The Study Workspace

Every study created in PHIRST is assigned a folder or workspace. When you click on a study to view it, the study’s workspace is opened. The workspace displays important information about the study and contains links to help navigate any information contained in the study.

1. The current state displays the progress of this study in the review process
2. My Activities lists all of the available actions you can perform on the study. Click on them to open the activity window to follow the instructions perform the action.
3. The panel displays summary information about the study. The amount of information will change depending on the study’s progress through the review process.
4. The View Application Form icon will open the application and smart forms
5. The Print Application icon will open all of the relevant smart form pages in one easy print window.
6. The History tab records all actions performed on the study. Each action is recorded with the date, time, and person performing the action. You can click on the activity to see the system details.
7. The Documents tab displays all of the documents that have been submitted for review and/or approval.
8. The Study Team Notes tab records notes entered by the study team
9. The Change Log tab provides a history of the changes that have been made to the application. These changes are only recorded after the application has been submitted.