



## MY PROFILE

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*User's Manual*

Version 11.02

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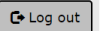
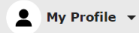
# My Profile

## Introduction

The **My Profile** menu group in iRIS™ is available to all users. It contains various components of your account information, announcements, operating procedures, and a variety of other helpful items (depending on how your system is configured). It is located at the top right section, next to the log out button.



Hello Abby Ack, MSN Ph.D.  
your last login was  
07/02/2019 11:43 AM PDT



### SETTINGS

- My Account
- Manage Licenses and Certifications
- Request New Account
- ◀ Change your department

### RESOURCES

- Help
- My Document Library
- Organization Profile
- Completed Tasks

### COMMUNICATIONS

- Announcements
- View Correspondence
- Review Board Meetings

### REPORTS & CONFIGURATION

- My Reports
- All Departments Reports
- Department Reports
- Department List Setup

### SIGNOFF

- Review Board Letter Signoffs
- Project Invoice Signoffs
- Routing Signoffs

## My Account

**My Account** allows users to quickly access and update personal information, change passwords, look up training history, medical licenses or CVs, upload a .jpg image of the users signature (used when signing off on Outcome letters), set signoff ability, view vaccination history etc.. The availability of these tabs is dependent on how your system is configured; do not be alarmed if your screen is missing one or more menu items. Some screenshots may also vary depending on what features are turned on or off and whether any labels have been renamed by your System Administrator.

When you first click on the **My Account** link, a new page will open listing your personal contact information.

## Profile

The Profile tab is where you can view and edit your personal information.

You can change any of the information listed in the screenshot above except for your Department (or Site) association on this screen and your Job Title. This information must be approved and changed by your iRIS™ Administrator. Additionally, some fields like the phone number, email, employee ID, and others may be read-only if your system operates with an LDAP user directory.

<b>Profile</b> Change Password Contact Management Performance Sites Proposal Info Other System IDs Biosketch, CV, Pubs Training History Medical Licenses Signature Signoff Availability Vaccination History Notes	Last Name: ACK Suffix: <input type="text"/> Prefix: <input type="text"/> <b>Job Title:</b> Nurse Status: Active CITI User Id: <input type="text"/> Military Branch: --none-- Military Rank: --none-- Military Service Corp: --none-- Academic Position/Title: <input type="text"/> Degree: MSN Ph.D. Is Faculty: <input type="radio"/> Yes <input checked="" type="radio"/> No Employee ID: <input type="text"/> Social Security Number: <input type="text"/> - <input type="text"/> - <input type="text"/> Specialty: <input type="button" value="Add"/> <input type="button" value="Remove"/> Relationship to the Institution: <input type="radio"/> Affiliated <input type="radio"/> Non-Affiliated Representational capacity: <input type="radio"/> Scientist <input type="radio"/> Non-Scientist Representative of specific entity: <input type="button" value="Add"/> <input type="button" value="Remove"/> PI status waiver required: <input type="radio"/> Yes <input checked="" type="radio"/> No	First Name: Abby Middle Name: <input type="text"/> Personal Question: <input type="text"/> Personal Answer: <input type="text"/> <b>Contact Information (* fields required)</b> * Email Address: aack@aol.com Email Address Required Phone: <input type="text"/> Cell Phone: <input type="text"/> Physical Address: <input type="text"/> Street 1: <input type="text"/> Street 2: <input type="text"/> City: <input type="text"/> County/Parish: <input type="text"/> State: --none-- Province: <input type="text"/> Country: --none-- Zip/Postal Code: 46546546546546 MailStop: <input type="text"/> <b>Department(s)</b> • Entomology
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It is now possible to turn off and on the visibility of many of the fields on the Profile tab via system properties, as well as set whether or not they are required. These properties are available under System User Profile Settings.

Two configurable fields are also now available. These fields can be configured under System Administration > List Configuration and Maintenance > System Setup > Setup System Labels. The Configurable Fields appear under the List of Labels for System on the System Label screen.

There are also new editable fields. When the system property "system.use\_military\_info" is set to "Yes," you will be able to edit the Military Branch, Military Rank, and Military Service Corps under My Account Information.

<b>Profile</b> Change Password Contact Management Performance Sites Proposal Info Other System IDs Biosketch, CV, Pubs Training History Medical Licenses Signature	* Last Name: Ack Suffix: <input type="text"/> Prefix: <input type="text"/> Job Title: Nurse Status: Active CITI User Id: <input type="text"/> <b>Military Branch:</b> Air Force <b>Military Rank:</b> Captain ( Capt. ) <b>Military Service Corp:</b> Medical Services ( MS ) Academic Position/Title: <input type="text"/>	First Name: Abby Middle Name: <input type="text"/> Personal Question: <input type="text"/> Personal Answer: <input type="text"/> <b>Contact Information (* fields required)</b> * Email Address: aack@aol.com Email Address Required Phone: <input type="text"/> Cell Phone: <input type="text"/> Physical Address: <input type="text"/>
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A new property has been added under System Administration > System Configuration > System User Profile Properties that adds another field on the My Account page in My Profile. If you are using CITI at your institution, and the property is turned on, users will be able to add their CITI User ID in a new field.

The property is under System Administration > System Configuration > System User Profile Properties, > system.show\_CITI\_ID. It will show the new field where users can input their CITI User ID if the property is set to "Yes". When set to "No", the user will not be able to see the option to input their CITI User ID.

