Using the eRRM Hotlist

The Hotlist allows you to identify priority submissions (studies, amendments, etc.) and complete common tasks without having to navigate to the submission workspace. Each individual works within their own Hotlist. Adding, updating or removing submissions in your Hotlist does not affect other users’ Hotlists.

Home Workspace

1. Click Core Committee Staff under My Roles, or verify it is selected.

2. From any of your submission lists (e.g., My Reviews), click the Submission ID that you wish to add to your Hotlist.

Submission Workspace

3. From the applicable submission workspace, click the Add Submission to Hotlist activity.

Notes: Adding a submission to the Hotlist does not remove it from any other home workspace lists.
Add Submission to Hotlist Activity Window

4. Enter **Comments** in the field provided.

**Note:** Comments are required. This comment will only display on your Hotlist tab.

5. Click **OK**.

Submission Workspace

6. Click **My Home** to return to your home workspace.

Hotlist Tab

7. Click the **Hotlist** tab.

**Notes:**
- The submission now appears in your Hotlist.
- The comment entered in step 3 appears in the **Hotlist Note** column.

Hotlist Page

8. Click the **MyActivities** down arrow to display a list of available activities.

9. Click the activity you wish to complete for the applicable submission.

**Notes:**
- Click **Update Hotlist Note** to edit the existing note.
- Click **Remove Submission from Hotlist** to remove the submission.
- All of the activities appearing under **MyActivities** are also available in the submission workspace.