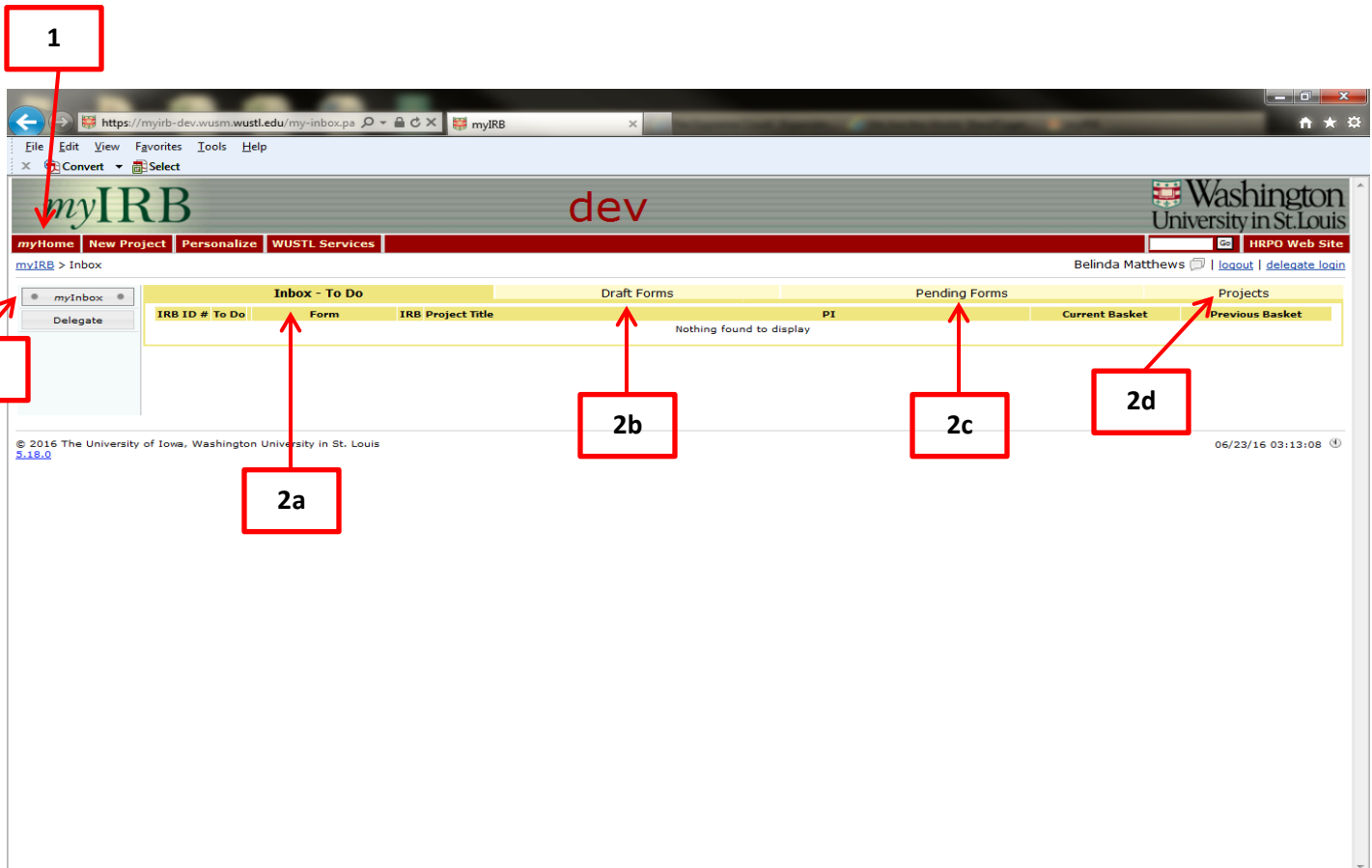


All Users – Guide to New myIRB User Interface

The myIRB user interface has been updated to a new menu system to increase functionality and improve user experience. The update is a first step to support future changes coming later this year and Spring 2017 to revise the applications and support a central IRB infrastructure. Key changes for this update are noted below along with screen shots. (If you are an IRB member – a new guide has been distributed separately to provide directions for your IRB member activities in the new user interface.)

