

# Reviewing and Accepting Duties within CRIO

## Step 1

1. Navigate to the “eREG” tab at the top of CRIO
2. Then click on the “Duties” Tab
3. Finally, click on the “Bulk Review Duties” button.

The screenshot shows the CRIO interface. At the top, the 'eREG' tab is selected. Below it, the 'Duties' tab is highlighted. A red arrow points to the 'Bulk Review Duties' button in the top navigation bar. Another red arrow points to the 'Duties' tab. A third red arrow points to the 'Bulk Review Duties' button in the main content area. The interface also shows the organization 'Care Institute', site 'CAIE Institute', and a user profile for Hira Siktel. A notification indicates '61 changes require signoff'.

## Step 2

1. REVIEW THE DUTIES ASSIGNED TO YOU TO MAKE SURE YOU AGREE WITH THEM
2. If you do not then you can click on the individual X located to the right of that duty.
3. If you approve of all the duties then click the “APPROVE All” button on the bottom left.
4. You will be asked to input your login and password info to verify.

The screenshot shows the 'Delegation Log Changes' interface for Novartis Pharmaceuticals Corp, CLNP023A2301. It displays a user profile for Jill Heinz, Coordinator, with 17 pending duties. A table lists the duties with columns for Duty, Effective Period, Description, PI Signature, and User Signature. The 'APPROVE ALL' button is highlighted with a red arrow.

Duty	Effective Period	Description	PI Signature	User Signature
11	10-NOV-2022 - present	Manage IRB/IEC communication and submission	Send Notification	<input checked="" type="checkbox"/> <input type="checkbox"/>
12	10-NOV-2022 - present	Maintain essential documents	Send Notification	<input checked="" type="checkbox"/> <input type="checkbox"/>
13	10-NOV-2022 - present	Collect and process trial specific biological samples	Send Notification	<input checked="" type="checkbox"/> <input type="checkbox"/>
14	10-NOV-2022 - present	Ship biological samples	Send Notification	<input checked="" type="checkbox"/> <input type="checkbox"/>