<b>Profile</b>	<b>* Last Name:</b> Ack	<b>First Name:</b> Abby	<b>Middle Name:</b>
Change Password	<b>Suffix:</b>	<b>Personal Question:</b>	
Contact Management	<b>Prefix:</b>	<b>Personal Answer:</b>	
Performance Sites	<b>Job Title:</b> Nurse	<b>Contact Information</b> <span style="float:right">Use for System Notifications</span>	
Proposal Info	<b>Status:</b> Active	(* fields required)	
Other System IDs	<b>CITI User Id:</b>	<b>* Email Address:</b> laack@aol.com	<input type="radio"/>
Biosketch, CV, Pubs	<b>Military Branch:</b> --none--	Email Address Required	
Training History	<b>Military Rank:</b> --none--	<b>Additional Email Addresses:</b>	<input type="button" value="Add"/> <input type="button" value="Remove"/>
Medical Licenses	<b>Military Service Corp:</b> --none--	<input type="checkbox"/> aack@research.institution.org	<input type="radio"/>
Signature	<b>Academic Position/Title:</b>	<b>Phone:</b>	
Signoff Availability	<b>Degree:</b> MSN Ph.D.		

Remember to click on the **Save Changes** button whenever you make changes to this page. Otherwise, when you exit this page, your changes will not be applied. (Some fields may be designated as required as described above and you cannot click **Save Changes** until they are entered.)

**Note:** It is important to have your current e-mail address listed. iRIS™ sends out important notifications regarding your projects. If you do not have your correct email address, you will not receive these notifications.

Additional email addresses can now be stored under a users’ profile in My Profile. System Administrators must turn on the property in order to allow users to have additional email address.

The property is located under System Administration > User Accounts > System Configuration > System User Profile Settings > *system.show\_addt'l\_email\_address*.

When this property is set to “No”, the option to add an additional email address is not available.

<b>Profile</b>	<b>* Last Name:</b> Ack	<b>First Name:</b> Abby	<b>Middle Name:</b>
Change Password	<b>Suffix:</b>	<b>Personal Question:</b>	
Contact Management	<b>Prefix:</b>	<b>Personal Answer:</b>	
Performance Sites	<b>Job Title:</b> Nurse	<b>Contact Information</b> <span style="float:right">Use for System Notifications</span>	
Proposal Info	<b>Status:</b> Active	(* fields required)	
Other System IDs	<b>CITI User Id:</b>	<b>* Email Address:</b> abby.ack@imedris.com	<input checked="" type="radio"/>
Biosketch, CV, Pubs	<b>Military Branch:</b> --none--	Email Address Required	
Training History	<b>Military Rank:</b> --none--	<b>Phone:</b>	
Medical Licenses	<b>Military Service Corp:</b> --none--	<b>Cell Phone:</b>	
Signature	<b>Academic Position/Title:</b>	<b>Physical Address:</b>	
Signoff Availability	<b>Degree:</b> MSN Ph.D.		
Vaccination History	<b>Is Faculty:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Street 1:</b>	
Notes	<b>Employee ID:</b>		
	<b>Social Security</b>		

When this property is set to “Yes”, the option to add an additional email address is available under My Profile > My Account.

The screenshot shows the 'My Profile' page with a sidebar on the left containing navigation tabs: Profile, Change Password, Contact Management, Performance Sites, Proposal Info, Other System IDs, Biosketch, CV, Pubs, Training History, Medical Licenses, Signature, and Signoff Availability. The main content area is divided into two columns. The left column contains personal details: Last Name (Ack), Suffix, Prefix, Job Title (Nurse), Status (Active), CITI User Id, Military Branch, Military Rank, Military Service Corp, Academic Position/Title, and Degree (MSN Ph.D.). The right column contains contact information: First Name (Abby), Middle Name, Personal Question, Personal Answer, and Contact Information. Under Contact Information, there is a section for email addresses. The primary email address is 'abby.ack@imedris.com'. Below it, there is a section for 'Additional Email Addresses' with 'Add' and 'Remove' buttons. One additional email address is listed: 'aack@research.institution.org'. A red box highlights this section. To the right of the email addresses is a section for 'Use for System Notifications' with a radio button.

When the button **Add** is clicked, another pop-up will appear where the administrators or users can add the additional email.

The screenshot shows a pop-up dialog titled 'Additional Email Addresses:'. It contains a text input field labeled 'Email address:'. Below the input field are two buttons: 'Submit' and 'Cancel'. To the left of the dialog, there are labels for 'Phone:' and 'Cell Phone:'.

When another user has added another email, the user can set the additional email address as their preferred email address for system notifications by clicking on the radio button.

This screenshot is similar to the first one, but the 'Use for System Notifications' radio button next to the 'aack@research.institution.org' email address is now selected. A red box highlights this radio button. The 'Primary Email Address' 'abby.ack@imedris.com' is now marked as 'Email Address Required'.

This will change email that the system will send the system notifications to.

**Note:** The System Administrator has the ability to add customized links to the My Profile tab. The property *system.use\_custom\_menus*, within System Administration -> System Configuration -> System Default Settings allows the System Administrator to turn on or off this feature. These links may either be Internal or External. The Internal links will link directly to a page within iRIS.

## Change Password

Click on the Change Password tab to change your password.

