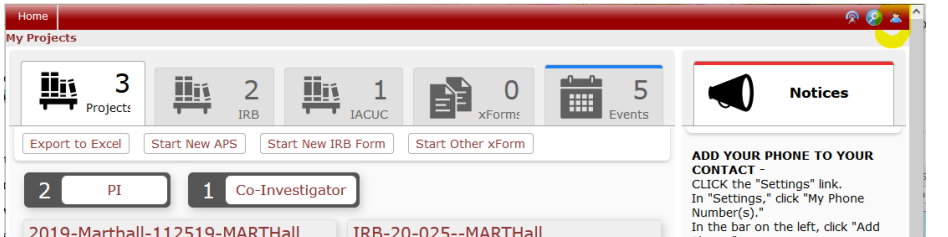
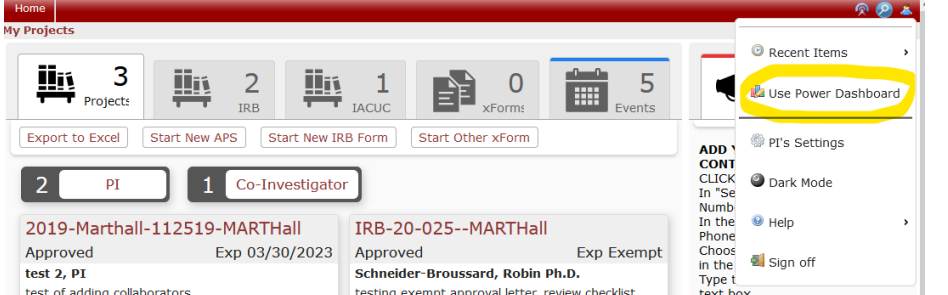
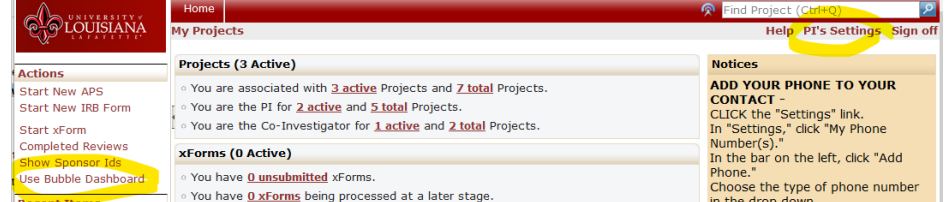



# IRBManager Tips and Tricks

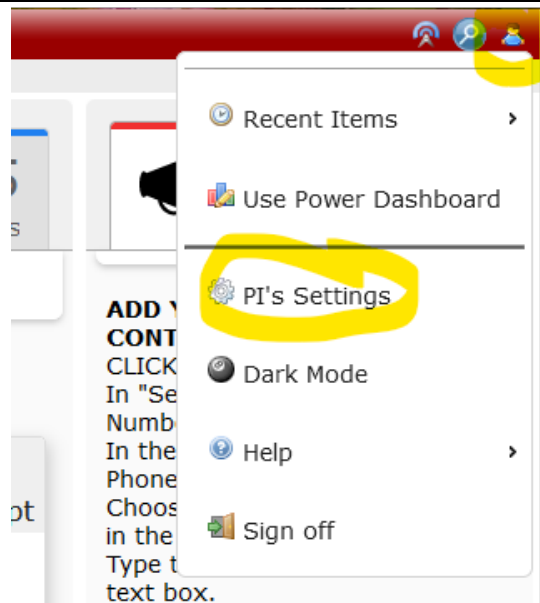
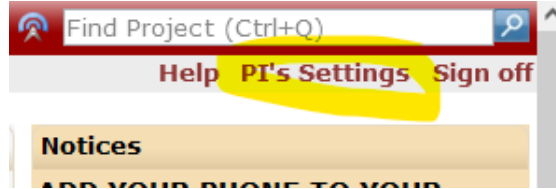
## Change the look of your dashboard –

<p>In the “Bubble Dashboard,” click the person icon in the upper right.</p>	
<p>Click “Use Power Dashboard.”</p>	
<p>In the “Power Dashboard,” click “Use Bubble Dashboard” under Actions. Or click “Settings.”</p>	
<p>In “Settings,” click “Switch Dashboard.”</p> <p>You will also notice the various other items, such as “My Phone Numbers” and “Turn on Dark Mode.”</p>	

## Update your phone number –

From the "Bubble Dashboard," click the person icon, then "Settings."

