

## Calendar Tab

### Response Owner Tasks Minibar

This reference guide is an overview of the **Response Owner Tasks** minibar within the **Calendar** tab. These areas are covered within this document:

- ✓ Response owner tasks minibar overview

The screenshot displays the InspectionReady software interface. At the top left is the logo. Below it are two tabs: 'Calendar' (active) and 'Response'. The main area shows a calendar for January 2014. The calendar grid has columns for Sunday through Saturday. On Monday, January 30, there is a task labeled 'Document(s) 2'. On Friday, January 10, there is a task labeled 'List(s) 155'. To the left of the calendar is a sidebar with two sections: 'Response Owner Tasks' and 'Supplemental Tasks'. Each section has a 'Feedback' button, a 'Help' button, a status indicator (a green checkmark), and a 'Move Tasks' option. The 'Response Owner Tasks' section also includes a 'View All Tasks' link.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 <a href="#">Document(s) 2</a>	31	1	2	3	4
5	6	7	8	9	10 <a href="#">List(s) 155</a>	11
12	13	14	15	16	17	18

## Response Owner Tasks Minibar Overview

**Response Owner Tasks** are assigned when a study is first set to the **Preparation** state by the **Study Leader**. There is only one **Response Owner Task** per study section question. **Response Owners** can view their assigned **Response Owner Tasks** on the **Calendar** tab via the **Response Owner Tasks** minibar.

The number of assigned **Response Owner Tasks** assigned to a **Response Owner** for a given study will appear together with a **green** border. **Response Owner Tasks** can be completed on the **Response** tab (*please see the tutorials on the **Response** tab and **Response Dialog** menu for more information*).

### Response Owner Tasks Minibar Overview

To view the previous month, click **Previous**.

To view the next month, click **Next**.

Click [View All Tasks](#) to view all assigned tasks.

Click [List\(s\)](#) to view those assigned tasks.

Check **Move Tasks** to organize assigned tasks on your **Calendar** tab.

The screenshot displays the Roche ePRISM interface. At the top, there are two tabs: 'Calendar' (active) and 'Response'. Below the tabs is a navigation bar with '<< Previous', a month/year selector (January 2014), 'Show', 'This Month', and 'Next >>'. Below this is a calendar grid with days of the week as columns and dates as rows. The 'Response Owner Tasks' minibar is visible on the left side of the calendar, containing a 'View All Tasks' link and a 'List(s) 155' link. A 'Move Tasks' checkbox is also present. Red arrows point to the 'Previous' and 'Next' buttons, the 'View All Tasks' link, and the 'List(s) 155' link.