

# Analyst Functions

## Analyst Functions

There are two routes to take in accessing your **Analyst Functions** for a specific protocol: Analyst Business Queue (from your Dashboard) and from the IACUC protocol listing page.

### Through the Analyst Business Item Queue

From the Analyst Business Queue, you have a view of all items. To filter, utilize the blue banner area and select an option: Progress Reports; Administrative Changes or Animal Transfers.

The screenshot shows the Analyst Business Item Queue interface. At the top, there are tabs for 'Pending Items' and 'Notifications Log'. Below that is a blue banner with the title 'Analyst Business Item Queue' and a filter bar with options: 'Total 3', 'Progress Reports 2', 'Administrative Changes 1', and 'Animal Transfers 0'. An orange callout bubble points to the filter bar with the text 'Select an option to see a specific Request Type'. Below the banner is a table with the following columns: View, Request Type, Submit Date, Last Updated, Last Updated By, Expiration, Protocol No., and Title. The table contains three rows of data.

View	Request Type	Submit Date	Last Updated	Last Updated By	Expiration	Protocol No.	Title
	Progress Report Inactivate Protocol	04/28/2015 03:34 pm	04/28/2015 03:34 pm	James Garrison	04/01/2015	999999x	TEST Protocol
	Administrative Change Study Personnel	04/24/2015 03:58 pm	04/24/2015 03:58 pm	James Garrison	12/23/2015	10131x	Regulation of the Unfolded Protein Response in Astrocytes During Brain Injury
	Progress Report Continue Protocol	04/06/2015 10:34 am	04/06/2015 10:34 am	James Garrison	12/23/2015	10131x	Regulation of the Unfolded Protein Response in Astrocytes During Brain Injury

### Through IACUC Protocols (where you search through all IACUC protocols)

From the Dashboard, click the IACUC Protocols link in the Analyst Quick Links menu. For more information regarding icon descriptions, visit the [Icon Legend - Staff](#).

The screenshot shows the IACUC Protocols interface. At the top, there is a search bar with 'garf' entered and a 'Search' button. Below the search bar are filter tabs: 'All 2', 'New 1', 'Reciprocal 0', 'Progress Reports 1', 'Administrative Changes 0', and 'Animal Transfers 0'. An orange callout bubble points to the filter tabs with the text 'Select an option to see a specific Request Type'. Below the filter tabs is a table with columns: Actions, Protocol No., Title, Status, Expiration, Agreement, and PI. The table contains two rows of data. An orange callout bubble points to the 'PR' icon in the first row with the text 'New icons are available to help identify the Request Type'. Another orange callout bubble points to the 'Expiring' section with the text 'Additional expiring buttons are available'. The 'Expiring' section includes buttons for 'Expired', 'Next 1-7 days', 'Next 7-15 days', 'Next 15-30 days', and 'Next 30-60 days'.

Actions	Protocol No.	Title	Status	Expiration	Agreement	PI
		T Testing	Active	2099-12-31		Garrison, James garrison3@uthsca.edu
			New	2015-04-01		Garrison, James garrison3@uthsca.edu

## Delegate Feature

From the Analyst Functions page, your menu will contain a new option, **Delegate Assignment**. The purpose of this new feature is for the Analyst to act on behalf of the PI and provide necessary assistance.

Analyst Functions:

Contact List

Study  
Personnel

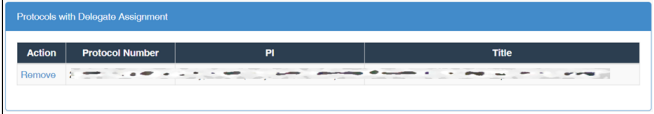
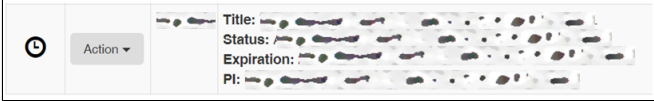
Animal  
Transfer/Relocation  
Requests

Admin. Change  
Requests

Progress  
Report Review

Protocol  
History

Delegate  
Assignment

	Steps
1.	Locate Protocol
2.	From Analyst Functions menu, click <b>Delegate Assignment</b> . A green banner will display indicating you have been added as Delegate.
3.	Click the Dashboard link. From the Dashboard, you will now see the protocol in <b>Protocols with Delegate Assignment</b> and in <b>Protocols listing you as part of Study Personnel</b> with an Action drop down.  

4.	Make any necessary edits to Admin Changes (ex: Adding a Co-PI), Progress Reports, or Transfer Requests.
5.	Remove yourself as Delegate: Go to the Dashboard, click the <b>Remove</b> link within the Action column in Protocols with Delegate Assignment.

## Protocol Documents

On the Analyst Function Menu, you will see Protocol Documents. This provides a direct link to all approved documents located in the Current folder.

When you click on the link, a second window will open and list all the documents saved in the Current folder. The user can download any needed documents.

Dashboard | IACP Protocols List | Protocol Contacts

Analyst Functions:

- Contact List
- Study Personnel
- Animal Transfer/Relocation Requests
- Admin. Change Requests
- Progress Report Review
- Protocol History
- Protocol Documents
- Delegate Assignment

Due Date: 2015-11-26  
 Protocol #: [redacted]  
 Title: [redacted]

Status: AP-Approved Pdg Corrections  
 Investigator: [redacted]@uthscsa.edu

Online Research Compliance Assistant - Google Chrome  
<https://vpr.uthscsa.edu/orca/files/index/2015/>

ORCA Online Research Compliance Assistant  
 UT HEALTH SCIENCE CENTER SAN ANTONIO

Protocol Documents - Current

Name	Type	Size	Last Modified
[redacted], Appendix B, 11-5-14, NS.doc	Microsoft Word Document	75 KB	Monday 8th of December 2014 11:40:46 AM
[redacted], Appendix E, 11-5-14, NS.doc	Microsoft Word Document	82 KB	Monday 8th of December 2014 11:41:06 AM
[redacted], Appendix H, 11-5-14, NS.doc	Microsoft Word Document	60.5 KB	Monday 8th of December 2014 11:41:21 AM
[redacted], Appendix I, 11-5-14, NS.doc	Microsoft Word Document	67 KB	Monday 8th of December 2014 11:41:39 AM
[redacted], Appendix J, 11-5-14, NS.pdf	PDF Document	502.6 KB	Thursday 13th of November 2014 10:32:11 AM
[redacted], Appendix K, 11-5-14, NS.pdf	PDF Document	710.2 KB	Thursday 13th of November 2014 10:32:11 AM
[redacted], Application, 11-5-14, NS.doc	Microsoft Word Document	463.5 KB	Monday 8th of December 2014 11:43:02 AM

Click on a filename to download it to your computer