My Workspaces ▾ My Profile **My Account - Abby Ack, MSN Ph.D.** [Back](#)

[Save Changes](#)

Profile	<p>*Old Password: <input type="text"/></p> <p>*New Password: <input type="text"/></p> <p>*New Password Verify: <input type="text"/></p>
<b>Change Password</b>	
Contact Management	
Performance Sites	

Proposal Info

This will open a page similar to the one shown in the screenshot above. In order to change your password, you must supply your **Old Password**, enter in the desired **New Password**, and verify the desired New Password in the section **New Password Verify**. Click **Save Changes** to complete the change in your password. Your instance of iRIS may have settings that does not allow you to use the last few passwords you have used in the past.

## Biosketch, CV, Pubs

You can upload and view your Biosketch, CV, and Publications from this tab.

My Workspaces ▾ My Profile **My Account - Abby Ack, MSN Ph.D.** [Back](#)

Profile	<b>Curriculum Vitae (CV) or Biosketch</b>	<a href="#">Add CV or Biosketch</a>												
<b>Change Password</b>		<table border="1"> <thead> <tr> <th>Remove</th> <th>Edit</th> <th>Document Type</th> <th>Version Date</th> <th>Title</th> <th>View Document</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>Curriculum Vitae (CV)</td> <td>07/25/2019</td> <td>Current CV 2019</td> <td></td> </tr> </tbody> </table>	Remove	Edit	Document Type	Version Date	Title	View Document			Curriculum Vitae (CV)	07/25/2019	Current CV 2019	
Remove	Edit	Document Type	Version Date	Title	View Document									
		Curriculum Vitae (CV)	07/25/2019	Current CV 2019										
Contact Management	<b>Publications</b>	<a href="#">Add Publication</a>												
Performance Sites	<table border="1"> <thead> <tr> <th>Remove</th> <th>Edit</th> <th>Publication Type</th> <th>Publication date</th> <th>Publication Title</th> <th>View Attachment</th> </tr> </thead> <tbody> <tr> <td colspan="6">No Publication has been added.</td> </tr> </tbody> </table>	Remove	Edit	Publication Type	Publication date	Publication Title	View Attachment	No Publication has been added.						
Remove	Edit	Publication Type	Publication date	Publication Title	View Attachment									
No Publication has been added.														
Proposal Info														
Other System IDs														
<b>Biosketch, CV, Pubs</b>														
Training History														

The above screenshot is what your Biosketch, CV, and Publications page may look like. From this page you will be able to upload your professional experience and other relevant work you have conducted. This tab will contain any Curriculum Vitae/Biosketch/Publications you may have stored in iRIS. All three of these documents can be added by you or your System Administrator.

**Remove a Document** – To delete the CV/Publications record from iRIS, click the button in the Remove Column.

**Edit a Document** – Clicking the icon in the Edit column opens up the specific, editable details for the document.

**Document Type** – Category of Document chosen to upload.

**Version Date** – Date of the uploaded version.

**Title** – Title of the document uploaded.

**View Document** – The icon of the document opens a new window that will display the uploaded document.

**Add a CV or Biosketch** – Click on the **Add CV or Biosketch** button to open a new page similar to the one shown in the screenshot below.

My Workspaces ▾ My Profile **My Account - Abby Ack, MSN Ph.D.** [Back](#)

[Save Uploaded File to iRIS](#)

Profile
Change Password
Contact Management
Performance Sites
Proposal Info
Other System IDs
<b>Biosketch, CV, Pubs</b>
Training History
Medical Licenses
Signature
Signoff Availability
Vaccination History
Notes

Edit the Document You Selected.

**\*Document Type:**  Curriculum Vitae (CV)  Biosketch

**\*Title:**

**Version Date:**

**Load the document into iRIS:**

Drag your file here or click in this area.

Name	View the Document	Download the Document
No Document has been uploaded.		

In the above screen shot you can determine which document type you wish to upload. In this particular case, we will be uploading a **Curriculum Vitae (CV)** so we will select the corresponding button.

**Document Type** – The type of document being uploaded – either a **Curriculum Vitae (CV)** or a **Biosketch**.

**Title** –The title of the CV (**\***required field).

**Version Date** – The version date of the CV.

**Load the document into iRIS** – Click on the **Upload** button to upload your CV document into iRIS. The document must be either .doc or .rtf file format in order for iRIS to accept the upload. You can also choose to drag and drop your file into the box outlined in a dotted line.

**\*Document Type:**  Curriculum Vitae (CV)  Biosketch

**\*Title:**

**Version Date:**

**Load the document into iRIS:**

Drag your file here or click in this area.

Name	View the Document	Download the Document
Resume_36.docx		Download ...

After you upload a document, the page will refresh and a Word icon will populate to the left of the CV information. When you are finished adding the information for the CV, click **Save Uploaded file to IRIS** button and you will be returned to the previous screen.

Click **Add Publication** and the following screen will appear. Each publication entry can have a Publication Type, Publication Title, and Publication Date. The publication document itself can be loaded as an attachment. Additionally, each publication listing can be associated to a particular project or study and/or certain keywords.

