



# **OCREB Online User Guide: Getting Started**

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Version 1.0

For all OCREB Online Users

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# 1. About OCREB Online

OCREB Online (O2) is a transparent, secure, web-based system designed to automate and streamline the preparation, submission and review processes for ethics applications submitted to OCREB by institutions in Ontario authorized to use OCREB. Ethics applications for new studies and post-approval applications such as amendments, renewals, study closures and reportable events (e.g., local SAEs, safety updates, DSMB reports, protocol deviations), are submitted via the online system by the principal investigator or by the designated study team member. Applications are prepared using “smart forms”, which dynamically show or hide questions depending on the applicability to the study. The system automatically prompts for missing information, thereby ensuring that submissions are complete before submission.

## 1.1. Intended Audience

This guide is intended for all O2 users. The guide provides useful information on the overall system, on how to navigate and use the system and useful tips.

## 1.2. Accessing the System

To access the live O2 system, go to <https://ocrebonline.ca>. Review the Terms and Conditions for restrictions on and authorized use of O2, and for privacy, security and confidentiality details

## 1.3. Technical Details

- O2 is best viewed on Microsoft Internet Explorer (version 7 or higher recommended).
- O2 will also work on Mozilla Firefox, Apple’s Safari (Mac), and Google Chrome.
- Sun Java will be required for downloading files from O2, which can be obtained from [www.java.com/en/](http://www.java.com/en/). If you have firewall or downloading restrictions, you may need local IT assistance to download this onto your work computers.
- O2 uses pop-ups and multiple windows. You will need to allow pop-ups for the O2 website so that these windows are not blocked.
- The display of system-generated date fields is dependent upon the settings on the computer that you are accessing the system with as well as the browser you are using (see page 17).

## 1.4. Sandbox (Practice Area)

Users can familiarize themselves with O2 in the “Sandbox” at <https://o2-staging.oicr.on.ca>. The Sandbox is a practice environment where users can test-drive the system without using real data. Contact the O2 Help for a user name and password for the Sandbox.

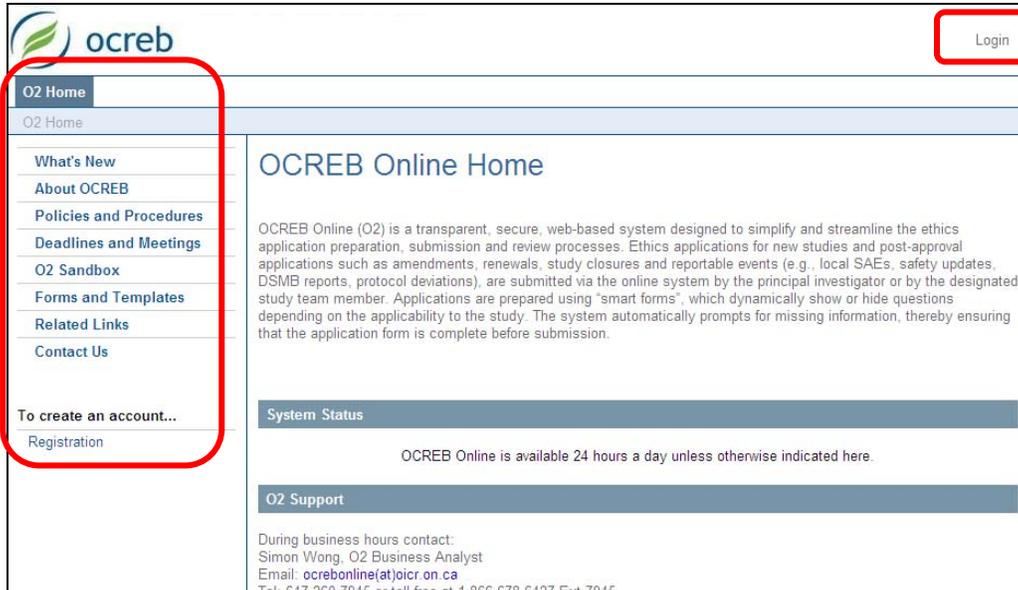
## 1.5. O2 Help

- Submit issues or questions via the Issues & Support page from within the O2 system;
- Email – [ocrebonline@oicr.on.ca](mailto:ocrebonline@oicr.on.ca); or
- Phone - 647-260-7945 or toll-free: 1-866-678-6427 Ext 7945.

## 2. Getting Started

### 2.1. O2 Home Page

On the O2 home page you will find the login link, as well as links to other OCREB information such as policies and procedures, templates, user guides and OCREB meeting dates and deadlines.



### 2.2. Logging In

The O2 team will create an account for each authorized O2 user and provide a user name and password. If you already have your user name and password, select the **Login** link in the top right-hand corner of the screen to go to the login screen. The first time you login, you will be prompted to change your password.



Change Your Password  
User Name:   
Current Password:   
New Password:   
Confirm Password:   
  
 Remember me

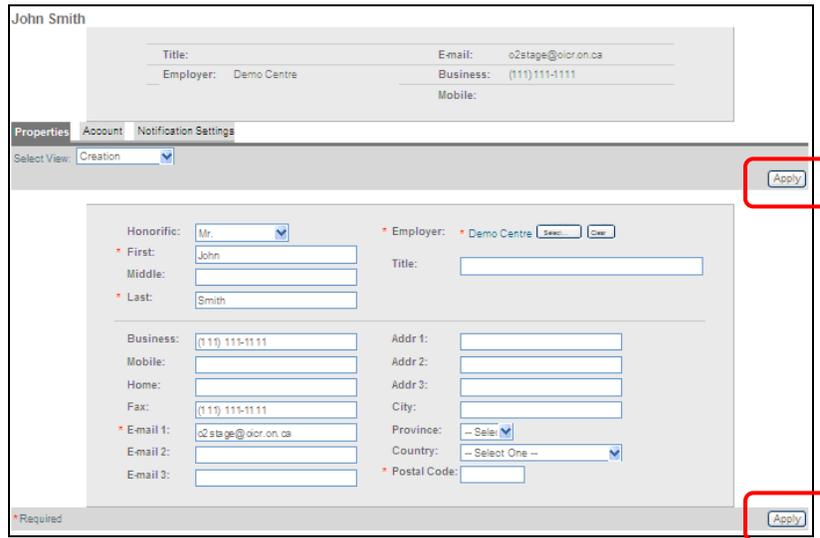
Your password has expired. Please change your password.  
Authorized Access only. Note that you are bound by the terms and conditions set forth when you enter this site.

### 2.3. Registration

If you do not have a user name and password, you will need to register. To register, select the **Registration** link in the bottom left-hand corner of the OCREB home page, complete the registration form and select **Register** to submit. The OCREB office must have your access authorized (e.g., by your manager) before creating your account and providing you with a user name and temporary password.

## 2.4. User Profile – Contact and Password Information

When you login the first time, you will be directed to your **User Profile** to verify your contact information. Select **Apply** to save any changes.



