Quick Reference for IACUC IRB Manager Home Page/Dashboard University – January 2020

Where to start: iacuc.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
• Animal Use Protocol Form – click to start a new IACUC application (indicated by a blue star)
• Start xForm – click to see a list of other xForms you can start

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• Total Studies (Red Circle) includes expired, terminated or withdrawn studies.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 (Green Box) 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.