My Workspaces ▾ My Profile **My Account - Admin A admin, Ph.D. Brig. Gen.** Back

Save Changes

Profile	Publication Type : <span>--none--</span> or New Type <input type="text"/>						
Change Password	Publication Title : <input type="text"/>						
Contact Management	Publication Date : <input type="text"/>						
Performance Sites							
Proposal Info							
Other System IDs							
<b>Biosketch, CV, Pubs</b>	<table border="1"> <thead> <tr> <th>Delete</th> <th>Edit</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="3">No File Attachment has been added</td> </tr> </tbody> </table> <span>Add File Attachment</span>	Delete	Edit	Title	No File Attachment has been added		
Delete	Edit	Title					
No File Attachment has been added							
Training History							
Medical Licenses							
Signature	<table border="1"> <thead> <tr> <th>Delete</th> <th>Study Title</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Association has been added</td> </tr> </tbody> </table> <span>Add Study Association</span>	Delete	Study Title	No Association has been added			
Delete	Study Title						
No Association has been added							
Signoff Availability							
Vaccination History							
Notes	<table border="1"> <thead> <tr> <th>Delete</th> <th>Project Title</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Association has been added</td> </tr> </tbody> </table> <span>Add Project Association</span>	Delete	Project Title	No Association has been added			
Delete	Project Title						
No Association has been added							
	<table border="1"> <thead> <tr> <th>Delete</th> <th>Keyword</th> </tr> </thead> <tbody> <tr> <td colspan="2">No Keyword has been added</td> </tr> </tbody> </table> <span>Add Keyword</span>	Delete	Keyword	No Keyword has been added			
Delete	Keyword						
No Keyword has been added							

## Training History

You can view your training history by clicking on this tab.

My Workspaces ▾ My Profile **My Account - Abby Ack, MSN Ph.D.** Back

Profile													
Change Password													
Contact Management													
Performance Sites													
Proposal Info													
Other System IDs													
Biosketch, CV, Pubs													
<b>Training History</b>	<table border="1"> <thead> <tr> <th>Training Course</th> <th>Course Date</th> <th>Course Expiration</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Animal Welfare Act Regulations</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Working with the IACUC - Basic Course</td> <td>01/01/2013</td> <td>01/01/2014</td> <td></td> </tr> </tbody> </table>	Training Course	Course Date	Course Expiration	Score	Animal Welfare Act Regulations				Working with the IACUC - Basic Course	01/01/2013	01/01/2014	
Training Course	Course Date	Course Expiration	Score										
Animal Welfare Act Regulations													
Working with the IACUC - Basic Course	01/01/2013	01/01/2014											
Medical Licenses													

The screenshot above is an example of what the Training History page may look like. The items listed in the table may include: associated **Training Group**, the **Course** title, **Course Date** (the day the training was taken), **Course Expiration** (date the training expires), and the **Score** received for the training. All information must be approved and changed by your iRIS Administrator.


## Medical Licenses

Any Medical Licenses you may have can be found in this tab. You and/or the Administrator can upload this information.

My Workspaces ▾ My Profile **My Account - Abby Ack, MSN Ph.D.** Back

Profile	<b>Medical Licenses</b> <span>Add License</span>							
Change Password	Remove	Edit/View	License Number	View License	Version Date	License Type	Expiration Date	State of Issue
Contact Management			AX19606		06/01/2017	Medical	06/30/2020	CALIFORNIA
Performance Sites			MED_057		06/01/2020	Medical	06/30/2017	CALIFORNIA
Proposal Info								
Other System IDs								
Biosketch, CV, Pubs								
Training History								
<b>Medical Licenses</b>								

**Remove License**– To delete a Medical License record, click the icon in the Remove column.

**Edit/View** – Click on the  icon in this column to open up the details for the specific license you wish to view. This is where you can find editable details for the Medical License record and make any necessary changes.

**License Number** – Number of the License for reference.

**View License** – Click on the icon in this column to open a document viewer and see the attached document.

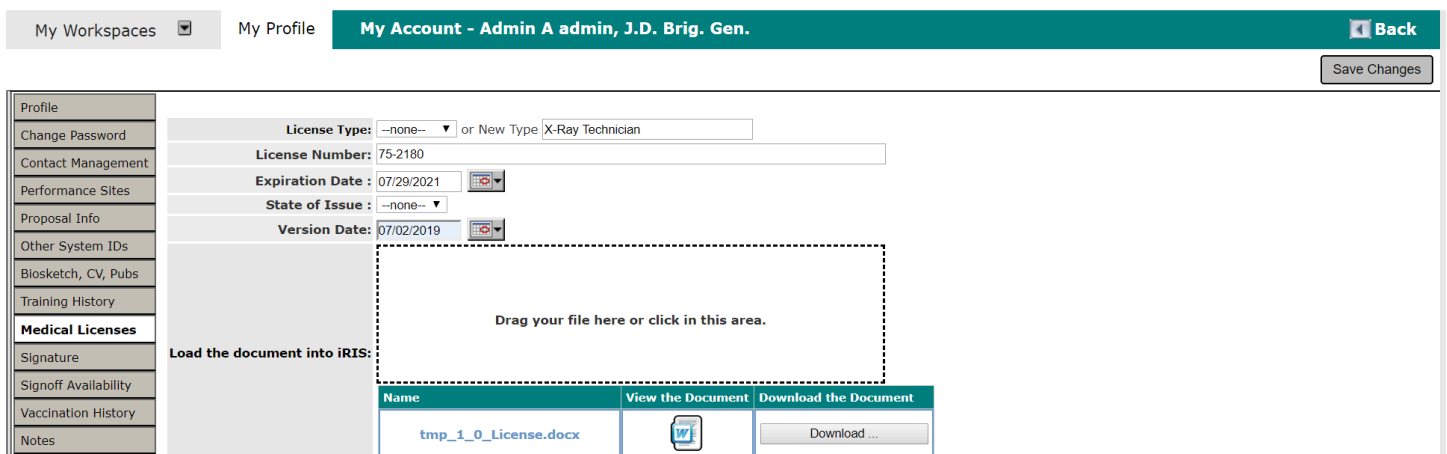
**Version Date** – The version date of the medical license.

