

Terminology	Description
<p>My Inbox</p>	<p>The Inbox consists of items requiring action. Items will only appear in your dashboard when they are specifically waiting for your response, clarification, or submission. However, you can always view the status of all items by selecting the <b>Certifications in Progress</b> tab from <b>My Inbox</b> or going to the main menu bar and selecting <b>COI Submissions</b>, respectively.</p> <p>See also: <a href="#">eCOI+ My Inbox Quick Guide</a></p>

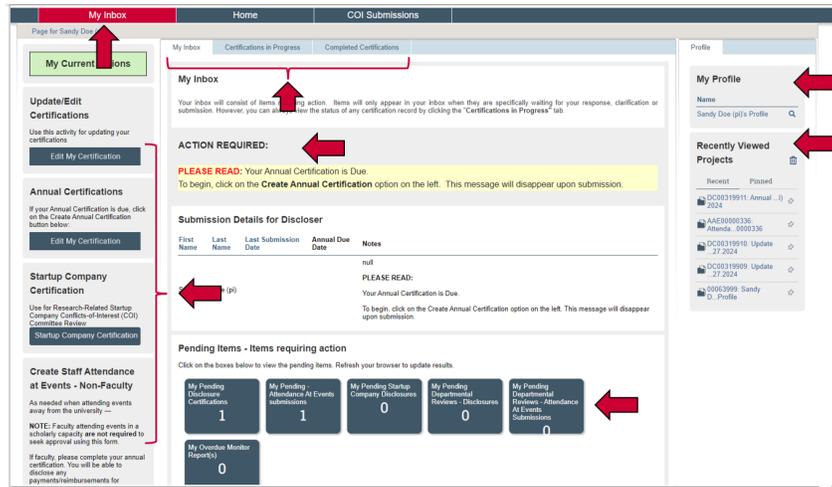
Terminology	Description
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There are two (2) types of **workspaces** in the system.

There are **workspaces** for allowing you to see all the records to which you have access to. From here, they can be sorted and filtered. These **workspaces** are the entry point to each record in the system for the selected **disclosure type**.

See also: [eCOI+ My Inbox Quick Guide](#)

See also: [eCOI+ COI Submissions Workspace Quick Guide](#)



Workspaces

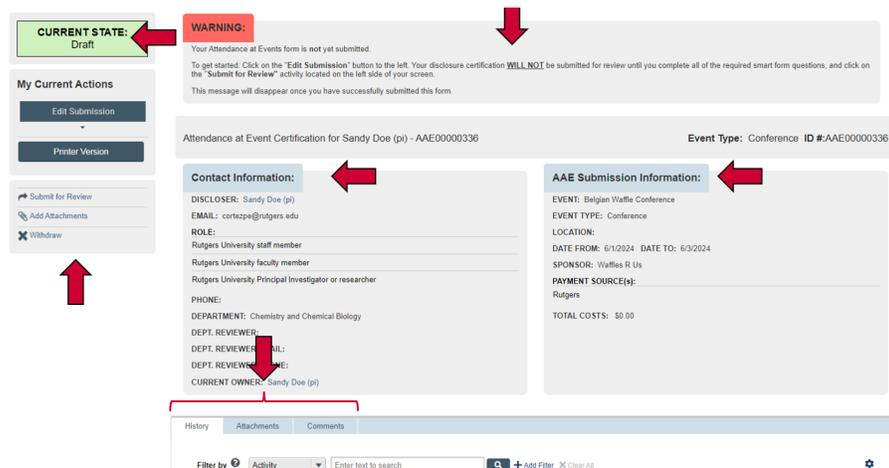
Each disclosure type has its own **workspace**. They display information about the disclosure type, the process (**workflow**), where it is in the process (**states**) and actions that can be taken in each state (**activities**)

