



RITHIM
HARMONY

Harmony Training 006: Basic Navigation for Reviewers

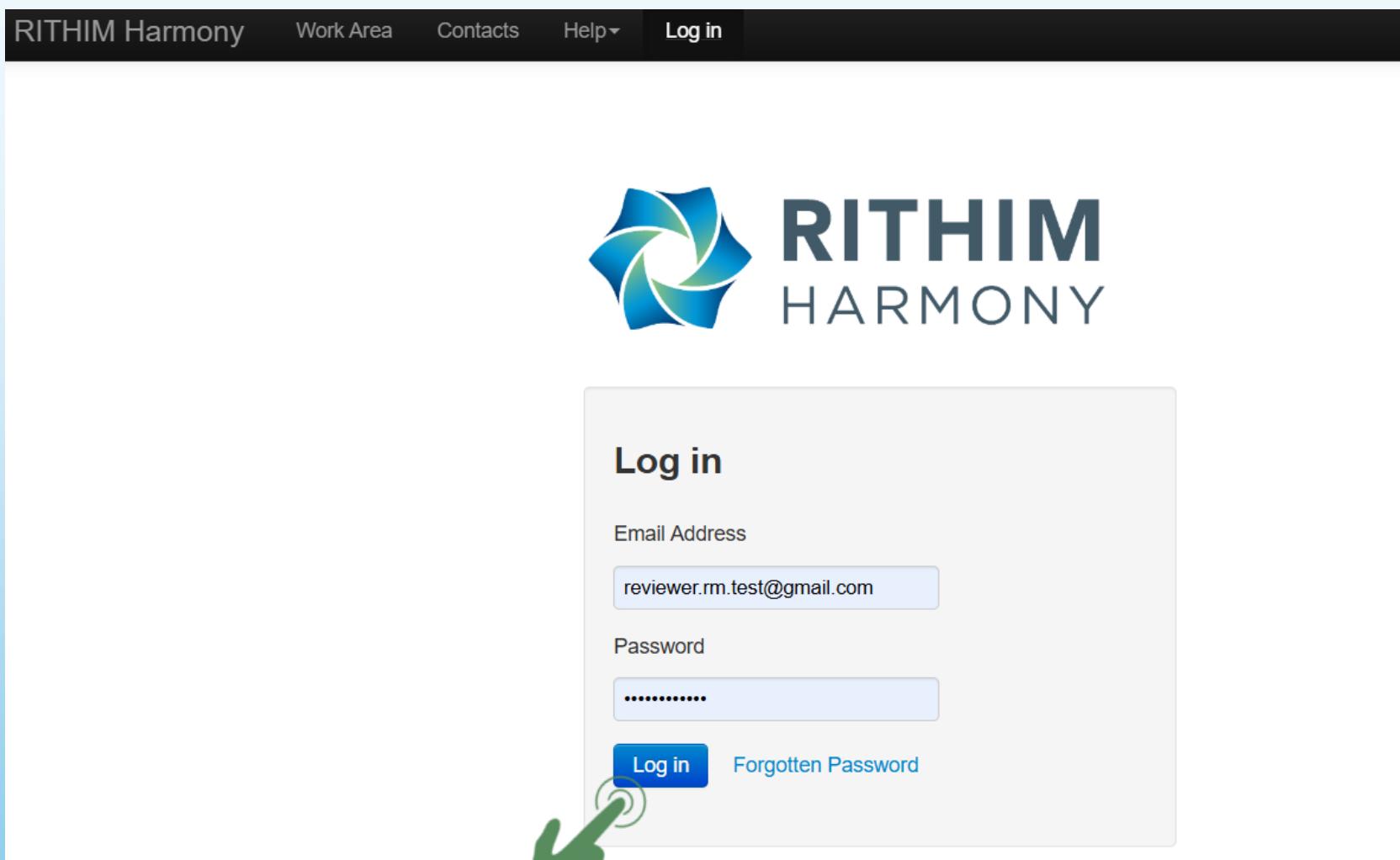
Contents

- Reviewer Navigation and Actions (For all reviewers)
- Health Institution Assessment (HIA) Processes
- Support Contacts

Reviewer Navigation and Actions

Reviewers will have accounts provided by the RITHIM Office

Using a web browser (Chrome, Firefox or Safari recommended) navigate to:
<https://review.rithim-harmony.ca/Account/Login>



RITHIM Harmony Work Area Contacts Help▼ Log in

RITHIM
HARMONY

Log in

Email Address
reviewer.rm.test@gmail.com

Password
.....

Log in Forgotten Password



Receiving assigned review

In your Email inbox

As assigned reviewer, you will have received an email and an in-system notification for each application to be reviewed.

Submission Type: RITHIM Application Form

Ethics Board:

Ethics Review Level:

PHRPC Review Level (if applicable):

A review has been assigned to you for the above-mentioned submission. Please log in to Harmony to review your Work Area for additional details.

