Where to start:  [ibc.utoledo.edu](http://ibc.utoledo.edu), then click the link to log in using your UTAD credentials.

**Upper Blue Bar:**
- Home Button always brings you back to this screen.
- The “Find Study” search box allows you to enter a partial or full study number to search for a specific study.

**Left Menu:**
- **Actions** – things you can do in the system
  - Start xForm – click to start a new IBC application (indicated by a blue star)
- **Recent Items** – simply list the last studies or other records you have accessed
- **Messages** – a persistent message area
- **Useful Links** – a set of links that allow you to switch between dashboards
- **My Documents & Forms** – These links refer to items specific to you.
  - User Attachments - shows you want attachments are linked to you as a user, not related to any Study or Event.
  - xForms – shows you a list of the xForms you have in progress or that are assigned to you in any capacity.

**Middle Panels:**
- **Studies section** - provides links to lists of the Studies you are currently associated with.
  - The first line is for studies on which you are listed as personnel in any capacity.
  - The second line specifically filters for studies on which you are the PI.
  - **Active Studies (Red Circle)** are studies that have not expired, but they may also not yet be approved.
  - **Total Studies (Red Circle)** includes expired, terminated or withdrawn studies.
- **XForms Section** – provides links to XForms that you have a stake in.
  - Unsubmitted forms (Orange Box) are forms that are in the very first data collection stage.
  - Forms being processed at a later stage (Yellow Box) are forms that have been submitted and are moving through workflow.
  - Forms awaiting your attention would require your direct action to move on in workflow. This is your “to do” list.
Events – Events are things that happen to Studies either during the initial review and approval, during their lifecycle (like Amendment or Renewal) or at the end of their lifecycle, like a Final Report.

- Event Types (Blue Box) all have a different color to help you differentiate between them. Each Event Type will have a new line, color and description.
- Total Open Events (Purple Box) allows you to see all current events in one list.
- The pie chart gives you a picture of your whole IACUC research portfolio looks like by Event Type

Lower Panel:
My Studies
Shows you the list of your current Active Studies without having to click the “# active Studies” link in the Studies section.

Right Message Panel:
Look here for helpful or timely information.