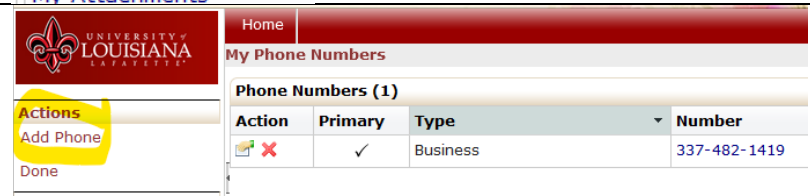
From the "Power Dashboard," click "Settings" in the upper right to get to the settings menu.



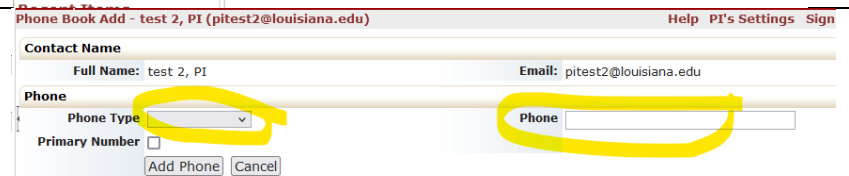
In "Settings," click "My Phone Numbers."



On the "My Phone Numbers" page, click "Add Phone" on the left under "Actions."

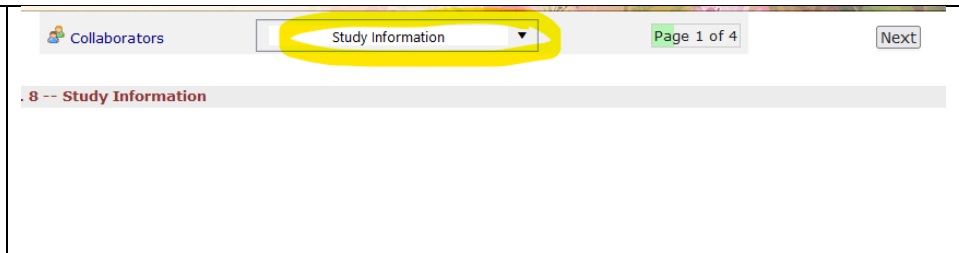


Select a "Phone Type" from the dropdown. Type the number in the "Phone" text box field. Click "Add Phone." When you have multiple phones listed, please check the box next to "Primary Number" for your primary phone.



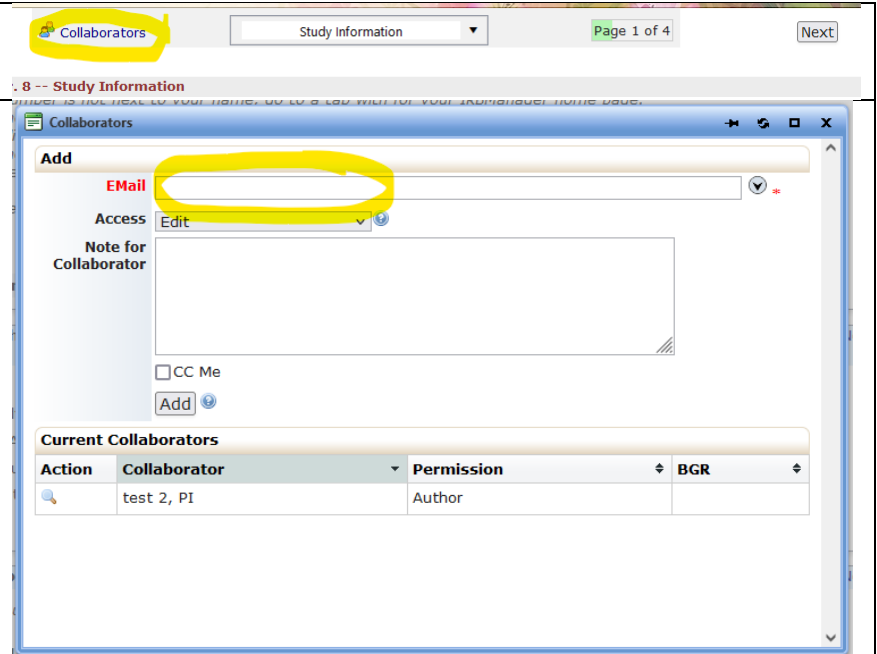
### Navigate through an application without completing all the questions on a page –

Use the dropdown in the top center of the application pages to navigate to other pages without completing all questions. NOTE – some pages will open after answering questions. If you have any difficulty, contact the Director at 482-1419.