John Smith

Title: \_\_\_\_\_ Email: o2stage@oicr.on.ca  
Employer: Demo Centre Business: (111)111-1111  
Mobile: \_\_\_\_\_

Properties Account Notification Settings

Select View: Creation

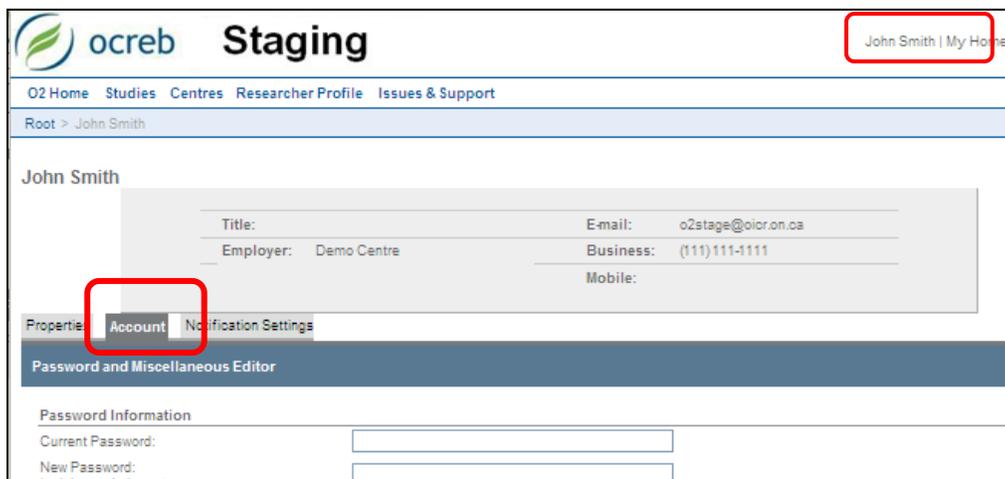
Honorific: Mr.

\* First: John Title: \_\_\_\_\_  
Middle: \_\_\_\_\_  
\* Last: Smith

Business: (111) 111-1111 Addr 1: \_\_\_\_\_  
Mobile: \_\_\_\_\_ Addr 2: \_\_\_\_\_  
Home: \_\_\_\_\_ Addr 3: \_\_\_\_\_  
Fax: (111) 111-1111 City: \_\_\_\_\_  
\* Email 1: o2stage@oicr.on.ca Province: -- Select --  
Email 2: \_\_\_\_\_ Country: -- Select One --  
Email 3: \_\_\_\_\_ \* Postal Code: \_\_\_\_\_

\* Required

To change your password at any time, select your name from the user menu bar. This will take you to your user profile. Select the **Account** tab to access the password area.



ocreb Staging John Smith | My Home

O2 Home Studies Centres Researcher Profile Issues & Support

Root > John Smith

John Smith

Title: \_\_\_\_\_ Email: o2stage@oicr.on.ca  
Employer: Demo Centre Business: (111)111-1111  
Mobile: \_\_\_\_\_

Properties Account Notification Settings

Password and Miscellaneous Editor

Password Information

Current Password: \_\_\_\_\_  
New Password: \_\_\_\_\_

Passwords must contain at least six (6) characters in an alphanumeric combination. Passwords must not be shared or stored in a visible and accessible location, i.e. written down. Passwords must NOT contain:

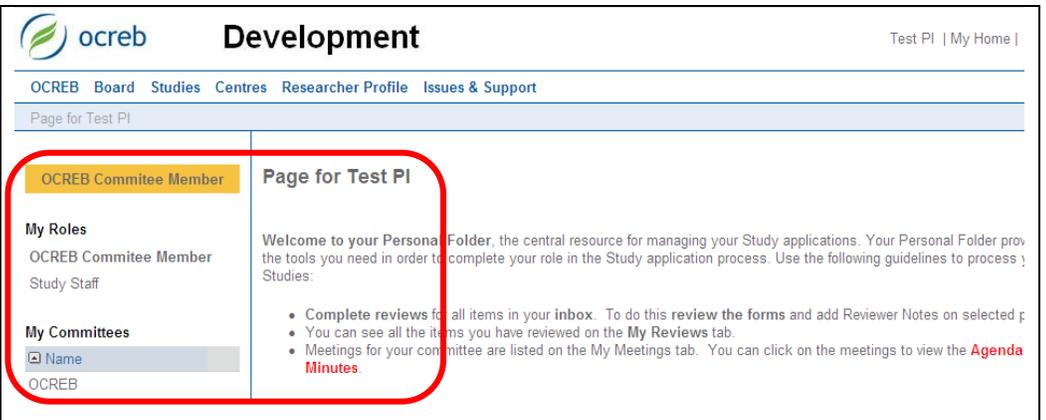
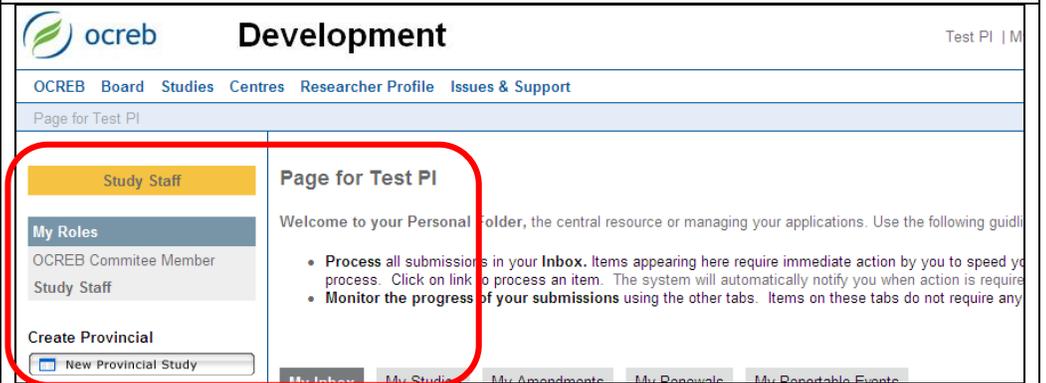
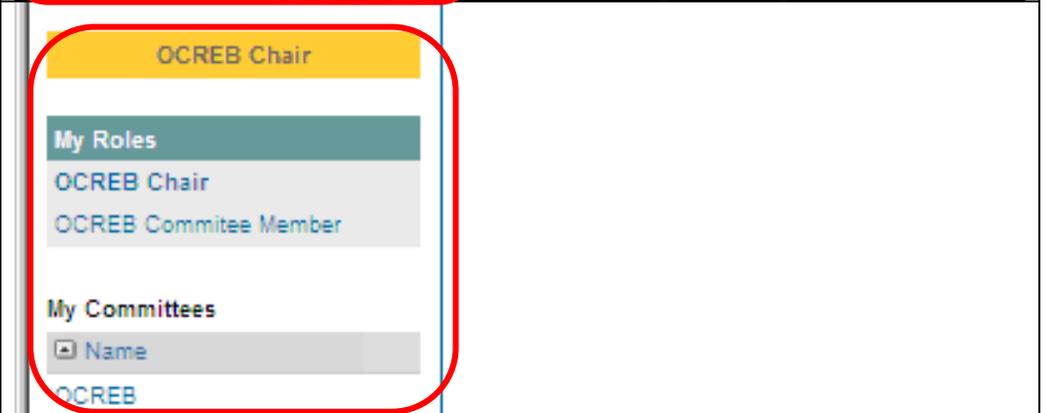
- any words that could be found in a dictionary;
- any words or references to the type of work being performed in relation to the system on which the password is being deployed;
- any identifying user information such as birthdays, spouse's birthdays, anniversaries, children's birthdays, pet names or other similar types of identifying information;
- three or more consecutive characters from your username.



