eProtocol

WAYNE STATE

Table of Contents

1 OVERVIEW

The eProtocol software is a web-based platform for creating, managing, and reviewing protocols in an efficient and timely manner.

This General Functionality and Dashboard manual outlines the overall functionality of the software and dashboards within eProtocol. It is intended to explain the functions of the software and to provide guidance as you explore this easy-to-use application.

2 LOGIN & WINDOW MANAGEMENT

2.1 Supported browsers & turning off Pop-up blocker

Supported Browsers

In order to use eProtocol to its full capabilities, a supported web browser is mandatory. The browsers compatible with eProtocol are: Internet Explorer 10 and above, Firefox 12 and above, and Safari 7. To begin working with the system, launch the eProtocol link in a supported web browser.

NOTE: Using an unsupported browser will limit the functionality of the application.

Turning off pop-up blockers

Before using eProtocol, it is critical to turn off the pop-up blocker on your browser. Pop-up window navigation is essential and therefore pop-up blockers on this site must be disabled.

Your browser should alert you of a working pop-up blocker upon your entry into the application. Figure 2.1 shows an example of the Internet Explorer browser alerting the user that content is currently being blocked.

In order to allow pop-up access, click the "Options for this site" drop-down button and select "always allow from this site". This way, the next time you login to eProtocol, the computer will allow all pop-up content specifically from the site.
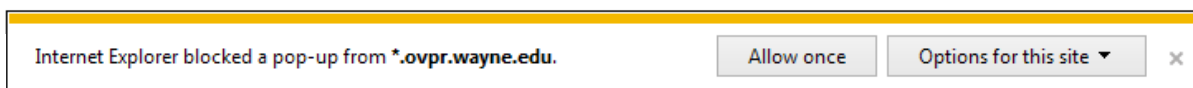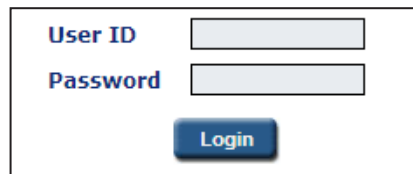

Internet Explorer blocked a pop-up from ***.ovpr.wayne.edu.**   Allow once   Options for this site ▼   ×

Figure 2.1

2.2 WSU Access ID

In order to login to eProtocol, you must have a Wayne State University Access ID. If you have forgotten your Access ID and password, please contact C&IT help desk for further assistance at (313)-577-4778. If you do not have an Access ID, go to the eProtocol home page for further instructions.

2.3 How to login to eProtocol

On the right side of the screen is the login box. Enter your Access ID followed by your password and click the **Login** button. You will be directed to the eProtocol homepage.
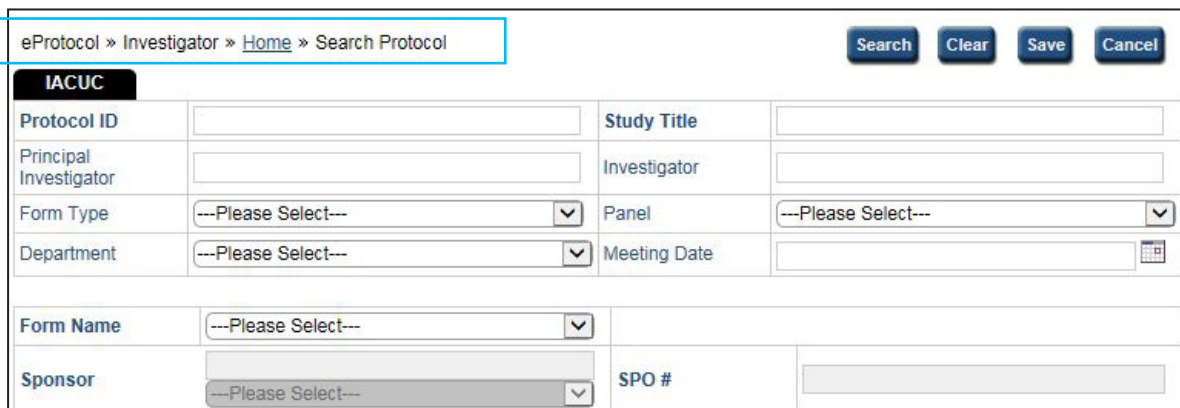

Figure 2.2

2.4 Navigation Aid

The **Navigation Aid** allows users to keep track of their current location within pages or documents. Any navigation aid in eProtocol that is the color blue signifies it is an active link. Clicking the active link will direct the user back to the home dashboard.

NOTE: Do NOT use your browsers back button as it causes serious errors. In all cases, you will be logged out, losing any recently added content.

Figure 2.3

2.5 User Interface & Functionality

After successfully signing in with your Access ID and password, you will be directed to the eProtocol home dashboard. The home dashboard is separated into two primary areas: the menu bar (top) and the content area. This easy-to-use navigation allows for intuitive and quick operation and is further examined in the pages to follow.
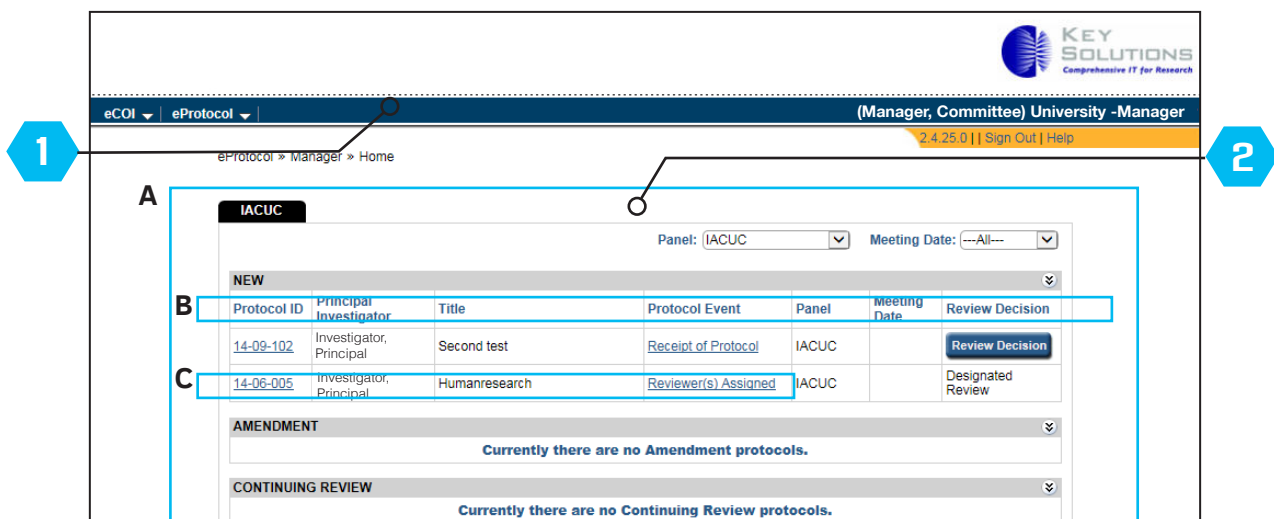

Figure 2.4

1   The **top menu** bar is a stationary element in eProtocol and, as such, is always visible from any screen within the eProtocol software. The menu bar holds the primary navigation for the software with its drop-down button features. See pages 10 -13 for a more detailed description on the functionality and use of the top menu bar.

