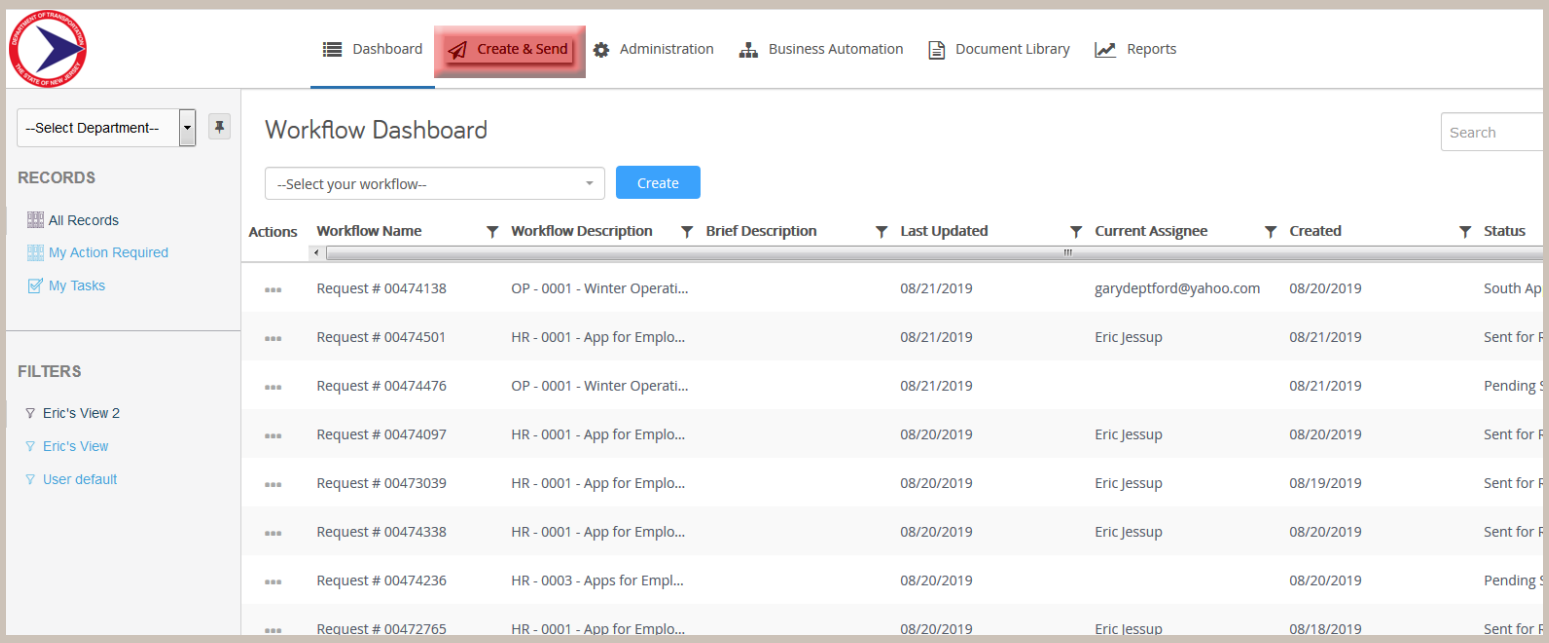
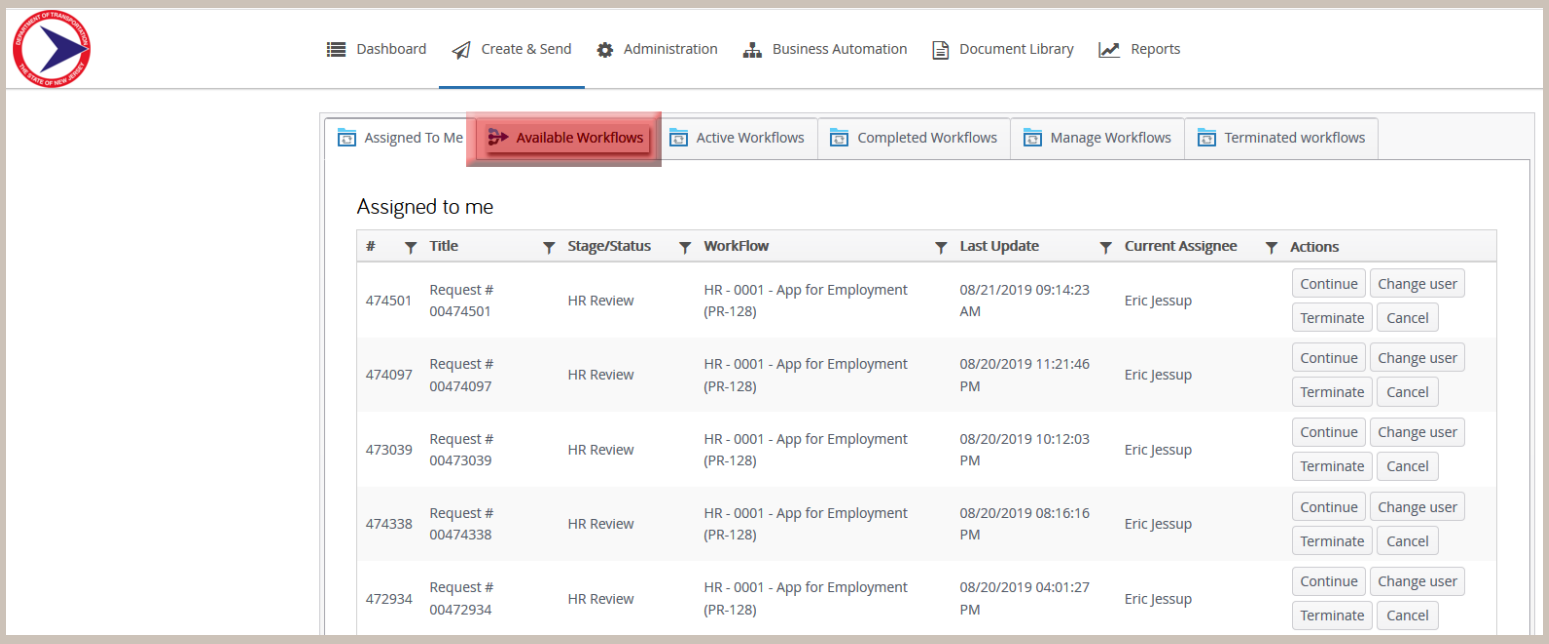
From the Simpligov Workflow Dashboard