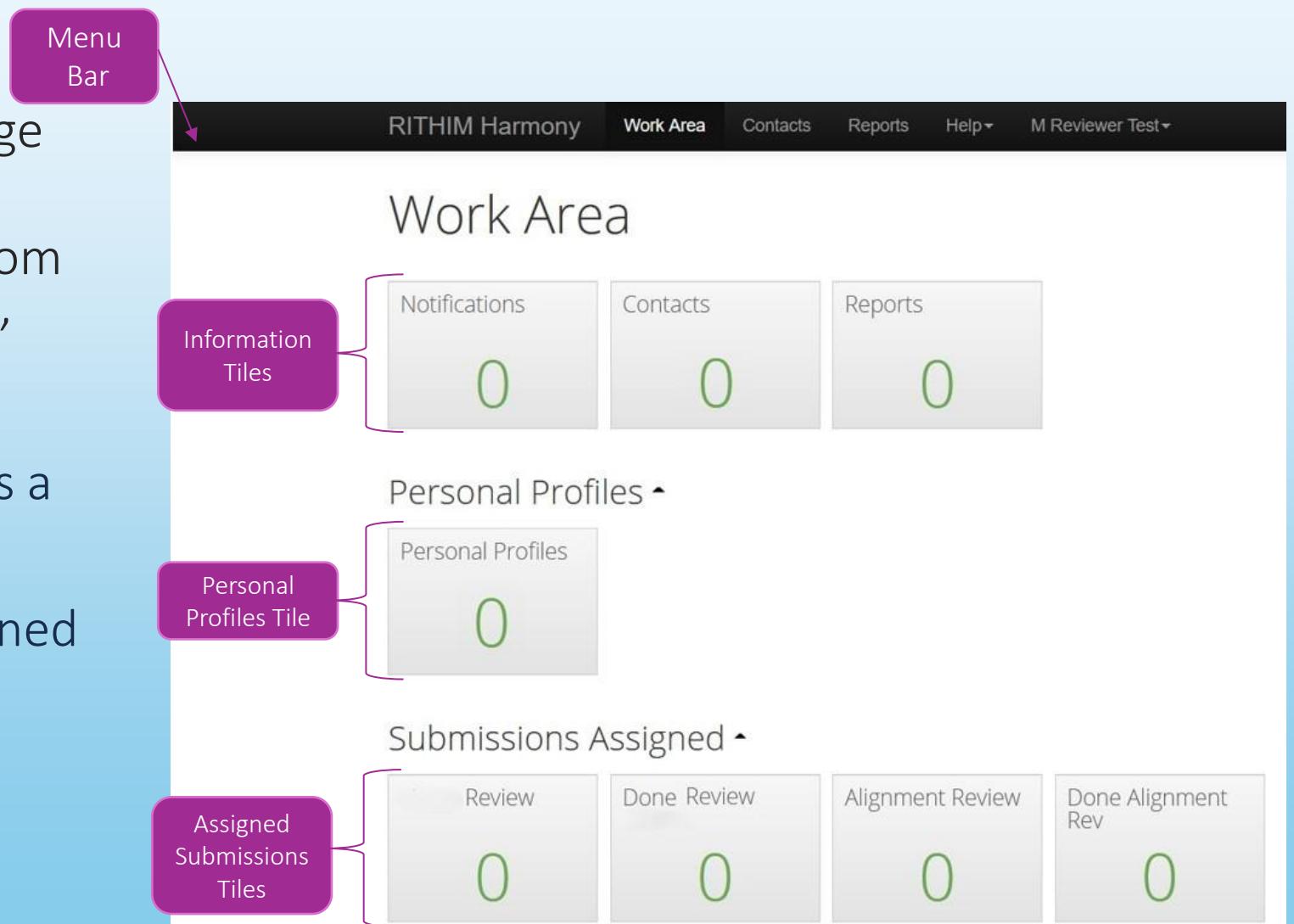
The submission can also be accessed here: <https://review.rithim-harmony.ca/Timeline/Index/136>

Reviewer Work Area

The Work Area is the landing page after you log into Harmony.

Here you will find a Menu Bar from which you can manage Contacts, run Reports, or use Harmony's online Help features.

The centre of the screen displays a Work Area Information Tiles Section, Personal Profiles Tiles Section and a Submissions Assigned Tiles Section specific to the individual logged into Harmony.



Reviewer Work Area – Information Tiles

In the Information Tile section of the work area there are three tiles:

The Notifications Tile

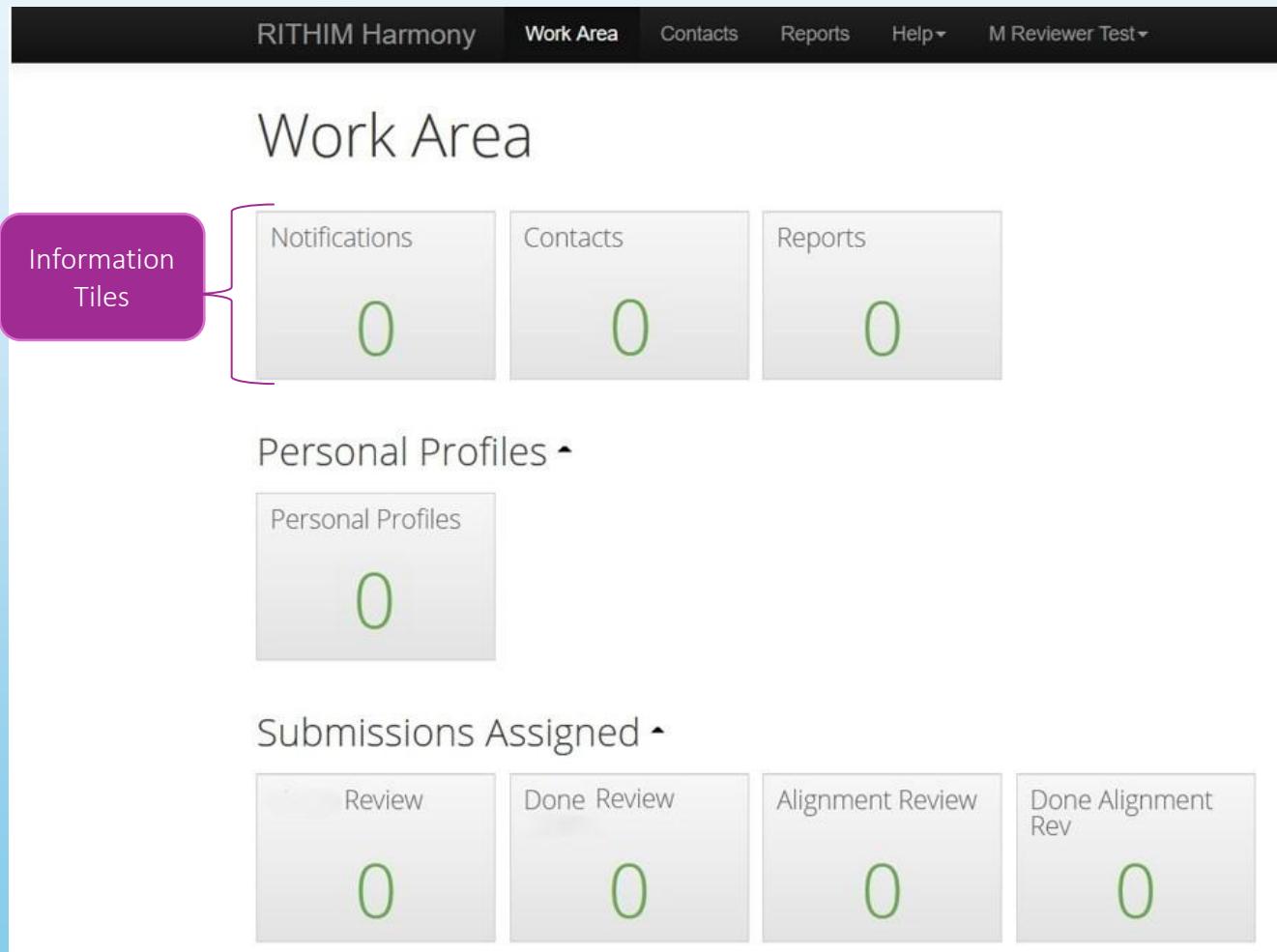
- This tile contains an indicator of how many new messages have been sent to this account, including:
 - new assignments, new activity on current assignments that may be relevant to your review, messages from the RITHIM office, etc.

