

Introduction to iMedRIS

Log In page

Log In ← this is your login page

to login, please enter user ID and Password, and click on login

forgot password?

this shows the Version of the system you are using and the date of the release, in this case 2018/10/04 (this is for future reference whenever you call CSR)

MISERICORDIA UNIVERSITY

User ID:

Password:

Log In

I forgot my Password | Request new account | System/Browser Requirements

for browsing requirements is recommended to use chrome

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Version 11.01dev Build 74 Updated 2018/10/04 13:31

The screenshot shows the login interface for Misericordia University's iMedRIS system. It features a central logo and a form with fields for 'User ID' and 'Password', and a 'Log In' button. Below the form are three links: 'I forgot my Password', 'Request new account', and 'System/Browser Requirements'. A footer contains legal notices and version information. Red arrows and boxes provide instructions and additional information, such as the recommended browser (Chrome) and the system version (2018/10/04).

Research Home Page:

to access the home page at any moment click on the Misericordia logo

to access a submenu click here, note that this submenu has some of the options that are shown here in the home page

Hello PI your last login was 01/15/2019 01:16 PM PST

This is your Research home page

Your name will show here, and the last time and date you login was

This is the help button, click here for more detailed instructions on certain subjects

To view or edit your profile My Profile

to log out of the system click here

My Workspaces Study Assistant

Featured Study Operations

- Create a New Study
- View My Studies
- Start a Study Submission Form
- Track Approvals
- Incomplete Forms

Tasks

- View All Tasks
- View Study Tasks

Study Assistant

Find a Study

The screenshot displays the user's research home page. At the top, there is a navigation bar with the Misericordia University logo, a user greeting, and links for 'My Workspaces', 'Study Assistant', 'Help', 'My Profile', and 'Log out'. Below this are two main sections: 'Featured Study Operations' and 'Tasks'. The 'Featured Study Operations' section lists five actions: 'Create a New Study', 'View My Studies', 'Start a Study Submission Form', 'Track Approvals', and 'Incomplete Forms'. The 'Tasks' section lists 'View All Tasks' and 'View Study Tasks'. At the bottom, there is a 'Study Assistant' section with a 'Find a Study' button. Red arrows and boxes highlight various elements and provide instructions on how to use them.

My Profile

Annotations for the profile menu:

- Red box: "this window will show when you click on my profile icon" with an arrow pointing to the user icon.
- Red box: "if you need to go back to your account click here" with an arrow pointing to the "Return to your account" button.
- Red box: "here, you will be able to access your account, help, completed task, announcements and view correspondence" with arrows pointing to "My Account", "Help", "Completed Tasks", "Announcements", and "View Correspondence".

1-My Account: profile

Annotations for the 'My Account' profile page:

- Red box: "This window pops when you click on My Account" pointing to the breadcrumb.
- Red box: "your name will show here" pointing to the user name 'PI'.
- Red box: "whenever you need to go back, use the back button and not your web browser's" pointing to the 'Back' button.
- Red box: "last name is also required" pointing to the 'Last Name' field.
- Red box: "email is required, it is the only way the system can send notifications throughout" pointing to the 'Email Address' field.
- Red box: "click on the save button to save your changes" pointing to the 'Save Changes' button.

Change your password

Annotations for the 'Change Password' page:

- Red box: "if you need to go back click back button" pointing to the 'Back' button.
- Red box: "to change your password click here" pointing to the 'Change Password' menu item.
- Red box: "enter your old password, and new password" pointing to the 'Old Password', 'New Password', and 'New Password Verify' fields.
- Red box: "save your changes when you are done" pointing to the 'Save Changes' button.

Bio sketch, CV, Publications

Annotations for the 'Bio sketch, CV, Publications' page:

- Red box: "click on Biosketch, CV, Pub" pointing to the 'Biosketch, CV, Pubs' menu item.
- Red box: "click add to add CV, Biosketch or a Publication to your profile" pointing to the 'Add CV or Biosketch' and 'Add Publication' buttons.

Remove	Edit	Document Type	Version Date	Title	View Document
No CV has been added					

Remove	Edit	Publication Type	Publication date	Publication Title	View Attachment
No Publication has been added.					

MISERICORDIA UNIVERSITY Account: Administrator Department: MU - Speech-Language Pathology Path: Home > my profile

My Workspaces My Profile My Account - Administrator

don't forget to save your changes

Save Uploaded File to IRIS

Profile Change Password Edit the Document You Selected.

Biosketch, CV, Pubs

Training History

Medical Licenses

Signature

Notes

*Document Type: Curriculum Vitae (CV) Biosketch

*Title: enter your title here

Version Dates: select your version date

Upload

Click here to Upload your document

your loaded document will show here

Load the document into IRIS: Name View the Document Download the Document

No Document has been uploaded.

