

eBridge Upgrade Guide

Go-live Date: December 17, 2022

eBridge Upgrade on 12/17/22

This upgrade includes new features for a more modern look, options to personalize your eBridge experience, and improvements while navigating within eBridge.

Review this guide to prepare for the changes you will see.

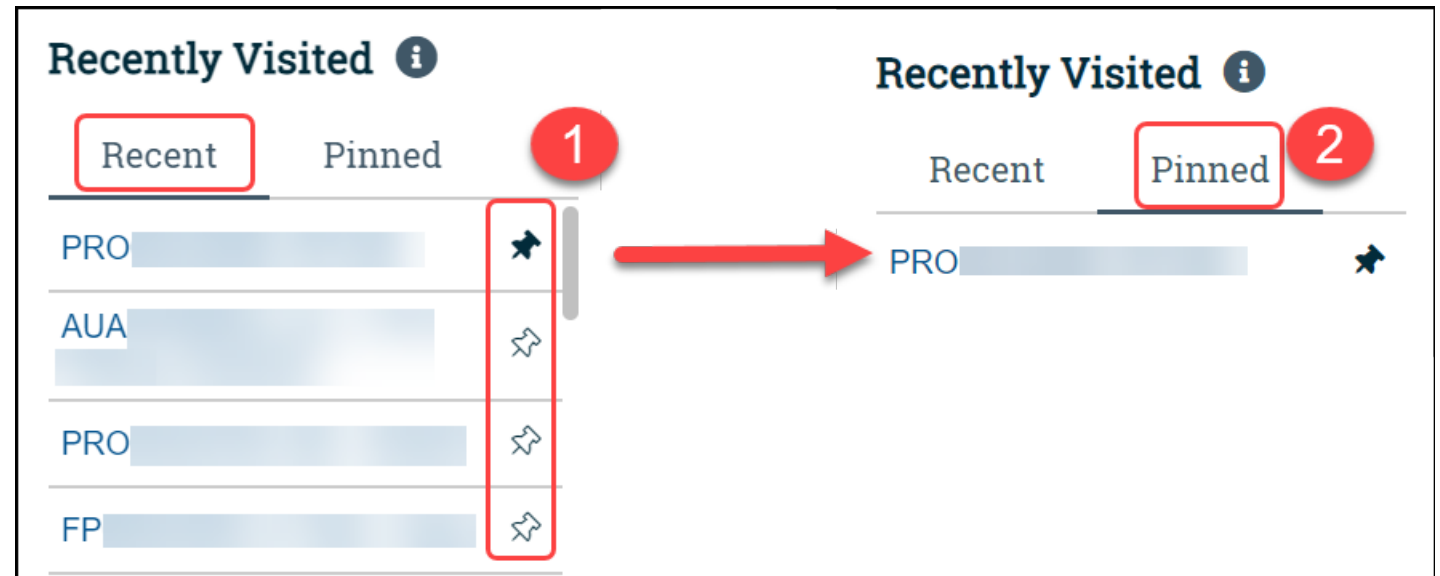


New Feature: Pin Recently Visited Submissions

Choose to keep submissions of interest that you want to quickly re-visit by pinning the submission in the Recently Visited section of the Dashboard.

1. From Recently Visited, click the **Pin icon** for any submission on the Recent tab.
2. Click on the Pinned tab.
3. The submission is now displayed here.

Click the Pin icon again to unpin the submission.





New Feature: Comments Tab on Reviewer Notes Tab

Reviewer Notes and Replies are displayed on a **Comments** tab.