2   The **content area** contains important features such as the navigation aid along with a grid. The majority of user interaction will be within the content area of the application.

A – The grid, highlighted in Figure 2.4, is an imperative feature of eProtocol as it organizes and displays content matter necessary for creating, viewing and managing protocols.

B – All dashboards are organized by grids with blue column headers [Figure 2.4, page 7]. The columns have minimal functionality and sort the content. Clicking on the column header will change the listed orientation numerically or alphabetically. See page 17 for more details.

C – Any words with a blue underline in the content represents an active link, meaning, if the user clicks on the link, a pop-up window will appear. See page 17 for more details.

2.6 Sizing of grids, windows, & layouts

This portion of the manual will discuss the sizing of panels and pop-up windows to better support your needs of the eProtocol application as well as the user.

The arrow icons in Figure 2.5a control the amount of information displayed in the content area by opening or collapsing the content. Limiting the amount of content displayed can make for a less overwhelming experience and a cleaner dashboard.
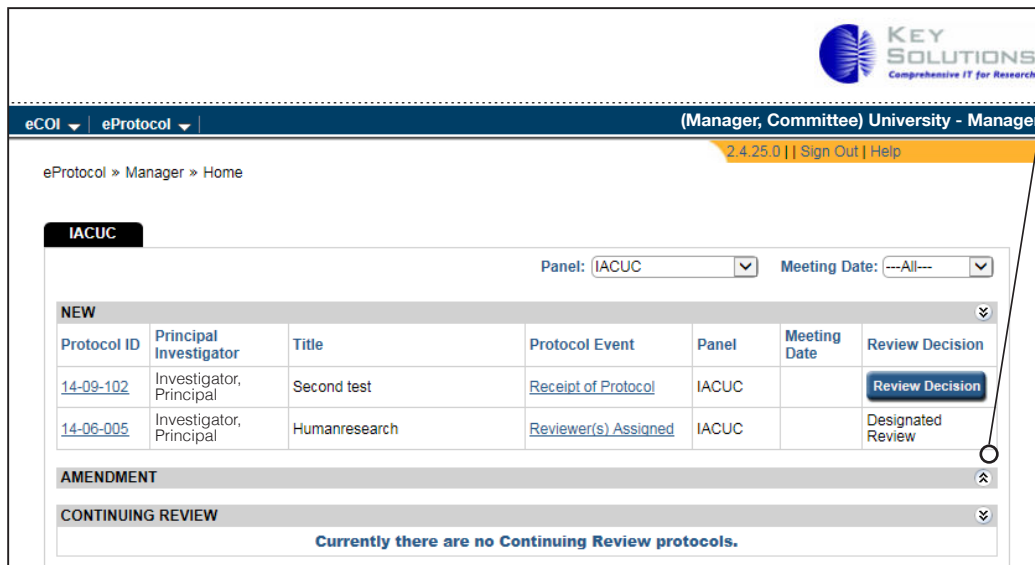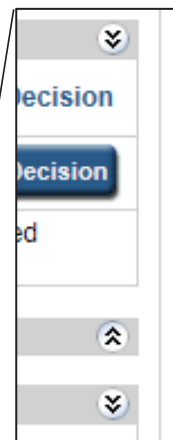

Figure 2.5

Figure 2.5a

Many of the links in eProtocol generate pop-up windows. The windows appear in the middle of the screen and are all relatively the same size. If a window initially pops up but then goes away, it most likely is hidden behind other tabs in your browser. In most cases, your browser will alert you when a new window has opened by flashing the window or browser icon.

In order to change the size of the windows you can either click the maximize button on the upper right of the pop-up window [Figure 2.6a] or drag and pull the window to your desired size [Figure 2.6b].
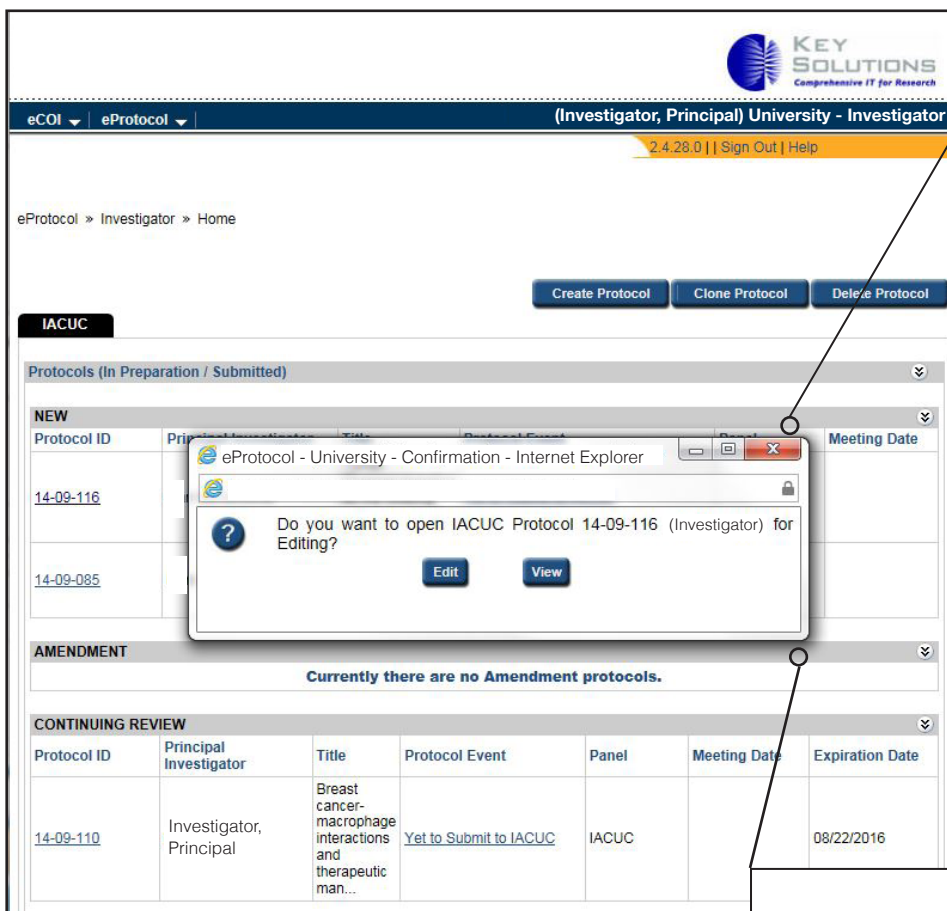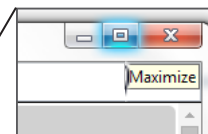
Figure 2.6a

Figure 2.6
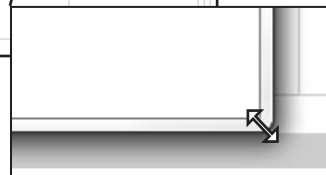
Figure 2.6b

3 TOP NAVIGATION BAR

3.1 Sign Out / Help / User name

When you have saved your work and are ready to sign out of eProtocol, click on the **Sign Out** button found in the upper right hand corner of the browser as seen in Figure 3.1a. It is important to sign out to protect your work and personal information.