- 1) The former “Inbox” tab in the red, top menu is now labeled “myHome.” Clicking on “myHome” will display new navigation buttons down the left side of the screen. Different users may have a different set of buttons displayed based on their roles and permissions in the myIRB system.
- 2) The first button is “myInbox” which when clicked will show a set of tabs across the screen from left to right for PIs and research team members to access their applications.
 - a) **Inbox – To Do** – Items requiring action by the individual logged in
 - b) **Draft Forms** – Forms yet to be submitted to HRPO
 - c) **Pending Forms** – Forms currently under review with HRPO
 - d) **Projects** – Approved studies and history



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3) Delegate Button and Tabs. Users who have been named as a delegate for one or many individuals will now have the ability to see information for all of their PIs from their own inbox without having to login as a delegate. Clicking on the “Delegate” button provides a “view only” look at the four areas of your PI’s Inbox. These four areas are now organized in a tab structure running from the left side of the screen to the right side of the screen. All four tabs will contain the study information for all PIs who have named you as a delegate. In order to modify forms and submit contingencies, the user will still need to use the delegate login link to access the individual PI’s inbox.

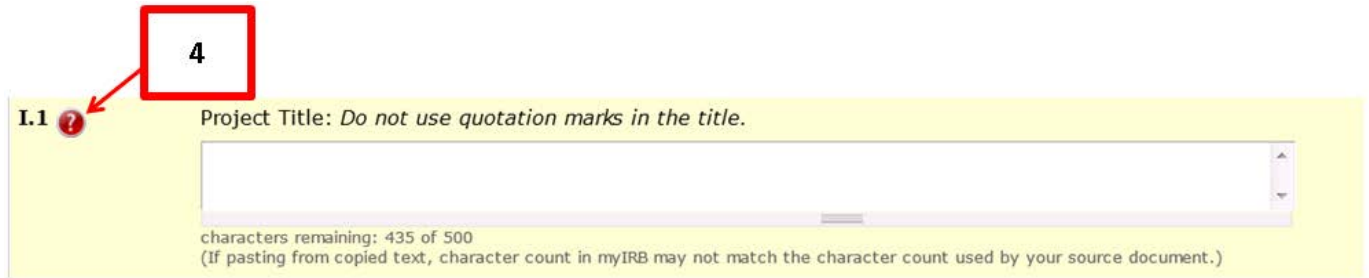
- a) **Inbox – To Do** – will allow a Delegate to see all items requiring action on behalf of their PIs
- b) **Draft Forms** – will allow a Delegate to see all items in draft status for all of their PIs.
- c) **Pending Forms** – will allow a Delegate to see all items in pending status for all of their PIs.
- d) **Projects** – will allow a Delegate to see all approved studies for all of their PIs.

The screenshot shows the myIRB web application interface. At the top, there is a navigation bar with 'myHome', 'New Project', 'Personalize', and 'WUSTL Services'. Below this is a search bar and a 'HRPO Web Site' link. The main content area is titled 'myIRB dev' and shows a 'Delegate Inbox' for user 'Belinda Matthews'. The inbox is organized into four tabs: 'Inbox - To Do', 'Draft Forms', 'Pending Forms', and 'Projects'. A table of items is displayed under the 'Inbox - To Do' tab. A sidebar on the left contains a 'myInbox' section with a 'Delegate' button. Red callout boxes are placed over the interface: '3' points to the 'Delegate' button; '3a' points to the 'Inbox - To Do' tab; '3b' points to the 'Draft Forms' tab; '3c' points to the 'Pending Forms' tab; and '3d' points to the 'Projects' tab.

IRB ID #	Form	IRB Project Title	PI	Current Basket	Previous Basket
201108020	Regular	SSB ATS #2 - 8/11/11	Judy Kirkwood	Tabled	Post-Meeting Prep
201207001	Regular	New	Judy Kirkwood	Tabled	Post-Meeting Prep
201201047	Regular	Mod/CR	Judy Kirkwood	Tabled	Post-Meeting Prep
201409004	ICH-GCP	New	Melvin Blanchard	Approved Pending	Post-Meeting Prep
201602001	Overall	New	Christine Bear	PI Review	Admin Prescreen

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4) **Help Buttons** are still located beside the question numbers throughout the project application, but the icon is now red with a question mark.



The screenshot shows a form field with a yellow background. On the left, the text "I.1" is followed by a red circular icon containing a white question mark. A red arrow points from a red-bordered box containing the number "4" to this icon. To the right of the icon, the text "Project Title: *Do not use quotation marks in the title.*" is displayed above a text input field. Below the input field, the text "characters remaining: 435 of 500" is shown, followed by a smaller line of text: "(If pasting from copied text, character count in myIRB may not match the character count used by your source document.)"