



Reviewer User Manual

Portal Interface Basics

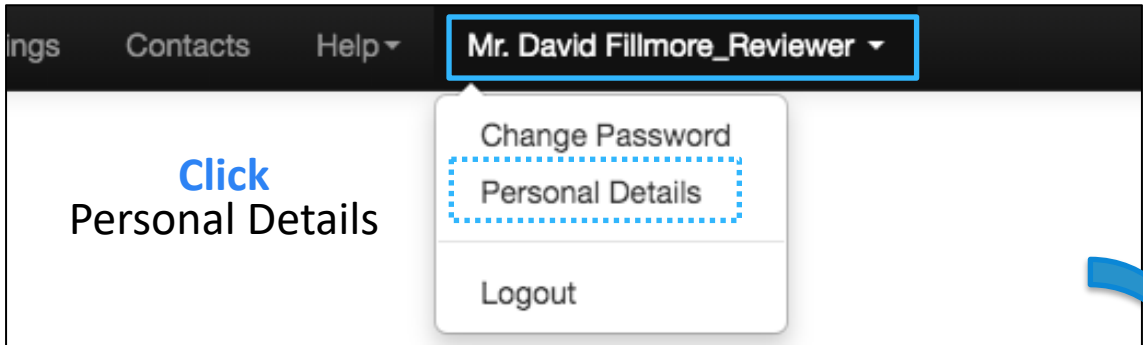
Setting Your Status to Unavailable

Portal Interface Basics

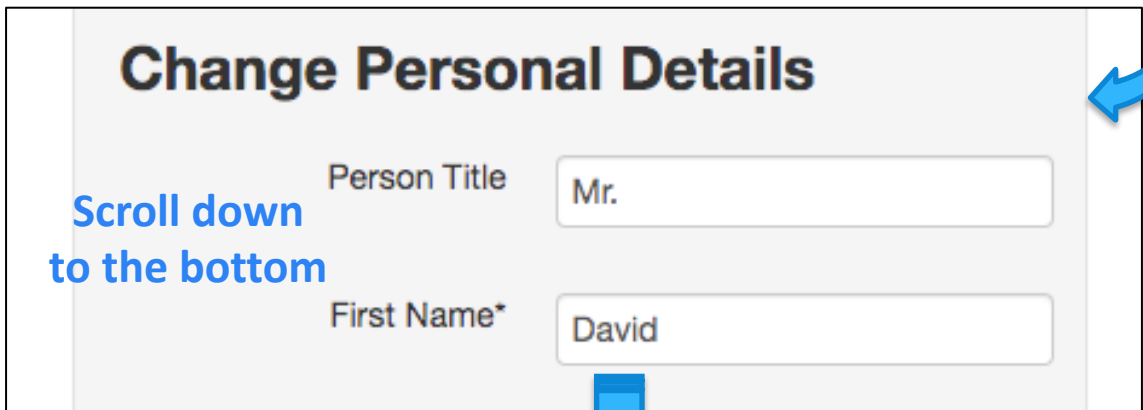
Setting Your Status to Unavailable

Setting your status to unavailable alerts the IRB administration that you are unavailable as a reviewer.

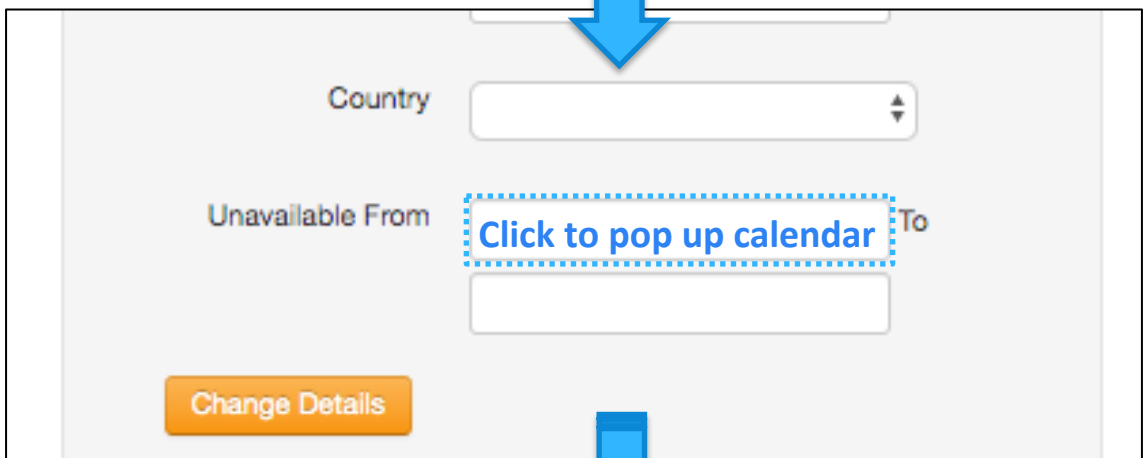
Click to drop down the User Menu



This screenshot shows the top navigation bar with a dark background. On the right, the user's name "Mr. David Fillmore_Reviewer" is displayed with a dropdown arrow. A blue box highlights this name. Below it, a dropdown menu is open, containing three options: "Change Password", "Personal Details", and "Logout". A blue dashed box highlights the "Personal Details" option. To the left of the dropdown, the text "Click Personal Details" is written in blue. A blue arrow on the right side of the dropdown menu points downwards towards the next screenshot.



This screenshot shows the "Change Personal Details" form. The title "Change Personal Details" is at the top. Below it, there are two input fields: "Person Title" with "Mr." and "First Name*" with "David". To the left of the form, the text "Scroll down to the bottom" is written in blue. A blue arrow on the right side of the form points downwards towards the next screenshot.



This screenshot shows the "Unavailable From" section of the form. It includes a "Country" dropdown menu, an "Unavailable From" date field, and a "To" date field. A blue dashed box highlights the "Unavailable From" field with the text "Click to pop up calendar" written in blue. At the bottom left, there is an orange "Change Details" button. A large blue arrow at the bottom of the screenshot points downwards.

Portal Interface Basics

Setting Your Status to Unavailable



Choose Start date

Choose Start time

Click Done

Change Details

November 2019

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Time
00:00

Hour

Minute

Now **Done**

To

Repeat

Repeat these steps for the return date & time.

Unavailable From To

Change Details **Click Change Details**



Contact Us

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