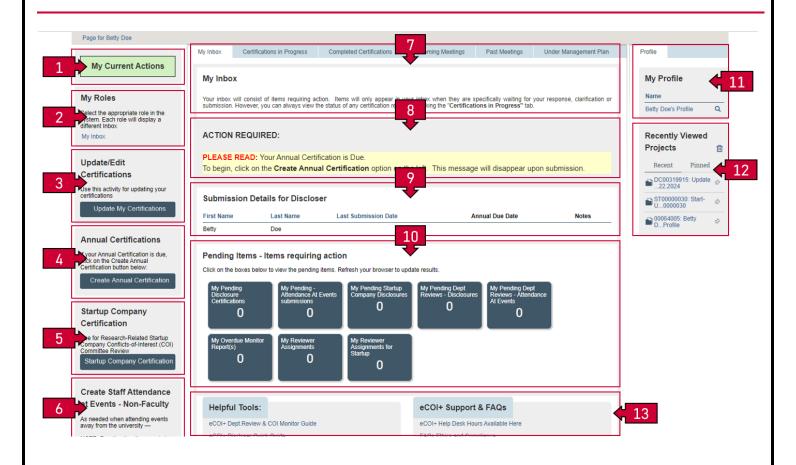
eCOI+ My Inbox (Department Reviewer) Quick Guide





1.	Current Actions	List of actions you can take related to creating or updating your disclosure	
2.	My Roles	If you have multiple roles in eCOI+ they will be displayed here. Selecting a role will change your view of My Inbox	
3.	Update/Edit Certifications	Access to update/edit your certification	
		See also: eCOI+ Create/Update/Edit Certifications Quick Guide	
/.	Create Annual Certification	Create/update your annual disclosure	
4.		See also: <u>eCOI+ Create/Update/Edit Certifications Quick Guide</u> See also: <u>eCOI+ Disclosure Workspace Quick Guide</u>	
5.	Startup Company Certification	Create a disclosure related to a startup company	
		See also: eCOI+ Startup Company Certification Quick Guide	
6.	Create Staff Attendance at Events (non- Faculty)	Create a disclosure related to a startup company	
		See also: eCOI+ Attendance at Events Disclosure Quick Guide	

eCOI+ My Inbox (Department Reviewer) Quick Guide



	My Inbox	Your personal inbox with any pending action items	
	Certifications in Progress	Certifications that have not been verified/submitted	
7. Additional information	Completed Certifications	Certifications that have been fully verified/submitted	
information	Upcoming Meetings	List of upcoming eCOI meetings	
	Past Meetings	List of eCOI meetings	
	Under Management Plan	List of disclosure that are currently under a management plan	
8. System messages	Informational messages pertaining to your disclosure.		
9. Submission Details for Discloser	A depiction of where your disclosure is in the review process		
	My Pending Disclosure Certifications	Certifications that require attention/action item to move forward in processing	
	My Pending Attendance at Events Submissions	Certifications that require attention/action item to move forward in processing	
	My Pending Startup Company Disclosures	Certifications that require attention/action item to move forward in processing	
10. Pending Items –	My Pending Departmental Reviews - Disclosures	Certifications that are awaiting a departmental review to submitted	
Items Requiring Action	My Pending Departmental Reviews - Attendance At Events Submissions	Certifications that are awaiting a departmental review to submitted	
	My Overdue Monitor Report(s)	Only applicable for COI Monitors- overdue annual check-in report	
	My Reviewer Assignments	Disclosures submitted for Departmental Review	
	My Reviewer Assignments for Startup	Startup Company disclosures submitted Departmental Review	
	View or edit your eCOI+	profile	
11. My Profile	See also: <u>eCOI+ My Profile Workspace Quick Guide</u>		

eCOI+ My Inbox (Department Reviewer) Quick Guide



12. Recently Viewed Items	List of recently viewed items for quick access. Clear the list by clicking on the icon.
13. Resources	Links to additional resources, tools and FAQ's

Related Quick Guides

eCOI+ Terminology Quick Guide

eCOI+ Disclosure Workspace Quick Guide

eCOI+ My Inbox Quick Guide

eCOI+ Submissions Workspace Quick Guide

eCOI+ My Profile Workspace Quick Guide

eCOI+ Workflow and States Quick Guide

eCOI+ Update/Edit/Create Certification Record Quick Guide

eCOI+ Startup Company Certification Quick Guide

eCOI+ Research Certification Quick Guide

eCOI+ Attendance at Events Quick Guide

Department Reviewer

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eCOI+ Disclosure Workspace (Department Reviewer) Quick Guide