Basic Navigation

This Quick Guide provides an overview of basic system navigation in the Click Safety module. The Click system modules (IRB, IACUC, Safety) are part of Michigan State University’s enterprise systems; logging in will involve use of the university’s single sign on. If you have not logged in to one of the enterprise systems for the day, you will be asked to provide your two-factor authentication code.

Access Click by selecting the Research Compliance EBS tile.

You can also access the Click via the link displayed on each of the respective Safety groups (Biosafety, Radiation Safety, Stem Cell) homepages.

After login, users arrive at the My Inbox page.

My Inbox

My Inbox displays all submissions that require your attention – or submissions that require you to take an action (e.g., preparing to Submit – PI; assigned to review – Safety Specialist/Committee Member).
Note: My Inbox 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.

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 **Safety** allows you to create a Safety Submission, Safety Inspection, or Safety Incident.

To 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).

### My Inbox

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Date Created</th>
<th>Date Modified</th>
<th>Status</th>
<th>Coordinator</th>
<th>PI Last Name</th>
</tr>
</thead>
</table>

The filter feature allows you to refine your search or reduce the number of items that appear in your My Inbox.

### My Inbox

<table>
<thead>
<tr>
<th>Filter</th>
<th>ID</th>
<th>Enter text to search for</th>
<th>Go</th>
<th>Add Filter</th>
<th>Clear All</th>
</tr>
</thead>
<tbody>
<tr>
<td>and</td>
<td>PI Last Name</td>
<td>Enter text to search for</td>
<td></td>
<td>Add Filter</td>
<td>Clear All</td>
</tr>
<tr>
<td>and</td>
<td>Status</td>
<td>Enter text to search for</td>
<td></td>
<td>Add Filter</td>
<td>Clear All</td>
</tr>
</tbody>
</table>
The following filter example displays only submissions with the PI last name of ‘Willard’ AND are in the ‘Pre-Submission state (submission status) (Note: % is used as a wildcard):

Safety Tab

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

The following explains each displayed tab in detail:

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

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).

SAFETY0000015

Radiation Safety Submission: June 2018

Principal Investigator: Curtis Hicks Jr
Specialist: Safety
Primary Contact: Admin office: Safety

Submission Type: Initial Submission
Safety Review Type: Biosafety

Pre-Submission

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.

Notes:

- Only the PI 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.

**Note:** post submission to the Safety Office, the PI is unable to edit the submission.

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.).