If you fail to successfully login after five (5) attempts, the system will lock you out and you will need to call O2 Help to have your password reset.

## 2.5. Access Levels/Roles

Most O2 users will have only one O2 role (i.e., OCREB “Committee” Member, Study Staff, Department Approver). However, if you are a PI (“Study Staff”) and/or a Committee Member and/or and a department approver, all roles will be added to your profile. Your authorized activities will depend on the permissions set for your specific role.

<p>If you have more than one user role, switch between roles by selecting the appropriate role on “My Home” page.</p>	 <p>The screenshot shows the OCREB Development interface. The user is logged in as 'Test PI   My Home'. The navigation bar includes 'OCREB Board Studies Centres Researcher Profile Issues &amp; Support'. The main content area is titled 'Page for Test PI'. On the left, under 'My Roles', 'OCREB Committee Member' is selected. Below it, 'My Committees' shows 'OCREB'. The main content area contains a welcome message and a list of tasks: 'Complete reviews for all items in your inbox', 'You can see all the items you have reviewed on the My Reviews tab', and 'Meetings for your committee are listed on the My Meetings tab. You can click on the meetings to view the Agenda Minutes'.</p>
	 <p>The screenshot shows the OCREB Development interface. The user is logged in as 'Test PI   M'. The navigation bar includes 'OCREB Board Studies Centres Researcher Profile Issues &amp; Support'. The main content area is titled 'Page for Test PI'. On the left, under 'My Roles', 'Study Staff' is selected. Below it, 'My Committees' shows 'OCREB'. The main content area contains a welcome message and a list of tasks: 'Process all submissions in your Inbox. Items appearing here require immediate action by you to speed up process. Click on link to process an item. The system will automatically notify you when action is required' and 'Monitor the progress of your submissions using the other tabs. Items on these tabs do not require any'.</p>
<p>The role that you select will determine the information that is displayed on your screen and the activities you are allowed to execute.</p>	 <p>The screenshot shows the OCREB Development interface. The user is logged in as 'Test PI   M'. The navigation bar includes 'OCREB Board Studies Centres Researcher Profile Issues &amp; Support'. The main content area is titled 'Page for Test PI'. On the left, under 'My Roles', 'OCREB Chair' is selected. Below it, 'My Committees' shows 'OCREB'. The main content area contains a welcome message and a list of tasks: 'Process all submissions in your Inbox. Items appearing here require immediate action by you to speed up process. Click on link to process an item. The system will automatically notify you when action is required' and 'Monitor the progress of your submissions using the other tabs. Items on these tabs do not require any'.</p>

Although all “Study Staff” share the same role name, the authorized activities (e.g., view only, make changes, submit) depend on the permissions set for the specific study staff role (e.g., PI, main study coordinator, co-investigator, other study staff).

## 3. Navigating OCREB Online

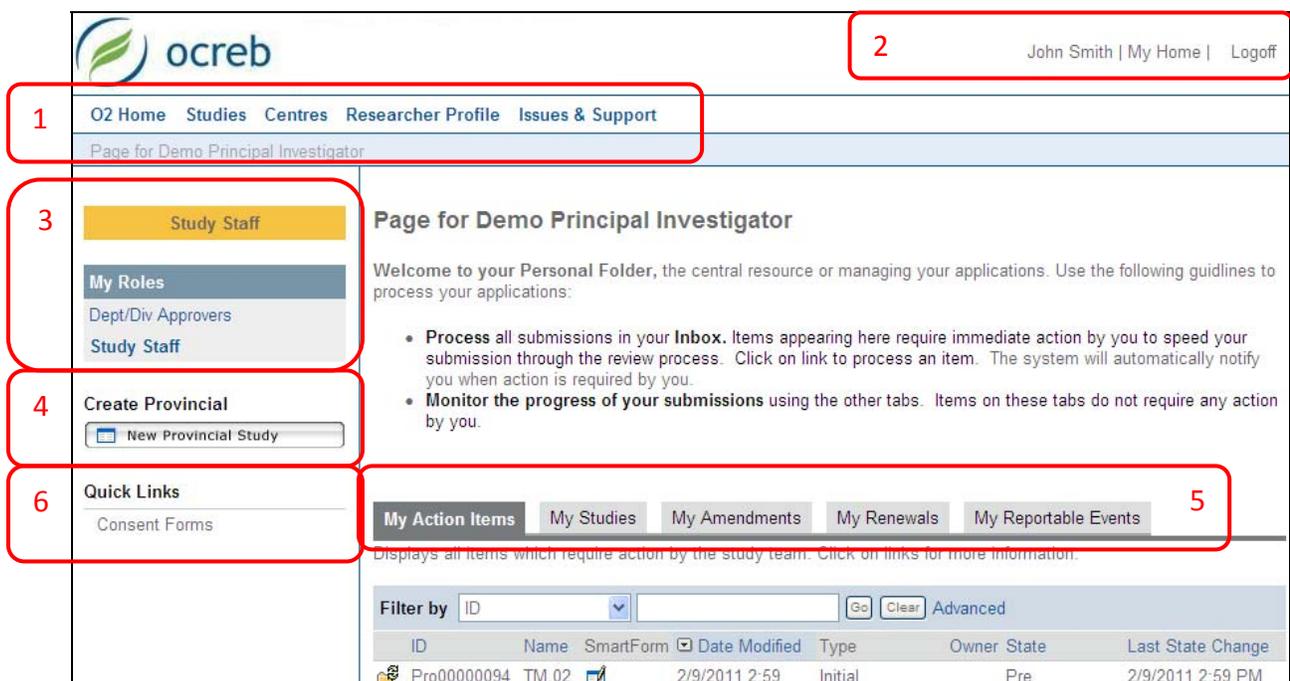
It is important to spend some time figuring out how to navigate this new system. O2 consists of a variety of pages and workspaces. The different pages help to organize and display information in a logical fashion and they act as gateways to specific study areas. Workspaces are unique areas that contain activity buttons and are where you conduct activities associated with your role.