**License Type** – Type of License uploaded.

**Expiration Date** – Date when the License will expire.



**State of Issue** – State where the license was issued to the user.


**Add License** – Click on the **Add License** button to add a document. This will open a new page like the one shown below:



My Workspaces ▾ My Profile **My Account - Admin A admin, J.D. Brig. Gen.** [Back](#)

[Save Changes](#)

Profile	License Type: --none-- ▾ or New Type: X-Ray Technician
Change Password	License Number: 75-2180
Contact Management	Expiration Date: 07/29/2021 
Performance Sites	State of Issue: --none-- ▾
Proposal Info	Version Date: 07/02/2019 
Other System IDs	<div style="border: 1px dashed gray; padding: 10px; text-align: center;">           Drag your file here or click in this area.         </div>
Biosketch, CV, Pubs	
Training History	
<b>Medical Licenses</b>	Load the document into iRIS:
Signature	
Signoff Availability	
Vaccination History	
Notes	

Name	View the Document	Download the Document
tmp_1_0_License.docx		<a href="#">Download ...</a>

**License Type** – Select the type of license that you are adding from the drop-down menu or, if not listed, you may add a license type by entering the selection in the **New Type** text box.

**Note:** If you enter a New Type, once you save your Medical License, it will be added to the list of License Types and other users will have the option to select it as well. Keep this in mind so that you do not enter personal information in the New Type field.

**License Number** – The medical license number.

**Expiration Date** – The expiration date for this specific medical license.

**State of Issue** – Select the state that issued your medical license from a drop-down list.

**Version Date** – The version date of the medical license.

**Load the document into iRIS** – Click Upload and you can attach a document or drag and drop the file into the dotted line box to upload the document.

My Workspaces ▾ My Profile **My Account - Admin A admin, J.D. Brig. Gen.** Back

Save Changes

Profile	License Types: <input type="text" value="--none--"/> or New Type: <input type="text" value="X-Ray Technician"/>						
Change Password	License Number: <input type="text" value="75-2180"/>						
Contact Management	Expiration Date: <input type="text" value="07/29/2021"/>						
Performance Sites	State of Issue: <input type="text" value="--none--"/>						
Proposal Info	Version Date: <input type="text" value="07/02/2019"/>						
Other System IDs	<div style="border: 1px dashed black; padding: 10px; text-align: center;">                 Drag your file here or click in this area.             </div>						
Biosketch, CV, Pubs							
Training History							
<b>Medical Licenses</b>							
Signature							
Signoff Availability	Load the document into iRIS: <table border="1" style="width: 100%;"> <thead> <tr> <th>Name</th> <th>View the Document</th> <th>Download the Document</th> </tr> </thead> <tbody> <tr> <td><a href="#">tmp_1_0_License.docx</a></td> <td></td> <td> <span>Download ...</span> </td> </tr> </tbody> </table>	Name	View the Document	Download the Document	<a href="#">tmp_1_0_License.docx</a>		<span>Download ...</span>
Name	View the Document	Download the Document					
<a href="#">tmp_1_0_License.docx</a>		<span>Download ...</span>					
Vaccination History							
Notes							

**Download the Document** – Click Download and confirm by clicking the **Confirm** button and click **Cancel** to cancel the download. The file will automatically start downloading. The following screen shows the download function for Google Chrome, other browsers may have a slightly different download function.

When you finish entering information and attaching the required document, click the **Save Changes** button.

## Signature

Users can upload a .jpg of their signature by clicking on this tab, then clicking anywhere in the box with the dotted line to upload the document. You can also drag and drop the file into the box as well to upload the signature.

My Workspaces ▾ My Profile **My Account - Abby Ack, MSN Ph.D.** Back

Profile	<p><b>Signature</b></p> <div style="border: 1px dashed black; padding: 10px; text-align: center;">                 Drag your file here or click in this area.             </div> <p style="text-align: center;"><span>Delete</span></p>
Change Password	
Contact Management	
Performance Sites	
Proposal Info	
Other System IDs	
Biosketch, CV, Pubs	
Training History	
Medical Licenses	
<b>Signature</b>	
Signoff Availability	
Vaccination History	
Notes	

**Note:** The image that displays on the screen will shrink down to a smaller size when the actual image is applied to a document.

The uploaded signature is used when an electronic signature is applied to an Outcome Letter, or, if configured, to insert department signatures in a PDF version of a submission form. To remove the uploaded signature, click the **Delete** button.

## Notes

Any notes you may have can be found in this tab. You and/or the Administrator can upload this information.

- Profile
- Change Password
- Contact Management
- Performance Sites
- Proposal Info
- Other System IDs
- Biosketch, CV, Pubs
- Training History
- Medical Licenses
- Signature
- Signoff Availability
- Vaccination History
- Notes**

Add a New Note

0 result(s) found...

Delete	Edit	Note Content	Added By	Occurance Date
No notes have been entered.				

Click **Add a New Note** to add a new note. **The Occurance Date** (\*required field) must be entered in order to create a new note. Once you have filled in the appropriate text, you will need to click the **Save Note** button to save the entry. If you do not save the note, the entered text will be lost.

