

1. Click on the **blue** link next to the error message

The screenshot shows a web browser window displaying the Penn State Hershey Medical Center's Conflict of Interest System. The browser's address bar shows a URL starting with 'https://codev.vprsch.psu.edu/COI/Rooms/DisplayPagesLayout.html?Container=com.webbridge.entity.Entry...'. The page header includes the Penn State logo and the text 'COINS Conflict Of Interest System'. The main content area is titled 'Conflict of Interest' and shows a 'Current State' section with options like 'Pre Submission', 'Edit My Disclosure', and 'Review/Print Full Disclosure'. Below this, there are 'My Activities' and contact information for the COI Office. A central 'Error/Warning Messages' window is open, displaying a table of error messages. The first message is highlighted in yellow, and a blue box with the text 'Blue Link' points to a blue link in the 'Action' column of that row. The error messages are as follows:

Message	Field Name	Action
This is a required field; therefore, you must provide the required information.	SF - SFBI Organizations.PublicTraded	Identify the Entities
This is a required field; therefore, you must provide the required information.	SF - SFBI Organizations.institutionalResponsibilities	Identify the Entities
This is a required field; therefore, you must provide the required information.	SF - Intellectual Property.incomePreviousYear	Identify Intellectual Property
This is a required field; therefore, you must provide the required information.	SF - Intellectual Property.incomeCurrentYear	Identify Intellectual Property
This is a required field; therefore, you must provide the required information.	SF - Intellectual Property.incomeNextYear	Identify Intellectual Property

The bottom of the browser window shows the Windows taskbar with the Start button, several open applications, and the system clock showing 1:35 PM on Monday.

2. Clicking the **blue** link will direct you to the where the error is located. Click **update** next to the entity or entities that you have previously entered.

Click update next to the entity

Identify the Entity/Entities

* Identify all **Entities** or individuals in which you hold one (1) or more of the significant financial interests(s) you identified in the previous question by clicking the Add button (**NOTE**: you may enter a person's name (e.g., your own name) here as the holder of intellectual property, if applicable):

Entity Name	Project Titles
Pro Innovations Inc.	

Update **Delete**

Helps:
! What does "Entity" refer to in this Disclosure Form?

Error/Warning Messages

Message	Field Name	Jump To
This is a required field; therefore, you must provide the required information.	SF - SFBI Organizations.PublicTraded	Identify the Entities
This is a required field; therefore, you must provide the required information.	SF - SFBI Organizations.institutionalResponsibilities	Identify the Entities
This is a required field; therefore, you must provide the required information.	SF - Intellectual Property.incomePreviousYear	Identify Intellectual Property
This is a required field; therefore, you must provide the required information.	SF - Intellectual Property.incomeCurrentYear	Identify Intellectual Property
This is a required field; therefore, you must provide the required information.	SF - Intellectual Property.incomeNextYear	Identify Intellectual Property

- After clicking **update** another window will appear. In that window please ensure that every question is answered as COINS has added additional questions. This will include ensuring that every question regarding any studies that you have disclosed is also answered completely.

****Please note; you may have to ensure that all entities disclosed (even those disclosed within previous years) have all questions answered.**

The screenshot displays the COINS web application interface. The main content area is titled "Edit COI - SFBI Organizations" and includes the following elements:

- Disclosure Information:** Discloser: Kristen Department, Department: ZTEST - ONCOLOGY.
- Identify the Entity/Entities:** A section with instructions to identify all entities. A table below has one row with "Aero Innovations Inc." entered in the "Entity Name" column.
- Questions:**
 - Select the name of the Entity or individual from a drop-down menu (currently showing "Aero Innovations Inc.").
 - Is this Entity:
 - Publicly traded (e.g., on a stock market such as NYSE, AMEX, NASDAQ)
 - Non-publicly traded (e.g., a "start-up" or closely-held company, partnerships, sole proprietorships, LLC)
 - Non-profit (e.g., a professional or 501(c)(3) charitable organization, but NOT other U.S. universities or government agencies)
 - Provide a brief description of the Entity or individual. A text area contains the word "Test".
 - What are your Institutional Responsibilities that are related to this Entity? A list of responsibilities is shown, including "research, research consultation, teaching, outreach, professional practice".
- Jump To:** A menu with options: Identify the Entities, Identify Intellectual Property, and Identify Institutional Property.
- Message:** Four red error messages: "This is a required field; therefore, you must provide the required information."

4. After you have answered any missing questions within the disclosure, click **refresh** on the bottom portion of the screen. If there are still errors listed click the **blue** link in order to direct you to the additional errors. If after clicking **refresh**, you get a message that states **no errors or warnings found**, you can then save and exit the disclosure form.
5. Proceed with submitting your COI disclosure.

DISCLOSURE: Kristen Department
Department: zTEST - ONCOLOGY

Identify the Intellectual Property Relationships

Please identify the **intellectual properties** held by you, your spouse and/or your dependent child(ren) by clicking the Add button:

Entity	Intellectual Properties	Previous Year	Current Year	Next Year
Aero Innovations Inc.	Patent	\$5,000.00	\$5,000.00	\$5,000.00

Click refresh once you have finished updating any errors

Error/Warning Messages
No errors or warnings found.