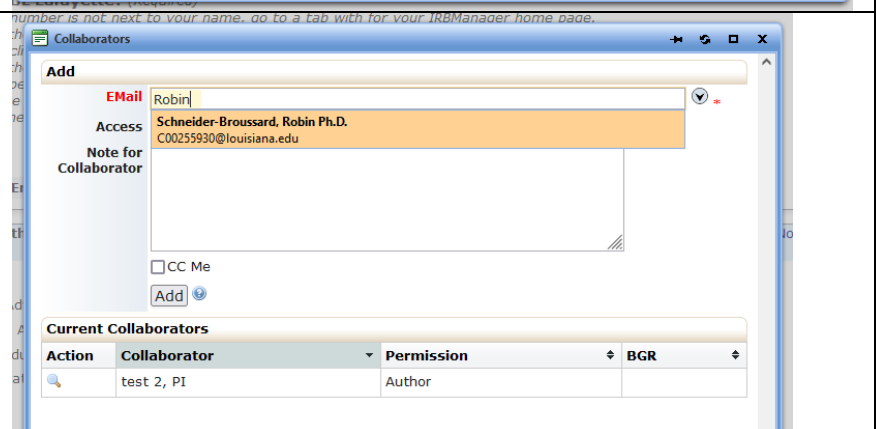


### Allow other people to help you edit your application –

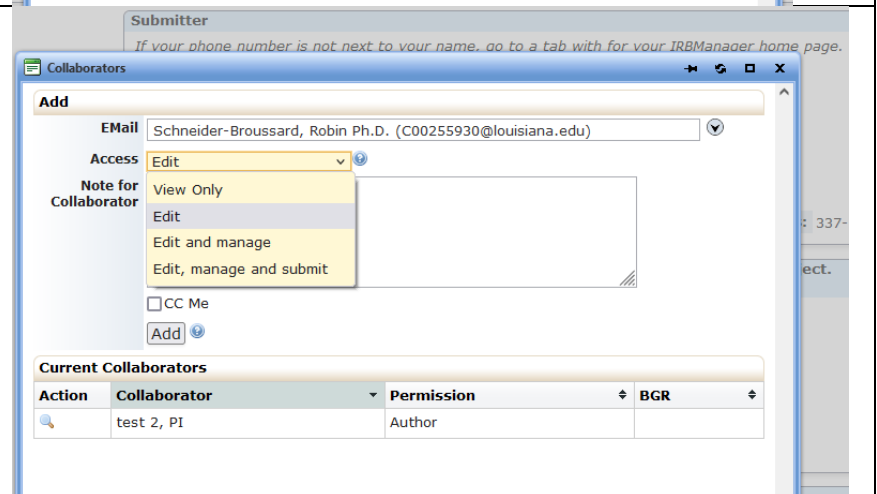
Click the "Collaborators" link at the top of the application page.



In the "Collaborators" window next to "Email," start typing the name of the person that you would like to help you.



Select the name of the person.



Choose the type of privileges, you would like the person to have.

Type a note for the email and click "Add."

The person that you added will receive an email with a link to the application that gives them the privileges that you assigned.

The screenshot shows a web application window titled "Collaborators". The main form is titled "Add" and contains the following elements:

- Email:** A text input field containing "Schneider-Broussard, Robin Ph.D. (C00255930@louisiana.edu)".
- Access:** A dropdown menu set to "Edit".
- Note for Collaborator:** A large text area containing the placeholder text "type a note for the email here.". This area is highlighted with a yellow circle.
- CC Me:** A checkbox that is currently unchecked.
- Add:** A button with a right-pointing arrow, highlighted with a yellow circle.

Below the form is a section titled "Current Collaborators" which contains a table:

Action	Collaborator	Permission	BGR
	test 2, PI	Author	