- Profile
- Change Password
- Contact Management
- Performance Sites
- Proposal Info
- Other System IDs
- Biosketch, CV, Pubs
- Training History
- Medical Licenses
- Signature
- Signoff Availability
- Vaccination History
- Notes**

Save Note

\*Occurance Date: 07/26/2019

Remember to check on Subject 346 and 351 by August 5th.

Once the note has been added, you can click the icon to view or make any edits to the published notes. Click the

icon in the Delete column to delete a note. This allows the user to delete the requested note.

- Profile
- Change Password
- Contact Management
- Performance Sites
- Proposal Info
- Other System IDs
- Biosketch, CV, Pubs
- Training History
- Medical Licenses
- Signature
- Signoff Availability
- Vaccination History
- Notes**

Add a New Note

1 result(s) found...

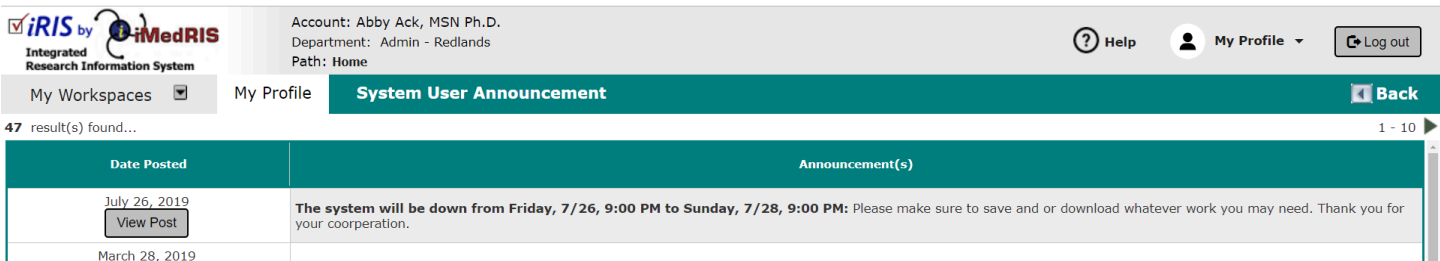
Delete	Edit	Note Content	Added By	Occurance Date
		Remember to check on Subject 346 and 351 by August 5th.	Ack, Abby	07/26/2019

## Announcements

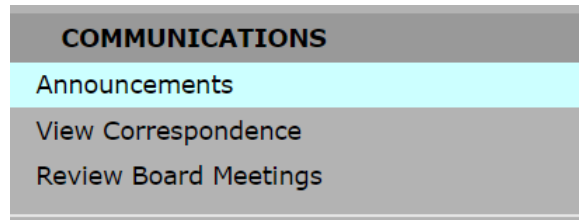
When a System Administrator needs to contact every user in the system, they can post an announcement which will appear at the top of the system. The notification will show up as a red pop-up number, indicating how many notifications are there. The user can click on the link which will take the user to view the announcement. Once the announcement has been viewed, the red notification will disappear.



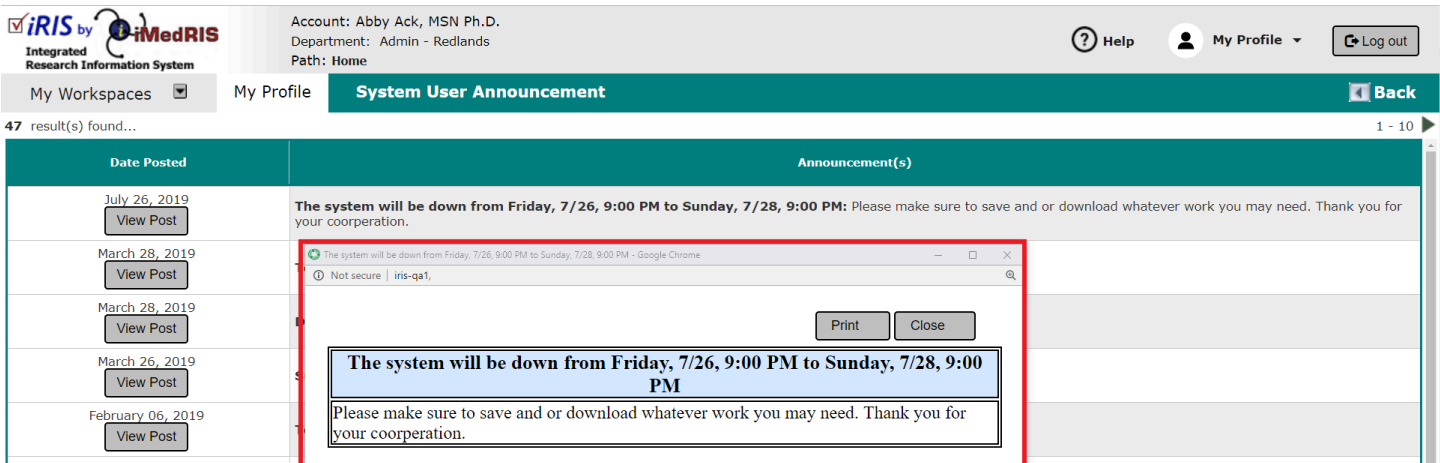
Clicking the link brings you to the System User Announcement screen where you can view the announcement.



You can view all of the current system announcements by clicking on the Announcements tab under My Profile, or by clicking on Announcement link on the top.



Clicking on the **View Post** button will bring up a new browser window (as shown in screenshot below). You can Close or Print this message by clicking on the appropriate buttons.