When in need of assistance, click the **Help** button located to the right of the sign out button. A pop-up window will appear in the middle of the screen to assist the user. Follow the instructions in the pop-up window.

NOTE: Not signing out could cause a protocol to be "locked for editing" when accessed by another user.
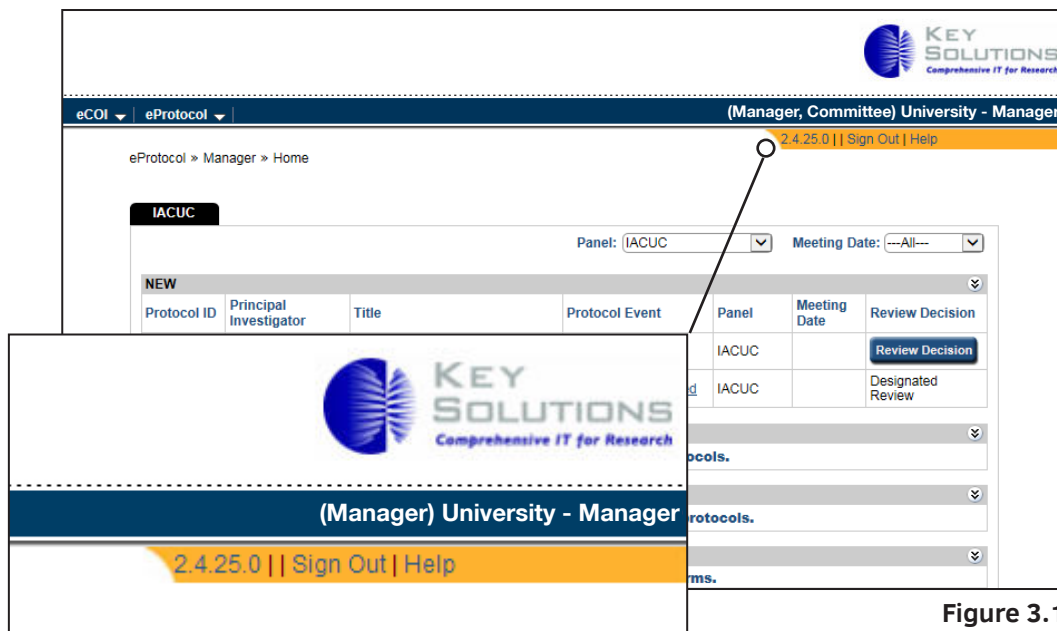
Figure 3.1

Figure 3.1a

The dashboard will display the logged-in user's last name and their current role [Figure 3.1b]. Some users (such as committee members) will have more than one role and each role has a separate dashboard homepage.

(Manager, Committee) University - Manager
2.4.25.0 | | Sign Out | Help

Figure 3.1b

3.2 Module Options Drop-down

Primary navigation for all eProtocol users will be at the upper left-hand corner of the browser under the tab 'eProtocol'. The following pages demonstrate what each drop-down menu will look like depending on your role. Further explanation into the drop-down menus and their tabs can be found in other manuals.

NOTE: All dashboards will remain the same but will display different content depending on the users role.
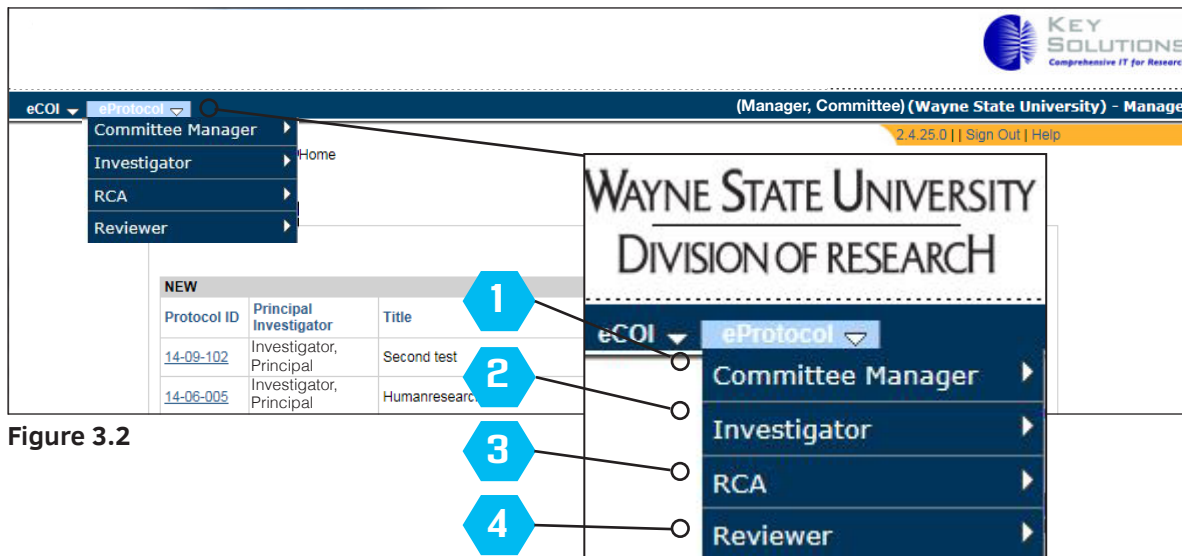
Figure 3.2

Figure 3.2a

1 Committee Manager
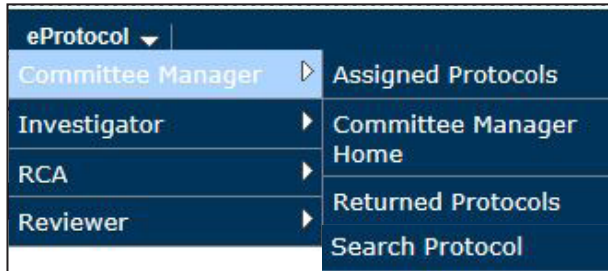
Figure 3.3

Assigned Protocols - a list of protocols that have been assigned to a panel.

Committee Manager Home - Navigates the user back to the Committee Manager home dashboard.

Returned Protocols - Protocols that have been returned to the Principal Investigator (PI).

Search Protocol - Allows the user to search protocols by the Protocol ID, Title, and PI.

2 Investigator
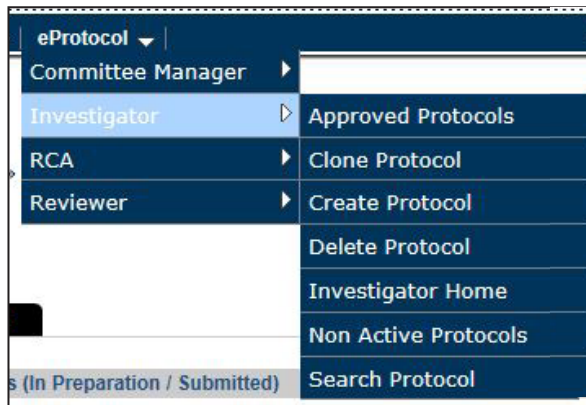
Figure 3.4

Approved Protocols -A list of all protocols that have been approved and are active.

Clone Protocol - Duplicates an existing protocol and assigns a new Protocol ID number.

Create Protocol - Creates a new form and assigns a new Protocol ID number.

Delete Protocol - A list of "In Preparation" protocols (New, Amendment, Continuing Review, etc.) that can be deleted.

