



Safety – Basic Navigation

This Quick Guide provides an overview of basic system navigation in the Click Safety module.

The Click system modules are part of Michigan State University's enterprise systems; logging in will involve use of the University's multi-factor authentication solution (MFA or Okta Verify). There is a tile available within EBS.

Users can also access the various Click modules via:

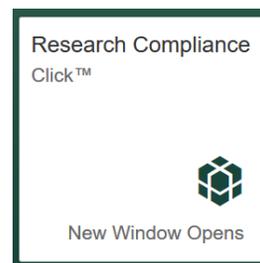
<https://orrs.msu.edu/click/index.html>

Example: Access SAFETY module via selection of the SAFETY tile:



Click Safety Login

Manage biosafety, radiation safety,
or stem cell submissions [Login](#)



After login, users arrive at the ***Dashboard/My Inbox*** page.

Dashboard/My Inbox shows all the submissions that require your attention or an action from you in order to proceed to the next step in the review process. This page should be thought of as a to-do list.



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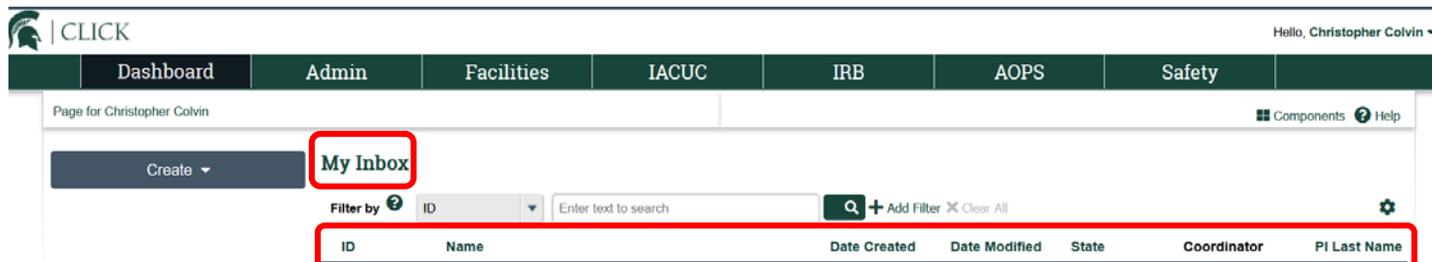
Dashboard/My Inbox:

The screenshot displays the top navigation bar of the CLICK system. A box labeled "Top Navigator" has a red arrow pointing to the navigation tabs: Dashboard, Admin, Facilities, IACUC, IRB, AOPS, and Safety. The "Dashboard" and "Safety" tabs are highlighted with red boxes. Below the navigation bar, the "My Inbox" section is visible, with a red box around the "My Inbox" label. A red arrow points from the "Safety" tab to a box labeled "Login/Logout" in the top right corner. Below the main content area, a breadcrumb trail is shown: "Safety > SAFETY Submission - Demonstration > Amendment for SAFETY0001088", with a red box around it and a red arrow pointing to a box labeled "Breadcrumbs".

Key navigation items include:

- Top Navigator: displays various tabs and allows you to navigate to different system modules.
- Breadcrumbs: tracks your movement through the hierarchy of pages and enables you to quickly move back to a previous location. (e.g., navigating between a Follow-on Submission – Amendment – and the base or parent submission).
- Login/Logout: displays the name of the logged in user; allows the logged in user to log out of the system.

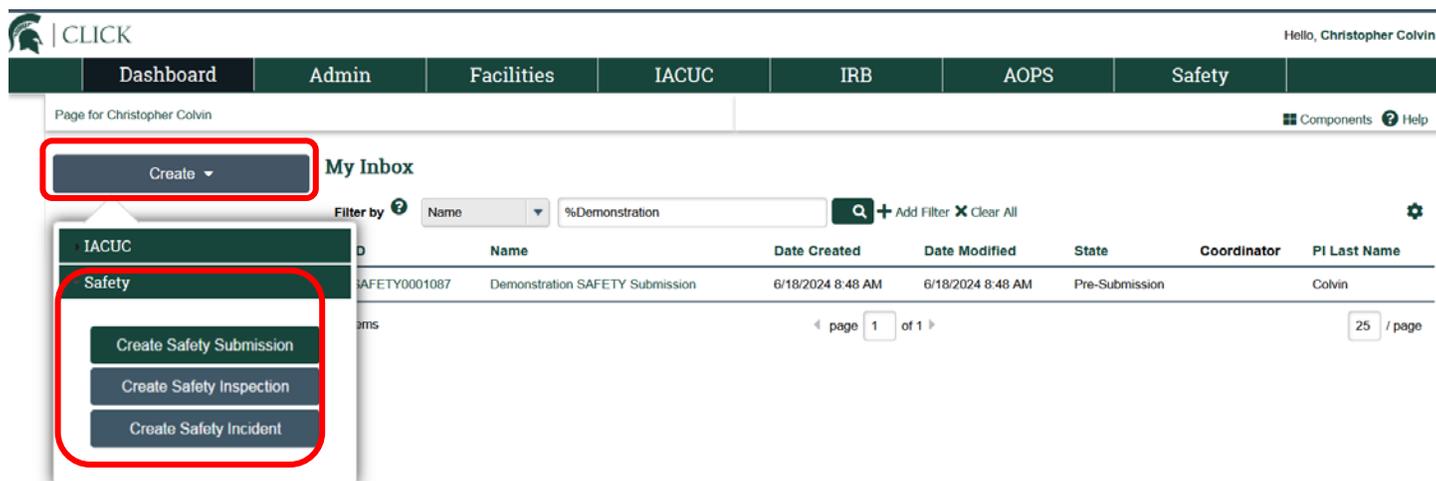
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The columns in the table on your **My Inbox** page provide helpful information about the displayed submissions:

- ID: system-generated submission identifier.
- Name: submission short title.
- Date Created: date submission was initially created/saved in the system.
- Date Modified: date submission was last updated/saved in the system.
- Status: workflow submission status.
- Coordinator: name of the assigned Safety Specialist.
- PI Last Name: last name of the Principal Investigator on the submission.