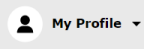


## Operating Procedures

This section is used for your site's Standard Operating Procedures (SOP's). It is located under the Help section. Each site will have a different list of procedures. Different options are possible depending on the setup of this page.



Account: Abby Ack, MSN Ph.D.  
 Department: Admin - Redlands  
 Path: Home



**Link to a Website** – The SOP can be linked to a website within your network or to an outside web page (i.e. OHRP.com, FDA.com). The software will automatically open up a new browser window.

**Link to Text** – If the SOP is documentation not on a website, it might be captured as a text file. This will also load in a new browser window for your convenience.

**Link to Attached Document** – Typically this is a PDF upload of the SOP. This will also open in a new window.

To view an SOP, click on the link. The SOP will open in a new browser window.



Clinical Trials
<input type="radio"/> Clinical Trials Resource
IRB Instructions
<input type="radio"/> Minimum Submission Standards
Training/Guides
<input type="radio"/> Quick Guide - Retracting a Submission
<input type="radio"/> Video - User Interface Overview

VA Forms
<input type="radio"/> Investigational Drug Information Record (IDIR)
<input type="radio"/> Request for R&D Committee Approval (Pink Sheet)
<input type="radio"/> VA Informed Consent Header (Form 10-1086)

## View Correspondence

When you receive correspondence from iRIS, generated from a notification or sent from the review board or study team, it is available for viewing under the View Correspondence link.

COMMUNICATIONS
Announcements
<b>View Correspondence</b>
Review Board Meetings

My Workspaces ▾ My Profile **View Correspondence** Back

Search Correspondence by Keyword :  Search  New Correspondence  Previously Read Correspondence

63 result(s) found... 1 - 20

Open	Study Number	Project Number	Task Details	Date Received
	Visual Motion Acuity		Reviewer has exceeded their allotted review time	2019-07-25 11:19:03.163
	Visual Motion Acuity		Reviewer has exceeded their allotted review time	2019-07-25 11:19:03.15
	Visual Motion Acuity		Study Notification Reminder for Review and Signoff	2019-07-25 11:19:03.1
	BDA 123		Outcome Letter Notification	2019-07-24 12:37:48.82
	BDA 123		Submission Received	2019-07-24 12:26:30.01

From the View Correspondence screen, you can search for correspondence by keyword. Enter your search terms in the Search Correspondence by Keyword field and click **Search**.

My Workspaces ▾ My Profile **View Correspondence** Back

Search Correspondence by Keyword :  Search  New Correspondence  Previously Read Correspondence

63 result(s) found... 1 - 20

Open	Study Number	Project Number	Task Details	Date Received
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	BDA 123		Submission Received	2019-07-24 12:26:30.01

You can toggle between “New Correspondence” and “Previously Read Correspondence” by selecting the corresponding radio button. Once a Correspondence has been read, it will move into the “Previously Read Correspondence” filter.

My Workspaces ▾ My Profile **View Correspondence** Back

Search Correspondence by Keyword :  Search  New Correspondence  Previously Read Correspondence

63 result(s) found... 1 - 20

Open	Study Number	Project Number	Task Details	Date Received
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	Visual Motion Acuity		Study Notification Reminder for Review and Signoff	2019-07-25 11:19:03.1
	BDA 123		Outcome Letter Notification	2019-07-24 12:37:48.82
	BDA 123		Submission Received	2019-07-24 12:26:30.01

To view the details of a message, click the icon in the Open column. This will open a screen similar to the one shown below.

My Workspaces ▾ My Profile **View Correspondence** Back

**Posted:** 07/25/2019 11:19 AM PDT

**\* Send Email**

**\* Subject**  
Reviewer has exceeded their allotted review time

**\* Recipient(s):**  
Administrator

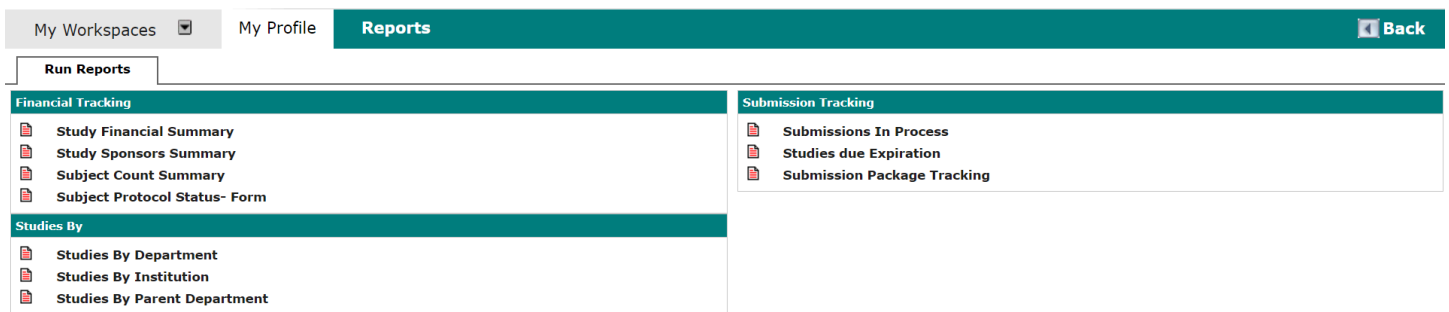
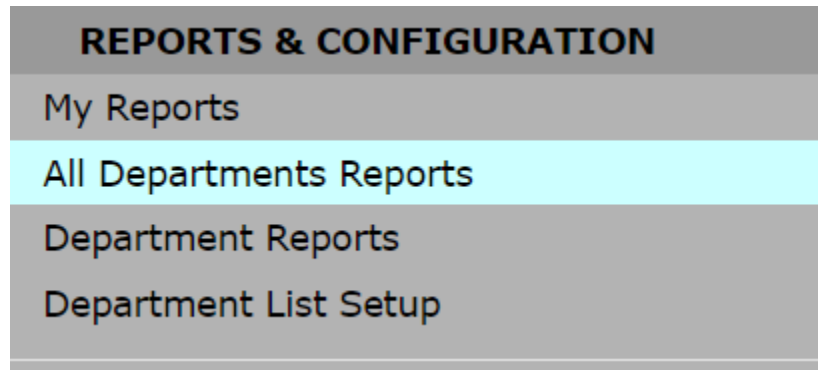
**Additional Recipients(s):**