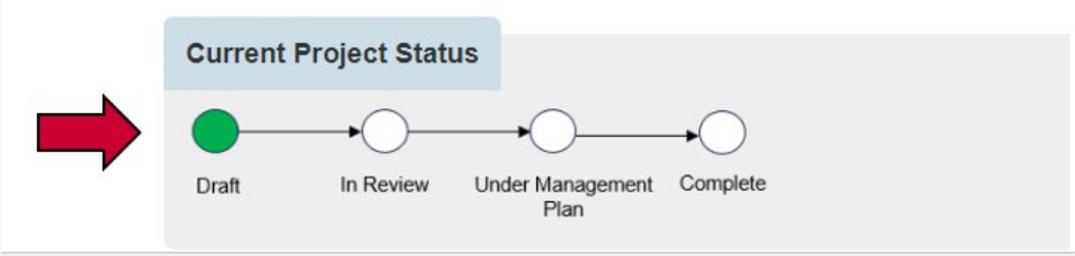
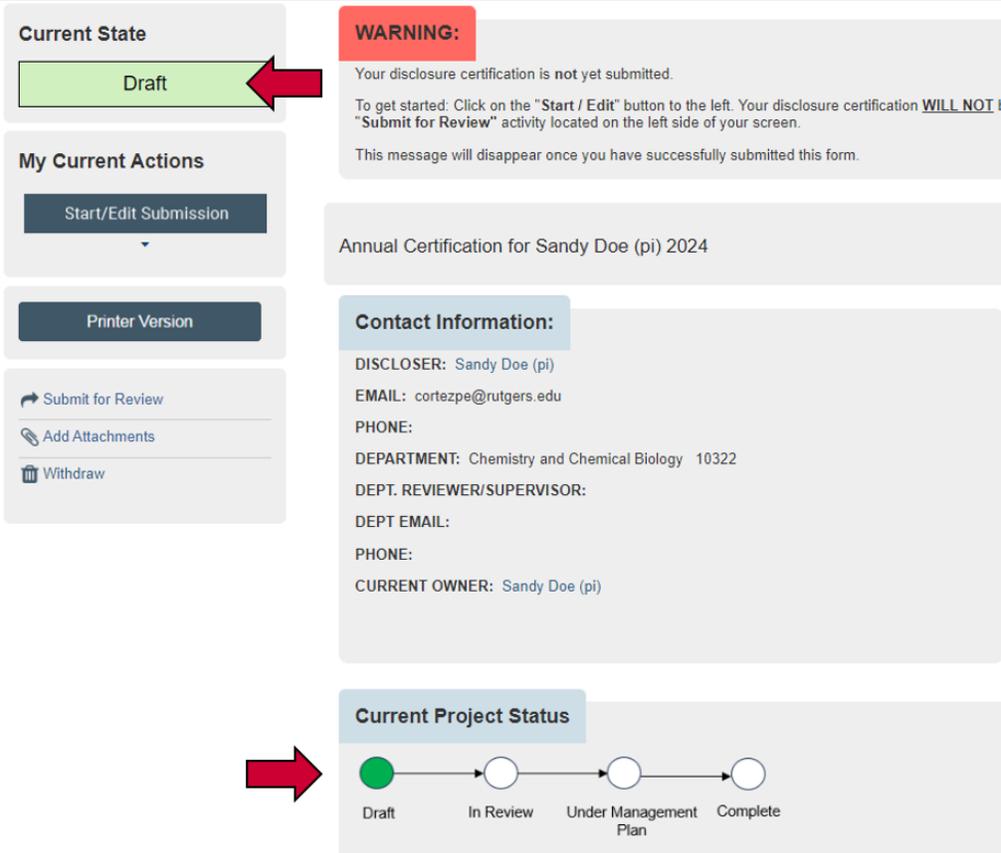
See also: [eCOI+ Create/Update/Edit Certification Quick Guide](#)