### 3.1. “My Home” Page

Except for the first time you login, every subsequent login will take you to your personal home page “**My Home**”. If you have more than one role in O2, this page will differ slightly for each user role. Selecting **My Home** in the upper right-hand corner of the screen will bring you back to this page if you get lost.

#### 3.1.1. My Home page for Study Staff contains:

1. A system navigation bar with links to various pages. This navigation bar is visible from any page or workspace in the system;
2. A user tool bar/menu, with links to your profile and your home page (“**My Home**”). (You can link to your personal profile to review or update it at any time by clicking on your name). This user tool bar/menu is visible from any page or workspace in the system;
3. **My Roles**, which allows you to toggle between user roles by selecting the applicable user role (if you have more than one role);
4. A  activity button, which will open a new Provincial application to allow you to prepare to submit a new study. This button is available from most pages and workspaces;
5. **My...** submission tabs, which display items requiring action by you (“**My Action Items**”) and other tabs where you can monitor the progress of your studies (“**My Studies**”) and their related submissions (“**My Amendments**”, “**My Renewals**”, “**My Reportable Events**”) that you are directly involved in;
6. **Quick Links** – for example, to OCREB templates.



The screenshot shows the OCREB Online interface for a Demo Principal Investigator. The page is annotated with red boxes and numbers 1 through 6, corresponding to the list items. Box 1 highlights the navigation bar with links: O2 Home, Studies, Centres, Researcher Profile, Issues & Support. Box 2 highlights the user profile: John Smith | My Home | Logoff. Box 3 highlights the 'Study Staff' role selection area. Box 4 highlights the 'Create Provincial' button. Box 5 highlights the submission tabs: My Action Items, My Studies, My Amendments, My Renewals, and My Reportable Events. Box 6 highlights the 'Quick Links' section with 'Consent Forms'.

ID	Name	SmartForm	Date Modified	Type	Owner	State	Last State Change
Pro00000094	TM.02		2/9/2011 2:59	Initial		Pre	2/9/2011 2:59 PM

### 3.1.2. My Home page for REB members contains:

1. A system navigation bar with links to various pages. This navigation bar is visible from any page or workspace in the system;
2. A user tool bar/menu, with links to your profile and your home page (“My Home”). (*You can link to your personal profile to review or update it at any time by clicking on your name*). This user tool bar/menu is visible from any page or workspace in the system;
3. **My Roles**, which allows you to toggle between user roles by selecting the applicable user role (if you have more than one role);
4. The name of each REB “Committee” that you serve on (only OCREB at the moment);
5. **My...** tabs, which display items requiring action by you (“**My Action Items**”), “**My Reviews**” tab displaying a list with links to all submissions that you have been assigned to as a reviewer and an “**Upcoming Meetings**” tab, displaying a listing with links to all upcoming meetings.

The screenshot shows the OCREB My Home page for a Demo REB Member 1. The page is divided into several sections:

- 1**: System navigation bar with links: O2 Home, Board, Studies, Centres, Researcher Profile, Issues & Support.
- 2**: User tool bar showing: Demo REB Member 1 | My Home | Logoff.
- 3**: My Roles section, currently showing OCREB Committee Member.
- 4**: My Committees section, showing OCREB.
- 5**: Action tabs: My Action Items, My Reviews, Upcoming Meetings.

The main content area displays a welcome message and a list of items requiring action:

- Complete reviews for all items in your inbox. To do this review the forms and add Reviewer Notes on selected pages.
- You can see all the items you have reviewed on the My Reviews tab.
- Meetings for your committee are listed on the My Meetings tab. You can click on the meetings to view the Agenda and Minutes.

Below the tabs, there is a filter section and a table of submissions:

Filter by ID [dropdown] [input] [Go] [Clear] [Advanced]

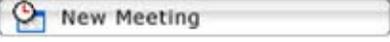
ID	Name	Date Modified	Type	State	Is Finalized
Pro00000091	REB_Demo_1a	14/02/2011 1:16 PM	Initial Submission	Assigned To REB Meeting	no

### 3.1.3. My Home page for Department Approvers contains:

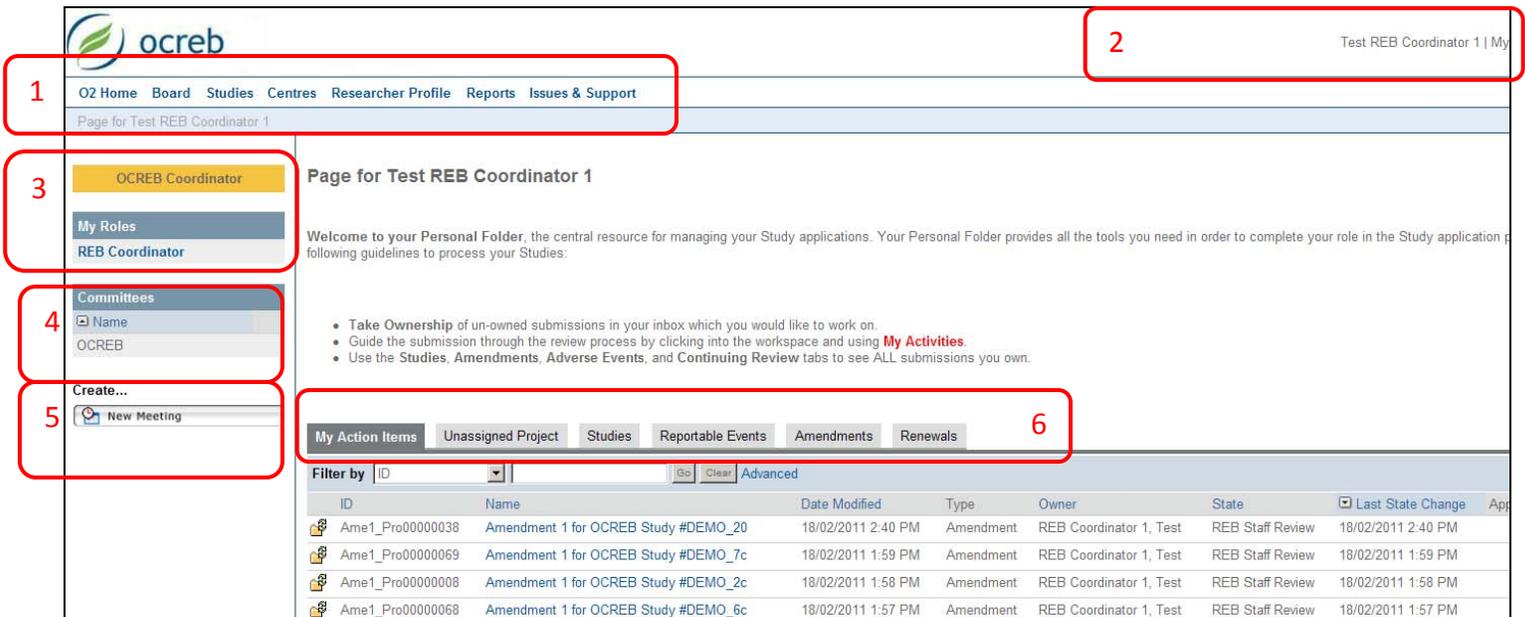
1. A system navigation bar with links to various pages. This navigation bar is visible from any page or workspace in the system;
2. A user tool bar/menu, with links to your profile and your home page (“My Home”). (*You can link to your personal profile to review or update it at any time by clicking on your name*). This user tool bar/menu is visible from any page or workspace in the system;
3. **My Roles**, which allows you to toggle between user roles by selecting the applicable user role (if you have more than one role);
4. The name of each REB “Committee” that you serve on (only OCREB at the moment);
5. **My Action Items** tab, which display items requiring action by you, and a “**Studies**” tab displaying all studies on which you are the department approver.