Investigator Home - Returns the user back to the Investigator home dashboard.

Non Active Protocols - Protocols that have been closed, expired or withdrawn.

Search Protocol - Allows the user to search protocols by the Protocol ID, Title and PI.

3   RCA
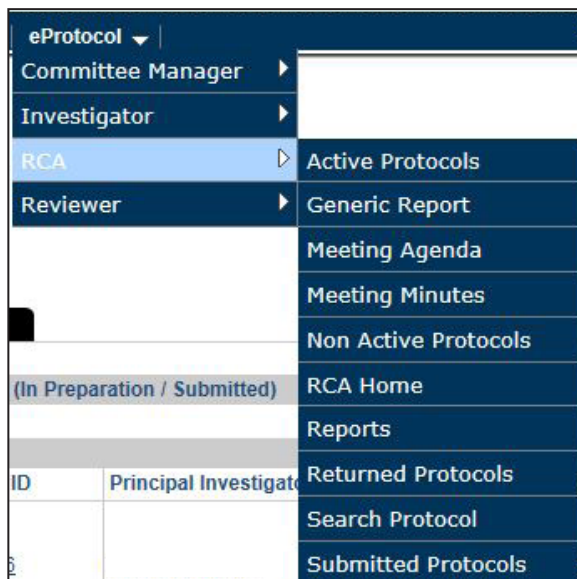
Figure 3.5

Active Protocols - A list of all currently active protocols.

Generic Report - Ad-hoc reporting.

Meeting Agenda - Creating, setup and management of meetings.

Meeting Minutes - A list of protocol submissions to a specific meeting with actions, comments and voting.

Non Active Protocols - Protocols that have been closed, expired, or withdrawn.

RCA Home - Directs the user back to the RCA home dashboard.

Reports - Standard reporting functionality.

Returned Protocols - Protocols that have been returned to the PI.

Search Protocol - Allows the user to search protocols by the Protocol ID, Title and PI.

Submitted Protocols - A view of protocols submitted and currently in progress.

4   Reviewer
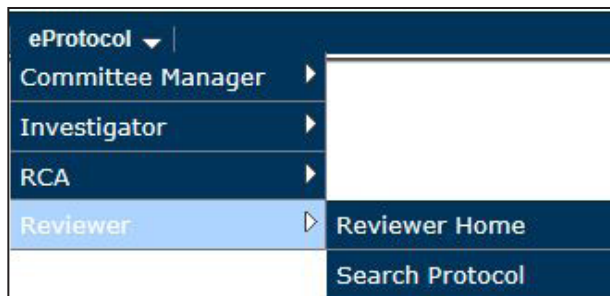
Figure 3.6
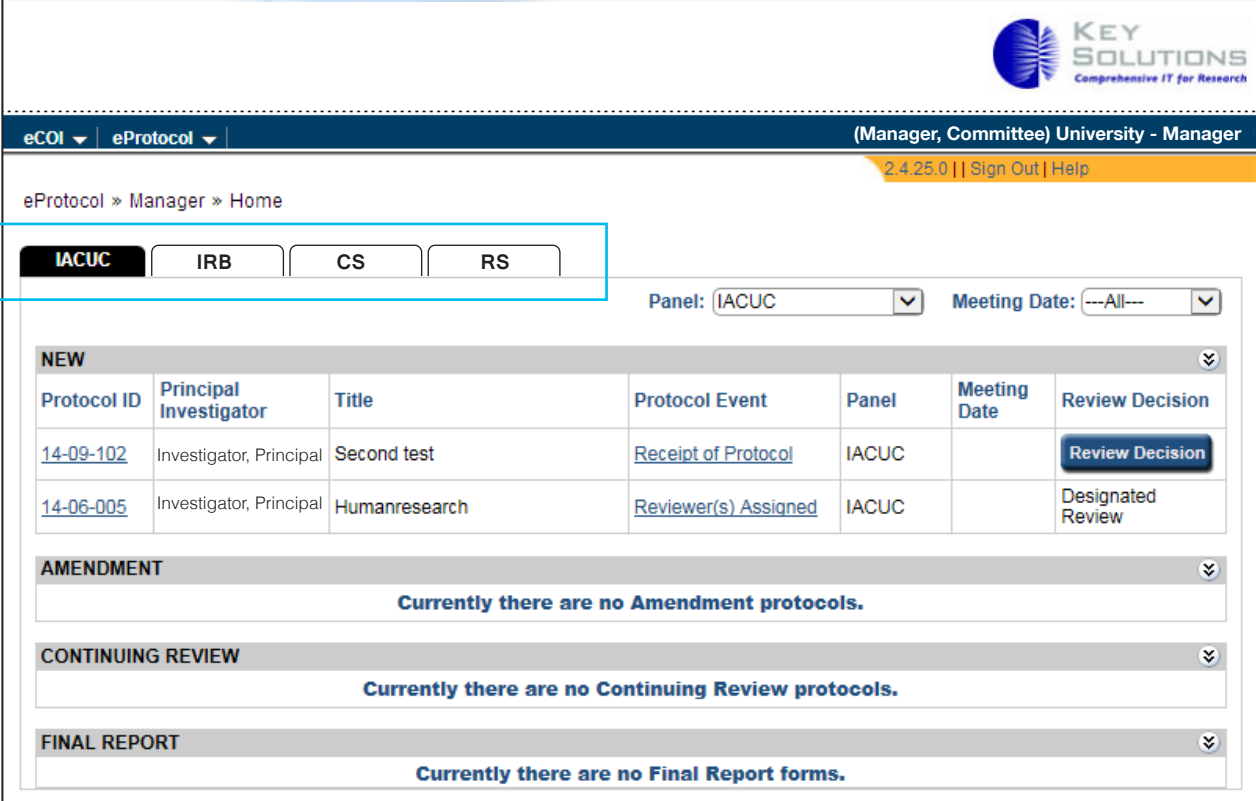
Reviewer Home - Takes the user back to the Reviewer dashboard.

Search Protocol - Allows the user to search protocols by the Protocol ID, Title and PI.

4 ADDITIONAL NAVIGATION

4.1 Module Tabs Navigation

The module tabs are located above the content area. The tabs are used to navigate throughout the modules without navigating to another page. Clicking the module tab highlighted in Figure 4.1 will change the content area so that it pertains to the selected tab. The tab currently being viewed is identifiable by its highlighted color. Clicking the module tab will refresh the dashboard.

Figure 4.1

NOTE: For the purpose of this manual, IACUC is used as an example. Based on your research discipline, some options may vary.

4.2 Dashboard Action Buttons

The action buttons are located in the dashboard content area above the grid. Because each dashboard displays different content based on the user's role, the action buttons will be different per dashboard.

