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This Dashboard User Guide is for researchers who a member of a project.

My Dashboards vs. My Projects

My Projects only list the all the projects where you are a member. It provides minimal information about each project and functions as a quick way to open a project workspace.

My Dashboard is interactive and contains all the projects where you are an active member. If you are involved in a number of projects it allows you to easily filter or sort the projects in the order that you want.

Sorting My Dashboards

You can sort on any column by clicking on the column heading and it will sort in ascending order. Clicking it again will sort it in descending order.

The columns are

- Phase – this is the phase the project is in either Application or Monitoring.
- PRN – the is the Project Reference Number
- Title – the title of the project
- CPI - the Coordinating Principal Investigator
- Project Status – this is where the project is at the time that you are looking at it.
- Risk – this is the risk that has been assigned to the project by the reviewing HREC.

Filtering My Dashboards

The filter option is accessed by clicking on the filter icon 🔍 on the right of the column headings.

When you have opened the filter you will see a search under each column heading. Two of these (Phase and Project Status) have drop down menus that you can use to filter the projects. The other columns allow you to enter a number or word that you can filter on.

You can filter on just one column or multiple. As you go from one column to the next the filter will narrow your results. You can go to the project workspace by clicking on the PRN.