The Contacts Tile

- The contacts tile is populated with contact information of individuals that may be frequently required for review or system support

The Reports Tile

- This tile contains information about any generated reports contained within in the system that are accessible for the user

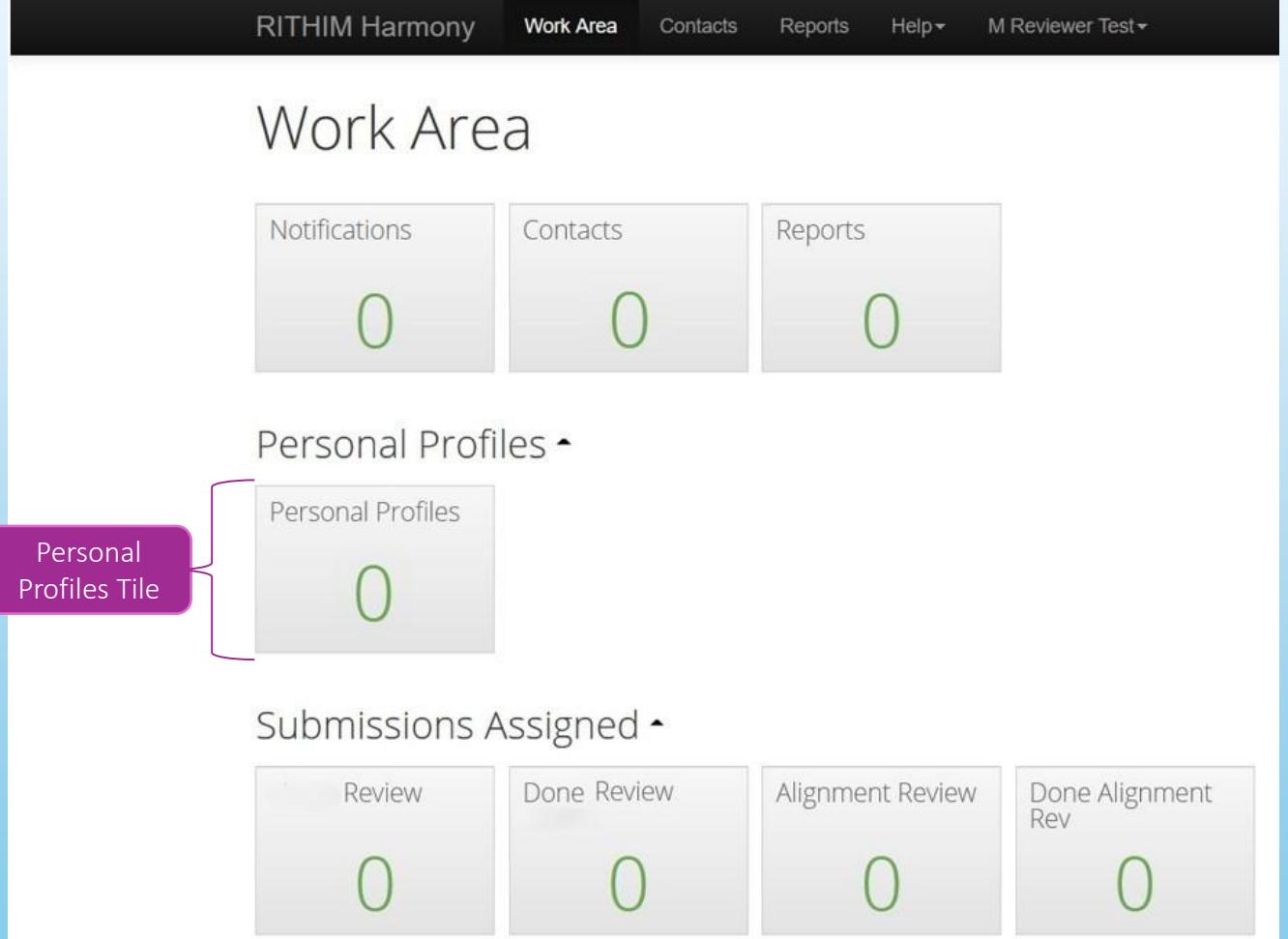


Reviewer Work Area – Personal Profiles

The Personal Profiles tile contains all Personal Profiles entered into the system for all users.

Personal profiles basic information about the user along with certification documents such as CORE and PHIA. For PIs, this section will also contain CV information.

Personal profiles will be referenced in applications for any individuals listed as Research Team members and can be accessed by reviewers from this tile at any time.



The screenshot shows the RITHIM Harmony application interface. The top navigation bar includes 'RITHIM Harmony', 'Work Area' (which is the active tab), 'Contacts', 'Reports', 'Help', and 'M Reviewer Test'. The main content area is titled 'Work Area' and contains several tiles: 'Notifications' (0), 'Contacts' (0), 'Reports' (0), 'Personal Profiles' (0), and 'Submissions Assigned' (Review: 0, Done Review: 0, Alignment Review: 0, Done Alignment Rev: 0). A pink box and bracket highlight the 'Personal Profiles' tile, which is the subject of the slide.

