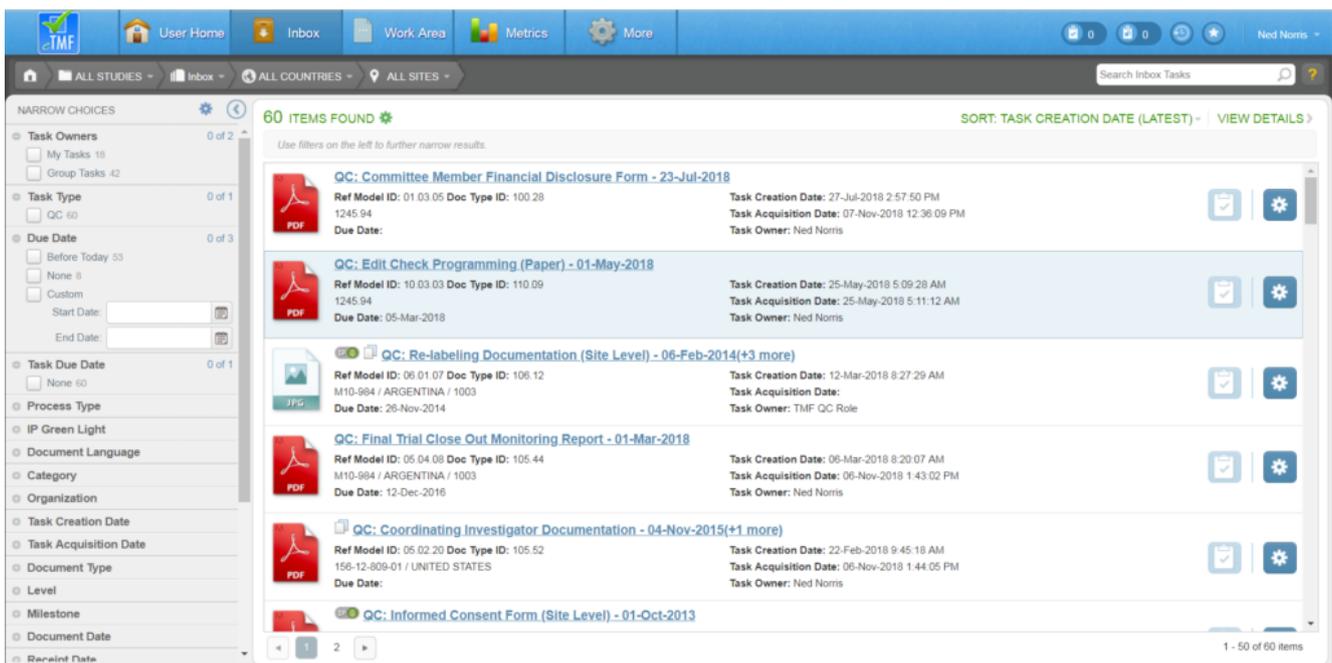


Using the Inbox View

From the Inbox view, you can do the following:

- Use the Quick Search by entering text in the *Search Inbox Tasks* field at the top right.
- Use [filters](#) to reduce the list of tasks to display just those you want to work on.
- Use the [Breadcrumbs](#) to reduce the list of tasks to those related to a particular study, country or site.
- Use **Sort** to arrange the tasks in a custom order.

Click on a task's name to work on it. Or, click on the [View Details](#) link under the Search Inbox Tasks field to work on tasks in order.



The screenshot displays the IMF Inbox interface. At the top, there is a navigation bar with tabs for 'User Home', 'Inbox', 'Work Area', 'Metrics', and 'More'. Below this, a search bar labeled 'Search Inbox Tasks' is visible. The main content area shows '60 ITEMS FOUND' and a list of tasks. On the left, there is a 'NARROW CHOICES' sidebar with various filters such as 'Task Owners', 'Task Type', 'Due Date', 'Task Due Date', 'Process Type', 'IP Green Light', 'Document Language', 'Category', 'Organization', 'Task Creation Date', 'Task Acquisition Date', 'Document Type', 'Level', 'Milestone', and 'Document Date'. The task list includes entries like 'QC: Committee Member Financial Disclosure Form - 23-Jul-2018', 'QC: Edit Check Programming (Paper) - 01-May-2018', 'QC: Re-labeling Documentation (Site Level) - 06-Feb-2014(+3 more)', 'QC: Final Trial Close Out Monitoring Report - 01-Mar-2018', 'QC: Coordinating Investigator Documentation - 04-Nov-2015(+1 more)', and 'QC: Informed Consent Form (Site Level) - 01-Oct-2013'. Each task entry provides details such as 'Ref Model ID', 'Doc Type ID', 'Due Date', 'Task Creation Date', 'Task Acquisition Date', and 'Task Owner'. The interface also includes a 'VIEW DETAILS' link and a pagination indicator at the bottom right showing '1 - 50 of 60 items'.