Submission Type	Safety Review Type
REG201900011	Biosafety Research	2/13/2019 2:46 PM	Clarification Requested (BSO Review)	Initial Protocol	Biosafety
REG201900008	Eradicate Algae	2/1/2019 4:11 PM	Pre-Submission	Initial Protocol	Biosafety

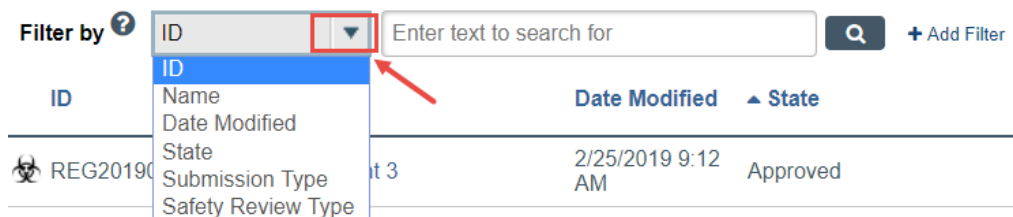
1. Search for a lab registration using the tabs

- **In Review:** This tab will automatically display. This is the default view of Safety>Submissions and it will list registrations, to which you have authority to see, that are undergoing some type of IBC Review.
- **Active:** This tab will list registrations, to which you have authority to see, that are in some type of Approved state. (Examples: Approved, Not Human Research)
- **Archived:** This tab will list registrations, to which you have authority to see, that are in some type of Closed state. (Examples: Closed, Discarded)
- **Suspended or Lapsed:** This tab will list registrations, to which you have authority to see, that have a suspended or lapsed state. Neither state is a closed type of state. These still must be addressed.
- **[...]**: Depending on your browser and font size on your screen, you may see a tab with three dots. If this is the case, click on the three dots as it will display the next tab that could not fit fully on the screen (see highlighted area in the screen print above)
- **All Submissions:** This tab will list ALL registrations to which you have authority to see, in any state.

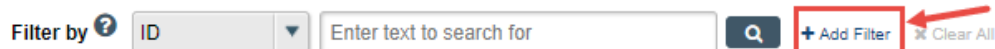
2. Filter the list of search results

Once you select a tab, you can now optionally filter the resulting list.

- Click the drop down and select the column to filter by. All columns can be filtered.



****TIP**** You can include additional filters by clicking “+Add Filter” if you would like to filter the list in more than one way.



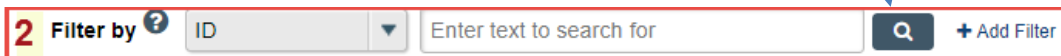
- Type the beginning characters for the value you want to find.

****TIP**** You can also type a % symbol as a wildcard before, or after, the characters.

Examples:




- 71 shows all items beginning with 71
- %71% shows all items containing 71

- Click the Search icon (or hit enter) to apply the filter.






Examples (not case sensitive)

- To search only for a Lab Registration:

Filter by  ID  REG% 

- To search only for a Continuing Review:




Filter by  ID  CR% 




- To search only for an Amendment:

Filter by  ID  Amend% 

- To search for an active registration that will expire before October 1 2018:

In-Review **Active** Archived

Filter by  State  Approved  [+ Add Filter](#) 

and by  Expiration Date  <10/1/2018  [X Remove Filter](#)