Reviewer Work Area – Submission Assigned Tiles

The Submissions Assigned tile section contains any projects submitted for review that are assigned to the user in a number of different states:

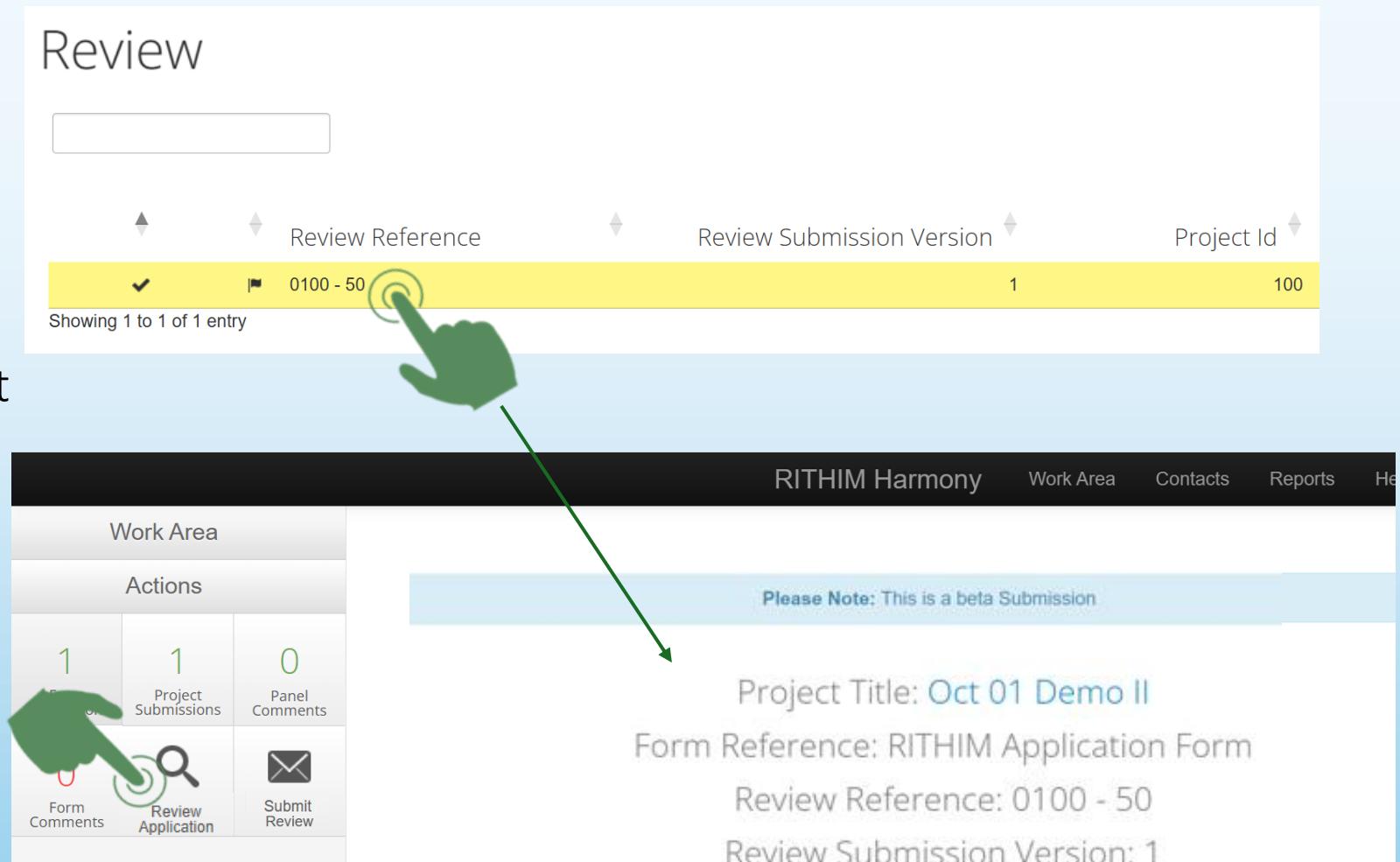
- The Review tile will show the user any assigned submissions that are currently pending their review.
- The Done Review tile will show any assigned submissions that are complete from the perspective of the user's review or approved.
- The tiles for Alignment Review and Done Alignment Review will hold any assigned submissions that must proceed to a RITHIM Alignment Review and when the Alignment is complete respectively.

The screenshot shows the RITHIM Harmony application interface. At the top, there is a navigation bar with the following items: RITHIM Harmony, Work Area (which is the active tab), Contacts, Reports, Help, and M Reviewer Test. The main content area is titled "Work Area". Below this, there are three sections: "Notifications" (0), "Contacts" (0), and "Reports" (0). Further down, there is a section titled "Personal Profiles" with a count of 0. The most prominent section is titled "Submissions Assigned" with a dropdown arrow, which is expanded to show four tiles: "Review" (0), "Done Review" (0), "Alignment Review" (0), and "Done Alignment Rev" (0). A pink callout box with the text "Submissions Assigned Tiles" and a bracket points to the "Review" tile. The bottom right corner of the slide has a large number "9".

Clicking the “Review” tile in the Submissions Assigned area will take the reviewer to the list of assigned applications

From here, the reviewer can select a specific application to open

After opening the application for review, the user can click “Review Application” to begin the review process



The screenshot shows the RITHIM Harmony application interface. At the top, there is a navigation bar with the RITHIM Harmony logo and links for Work Area, Contacts, Reports, and Help. Below the navigation bar is a search bar. The main content area has a header "Review" with sub-sections: "Review Reference", "Review Submission Version", and "Project Id". A table is displayed with a single entry: "0100 - 50" (highlighted with a yellow background). A green hand icon with a circular selection is placed over the "0100 - 50" text. Below the table, a message says "Showing 1 to 1 of 1 entry". A large green arrow points from the "Review Reference" section of the table down to the "Work Area" section of the interface. The "Work Area" section has a header "Actions" and contains four items: "Project Submissions" (1), "Panel Comments" (0), "Form Comments" (0), and "Review Application" (highlighted with a green background and a circular selection). To the right of the "Work Area" section, there is a note: "Please Note: This is a beta Submission". Below this note, the following details are listed: "Project Title: Oct 01 Demo II", "Form Reference: RITHIM Application Form", "Review Reference: 0100 - 50", and "Review Submission Version: 1".