The primary function of the action buttons are to manage and monitor protocols. They are a key element in the eProtocol software and will be given a more in depth explanation later in the manual. The primary action buttons are: Create, Clone, Delete and more.
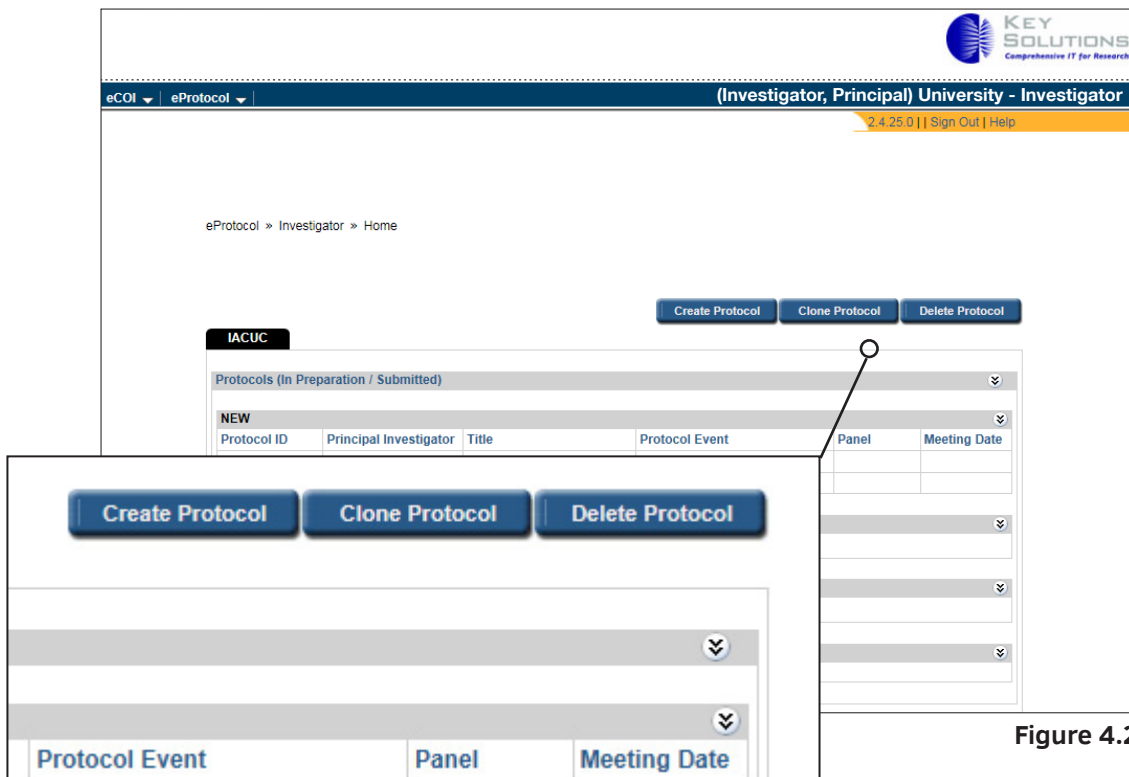
Figure 4.2

Figure 4.2a

5 DASHBOARD GRIDS OVERVIEW & LAYOUT

5.1 Grid Layout & Elements

Though all dashboards will have slight differences pertaining to the role of the user, the overall appearance of the home dashboards are primarily the same. Figure 5.1 shows the standard elements that are displayed in each of the functioning dashboards. A brief explanation of each element is located on page 17.
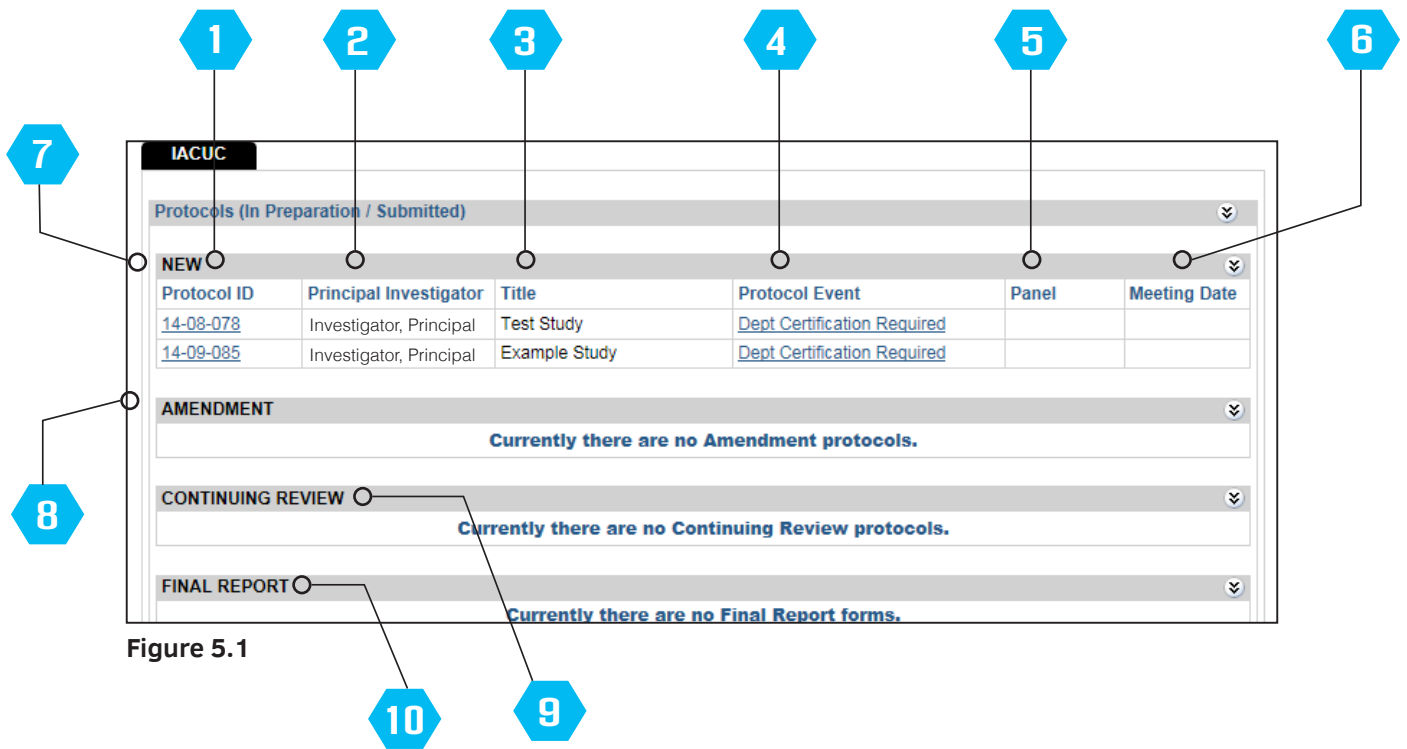
Figure 5.1

Grid Elements

1   **Protocol ID** - Displays the seven digit identification number that is assigned when the protocol is created. A protocol can be accessed by clicking on the Protocol ID number. Clicking on any protocol number will generate a pop-up window that will allow the user to view and/or edit the protocol.

2   **Principal Investigator** - Displays the name of the Principal Investigator of a protocol. Clicking on the Principal Investigator column header will change the listing alphabetically.

3   **Title** - Displays the title of the protocol. Clicking on the Title column header within the grid changes the listing of titles alphabetically.

4   **Protocol Event** - Displays essential action items for the protocol. The content in the protocol event column differs per role and will be examined more in later pages.

5   **Panel** - Displays which Committee the protocol has been assigned to.

6   **Meeting Date** - Displays the meeting date the protocol has been assigned to.

7   **New** - Lists all new protocols that are currently in progress.