From the **My Inbox** page, selecting **Create** (Safety) allows you to:



- Create a Safety Submission
- Create a Safety Inspection
- Create a Safety Incident



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Sort and Filter:

My Inbox

Filter ? ID

ID	Name	Date Created	Date Modified	Status	Coordinator	▲ PI Last Name
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- Sort by column headers: click on a column heading to sort in ascending or descending order (ID, Date Created, and Date Modified); sort alphabetically (Name, Status, and PI Last Name).
- Filter feature: use the filter feature to assist you refine your search or reduce the number of items that appear in your **My Inbox**; for example, find submissions by:

My Inbox

Filter ? ID

and PI Last Name

and Status

- Submission identifier (ID)
- PI (PI Last Name)
- Submission state (Status)

The following example displays only submissions with the PI last name of ‘Colvin’ AND are in the ‘Pre-Submission state (submission status):

My Inbox

Filter by ? PI Last Name

and by State

ID	Name	Date Created	Date Modified	State	Coordinator	PI Last Name
SAFETY0001087	Demonstration SAFETY Submission	6/18/2024 8:48 AM	6/18/2024 8:48 AM	Pre-Submission		Colvin

Note: % is used as a wildcard.



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Safety Tab:

From the **My Inbox** page, select the **Safety** tab in the navigation bar.

Safety > Submissions

Submissions

Search

Create Safety Submission | In-Review | Active | Archived | Suspended or Lapsed | All Submissions

- In-Review tab: lists submissions pending a review action; states include Specialist Review, Member Review, Committee Review.
- Active tab: lists submissions that are in a final state, typically, Approved.
- Archived tab: lists submissions that have been Closed and Discarded.
- Suspended or Lapsed tab: lists submissions that have been Suspended and Lapsed.
- All Submissions tab: lists all Safety submissions within the system, regardless of their state or status.

ID	Name	Date Modified	State	Submission Type	Safety Review Type	PI First Name	PI Last Name
SAFETY0001086	SAFETY Submission - Demonstration	6/18/2024 9:22 AM	Approved	Initial Protocol	Biosafety	Christopher	Colvin
SAFETY0001087	Demonstration SAFETY Submission	6/18/2024 8:48 AM	Pre-Submission	Initial Protocol	Biosafety	Christopher	Colvin

Selecting or clicking on the submission’s ‘Name’ opens or displays the Safety submission’s workspace.



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Submission Workspace:

The Submission Workspace provides summary information specific to the Safety submission, such as the submission’s state (highlighted workflow bubble) and submission’s review type (e.g., Biosafety, Radiation Safety, Stem Cell Research Oversight).

SAFETY0001087

Demonstration SAFETY Submission

Principal Investigator: Christopher Colvin

Specialist:

Primary Contact:

Admin office: Safety

PI proxies: There are no items to display

Submission Type: Initial Protocol

Safety Review Type: Biosafety

Approval Date:

Last day of continuing review period:

Last day of de novo review period:

Letter:



Some other key activities include:

- Submit – select to submit the submission to the Safety Office.
• Add Comment – select to add a comment (e.g., to communicate with the Safety Office).
• Copy Submission – use to create a copy of the submission to use for new submissions.
• Discard – allows the PI to discard or delete the submission.

Submit
Assign Primary Contact
Manage Guest List
Manage Ancillary Reviews
Add Comment
Copy Submission
Discard



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Notes:

- Only the PI (or PI Proxy) can submit the application to the Safety Office.
- Comments are visible to all individuals who have access to the Safety submission.
- Once discarded, the submission cannot be resubmitted to the Safety Office (permanent action).
- A new identifier (e.g., SAFETY0000000) is assigned to the copied submission.

Once the application is submitted to the Safety Office, the submission transitions from the Pre-Submission state to the Specialist Review state.

Safety > Demonstration SAFETY Submission

Specialist Review

Next Steps

- Edit Submission
- Printer Version

- Submit Specialist Review
- Approve Submission (Admin)
- Send to BSO Review
- Send to Member Review
- Request Clarification by Specialist
- Assign Specialist

SAFETY0001087

Demonstration SAFETY Submission

Principal Investigator: Christopher Colvin
Specialist:
Primary Contact:
Admin office: Safety
PI proxies: There are no items to display

Submission Type: Initial Protocol
Safety Review Type: Biosafety
Approval Date:
Last day of continuing review period:
Last day of de novo review period:

Letter:

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graph LR; A([Pre-Submission]) --> B([Specialist Review]); B --> C([Committee Review]); C --> D([Post-Review]); D --> E([Review Complete]); B --> B1([Clarification Requested]); B1 --> B; C --> C1([Clarification Requested]); C1 --> C; D --> D1([Modifications Required]); D1 --> D;
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History Documents Reviews Contacts Snapshots Training Follow-on Submissions

Filter by ? Activity + Add Filter Clear All

Activity	Author	Activity Date
Submitted	Colvin, Christopher	6/18/2024 10:06 AM
Protocol Created	Colvin, Christopher	6/18/2024 8:48 AM

Related Projects
Change Log

Sub tabs capture submission details – History (actions or activities taken during the submission’s lifecycle), Documents (attachments), Contacts (e.g., PI, Team Members, Guests), etc.