The screenshot shows the OCREB system interface for a Department Approver. At the top left is the OCREB logo. At the top right, a user tool bar (2) displays 'Demo Department Head 8 | My Home | Logoff'. Below this is a system navigation bar (1) with links: 'O2 Home', 'Studies', 'Centres', 'Researcher Profile', and 'Issues & Support'. The page title is 'Page for Demo Department Head 8'. On the left sidebar, there are sections for 'Dept/Div Approvers' (3) and 'Departments I Approve For' (4), which lists 'Demo Centre 8'. The main content area has a heading 'Page for Demo Department Head 8' and a welcome message: 'Welcome to your Personal Folder. Use the following guidelines to process your Studies:'. A bullet point states: 'Review all submissions in your **Inbox**. You can **Approve** the submission for your department or **Request Changes** that the study team'. Below this is a tabbed interface with 'My Action Items' (5) and 'Studies'. The 'My Action Items' tab is active, showing a table with the following columns: Name, SmartForm, Date Created, Date Modified, State, and PI. The table is currently empty, with the text 'There are no items to display' centered below it.

### 3.1.4. My Home page for REB Coordinators contains:

1. A system navigation bar with links to various pages, which visible from any page or workspace;
2. A user tool bar/menu, with links to your profile and your home page ("My Home"). (You can link to your personal profile to review or update it at any time by clicking on your name). This user too bar/menu is visible from any page or workspace in the system;
3. **My Roles**, which allows you to toggle between user roles by selecting the applicable user role (if you have more than one role);
4. The name of each REB "Committee" that you are working with (only OCREB at the moment);
5. A  activity button, which allows you to create new meetings;
6. A series of tabs:
  - 6.1. **My Action Items** tab, which display items requiring action by you;
  - 6.2. **Unassigned Projects** tab displaying submissions under REB Administrative Review and not yet assigned to an REB Coordinator.;
  - 6.3. **My Studies** tab, which displays a list studies assigned to you;
  - 6.4. **My Reportable Events** tab, which displays a list of reportable events for projects assigned to you;
  - 6.5. **My Amendments** tab, which displays a list of amendments for projects assigned to you;
  - 6.6. **My Renewals** tab, which displays a list of renewals for projects assigned to you.

The REBA (Intake Coordinator) will see a list of all studies & submissions types regardless of owner.



The screenshot shows the OCREB online user interface for a REB Coordinator. The page is titled "Page for Test REB Coordinator 1". The interface includes a navigation bar (1) with links to various pages, a user profile bar (2) showing "Test REB Coordinator 1 | My", a sidebar (3) with "OCREB Coordinator", "My Roles", and "REB Coordinator", a "Committees" section (4) listing "OCREB", and a "Create..." section (5) with a "New Meeting" button. The main content area (6) features a tabbed interface with "My Action Items", "Unassigned Project", "Studies", "Reportable Events", "Amendments", and "Renewals". Below the tabs is a table of amendments with columns for ID, Name, Date Modified, Type, Owner, State, and Last State Change.

ID	Name	Date Modified	Type	Owner	State	Last State Change
Ame1_Pro00000038	Amendment 1 for OCREB Study #DEMO_20	18/02/2011 2:40 PM	Amendment	REB Coordinator 1, Test	REB Staff Review	18/02/2011 2:40 PM
Ame1_Pro00000069	Amendment 1 for OCREB Study #DEMO_7c	18/02/2011 1:59 PM	Amendment	REB Coordinator 1, Test	REB Staff Review	18/02/2011 1:59 PM
Ame1_Pro00000008	Amendment 1 for OCREB Study #DEMO_2c	18/02/2011 1:58 PM	Amendment	REB Coordinator 1, Test	REB Staff Review	18/02/2011 1:58 PM
Ame1_Pro00000068	Amendment 1 for OCREB Study #DEMO_6c	18/02/2011 1:57 PM	Amendment	REB Coordinator 1, Test	REB Staff Review	18/02/2011 1:57 PM

## 3.2. Navigation Bar

The navigation bar is visible no matter where you are in the system, with links to:

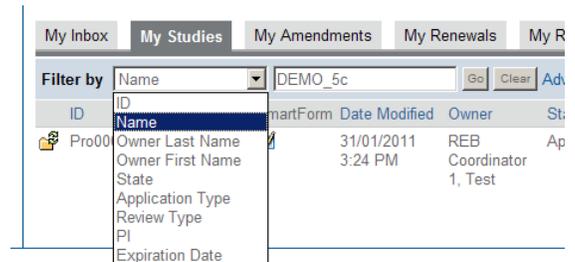
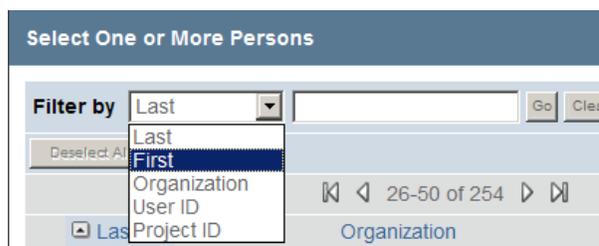
1. **O2 Home** – takes you to the OCREB Online home page without logging you out;
2. **Studies** – links to a page listing all provincial and centre studies that you are associated with;
3. **Centres** – links to your centre profile page that includes a list of staff at your institution in the system, a list of all of the studies your centre is participating in, and other centre-specific items;
4. **Researcher Profile** - links to your researcher profile (if you are a PI), or to a list of Profiles for all PIs that you are linked with (if you are a study coordinator). See page 7 for details;
5. **Issues & Support** – links to a page where you can submit questions or issues to the OCREB Online team and access User Guides and Frequently Asked Questions (FAQs).



### 3.2.1. Finding Submissions:

Many views have a “Filter” feature to allow you to more easily find an item in a long list. For example, to find a study by sponsor protocol number, select **My Studies** tab, enter the exact protocol number in the **Filter by** “Name” field, and press **Go**. To find a PI, **Filter by** “First” or “Last” name, enter the name in the adjacent field and press **Go**. Press **Clear** to return to the full list.

