Reviewer Home Workspace

The Reviewer home workspace is the launch page for eResearch Animal Management. From the home workspace you can:

- View the applications and amendments in the review process that require action from you.
- Access and track the progress of all applications and amendments on which you are a reviewer.
- View all applications and amendments, even those on which you are not a reviewer.

The 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.
Tabs – Tabs organize your Home Workspace into the following pages:
- **Inbox** – Displays the applications and amendments requiring your action.
- **In Progress** – Displays the applications and amendments in the review process assigned to you, but requiring no immediate action by you.
- **Full Committee Review/Suspended Protocols** – Displays all applications and amendments assigned to the full committee for review. It also displays suspended protocols.
- **Approved** – Displays all approved protocols and amendments on which you are an assigned reviewer.
- **All Applications/Amendments** – Displays all applications and amendments in committee review.

Filter By – These options can be used on most Home Workspace tabs to search for applications and amendments by various data, such as ID number, name and Principal Investigator.

Tips:
- Use a percent sign as a wildcard (%).
- Click Advanced to filter by multiple criteria.

Name – Click the link to access the project workspace.

All Applications/Protocols and All Amendments – Click to view a list of all applications, protocols or amendments in the system, even those on which you are not an assigned reviewer.

All Annual Reviews – Click to view a list of all annual reviews.

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

Logoff – Click to exit the eResearch system.