



## IACUC ASSISTANT

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*Analyst Dashboard*

Version 10.03.02

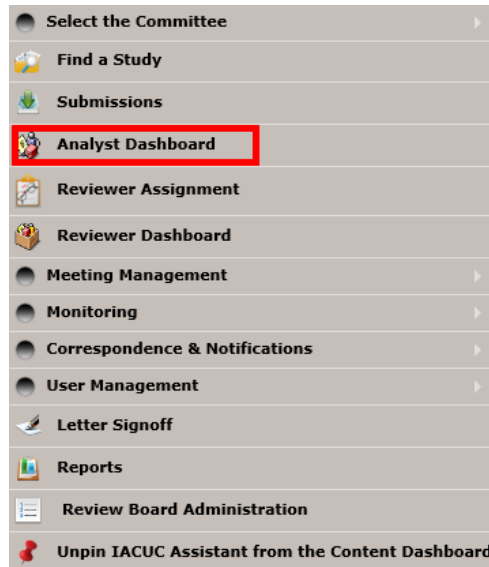
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# IACUC Assistant – Analyst Dashboard

## Introduction

This manual will guide you through the process of using the **Analyst Dashboard** menu item in the **IACUC Assistant** group on the homepage of your iRIS software. The Analyst Dashboard is a tool available for Review Board Coordinators where analyst assignments can be accessed. Assignments to other analysts can also be accessed from here, and submissions related to a specific meeting date can be reviewed.



All your complete and incomplete Analyst Assignments can be viewed within your dashboard. When accessing the Analyst Dashboard, you will initially be directed to the Analyst Assignment view. To the left of the page you can switch screen views, view the agenda for different meeting dates, and view a 30-day calendar. The Switch View area contains links to the **Inbox** and **Analyst Assignment**. This view will allow you to see your current analyst assignments with the ability to filter the results. The submission **Status** drop down list will allow you to filter between your complete and incomplete analyst assignments.

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Switch View

Inbox

Analyst Assignment

Upcoming Committee Meeting

August 17, 2015

September 21, 2015

October 19, 2015

November 16, 2015

December 21, 2015

Past Committee Meeting

May 20, 2015

June 17, 2015

July 15, 2015

[ Close Search ] Records/Page: 10

Submissions Type: All Committee Type: -- All -- Search

Process Type: All Status: Incomplete


3 result(s) found... 1 - 3

Open	IACUC Number	Review Process	Agenda Date	Date Board Received (Submission Date)	IACUC Expiration Date	Principal Investigator	Assigned Analyst	Analyst Assigned Date
<i>Swine Management and Production</i>								
	GH-14001-1	On Agenda	08/17/2015	08/03/2015 3:21:31 PM PDT	07/16/2015	Investigator, Susan	Coordinator, Jan	2015-08-10 11:19:12.7
<i>Reproductive Biology and Fertility</i>								
	GH-14002	On Agenda	08/17/2015	08/03/2015 3:36:50 PM PDT	05/31/2016	Investigator, Susan	Coordinator, Jan	2015-08-10 11:19:40.02
<i>Mouse Study</i>								
	GH-15001	On Agenda	08/17/2015	08/06/2015 4:12:07 PM PDT		Investigator, Susan	Coordinator, Jan	2015-08-06 16:16:59.78

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## Inbox/ Analyst Assignment

The **Inbox** link displays all analyst assignments for the review board. This includes your own assignments as well as assignments for the other analysts that have been assigned a submission. The search criteria at the top of the queue will allow you to search for specific assignments. The **Inbox** page contains the table shown below containing all analyst assignments for the board. The page also contains search and view options that can help you identify current analyst assignments as well as previously completed assignments. You can click the **Close Search** button to hide the search criteria. The  icon will hide the menu on the left, allowing the Task List queue to display on the entire page. You may sort the submissions by any of the columns from **IACUC Number** to **Assigned Analyst** by clicking on the column. You may then indicate the sort order alphabetically from A-Z or Z-A.

The filter options allow you to easily find and access any submission that has been assigned. **Submission Type** contains a list of submission form types. **Committee Type** populates with committees your account is associated with in User Accounts. **Process Type** contains a list of review processes. The default is **All**, but you can also search by submissions placed **On Agenda, Expedited, Emergency Use**, etc. To do this, set the dropdown option to “Assigned,” and then an additional drop down list will become available listing the available review processes you can select. The **Status** list will allow you to search for Incomplete or Complete analyst assignments. After you select items to refine your search, click the **Search** button and the page will refresh with all submissions that meet the search criteria.

