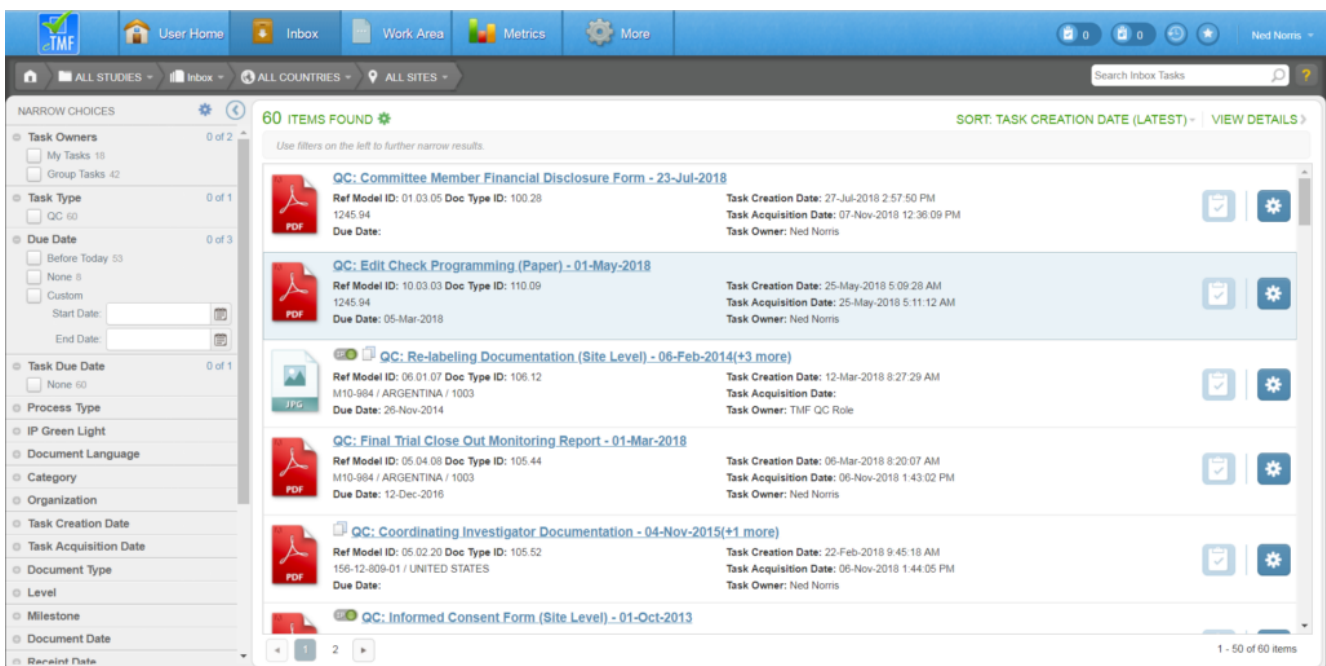


Using the Inbox View

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 'User Home', 'Inbox', 'Work Area', 'Metrics', and 'More'. Below this, a search bar is labeled 'Search Inbox Tasks'. The main area shows '60 ITEMS FOUND' and is sorted by 'TASK CREATION DATE (LATEST)'. A left sidebar titled 'NARROW CHOICES' contains 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 main list of tasks includes:

- QC: Committee Member Financial Disclosure Form - 23-Jul-2018**
Ref Model ID: 01 03 05 Doc Type ID: 100.20
1245 94
Due Date:
Task Creation Date: 27-Jul-2018 2:57:50 PM
Task Acquisition Date: 07-Nov-2018 12:38:09 PM
Task Owner: Ned Norris
- QC: Edit Check Programming (Paper) - 01-May-2018**
Ref Model ID: 10 03 03 Doc Type ID: 110.09
1245 94
Due Date: 05-Mar-2018
Task Creation Date: 25-May-2018 5:09:28 AM
Task Acquisition Date: 25-May-2018 5:11:12 AM
Task Owner: Ned Norris
- QC: Re-labeling Documentation (Site Level) - 06-Feb-2014(+3 more)**
Ref Model ID: 05 01 07 Doc Type ID: 106.12
M10-984 / ARGENTINA / 1003
Due Date: 26-Nov-2014
Task Creation Date: 12-Mar-2018 8:27:29 AM
Task Acquisition Date:
Task Owner: TMF QC Role
- QC: Final Trial Close Out Monitoring Report - 01-Mar-2018**
Ref Model ID: 05 04 08 Doc Type ID: 105.44
M10-984 / ARGENTINA / 1003
Due Date: 12-Dec-2016
Task Creation Date: 06-Mar-2018 8:20:07 AM
Task Acquisition Date: 06-Nov-2018 1:43:02 PM
Task Owner: Ned Norris
- QC: Coordinating Investigator Documentation - 04-Nov-2015(+1 more)**
Ref Model ID: 05 02 20 Doc Type ID: 105.52
156-12-809-01 / UNITED STATES
Due Date:
Task Creation Date: 22-Feb-2018 9:45:18 AM
Task Acquisition Date: 06-Nov-2018 1:44:05 PM
Task Owner: Ned Norris
- QC: Informed Consent Form (Site Level) - 01-Oct-2013**

At the bottom right, it indicates '1 - 50 of 60 items'.