Tango

Modify Signature Routing After Submission

13 Steps

Created by	Creation Date	Last Updated
Crystal Lijadu	March 20, 2023	March 20, 2023

From the homepage, navigate to Studies Submission Status – In Progress

Locate the study you need to modify signature routing for.

Expand the steps.

Expand the Pre-Submission details.

Click on Modify Signoff Routing List

Task Status	Task Action/Details	Task Name
	Pre-Submission	R
Completed		Initial Review Submission Packet is waiting
Received	Modify Signoff Routing List	Assign Department Personnel for Signoff
Completed	View Signoff	Lauren Sapanara as Regulatory Coordinato signoff
Completed	View Signoff	Christopher Fundakowski, MD as Principal and apply signoff
Completed	View Signoff	Adam Dicker as Department Administrato signoff
Received	Pending Signoff	Daniel Jenkins as Department Administrato

Click on Go back to Make changes

finalized Personnel for review and signoff? ● Yes ○ No

| Cancel - Finalize later | Go back to Make changes | Save - Start Signoff Routing |

	Nasal Outcomes Using Saline Irrigations After Endonasal Pituitary Surgery The NOSE Trial				
Final R-9)	The NOSE Trial	Sapanara, Lauren	03/02/2023 03:42:18 PM EST	Steps
	Evaluating Effects of Sedation Level with Bispectral Index on Drug Induced Sleep Endoscopy for OSA				
ssion	DISEBIS	Sapanara, Lauren	02/21/2023 01:08:51 PM EST	Steps

Uncheck personnel who should not be included in signoff.

