

# A Reviewer's Training Guide



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# Reviewer Dashboard (aka the Rainbow Page)

**On-Line Review Dashboard**

You have been identified as someone who needs to perform an **On-line Review**.

The "**Review Dashboard**" allows you to:

- "**See Comments**" others have made when they reviewed this item
- "**Add Comments**" to this item
- Indicate "**Your Decision**" on the Review of this item
- See the "**Routing Progress**" that this item has/will take

Many of the items being reviewed have deadlines, so please act accordingly.

In order to access this information, you will need to be logged in. If you are unsure of your username/password please click: ["here"](#)

**What's Next?**

**Item(s) to Review**

**Add Comments**

**See Comments**

**My Decision**

**Routing Progress** [Insert](#)

**Questions?**

You are able to request you login information by a simple click of the mouse (see next slide).

- Please review the information under the **on-line review dashboard** (opens by default)
- Then click on **What's Next** (**lilac**) to review that information. This will provide you with the tools to begin a review of the protocol.
- Reminder: Click one time in the anywhere in the colored box for the tab you want to open.

**NOTE:** *When working with the reviewer dashboard, the Save icon (floppy disk) will appear in the upper left hand corner. It will blink periodically indicating that the steps taken need to be saved.*

# Requesting your Login Information



The screenshot shows a browser window titled "Lookup Login - Windows Internet Explorer" with the address bar containing the URL: `http://samhouston.infoed.org/messaging/popupLookupLogin.asp?RouteMap=C6B46863-`. The main content area is titled "InfoEd Login Retrieval Screen" and contains the following text:

If your email address has been registered with our system, you can retrieve your login information from this screen. If your institution is using its own authentication system (i.e. "Single Sign-ons", "Kerberos", "LDAP" or other external authentication systems) you will not be able to use this screen to retrieve your login information.

To locate your profile, enter your email address in this box

and click "Continue".

- InfoEd allows PIs to request their username and password through the Online Reviewer Dashboard.
- Click "here" under On-line Review Dashboard.
- Enter your email address that is on file with InfoEd and Click Continue
- See next Slide


# Requesting your Login Information (cont.)



Check the box under “My Profile” (if it is the correct profile)  
If it is not the correct profile, please email me the request.  
Click Continue.  
You will receive an email containing your login credentials from InfoEd within a few minutes.  
Close the InfoEd Login Retrieval Screen.

# Rainbow Page: Step 1



 **On-Line Review Dashboard**

**What's Next?**


**Item(s) to Review**

**Human Subject Protocol-  
Initial Review**

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**Number:** 2011-09-001  
**Title:** Evaluating Programs in Public Schools  
**Submitted**  
07-Sep-2011 2:33:22 PM

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Done	Show	Items
<input checked="" type="checkbox"/>		IRB Application