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**Switch View**

Inbox

**Analyst Assignment**

**Upcoming Committee Meeting**

December 02, 2016

January 02, 2017

February 02, 2017

March 02, 2017


April 02, 2017


**Past Committee Meeting**


September 02, 2016


October 02, 2016


November 02, 2016

[ Close Search ] Records/Page: 10 


Submissions Type: All 


Process Type: All 

Committee Type: -- All -- 

Status: Incomplete 

1 result(s) found... 1 - 1

	IACUC Number	Study Status	Review Process	Agenda Date	Date Board Received (Submission Date)	Principal Investigator	Assigned Analyst
Open	IACUC Expiration Number		Form Type				Analyst Assigned Date
	Animal Study ANI-16-497	Pending - Submitted for Initial Review	On Agenda iMedRIS Initial Review Submission Form	12/02/2016	11/15/2016 10:32:02 AM PST	Investigator, Susan	Analyst, Ann 11/15/2016 11:15:35 AM PST

**Click to open** – Access the submission and all the components by clicking the  icon in the open column. Please see the IACUC Assistant - Submission Processing manual for additional information.

The **Analyst Assignment** and **Inbox** links share the same function except the Analyst Assignment link will only display your specific assignments.

## Committee Meetings

The Upcoming Committee Meeting area displays the next upcoming meetings, with the closest meeting in red. From this view, you can access submissions placed on a particular meeting date, and view/edit the setup for the meeting. (Please see the IACUC - Meetings manual for additional information.)

You will be able to view different meetings by clicking on any meeting date underneath the Upcoming Committee Meetings or Past Committee Meetings section.

## Analyst Specific Tasks

The **Analyst Assignment** home screen task populates when you have been assigned as an analyst. The task will stay on your home screen until the task has been completed. Additionally, you may receive an email notification indicating that you have an analyst assignment. Opening this task navigates you to the General Information tab within submission processing.

### Below are your incomplete IACUC tasks:



Analyst Assignment

[Open Dashboard](#)


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1 task(s) found...


1 - 1

Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received
	Animal Study									
	Reviewer status: No reviewers information available									
	Susan Investigator	ANI-16-497	Animal Study 3	<b>Pending - Submitted for Initial Review</b>	iMedRIS Initial Review Submission Form	11/15/2016	Board Review			11/15/2016


The **Submission Reviewers Complete** home screen notification populates when an assigned reviewer has completed their reviewer checklist. Additionally, you may receive an email notification indicating that the reviewer has completed their checklist. Opening this task navigates you to the Pre-Review Screening tab within submission processing.

Submission Reviewers Complete <span style="float: right;">1</span>										
1 task(s) found... <span style="float: right;">1 - 1</span>										
Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received
Mouse Study II										
	Dr. Susan M. Investigator, Ph.D.	GH-14-006	MII	Open	Submission Correction for Initial Review Submission Form	07/17/2014	Board Review	08/25/2014	08/24/2015	08/25/2014

The **Internal Submission Routing Complete** notification will populate when all internal routing for this submission is complete. Additionally, you may receive an email notification indicating that all internal routing signoffs have been completed. Opening this task navigates you to the Internal Submission Routing tab within submission processing.

Internal Submission Routing Complete <span style="float: right;">1</span>										
1 task(s) found... <span style="float: right;">1 - 1</span>										
Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received
Mouse Study II										
	Dr. Susan M. Investigator, Ph.D.	GH-14-006	MII	Open	Submission Correction for Initial Review Submission Form	07/17/2014	Board Review	08/25/2014	08/24/2015	08/25/2014

The **Outcome Letter Signoff Complete** notification populates when all signatures on an Outcome Letter for this submission have been collected. Additionally, you may receive an email notification indicating that all Outcome Letter signatures have been completed. Opening this task navigates you to the Outcome Letter tab within submission processing.

Outcome Letter Signoff Complete <span style="float: right;">1</span>										
1 task(s) found... <span style="float: right;">1 - 1</span>										
Open	Principal Investigator	IACUC Number	Study Alias	Study Status	Submission Form Name	Submission Date	Review Process	IACUC Initial Approval	Expiration	Received
Mouse Study II										
	Dr. Susan M. Investigator, Ph.D.	GH-14-006	MII	Open	Submission Correction for Initial Review Submission Form	07/17/2014	Board Review	08/25/2014	08/24/2015	08/25/2014