Point of Contact (POC) Workflow Cheat Sheet
3/24/09

1. Open Workflow Message received in Outlook
2. Open *Analyst Intake* Action Item from inside Workflow Message
    a. Note Submission Type (Initial, Response, Continuation, Final Report, etc.)
3. Open Protocol from inside Action Item
    a. If Submission Type = Continuation or Final Report:
        i. Navigate to Summary
        ii. Change Status to "Approved – paperwork submitted"
        iii. Click "Save"
        iv. Navigate back to latest submission's General page
4. View forms to determine who should do the Pre-Review
    a. For a Response submission, click the "Open Parent Submission" button at the upper-right corner of the General page to see who the original Pre-Reviewer was
5. Choose an IRB Analyst in the Coordinator dropdown
    a. For a Response submission, choose the same Pre-Reviewer who did the parent submission
6. (Enter text in the Description box)
7. Click "Save, click Done"
8. Return to *Analyst Intake* Action Item
    a. Choose same IRB Analyst in "Assign To:" dropdown
    b. (Enter a message to the IRB Analyst in the Comments box)
    c. Click "I am Done," and close the window | **END**