Selecting an Application to Review

The application will open at the main navigation page and the review can begin

Items completed by the Research Team are highlighted in **Blue font**

Clicking on “**General**” in the “**Project Summary**” section will open the application for the review to begin

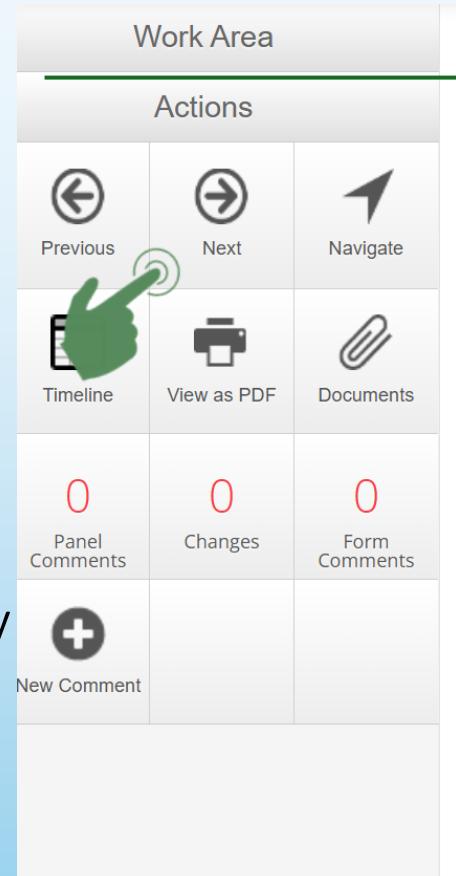
The screenshot shows the RITHIM Harmony application interface. At the top, there is a navigation bar with links for Work Area, Contacts, Reports, Help, and a dropdown for 'M Reviewer Test'. Below the navigation bar, the main content area is titled 'Review Reference: 0100 - 50'. On the left, there is a sidebar with 'Work Area' and 'Actions' sections, including 'Timeline', 'View as PDF', and 'Documents' buttons, and a summary of '0 Panel Comments', '0 Changes', and '0 Form Comments'. The main content area displays the 'RITHIM Application Form' with a table of sections and their corresponding questions. A green arrow points from the text 'Clicking on “General” in the “Project Summary” section will open the application for the review to begin' to the 'General' link in the 'Project Summary' section of the application form table. The 'Project Summary' section also includes links for 'Research Personnel', 'Project Sponsor', and 'Type of Research'. The application form table has 9 rows and 8 columns, with various questions listed under each section. The 'Project Summary' section is highlighted in blue, indicating it is completed.

Section	Questions
Application Type	Application Type Response to Revisions Required Amendment Details Amendment Instructions
Project Summary	General Research Personnel Project Sponsor Type of Research
Project Context	Multi-Centre Projects Sites Under the Authority of the Local PI Endorsements & Authorizations Project Design Funding
Data Management	Data Collection Secondary Data Data Flow Data Security
Participants	General Recruitment Consent Interventions Benefits and Risks/Harm Participant Safety Feedback to Participants Withdrawal
Specimen Management	Specimen Collection Specimen Analysis Specimen Storage Specimen Transfer
Health System Services	Service Areas Service Area Training Inpatient/Outpatient Care Diagnostic Imaging CancerCare Manitoba (CCMB) Additional Services Project Contacts for the Health System
Additional Attachments	Additional Attachments
Signatures	Signatures

Navigation

The reviewer will scroll through each section, reviewing the content provided by the Research Team

When the Reviewer has finished one section, they will navigate forward by pressing the “**Next**” tile



RITHIM Application Form

Project Title: Oct 01 Demo II

Project Id:

100

Project Summary - General

Please provide full project title

This project title should

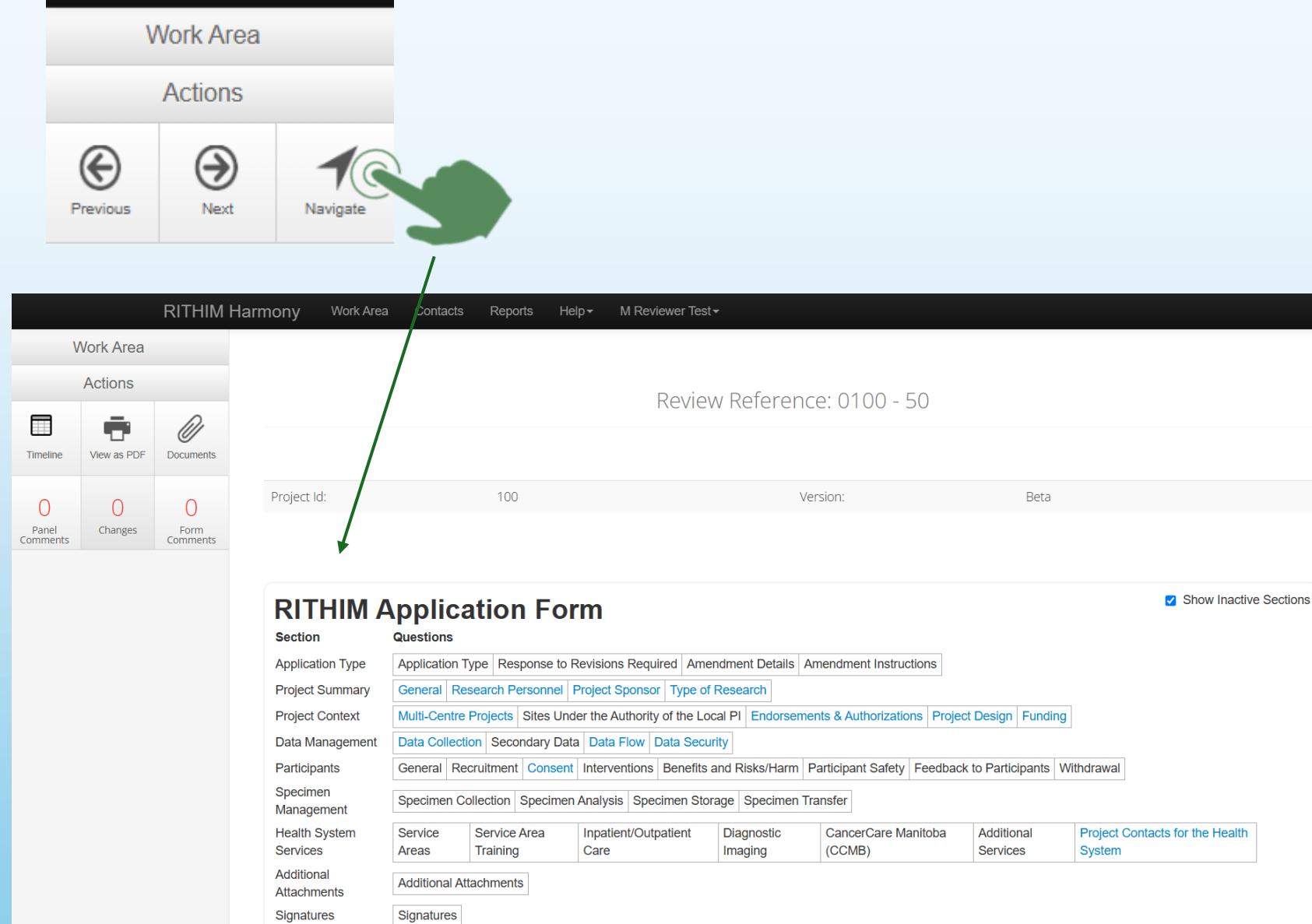
Is there a Sponsor Protocol ID?

Navigating an application

Navigation

At any time, Users can click the “**Navigate**” tile to quickly navigate to any section of the application form

This will return the User to the main navigation screen



Work Area

Actions

Previous Next Navigate

RITHIM Harmony Work Area Contacts Reports Help M Reviewer Test

Review Reference: 0100 - 50

Project Id: 100 Version: Beta

Show Inactive Sections

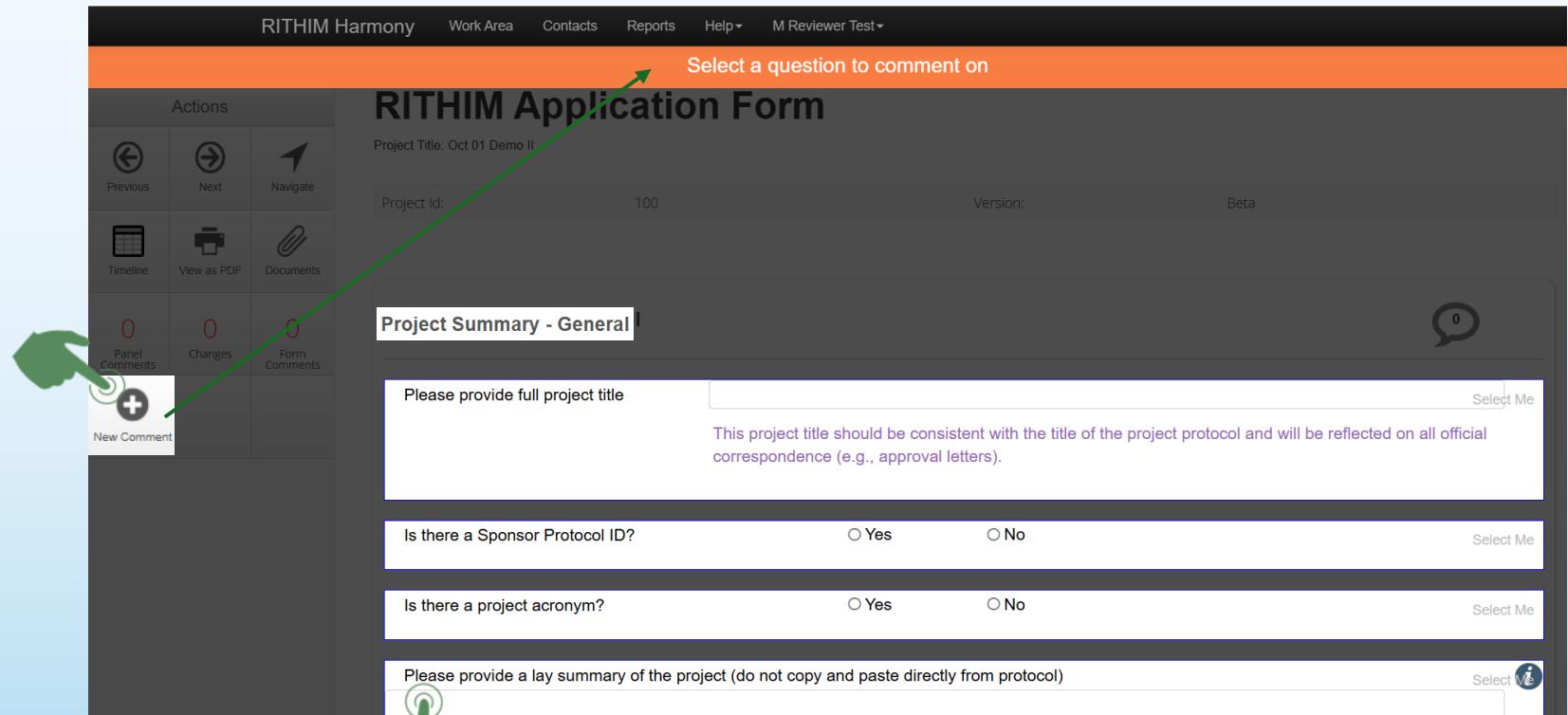
RITHIM Application Form

Section	Questions
Application Type	Application Type Response to Revisions Required Amendment Details Amendment Instructions
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Additional Attachments	Additional Attachments
Signatures	Signatures