If you know the O2 system-generated project (“PRO”) number, filter by “ID” and use “%” in front of last 3 numbers of the PRO number to find the project.



You can sort most columns in ascending or descending order. If you move your cursor over the column heading, it will change to a link if the column allows sorting. Select the column heading to sort. Select the column again to sort in the opposite direction.

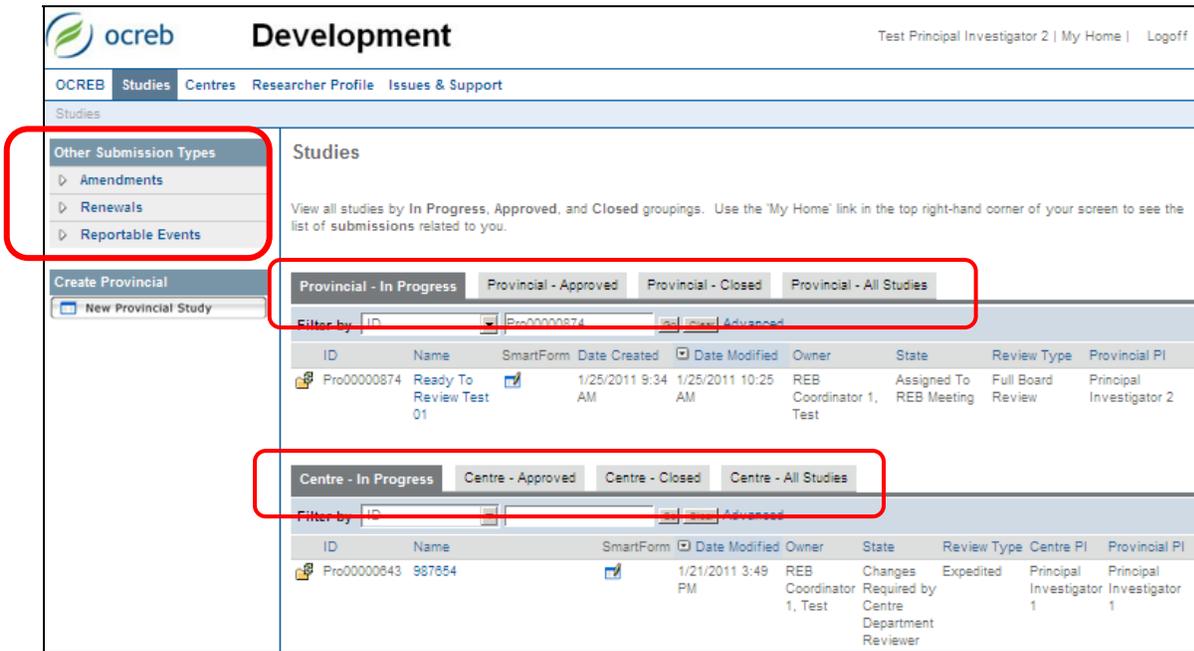
or  or  or  or  or , etc. (e.g., if you wish to display studies by the closest expiry date, sort by ascending “Expiration Date”):



If there are more items than can be displayed on one page, a bar at the bottom of the page will show the total number of items in the entire list, as well as how many items are displayed on the current page (   1-25 of 52   ). To go to the next page, select  . Select  to go to the last page.

### 3.3. Studies Page

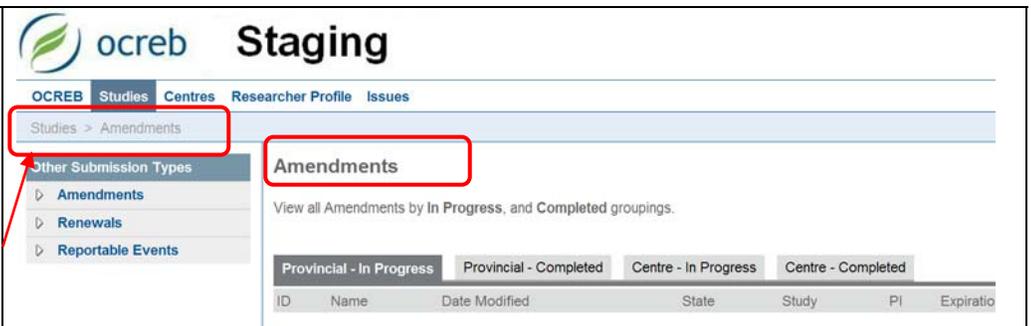
The Studies page is where you access all studies you are involved in: Provincial (top) or Centre (bottom). This includes provincial applications where you are NOT the provincial applicant, but your centre is participating or listed as potentially participating, even if you have not yet submitted your centre application. The various tabs link to Provincial and to Centre studies by their current state (i.e., “In Progress”, “Approved”, “Closed”), or to a list of “All Studies” regardless of their current state. On the left-hand side, you will see a menu of **Other Submission Types** from where you can access all post-approval provincial and centre submissions (amendments, renewals, and reportable events) related to all studies. Think of these as subfolders of the study.



#### 3.3.1. Amendments, Renewals and Reportable Events Pages

**Amendments page** – displays a list of all provincial and centre amendment applications for all studies you are involved in.

**Tip: look for the crumb trail or the page title to confirm your location.**



**Reportable Events page** – displays a list of all provincial and centre reportable event submissions (e.g., local SAE, protocol deviation, safety update, DSMB report) for all studies you are involved in.



## 4. System Notifications

The O2 system automatically generates email notifications to the Study Staff (SS) and REB members at various stages/states in the review process. Emails are automatically generated with the following activities:

- When the REB issues requests for changes or clarifications, the SS at the submitting centre are notified;
- When the REB members are assigned as reviewers, the assigned reviewers are notified;
- When the agenda is issued, all REB members are notified;
- When the initial provincial study/application is approved, SS at all centres listed as participating are notified;
- When provincial amendments are submitted, SS at all participating centres are notified;
- When formal decisions are issued (e.g., approved, expired), SS at all participating centres are notified;
- When there is a change in provincial applicant or change in Centre PI, the incoming PA or PI is notified so that he/she can login and officially accept the role.

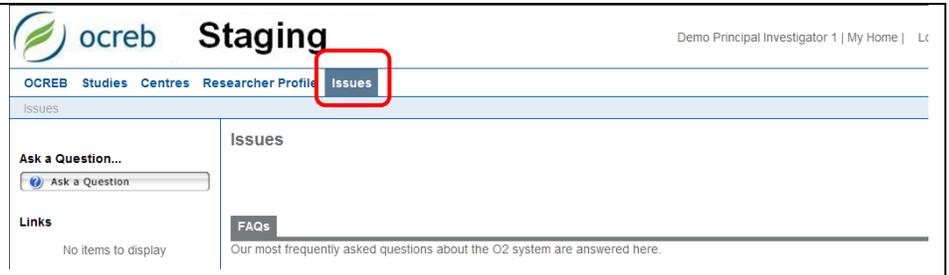
## 5. Issues & Support

Select **Issues & Support** from the navigation bar and then **Ask a Question** to submit an issue.