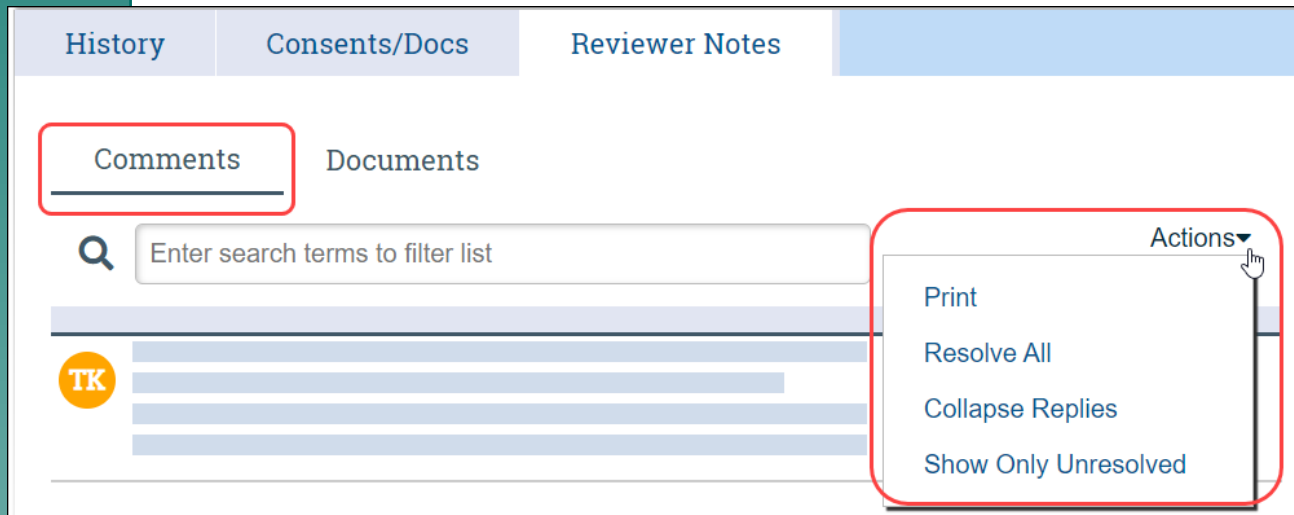
The Documents tab will always be blank as eBridge does not allow documents to be uploaded into Reviewer Notes or Replies.

The screenshot displays a web interface with four main tabs: History, Consents/Docs, Reviewer Notes, and Changes. The Reviewer Notes tab is active. Within this tab, there are two sub-tabs: 'Comments' and 'Documents'. The 'Comments' sub-tab is highlighted with a red border and a blue underline. Below the sub-tabs is a search bar with a magnifying glass icon and the placeholder text 'Enter search terms to filter list'. The main content area shows three comment entries, each starting with a yellow circular icon containing the initials 'TK'. The first entry has three lines of text. The second entry has three lines of text. The third entry has four lines of text. Below the third entry is a blue link that says 'Hide Replies'. At the bottom of the visible area, there is a fourth entry starting with a yellow circular icon containing the initials 'RW' and two lines of text.



New Feature: Functionality on Reviewer Notes Tab

From the Comments tab, click the **dropdown menu** next to Actions to select a function.



Action Menu Choice	Description	Is this functionality in eBridge today?
Print	Users may choose to print all reviewer notes.	Yes. Users may print reviewer notes by clicking on the Print icon.
Resolve All	Reviewers may choose to resolve <u>all Reviewer Notes that they have created at one time.</u>	Reviewers can only resolve each individual Reviewer Note <u>one thread at a time</u>
Collapse Replies	Users may choose to lessen the information displayed by hiding the replies to <u>all Reviewer Notes at once.</u>	Users can only hide a reply to each individual Reviewer Note <u>one thread at a time</u>
Show Only Unresolved	Users may choose to shorten the list of reviewer notes to focus on only unresolved threads	No. This functionality is not available today.



New Feature: Personalize the Data Display

Personalize how the data displays in the History Log, in a list of submissions in the Top Navigation, and your Dashboard where the Gear icon is displayed.

Monitoring Meetings Reports

Followed Projects

Below are submissions you have chosen to follow. To unfollow a submission and remove it from this list, click the blue star for the corresponding submission located in the 'Follow' column. To follow a submission, click the star in the right corner of a submission workspace.

Filter by ? ID + Add Filter

ID	Name	Date Modified
----	------	---------------

Personalize Table

1

2

3

1. Click the **gear icon** to the right.
2. Personalize how the information is displayed.
Note the new Export to CSV functionality.
3. Click the **question mark** to learn more about the new personalization options.

Repeat Steps 1&2 for each table you want to personalize the data display.