Add Additional Personnel to the Routing List
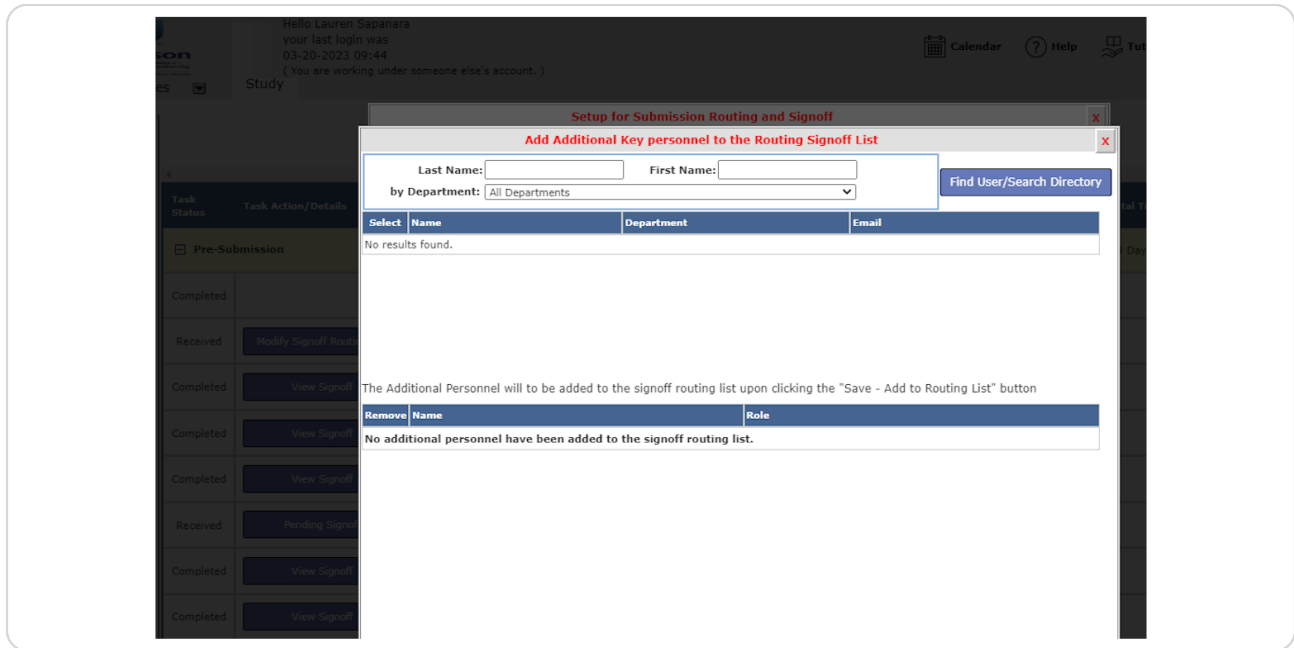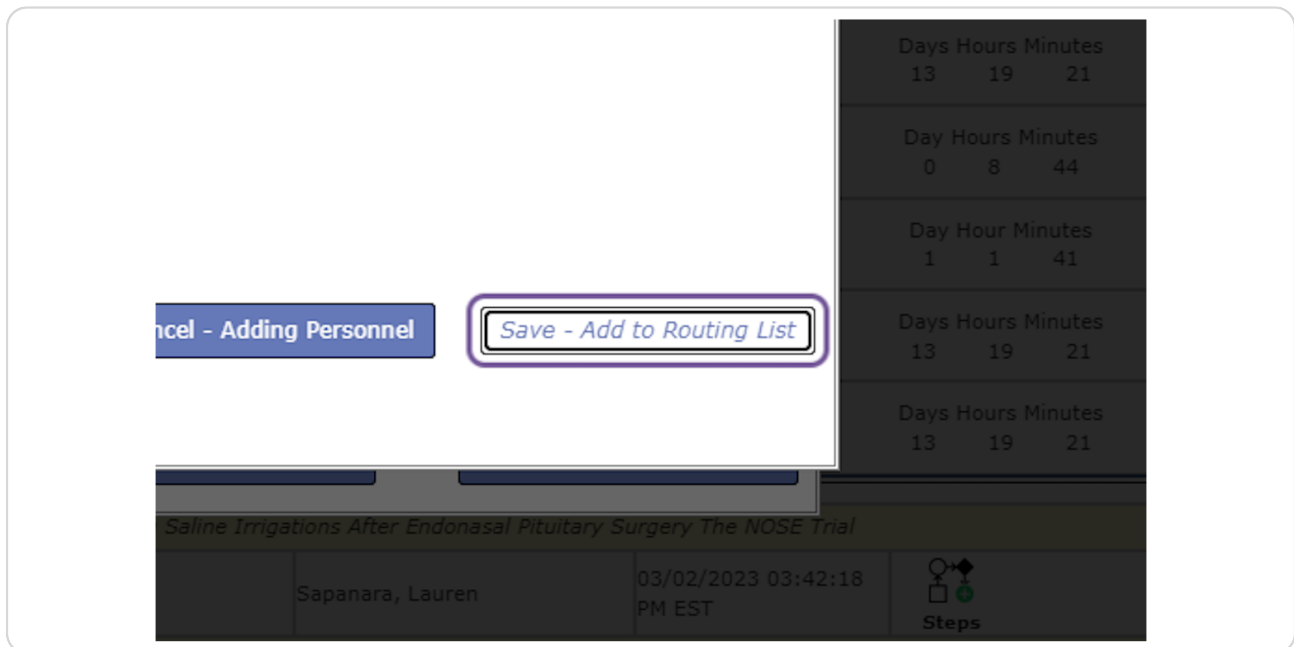
Search by last name, then first name if needed. Avoid searching by department, as not all users will have a department listed.

Click Save - Add to Routing List

Verify the final list of signatures is correct.

	Department Administrator
	Department Administrator
	Department Administrator

ed Personnel for review and signoff? ● Yes ○ No

Click Save - Start Signoff Routing

Minutes
41

s Minutes
21

s Minutes
21

Make changes   Save - Start Signoff Routing

er Endonasal Pituitary Surgery The NOSE Trial

a, Lauren | 03/02/2023 03:42:18 PM EST | Steps

pectral Index on Drug Induced Sleep Endoscopy for OSA

02/21/2023 01:08:51

Click on dialog

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