Inbox Overview

The Inbox holds tasks that need to be processed in the eTMF. You will have a Personal Inbox and, depending on your role in the system, may have a Group Inbox.

Personal and Group Inboxes

Your Personal Inbox contains tasks that you have acquired for processing. Group Inboxes are mailboxes within the eTMF that allow multiple users in a group (for example, Document Specialists) to view and accept tasks assigned to the group.

Accessing Your Personal Inbox

From any page, click the **Inbox** button on the application header. To see the tasks marked as "My Tasks", select **My Tasks** under the Task Owners category in the panel on the left side of the screen. You can also access your Personal Inbox by selecting your "My Tasks" count within the Inbox tile on your User Home page.

Accessing Your Group Inbox

From any page, click the **Inbox** button on the application header. To see the tasks marked as "Group Tasks", select Group Tasks under the Task Owners category in the Narrow Choices panel on the left side of the screen.

All QC tasks are directed to the Group Inbox for Document Specialists. A Document Specialist can acquire tasks from the Group Inbox to work on based on their specific responsibilities and priorities. For example, a Document

Specialist can filter tasks based on study or site, language, whether required for IP Green Light, or due date. Once a task is acquired by a Document Specialist, it will then be in their Personal Inbox.

Note: If you have [Upload](#)ed a document or performed any rework or correction you will not be allowed to QC it.