8   **Amendment** - Lists active protocols that are in the process of being amended.

9   **Continuing Review** - Lists protocols undergoing annual review.

10   **Final Report** - Lists all closed or expired protocols.

5.2 Committee Manager Dashboard

Overview

This section of the software manual pertains to the role of the Committee Manager. The next several pages give an in-depth explanation of the action buttons and their functionality, as well as define the **Transactional Events** and **In Preparation** grid sections and the purpose they serve. If you are not a Committee Manager, you may skip pages18-20 of this manual.

NOTE: Full functionality of the Committee Manager role is further explained in the Committee Manager & RCA Role Manual. Please refer to that manual for more information.
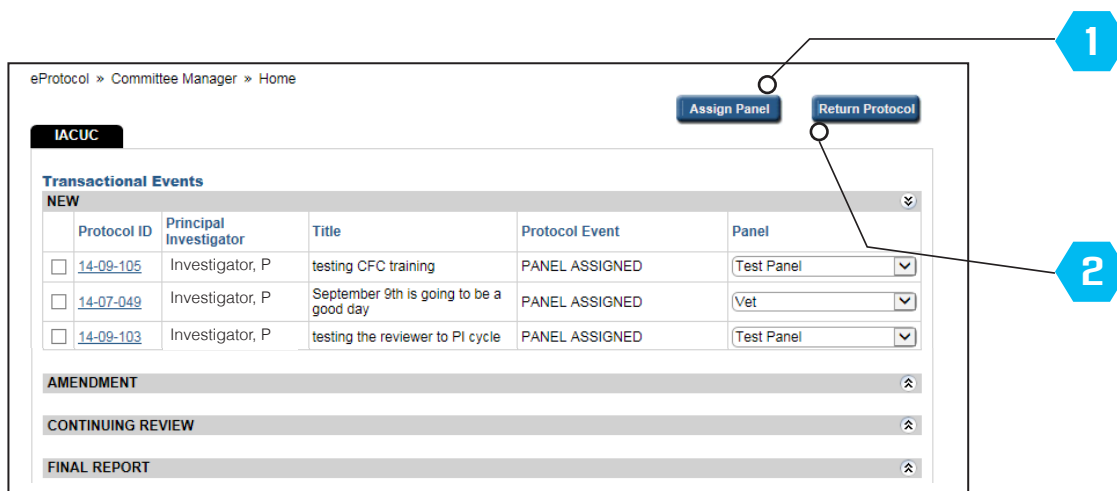
Figure 5.2

Action Buttons and Functionality

1   The action button **Assign Panel** is used to assign protocols to a specific panel. In order to assign a protocol, you must first check the box of the Protocol ID number you wish to assign a panel to, as seen in Figure 5.3.

After selecting the Protocol ID number, choose the Committee you would like the protocol assigned to under Panel the drop-down. Once both the protocol and panel have been selected, click the **Assign Panel** button to complete the process.
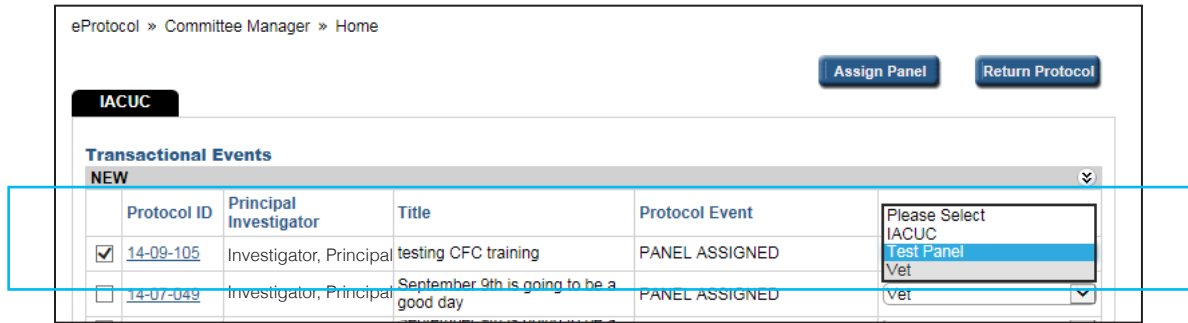
Figure 5.3

2   The **Return Protocol** action button follows similar steps to that of the Assign Panel button, however there must be Return Notes added to the protocol before it can be returned. To return a protocol to the PI, you must select the box of the Protocol you wish to return, and click on the **Return Protocol** button.

Interacting with Grid Content
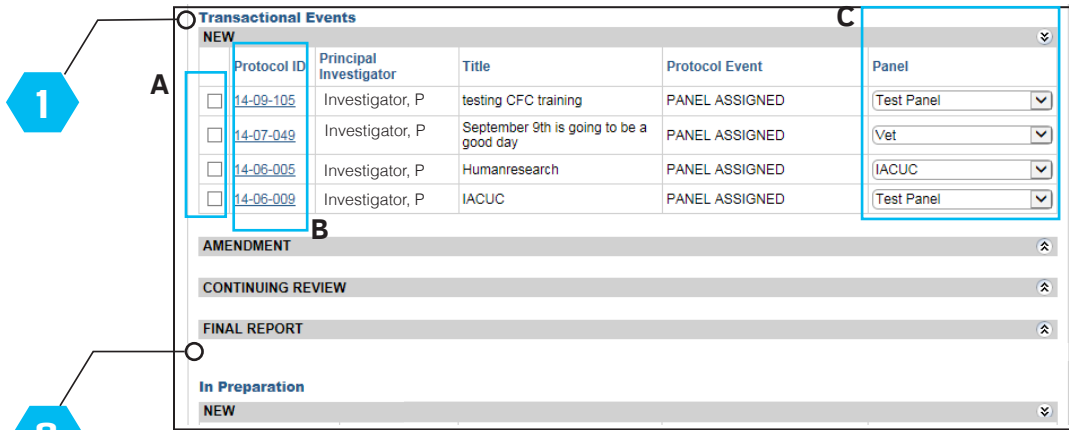
Figure 5.4

1 **Transactional Events** - Is a part of the content area that categorizes the different grids. One of the grids within the Transactional Events has three elements that are interactive with the user.

A - The outlined blue box on the far left is highlighting the check mark boxes that are a key functional item in eProtocol. In order to assign or return protocols, one of the check mark boxes has to be selected.

B - The protocol numbers highlighted are significant because of their functionality. Clicking on a Protocol ID number as a Committee Manager enables a pop-up window shown in Figure 5.6.

eProtocol - University - Confirmation - Internet Explorer

Opening the IACUC protocol 14-07-049 (Investigator) in View mode.

OK
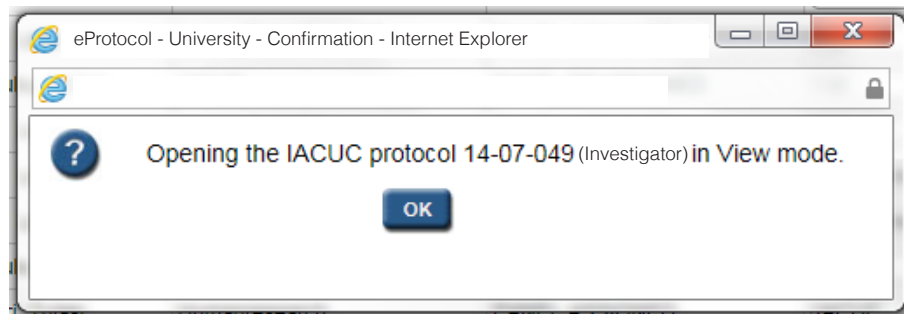
Figure 5.5

C - The drop-down menu under the panel column header lists the committees that the protocol can be assigned to.