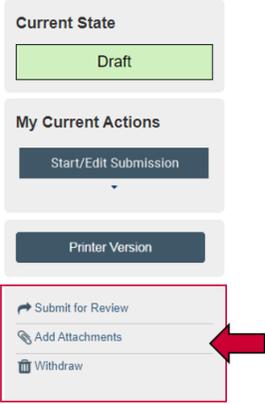
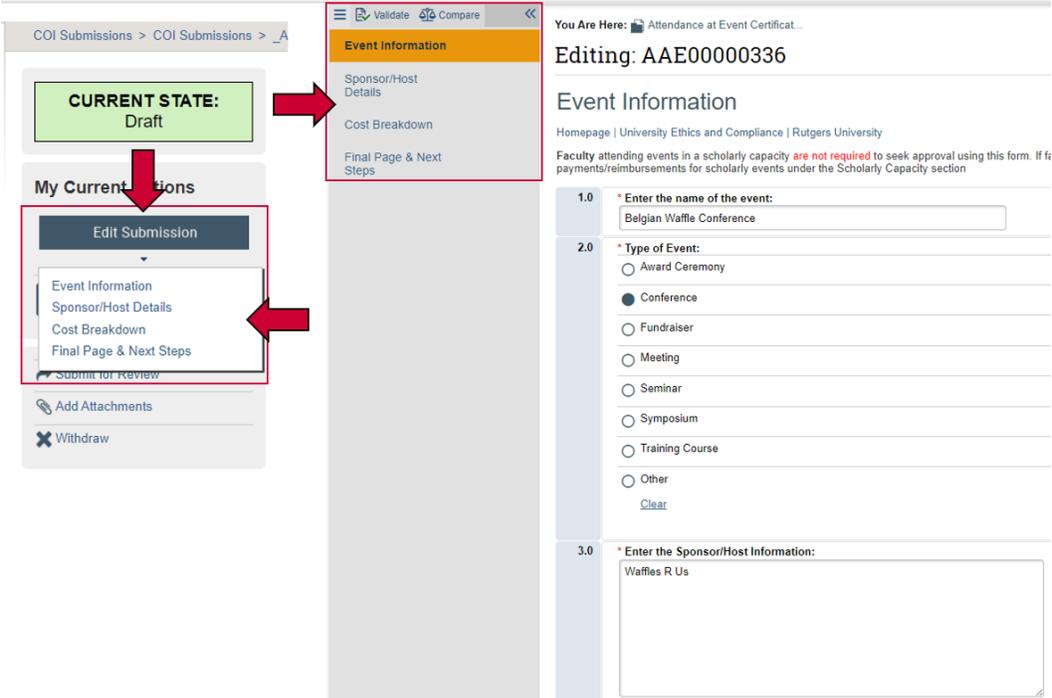
See also: [eCOI+ Research Certification Quick Guide](#)