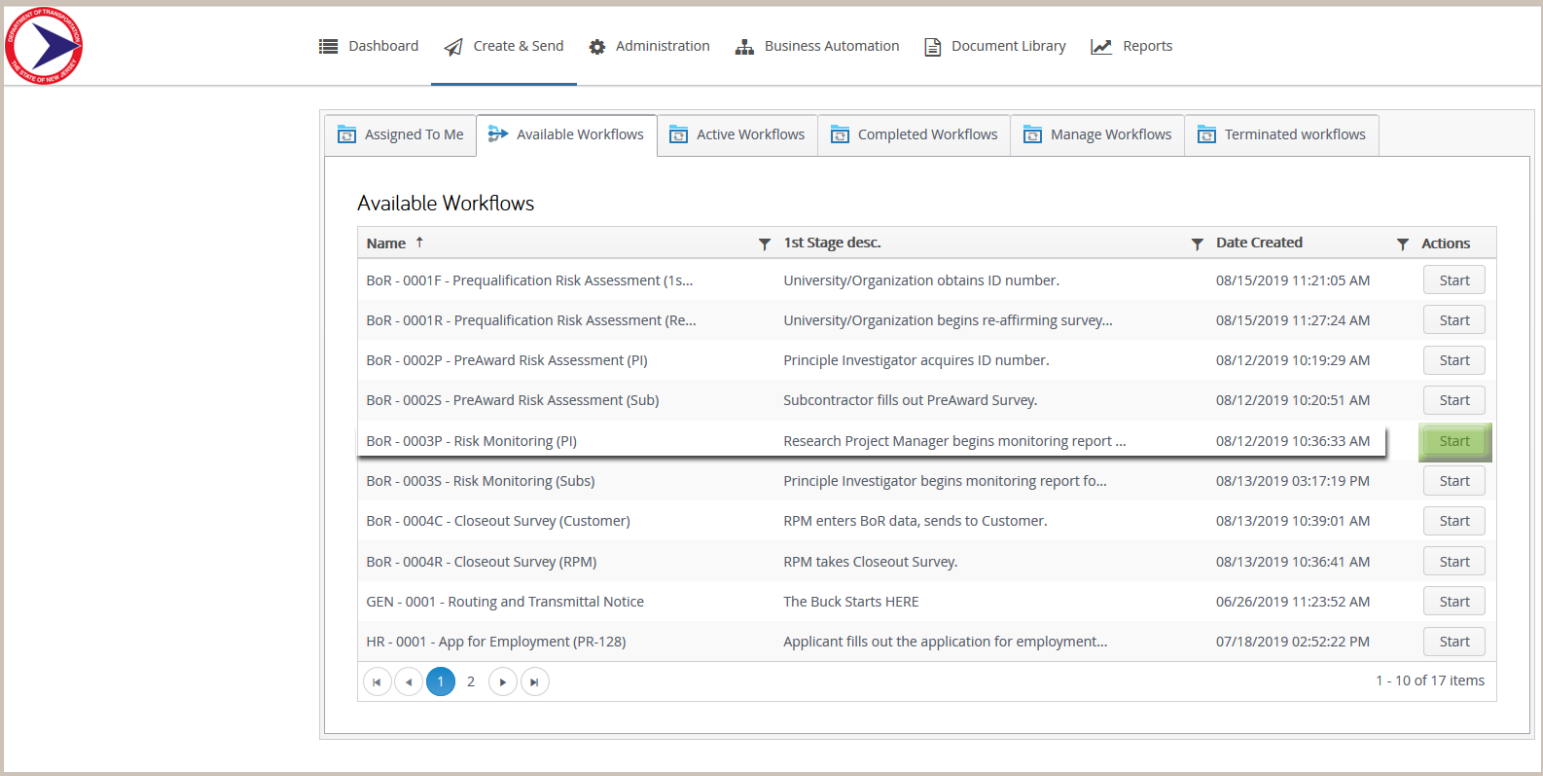
1) Click the ***"paper airplane"*** icon. NOTE: if your screen is expanded you may also see the words *Create & Send* next to the icon.



2) This will take you to a workflows management listings screen. Here click the ***Available Workflows*** tab.



3) You should now see a listing of all the workflows to which you have access. NOTE: the listing is alphabetical and may span more than one page.



4) In this case we need the ***BoR - 0003P Risk Monitoring (PI)*** workflow; used by Research Project Managers. By clicking the **Start** button, you will launch the workflow and initiate this risk monitoring process.