Please Select
IACUC
Test Panel
Vet

Vet
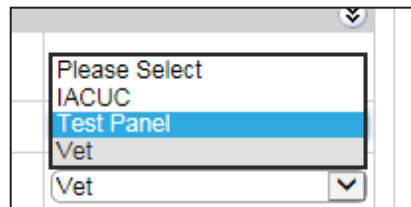
Figure 5.6

2 **In Preparation -** Lists all new protocols that are currently in progress.

5.3 Investigator Dashboard

Overview

This section of the software manual pertains to the role of the Principal Investigator. The next several pages give an in-depth explanation of the action buttons and their functionality. If you are not a Principal Investigator you may skip pages 21-24 of this manual.

NOTE: Full functionality of the Principal Investigator role is further explained in the Investigator Role Manual. Please refer to that manual for more information.
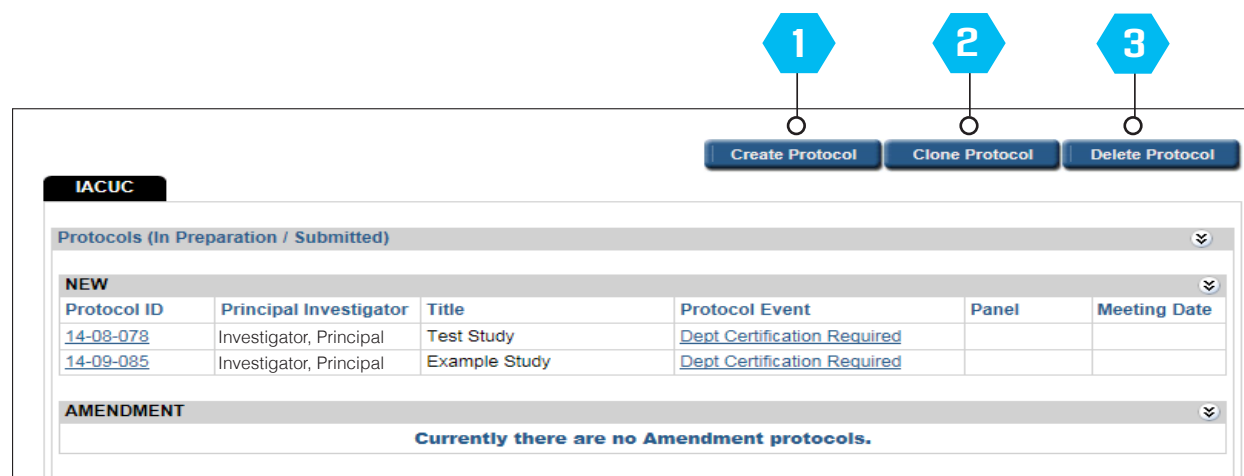
Figure 5.7

Action Buttons and Functionality

1 In order to create a new protocol, simply click on the **Create Protocol** button located above the content area. Clicking the action button will direct the user to another page where he/she can create a new protocol [Figure 5.8]. After filling in all of the necessary fields, click the **Create** button to continue drafting a new protocol. Further explanation in creating protocols is found in the Investigator Role Manual.

Figure 5.8

2   The **Clone Protocol** action button is used to duplicate a protocol. Clicking on this button will direct the user to another page shown in Figure 5.9. Check the circle next to the Protocol ID number you wish to clone followed by clicking the **Clone Protocol** button. A duplicate protocol will appear with a newly assigned Protocol ID number; after which the new protocol can be modified.

Figure 5.9

3   Clicking on the **Delete Protocol** action button takes the user to a page where a list of 'In Preparation' protocols are displayed as shown in Figure 5.10. Check the box to the left of the Protocol ID number you want to delete. Complete this action by clicking on the **Delete Protocol** button.

Figure 5.10

Interacting with Grid Content

Figure 5.11

1   **Protocols (In Preparation/Submitted)** - Lists all protocols currently in progress.

A - Clicking any of the Protocol ID numbers as an Investigator results in a pop-up window to open the protocol, as seen in Figure 5.12.
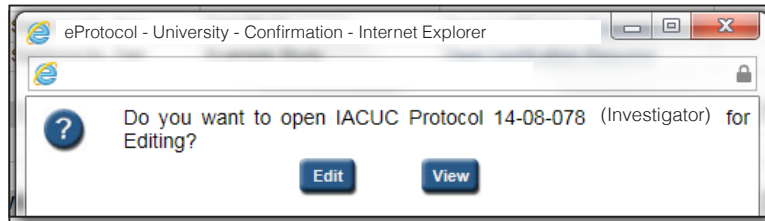
Figure 5.12

B - A protocol may be accessed by clicking on the active links in the Protocol Event column. The pop-up window generated is the same as the one in Figure 5.13.

2   The **Department Certifications** grid is used for protocols that have been submitted to the Department Chair for certification.

C - Protocol ID numbers will allow the user to open the protocol.

D - The Protocol Event column contains active links within the Department Certifications grid. The links generate a pop-up window for the Department Chair to certify a protocol and submit it back to the Principal Investigator [Figure 5.13].
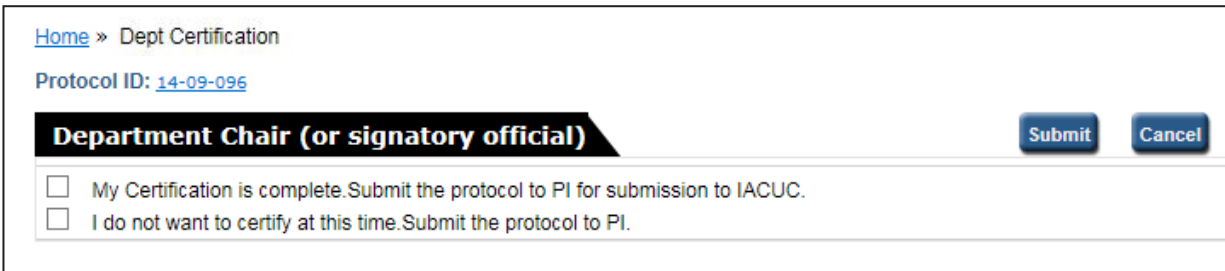
Figure 5.13

3   **Approved Protocols** are a list of all protocols that have been approved and are currently active. This is where a protocol can be opened for viewing or to start an amendment.

4   **Non Active Protocols** are protocols that are inactive.

5.4 RCA Dashboard

Overview

This section of the software manual pertains to the role of the Research Compliance Administrator (RCA). The next several pages give an in-depth explanation of the action buttons and their functionality. If you are not a RCA, you may skip pages 25-30 of this manual.

NOTE: Full functionality of the RCA role is further explained in the Committee Manager & RCA Role Manual. Please refer to that manual for more information.