**Add Comments**

**See Comments**

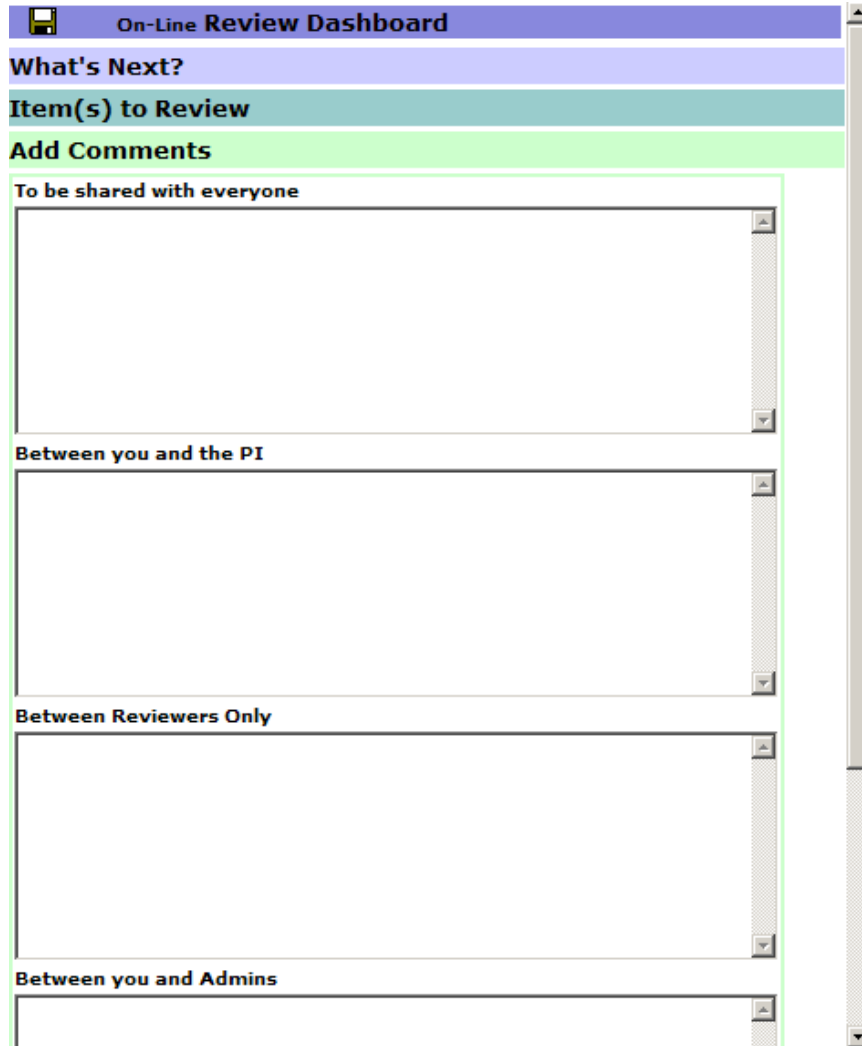
**My Decision**

**Routing Progress**     [Insert](#)

**Questions?**

- To begin review, click on the Items to Review tab (**aqua**)
- Click the “Show” icon to review the application
- There may also be other files to review; you would simply click the “Show” icons for those files as well
- When the review has been completed, check the “Done” box.
- **Do not forget to click the “Save” icon—floppy disk should be flashing**
- That only means the application has been reviewed.
- This is a separate step from a decision on the protocol.