**Attachments**  
No Attachments have been added to this message

**\* Content**  
The reviewer of study: Copy of Visual Motion Acuity for the PI: Administrator has exceeded their allotted review time.

## All Department Reports

This section is for your site’s All Department Reports. You will be able to run reports based off of numerous criteria, falling into categories including Financial Tracking, General, License, Studies by, Subject Tracking, Subject Tasks, Submission Tracking, and User’s Schedule. The System Administrator has the ability to give access to other reports if needed – please contact your System Administrator if you would like to add or remove access to a certain report.



Above is a screen shot of what the all department reports may look like. To run a report, you should select the report you would like to run. We will run a “Studies by Department” report under the “Studies By” header.

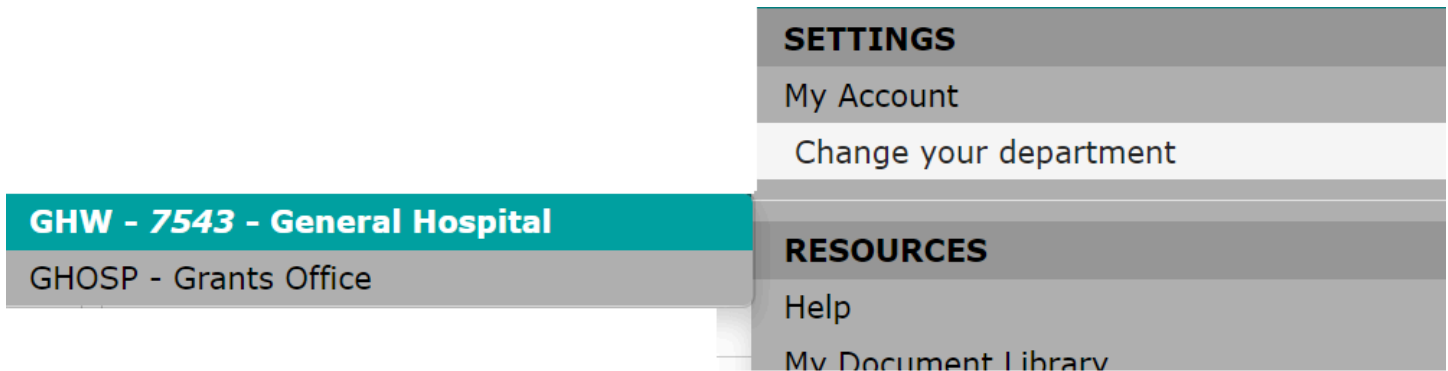


In the above screenshot, the user will be given the option to display the report as a PDF, HTML or Excel file. The user will also be able to select the Department/Site Name, Department/Site Code, School Code, and Study Status parameters for the reports. Next, click the **Run Report** button. The report will then be created and will appear in another window and will be available to be downloaded.



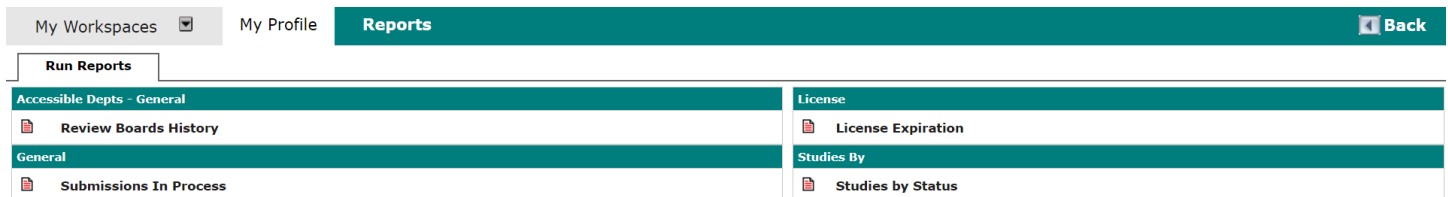
## Department Reports

This section is to run department-specific reports. This section is very similar to All Department Reports. When a user is associated with more than one department, they will need to toggle between departments to run reports for each. This can be done on the home screen by selecting **Change your Department**.



Selecting a default department is required for running department reports. Click on the department you wish to have set as your default.

Below is a screen shot of what the department reports may look like, again, these options are controlled by your System Administrator. Select the report you wish to run. As an example, we will run a “Studies by Status” under the “Studies by” header. Click the “Studies by Status” link.



In the below screenshot, the user will be given the option to display the report as a PDF, HTML, or Excel file. The user will also be able to select a Study Status parameter to run reports on only the chosen status. Run the report by clicking the **Run Report** button. The report will then be created and will appear in another window and will be available to be downloaded.