Figure 5.14

Interacting with Grid Content

Figure 5.15

A - Clicking on a Protocol ID number will generate a pop-up as seen in Figure 5.16. You may view the protocol by clicking on either of the action buttons.
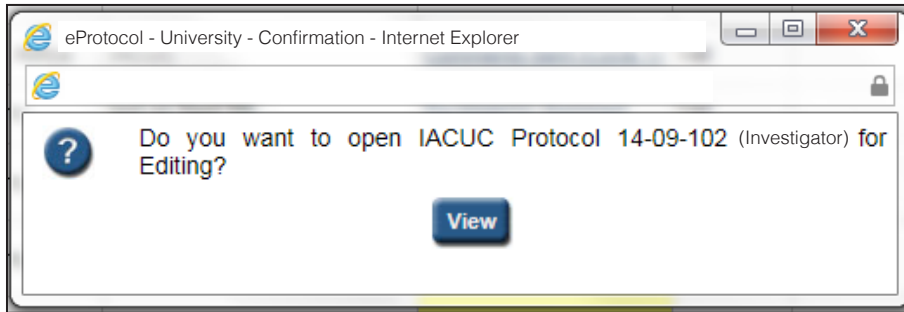
Figure 5.16

B - The **Panel** drop-down allows the RCA to filter protocols based on the committees it has been assigned to [Figure 5.17].
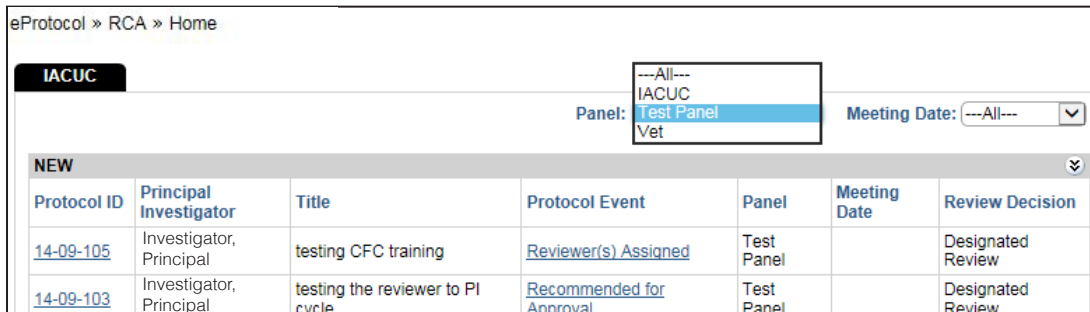
Figure 5.17

C - The **Meeting Date** drop-down allows the RCA to filter protocols by their assigned meeting date [Figure 5.18].
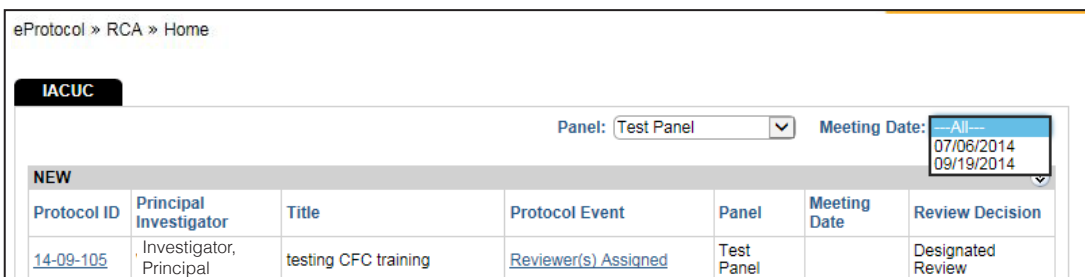
Figure 5.18

D - The Protocol Event column within the dashboard grid holds several active links [Figure 5.15]. Clicking on the **Receipt of Protocol** link will direct the user to a page like Figure 5.19. This is where the RCA assigns reviewers to a protocol.

Figure 5.19

Reviewer(s) Assigned [Figure 5.20] allows the RCA to review and comment on active protocols.

Figure 5.20

The **Comments Sent** [Figure 5.21] and **Responses Received** [Figure 5.22] navigates the user to a page where comments and/or direct responses can be viewed. Refer to Figure 5.15 on page 26 to view the location of these links on the dashboard.

Figure 5.21

Figure 5.22

The **Recommended for Approval** link displays Reviewers and their recommendation [Figure 5.23]. Refer to Figure 5.15 on page 26 to see how we got to this page

Figure 5.23

And lastly, **Panel Manager Review** generates a pop-up allowing the user to review the panel content.

5.5 Reviewer Dashboard

Overview

This section of the software manual pertains to the role of the Reviewer. The next several pages give an in-depth explanation the main functionality of the dashboard. If you are not a Reviewer, you may skip pages 31-32 of this manual.

NOTE: Full functionality of the Reviewer role is further explained in the Reviewer Role Manual. Please refer to that manual for more information.

Figure 5.24

Protocols for Review

A - Clicking on a Protocol ID number while logged in as a Reviewer will generate a pop-up window as shown in Figure 5.25. The Reviewer has the option to view protocols and only select Reviewers have editing capabilities.
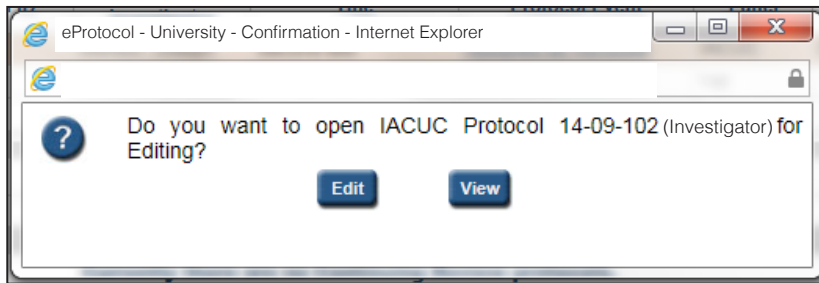

Figure 5.25

B - Clicking on the **Assigned as Reviewer** link directs the user to another page as shown in Figure 5.26. On this page the Reviewer has the ability to view, add comments and send their recommendation to the panel manager.

Figure 5.26

6 SEARCH PROTOCOL FUNCTIONALITY

Overview

No matter your role, all members have the ability to search a protocol. A user can access the search protocol page by first selecting the eProtocol menu on the top menu bar. Hover your mouse over your job title and click on the menu tab titled **Search Protocol.**

You will be directed to a search page like the one shown in Figure 6.1. On this screen, you may search for all protocols that you have access rights to. Protocols can be searched by Title, PI Name, and Protocol ID. Searches can be saved for future use. Saved searches maintain the search criteria for faster subsequent searches.

Figure 6.1

7 SUMMARY

You have successfully completed the General Functionality and Dashboard Manual. We hope you have a better understanding of the overall functionality and look of eProtocol. Please see the next eProtocol manual based on your role for an in-depth explanation of the functionality and requirements specific to your role.

If you are a Principal Investigator, please refer to the Investigator Role Manual, to learn how to properly create and submit a protocol.

If your role is a Committee Manager or RCA, please see the Committee Manager and RCA Role Manual and explore the requirements and functionality accessible.

If you are a Reviewer, please refer to the Reviewer Role Manual for a detailed description of functionality and requirements.