Training history

MISERICORDIA UNIVERSITY Account: Administrator Department: MU - Speech-Language Pathology Path: Home

My Workspaces My Profile My Account - Administrator

Profile Change Password

Biosketch, CV, Pubs

Training History

Medical Licenses

Signature

Notes

Training Course	Course Date	Course Expiration	Score
No training records have been added to this user			

Training History will show your training courses

Medical License(s)

MISERICORDIA UNIVERSITY Account: Department: MU - Other Path: Home

My Workspaces My Profile

Medical Licenses

click here to load your Medical License(s)

Add License

Remove	Edit/View	License Number	View License	Version Date	License Type	Expiration Date	State of Issue
No License has been added							

Medical Licenses

Signature

MISERICORDIA UNIVERSITY Account: Department: MU - Business Path: Home

My Workspaces My Profile My Account

Signature

Upload

here you will upload your electronic signature to use throughout the system

Notes

MISERICORDIA UNIVERSITY Account: Sylvia Appel (You have switched accounts.) Department: MU - Business Path: Home

My Workspaces My Profile My Account - Sylvia Appel

Profile Change Password

Biosketch, CV, Pubs

Training History

Medical Licenses

Signature

Notes

0 result(s) found...

Add a New Note

Delete	Edit	Note Content	Added By	Occurrence Date
No notes have been entered.				

here you can make any notes for your self like reminders etc., just click the add button to add a new one

2- Help

MISERICORDIA UNIVERSITY

Account: [redacted] Path: Home

this window will show when you click help under My Profile

My Workspaces My Profile **Operating Procedures** Back

- IRB Workspace2
- IRB Workspace2
- My Profile
- My Profile
- Policies and Procedures
- Misericordia University IRB Policies and Procedures
- Start a New Study (Review Site)
- Start a New Study (Review Site)

Study Dash Board (Featured Study Operations)

- Study Dash Board (Featured Study Operations)
- Submissions to the Review Board
- Submissions to the Review Board
- User Guides
- User Guides
- View my Studies
- View my Studies

a window like this will open with the different available options to choose from (these are just samples)

3-Completed Tasks

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Account: [redacted] Department: MU - Business Path: Home

as you submit studies to the review board, they will show here as completed task

My Workspaces My Profile **Completed Tasks** Back

0 result(s) found...

results found will show here

Task Type	Received	Task Details
No tasks have been Completed.		

Completed Tasks (sample)

My Workspaces My Profile **Completed Tasks** Back

completed task sample

27 result(s) found... 1 - 20

Task Type	Received	Task Details
Reviewer Assignment	01/16/2019 11:47 AM PST	<p>Administrator has been assigned as the Submission Form Reviewer for an Administrative Review on the Continuing Review or Closure Submission Form</p> <p>Study Title: JTest Principal Investigator: Administrator Submission Type: Continuing Review or Closure Submission Form Reference Number: 000037 IRB Number: IRB-2018-0007</p>
Waiting Submission	01/16/2019 10:42 AM PST	End of Project Form is waiting to be submitted
Submission Routing Signoff	01/14/2019 01:31 PM PST	<p>Administrator as Principal Investigator review and apply signoff</p> <p>Study Title: test Principal Investigator: Administrator Submission Type: End of Project Form Reference Number: 000060 IRB Number:</p>

4-Announcements

MISERICORDIA UNIVERSITY

Department: MU - Business Path: Home

any announcements that are sent to you will show here

My Workspaces My Profile **System User Announcement** Back

0 result(s) found...

Date Posted	Announcement(s)
No announcements have been listed.	

5-View correspondence

MISERICORDIA UNIVERSITY

Department: MU - Business Path: Home

your correspondence will show here. You can filter your correspondence by keyword and by new or previously read

My Workspaces My Profile **View Correspondence** Back

Search Correspondence by Keyword: Search

New Correspondence Previously Read Correspondence

0 result(s) found... 1 - 0

Open	Study Number	Task Details	Date Received
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Things to remember

MISERICORDIA UNIVERSITY

Account: [redacted] Department: MU - Business Path: Home

when you want to go back remember to use iris back button and NOT your web browser's

My Workspaces My Profile **My Account - Sylvia Appel** Back

Save Changes

Profile	Employee Information	Contact Information (* fields required)
<ul style="list-style-type: none"> Change Password Bi sketch, CV, Pubs Training History Medical Licenses Signature Notes 	<p>* Last Name: [redacted]</p> <p>Employee ID: <input type="text"/></p>	<p>First Name: [redacted]</p> <p>* Email Address: [redacted] <small>Email Address Required</small></p> <p>Mailing Address: <input type="text"/></p> <p>Physical Address: <input type="text"/></p>

when you are done with your edits always remember to save your changes