Personalize Table

2

Displayed Fields

Field	Order
<input checked="" type="checkbox"/> ID	↑ ↓
<input checked="" type="checkbox"/> Name	↑ ↓
<input checked="" type="checkbox"/> State	↑ ↓
<input checked="" type="checkbox"/> Budget ID	↑ ↓

Options

Place the paging bar at:

Enable Auto-Refresh:

Refresh Data Every: seconds



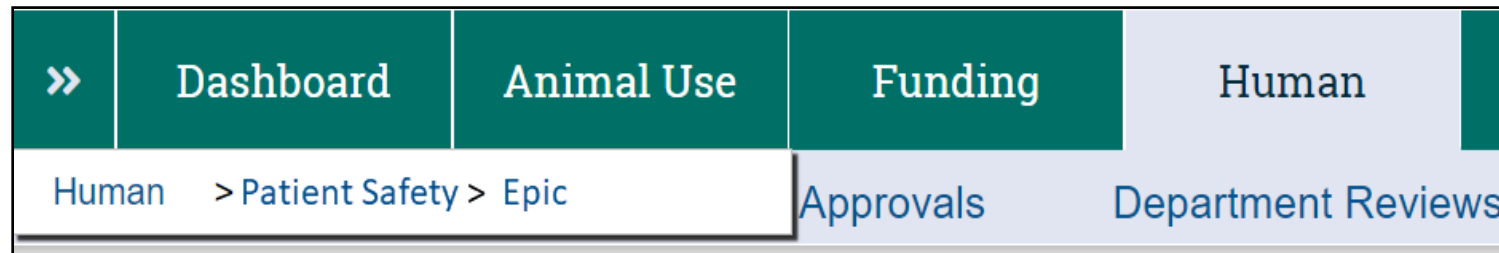
New Look: Breadcrumb Links

The breadcrumb links are permanently displayed under the top navigation. The >> no longer displays.



TIP: The breadcrumb can be copied and pasted for easy emailing to colleagues.

Previous look





New Look: Activities page in History Log & Changes tabs

After clicking an activity from the History log or SmartForm Changes tab, the additional activity details no longer display automatically. To view them, click **View More Details** in the upper right.

eBridge Hello,

Dashboard Animal Use Funding Human Biosafety Researcher Profile Information

Human > Improved Patient Care Study

<< Return to Workspace < Prev 2 / 5 Next >

Activity Details (Approved Application by Department)

Author: Dept App Approver Bio (Biophysics Administration)

Logged For (Application): Improved Patient Care Study

Activity Date: 1/29/2021 2:48 PM

Activity Form Property Changes Documents Notifications

Department Attestation:

On behalf of the Department/Division/Institute or other professional jurisdiction that I represent, I attest that all of the following conditions have been satisfied:

- The Principal Investigator is a faculty member, credentialed physician, Froedtert Nurse, Froedtert Pharmacist, or BloodCenter of Wisconsin employee (as applicable) in good standing;
- The Principal Investigator is approved to devote the proposed time and effort to this project;
- If the Principal Investigator's application identifies Department/Division/Institute funds to support this project, this Department/Division/Institute endorses this commitment;
- The project has scientific merit, uses procedures consistent with sound research design, and is likely to yield the expected knowledge; and
- The proposal is a complete and coherent one.

I am approving on behalf of this Department/Division/Institute:

Biophysics Dept -Training

Upload documents (will show up in the History Log for this submission), if applicable:

Name	Last Modified
There are no items to display	

<< Return to Workspace

Summary of Submitted Changes X

← Prev 4 / 13 Next →

[View More Details](#)

Submitted Changes

Use this form to indicate that you have completed the requested changes.

Summary

Sep
2
2022

Author: Charles Darwin

Logged For (Application): Genetic Clinical Trial

Activity Date: 9/2/2022 9:09 AM

Form

I have made the requested changes in the New Study SmartForm.

Comments (will show up in the History Log for this submission), if any:

Previous look for Activities page.



New Look: Shading in History Log & List of Submissions

Alternating shaded rows now appear in History Log entries and lists of submissions in the Top Navigation and Dashboard.

Profiles

Select an individual below to view or edit their researcher's profile training data.

Researcher Profiles

Filter by ? ID

ID	Name	Owner	State	Legal Last Name	Legal First Name	Email Address
RP00019865	Charles Darwin's Profile	Charles Darwin	Inactive			
RP00020561	Jane Goodall's Profile	Jane Goodall	Active			
RP00002511	Sally Ride's Profile	Sally Ride	Active			
RP00012599	Louis Pasteur's Profile	Louis Pasteur	Inactive			
RP00010507	Marie Curie's Profile	Marie Curie	Inactive			