# Rainbow Page: Step 2A

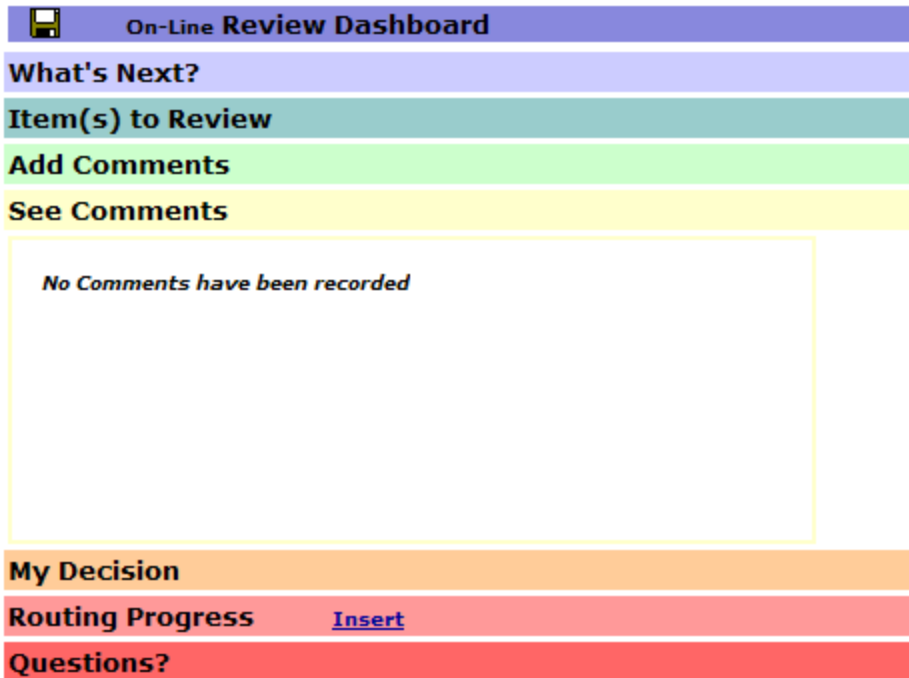


The screenshot displays the 'On-Line Review Dashboard' interface. It features a navigation bar with the following tabs: 'What's Next?' (purple), 'Item(s) to Review' (teal), and 'Add Comments' (green). The 'Add Comments' section is active and contains four text input boxes, each with a vertical scrollbar on the right side. The boxes are labeled as follows:

- To be shared with everyone
- Between you and the PI
- Between Reviewers Only
- Between you and Admins

- If the reviewer has comments to make about the application, those should be registered at the “My Comments” tab (**green**).
- Decide who the reviewer wants to see the comments: everyone on the routing list, just the PI, other reviewers only, or the PHSC administrator.
- Add comments in the associated comment boxes.
- To Save your comments, you will need to click into one of the empty comment boxes, so the Save icon will begin flashing.
- At this point, you will be able to save any comments you make.

# Rainbow Page: Step 2B




The screenshot shows a web interface titled "On-Line Review Dashboard". It features a vertical stack of colored tabs: a purple "What's Next?" tab, a teal "Item(s) to Review" tab, a light green "Add Comments" tab, and a yellow "See Comments" tab. Below the "See Comments" tab is a white rectangular area with a thin yellow border containing the text "No Comments have been recorded". At the bottom of the dashboard are three more tabs: an orange "My Decision" tab, a pink "Routing Progress" tab with a blue "Insert" link, and a red "Questions?" tab.

- To view your comments, click on the See Comments (**yellow**) tab.
- If you feel that you need to revise any portion of your comments, please click on the green Add Comments tab to do so.
- Don't forget to Save.

# Rainbow Page: Step 3A



 **On-Line Review Dashboard**

**What's Next?**

**Item(s) to Review**

**Add Comments**

**See Comments**

**My Decision**

**My Decision is:**

Acceptable  
 Changes Required  
 Declined  
 **Not Applicable**

I certify that I have reviewed this application for admission and the information within is acceptable and ready for IRB review.


**Routing Progress** [Insert](#)

**Questions?**

- Making a decision on the protocol is a 2-step process.
- First, open the “My Decision” tab (**orange**) and from the pull-down menu select either Acceptable or Changes Required.
- When modifications are requested and made by the PI, the protocol will go through the routing process again.
- Second, click the Accept radio dial (see next slide)

# Rainbow Page: Step 3B



 **On-Line Review Dashboard**

**What's Next?**

**Item(s) to Review**

**Add Comments**

**See Comments**

**My Decision**

My Decision is:

**Accept**  
 **Decline**  
 **Not Applicable**

I certify that I have reviewed this application for admission and the information within is acceptable and ready for IRB review.

**Routing Progress**     [Insert](#)

**Questions?**

- Once you click the “Accept” radio dial, the floppy disk will commence to flashing again.
- Click on the Save icon
- Next, you will need to certify your decision.
- See Next slide

# Rainbow Page: Step 4



http://samhouston.infoed.org/messaging/loginverify.asp?ObjectID=09194B05-5733-4197-B4F1-A71129D - Windows Internet Explorer  
http://samhouston.infoed.org/messaging/loginverify.asp?ObjectID=09194B05-5733-4197-B4F1-A71129DE0733&WipeReauth=1

**Infoed International** infoEd

Enter Username/Password

Username

Password

After the reviewer has accepted the protocol (even if modifications are requested), he or she will be prompted for the Username and Password. This extra step is required, because it is the electronic signature of the reviewer.

Then click Accept, and you are Done. Yea!!

