The Principal Investigator (PI) and Lab Personnel home workspace is launch page for eResearch Animal Management. From the home workspace you can:

- View the applications and amendments which require action from you.
- Access and track the progress of all applications, protocols and amendments to which you are attached. This includes approved and expired protocols and applications.
- Access applications, protocols and amendments in order to view related documents. The system provides document storage and access for those project team members and unit administrators who have some relationship to the project.

The UCUCA Inbox page is used as the example of a Home Workspace in this document. While many of the features described on this page are applicable to all pages in the workspace, some available field names may differ based on the purpose of the page.

Home Workspace

A. Announcements – Recent news, functionality changes and other general information is posted in this section.

B. Roles – Your available system roles.
If multiple roles are listed, click a role to select it. The home workspace changes based on the role. The active role displays in bold.
C Tabs – Tabs organize your Home Workspace into the following pages:
   - UCUCA Inbox – Displays the applications, protocols and amendments requiring action.
   - In Progress – Displays the applications and amendments in the review process. The applications and amendments can be opened and viewed.
   - Approved Protocols – Displays the approved protocols. This page also displays suspended protocols (approved protocols on which no work can be performed).
   - Expired/Withdrawn – Displays expired and cancelled protocols, and withdrawn and denied applications.

D Create New Application – Click the button to create new applications. The user must have a PI role.

E Filter By – These options can be used on most Home Workspace tabs to search for protocols, applications and amendments by various data, such as application number, title and review cycle.
   Tips:
   - Use a percent sign as a wildcard (%).
   - Click Advanced to filter by multiple criteria.

F Application #/Title – Click the links to access the project workspace.

G State – Displays where the application or amendment is in the review process.

H All Applications/Protocols and All Amendments – Click the link(s) to view a list of all applications and protocols or amendments in the system, even those to which you are not attached.

I My Home – Click to return to the first page of your Home Workspace.

J Logoff – Click to exit the eResearch system.