Reviewer Comments

At any time during the review, if Reviewers have comments specific to a single question, they can click “New Comment”

Any question in this section can then be selected, and a comment added



RITHIM Harmony Work Area Contacts Reports Help M Reviewer Test

Select a question to comment on

RITHIM Application Form

Project Title: Oct 01 Demo II

Project Id: 100 Version: Beta

0 Panel Comments 0 Changes 0 Form Comments

New Comment

Project Summary - General

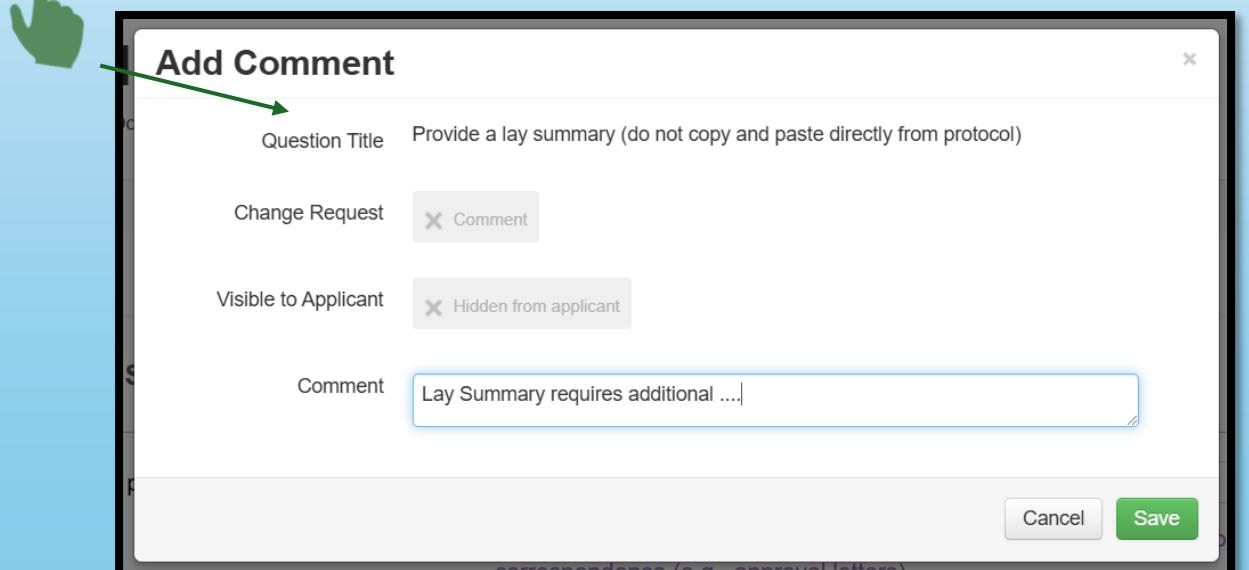
Please provide full project title

This project title should be consistent with the title of the project protocol and will be reflected on all official correspondence (e.g., approval letters).

Is there a Sponsor Protocol ID? Yes No

Is there a project acronym? Yes No

Please provide a lay summary of the project (do not copy and paste directly from protocol)



Add Comment

Question Title: Provide a lay summary (do not copy and paste directly from protocol)

Change Request: Comment

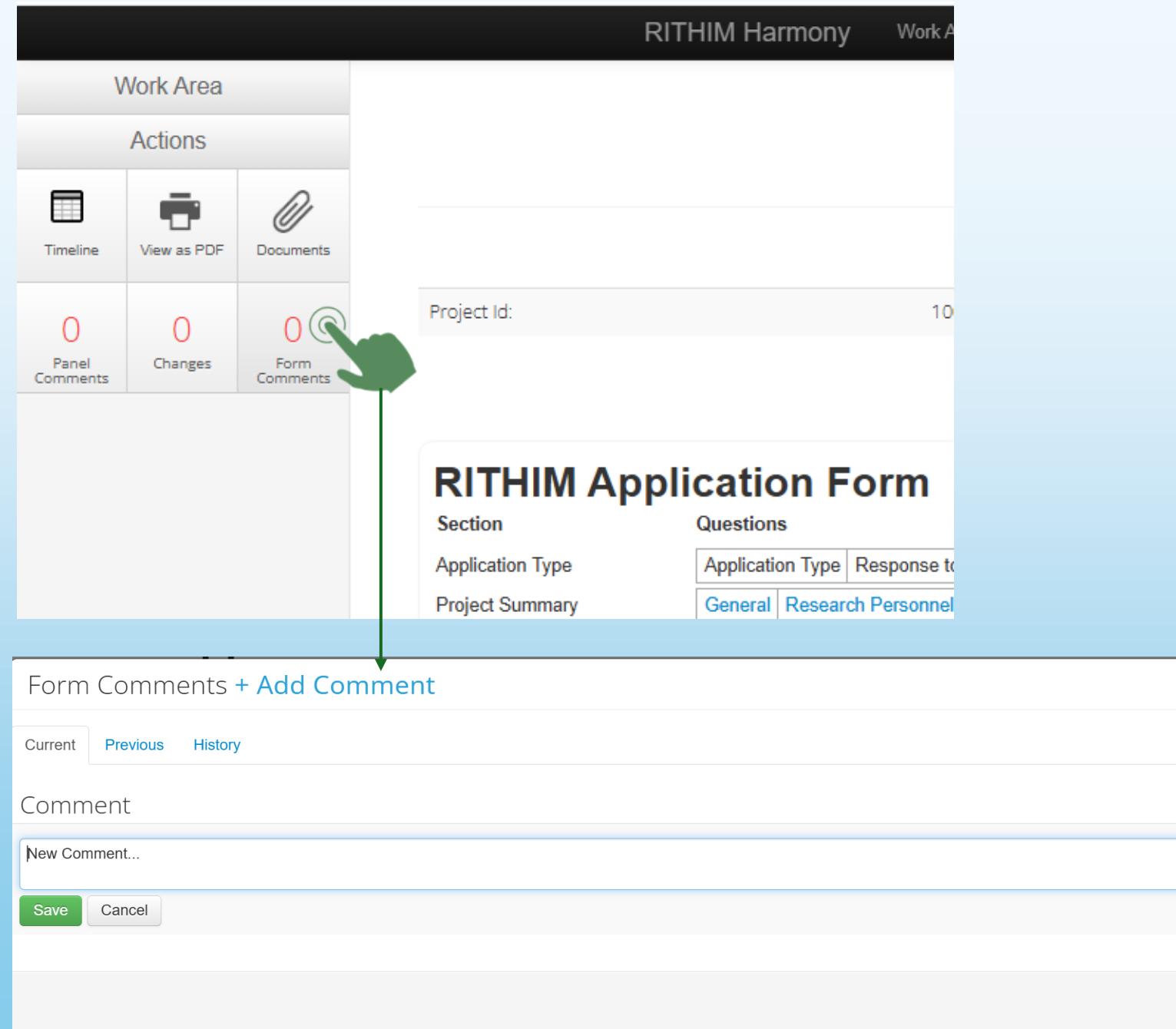
Visible to Applicant: Hidden from applicant

