



Safety – Basic Navigation

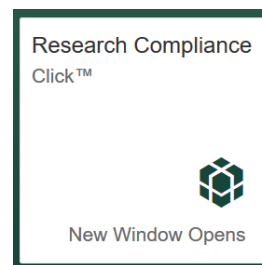
This Quick Guide provides an overview of basic system navigation in the Click Safety module.

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.



Safety – Basic Navigation

Dashboard/My Inbox:

Top Navigator

The screenshot displays the Michigan State University CLICK system interface. At the top, the 'Top Navigator' bar contains tabs for Dashboard, Admin, Facilities, IACUC, IRB, AOPS, and Safety. The 'Dashboard' tab is highlighted. Below this, the 'My Inbox' section is visible, featuring a 'Create' button, a search bar, and a table with columns for ID, Name, Date Created, Date Modified, State, Coordinator, and Last Name. A red box highlights the 'My Inbox' tab. To the right, the 'Login/Logout' button is visible. At the bottom, the 'Breadcrumbs' section shows the path: Safety > SAFETY Submission - Demonstration > Amendment for SAFETY0001088.

Dashboard Admin Facilities IACUC IRB AOPS Safety

Page for Christopher Colvin

Create My Inbox

Filter by ID Enter text to search

ID Name Date Created Date Modified State Coordinator Last Name

Login/Logout

Safety > SAFETY Submission - Demonstration > Amendment for SAFETY0001088

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.



Safety – Basic Navigation

Page for Christopher Colvin

Components Help

Create ▾ **My Inbox**

Filter by ID ID Enter text to search + Add Filter X Clear All

ID	Name	Date Created	Date Modified	State	Coordinator	PI Last Name
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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:

Page for Christopher Colvin

Components Help

Dashboard Admin Facilities IACUC IRB AOPS Safety

Create ▾ **My Inbox**

Filter by Name %Demonstration + Add Filter X Clear All

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	

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Safety

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


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



Safety – Basic Navigation

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

and


- 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 

and by

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.



Safety – Basic Navigation

Safety Tab:

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

CLICK | Hello, Christopher Colvin

Dashboard Admin Facilities IACUC IRB AOPS **Safety**

Submissions Incidents Inspections Meetings Reports Training Help Center

Safety > Submissions

Submissions

Search Search projects ...

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.

In-Review

Active

Archived

Suspended or Lapsed

All Submissions

Filter by ?



Name

%Demonstration

Q

+ Add Filter

✕ Clear All

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.



Safety – Basic Navigation

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



Safety – Basic Navigation

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

Letter:

Submission Type: Initial Protocol

Safety Review Type: Biosafety

Approval Date:

Last day of continuing review period:

Last day of de novo review period:



Safety – Basic Navigation



HistoryDocumentsReviewsContactsSnapshotsTrainingFollow-on Submissions

Filter by ?Activity▼Enter text to searchQ + Add Filter X 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 ProjectsChange 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.