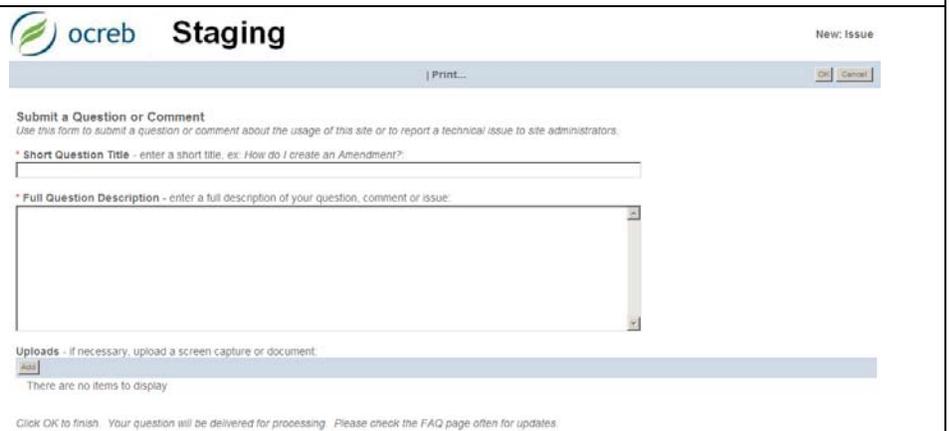
Or, check the **FAQs** tab for questions and answers submitted by other users.

Selecting the **Ask a Question** activity will open up a new issue form. Please be as specific as possible if you are describing an issue (e.g., where you were in the system and the time, what activity you were performing or trying to perform and what happened).

You can also upload screenshots or documents. Screenshots are always helpful in characterizing an issue!



The screenshot shows the OCREB Staging navigation bar. The 'Issues' tab is highlighted with a red box. The navigation bar includes links for OCREB, Studies, Centres, Researcher Profile, and Issues. Below the navigation bar, there is a section for 'Issues' and a section for 'FAQs'.



The screenshot shows the 'Ask a Question' form in the OCREB Staging system. The form includes a 'Short Question Title' field, a 'Full Question Description' text area, and an 'Uploads' section for screenshots or documents. The form is titled 'Submit a Question or Comment' and includes instructions for users. The 'Uploads' section shows 'There are no items to display'.

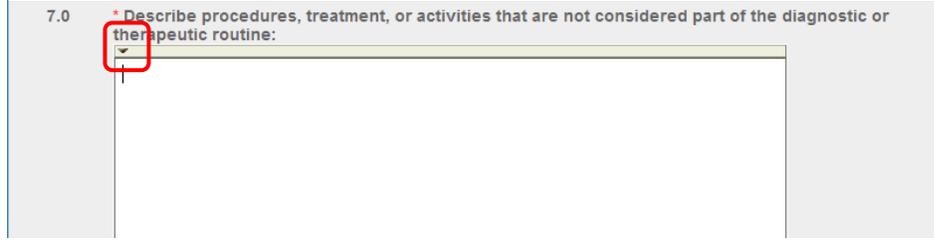
## 6. Application “States”

Anyone with access to O2 can monitor the progress of an application by viewing the current state of the application. The state changes as the application moves through the ethics review process. Below is a table of many, but not all, of the possible states and a description of the state.

<b>Pre Submission</b>	The application has been created by the Study Staff but not submitted to the REB. In this state Study Staff can continue to edit the application.
<b>REB Administrative Review</b>	The application has been received by the REB office, and is under review by the Intake Coordinator. Study Staff can no longer edit the application.
<b>REB Staff Review</b>	The REB Coordinator reviews the application and sends it back to the Study Staff for changes, or assigns it to a meeting (if full Board review required), or to a designated REB member (if it meets the criteria for expedited review) as applicable.
<b>Changes Requested by REB Staff</b>	The REB Coordinator identifies concerns during review of the application and sends it back to the Study Staff to edit and resubmit.
<b>REB Staff Modifications Review</b>	The <u>modified</u> application is under review by the REB Coordinator responsible for the study (“Owner”).
<b>Assigned to REB Meeting</b>	The application has been assigned to an REB meeting and is ready for review by the REB members.
<b>Meeting Complete Awaiting Correspondence</b>	The REB meeting is finished and the study is awaiting the REB coordinator to draft either a review letter or an approval letter, as applicable.
<b>Pending PI Response</b>	If changes are required by the REB, a review letter is issued and the application is sent back to the Study Staff to respond to, edit and resubmit.
<b>REB Chair Correspondence Review</b>	Draft review or approval letters are under review by the Chair. The Chair can send the letters back to the REBC for changes, edit the letter, or approve the letter and issue it to the PI, which serves as the Chair’s formal signature.
<b>Designated Reviewer Modifications Review</b>	The modified application/PI response is under review by a designated REB member.
<b>Centre Department Review</b>	The initial centre application has been submitted to the department head/approver for review. The department approver can approve the application, which routes it directly to the REB, or request changes, which routes it back to the PI/Study Staff.
<b>In Expedited Review</b>	The submission meets the criteria for expedited review (also referred to as “delegated review”) and is under review by one or more REB members. Initial centre applications default to expedited review unless concerns are identified during the review.
<b>Drafting Approval Letter</b>	The REB reviews are complete and the REB Coordinator is drafting the final approval letter, which is routed to the Chair for final review and approval.
<b>Approved</b>	OCREB has approved the submission.
<b>Acknowledged</b>	Many types of submissions are acknowledged rather than approved (e.g., reportable events). The state changes to “Acknowledged” once REB review is complete.

# 7. Tips

## 7.1. Formatting, Copying & Pasting

<p>Whenever you see a down-facing arrow in an application field, it means that the field can be formatted.</p> <p>Click on the arrow to open the formatting tool bars.</p>	
<p>You can now format the text (e.g., bullets, numbers). You may wish to format the information in a Word document first, or cut and paste into this field from the protocol or consent form and then format the information directly in the application.</p>	

## 7.2. Working with Multiple Windows

It can be useful to display two windows side-by-side to see O2 and another document at the same time (e.g., O2 and this guide). Right click on links to open an item in a new window. Manually resize and position the two windows. If you have Windows 7, the two windows will snap together automatically.

<p>To view two windows side-by-side (e.g., protocol or consent form and application), reduce the size of the windows and drag them together.</p> 	
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## 7.3. Windows Computer Tips

- Holding down the “CTRL” button on your computer keyboard and scrolling with a mouse wheel allows you to change the zoom level of a page displayed on your computer screen.
- Hold “CTRL” + “F” to search within a document
- Use “ALT” + “TAB” to switch between windows

## 7.4. Reminders:

- If you fail to successfully login after five (5) attempts, the system will lock you out and you will need to call O2 Help to have your password reset.
- A session will time out if the system is idle for 60 minutes and the user will be prompted to enter their username and password to continue.
- Use the **Jump To** menu to navigate from section to section of an application.
- Select **Printer Version** to view the application in its entirety or to print it.

