PHIRST Personal Folder

PHIRST is personalized to make working in the system comfortable for you. When you log into PHIRST you are taken to your personal folder, My Home, which displays and has links to most items applicable to you as an investigator.

1. My Roles allows you to select between user roles* if you have more than one. This component will only display if you have multiple user roles.
2. The user role icon displays your currently selected user role.
3. The Top Navigator is available on almost all project screens and has links to your Name (to change personal information), My Home (always brings you back to this page, your personal folder), and Logoff (ends your sessions and logs you out of the system).
4. The New Application study button allows you to start a new study application.
5. The My Inbox tab displays all studies you are a part of that require some task to be done by the study team.
6. The Not Submitted tab displays studies that have not yet been submitted for review.
7. The In Progress tab displays all studies with which you have been identified as a study team member that are currently in review by the CHR. This folder will include a list of approved and non-approved studies. For approved studies, this list will include amendments, adverse events or continuing reviews that are in review by the CHR.

*User role: A designated role in the system that determines the level and type of access a person has in the system. A person may have multiple user roles such as Committee Member and PI. In this case the user will have two personal workspaces customized to allow the person to perform the actions of each role.