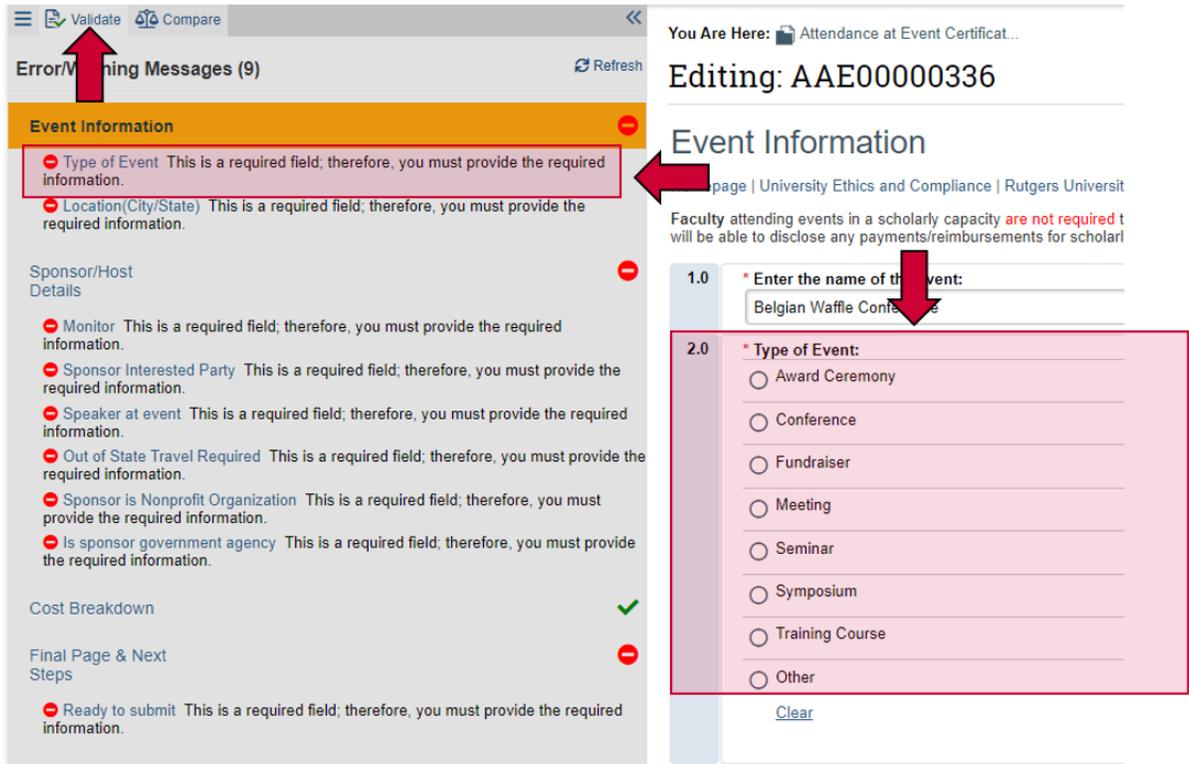
See also: [eCOI+ Startup Company Certification Quick Guide](#)

See also: [eCOI+ Attendance at Events Quick Guide](#)



Terminology	Description
Workflow	<p>A diagram depicting the process for each of the <b>disclosure types</b>. Each <b>disclosure type</b> has its own <b>workflow</b> consisting of various <b>states</b> signifying where it is in the process as it moves from inception to completion.</p> <p>See also: <a href="#">eCOI+ Workflow and States Quick Guide</a></p> 
States	<p><b>States</b> identify where your submission is in the <b>workflow</b> for the given <b>disclosure type</b>.</p> <p>See also: <a href="#">eCOI+ Workflow and States Quick Guide</a></p> 

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<p>Activities</p>	<p>Actions you can take when a record is in each <b>state</b>. As the disclosure advances in the <b>workflow</b>, different <b>states</b> will have different <b>activities</b>.</p> 
<p>Smartforms</p>	<p>The questions to be completed for each <b>disclosure type</b>.</p> <p>See also: <a href="#">eCOI+ Create/Update/Edit Certification Quick Guide</a>            See also: <a href="#">eCOI+ Research Certification Quick Guide</a>            See also: <a href="#">eCOI+ Startup Company Certification Quick Guide</a>            See also: <a href="#">eCOI+ Attendance at Events Quick Guide</a></p> 

Terminology	Description
Notifications	<p>Emails initiated from eCOI because of an <b>activity</b> that was executed, the completion of a step in the <b>workflow</b>, or initiated by the project team, specialist, or contract manager.</p>
Validations	<p>Validate the smartforms to identify errors and incomplete questions. Sometimes, the validations are performed automatically as you advance from form to form, informing you of an issue that needs to be resolved.</p> 

## 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

- [eCOI+ Department Reviewer Quick Guide](#)
- [eCOI+ My Inbox \(Department Reviewer\) Quick Guide](#)
- [eCOI+ Disclosure Workspace \(Department Reviewer\) Quick Guide](#)