## 7.5. Changing the Date Format:

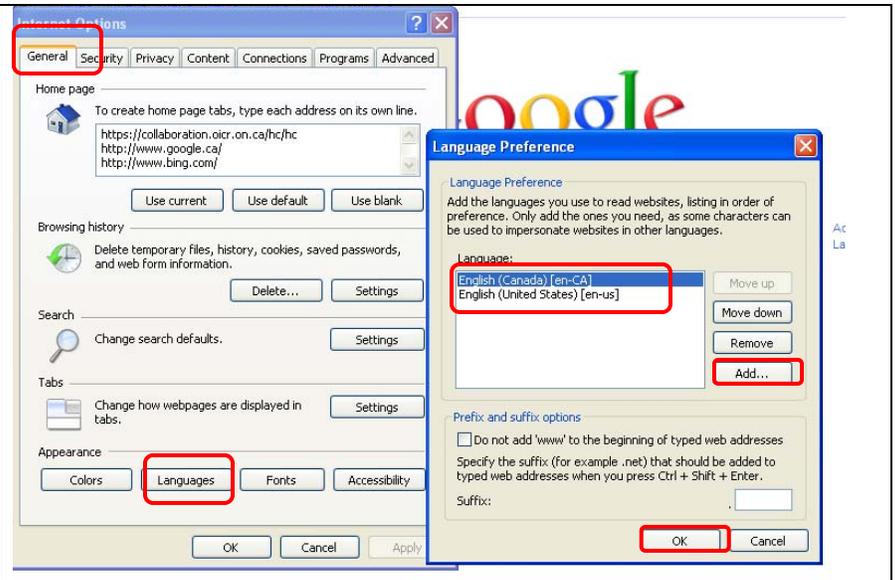
### 7.5.1.1. Changing the Date Format in the Browser:

Date formats in browsers such as Firefox, Internet Explorer and Safari can be changed. Depending on the browser, there are different methods for changing the date format. Safari's date formats are controlled by the OS X date format and language settings, which can be found in the International Setting section of the Date Time system preference window. Firefox and Internet Explorer date formats are controlled by the language set for each browser in the browser's preferences. We recommend that you change your date formats to "English (Canada)".

#### To change the date format in Internet Explorer:

1. In the browser, choose Internet Options from the Tools menu.
2. Click the *Languages* button on the **General** tab.
3. Click "Add" to add another language to the list. Make sure "English (Canada)" is at the top of the list.
4. Select "OK".
5. Restart the browser.

**You must also change the date format on your local computer (see next section for Windows)**



To change the date format in Firefox (Mac OS X):

1. Choose Preferences from the Firefox menu.
2. Click the Languages button on the General tab.
3. Click "Add" to add another language to the list. Make sure the desired language is at the top of the list.
4. Restart the browser.

To change the date format in Firefox (Windows):

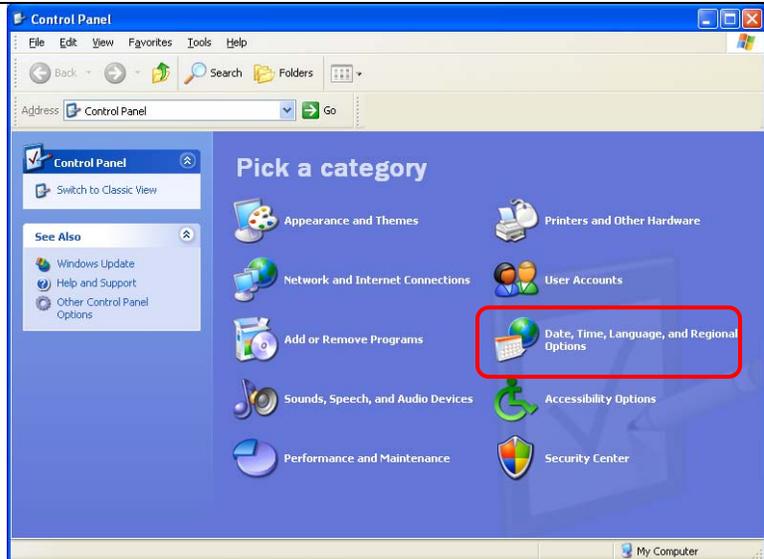
1. Choose Options from the Tools menu.
2. Click the Advanced icon and choose the General tab.
3. Click the Choose button to select the desired language.
4. Click "Add" to add another language to the list. Make sure the desired language is at the top of the list.
5. Restart the browser.

To change the date format in Safari (Mac OS X):

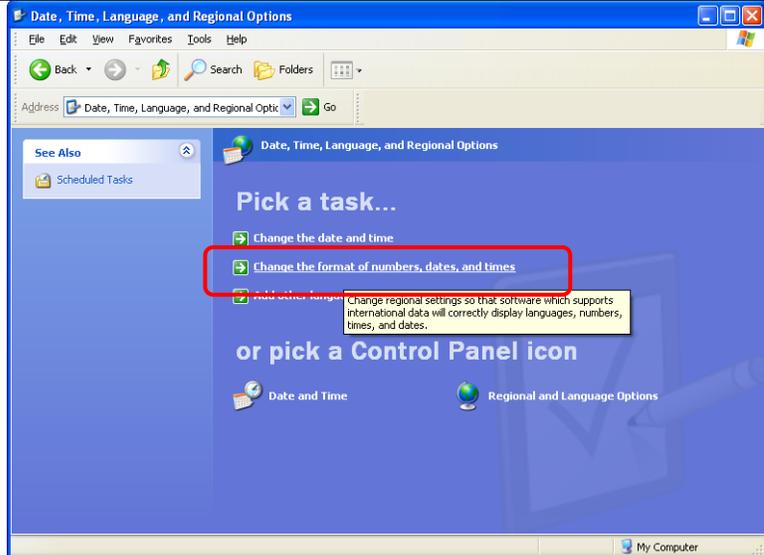
1. Choose System Preferences from the Apple menu and click Date and Time.
2. Click the Open International button.
3. Set the language with the desired format at the top of the languages list.
4. Verify that the desired format appears on the Formats tab. If it does not, switch the Region or click the customize button to modify the format.
5. Restart the browser.

### 7.5.1.2. Changing the Date Format in Windows:

1. From the “Start” menu, go to the “Control Panel”.
2. Select the “Date, Time, Language, and Regional Options” category.



3. Under “Pick a task...” select “Change the format of numbers, dates and times”



4. Select “English (Canada)” from the drop-down menu.
5. Select “Apply”.
6. Restart the computer.