Comment: Lay Summary requires additional

Cancel Save

Reviewer Comments

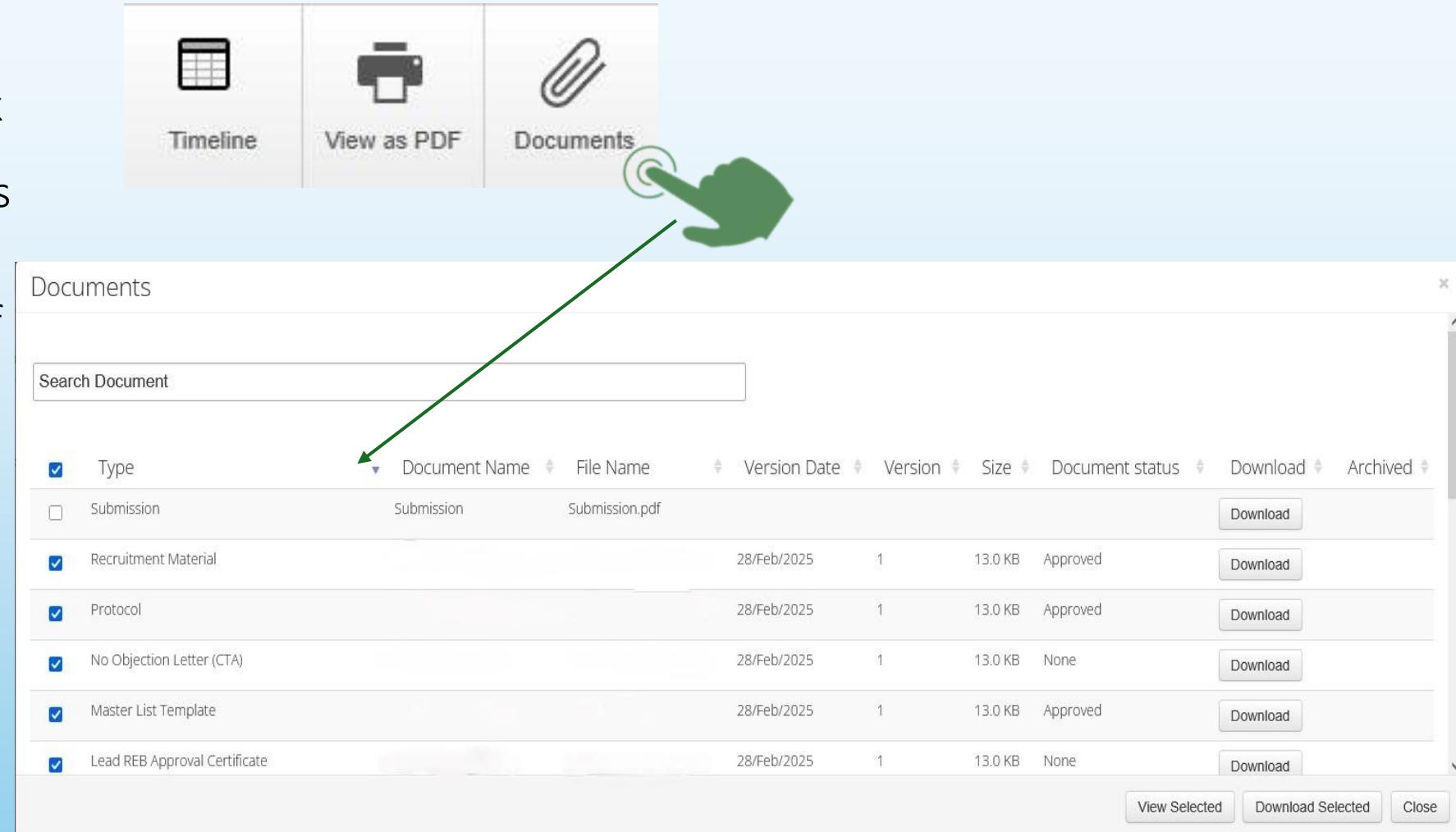
If Reviewers have comments relevant to the overall submission, they can select “**Form Comments**” in the WORK AREA and add a new comment which will apply to the entire submission



The screenshot shows the RITHIM Harmony application interface. At the top, the title "RITHIM Harmony" and "Work A" are visible. Below this, the "Work Area" is shown with a grid of icons: Timeline, View as PDF, and Documents. Under the Timeline icon, the text "Panel Comments" is displayed with a value of 0. Under the View as PDF icon, the text "Changes" is displayed with a value of 0. Under the Documents icon, the text "Form Comments" is displayed with a value of 0, and a green hand cursor is pointing at this cell. A green arrow points from this cell down to a modal window titled "RITHIM Application Form". The modal contains sections for "Section" (Application Type, Project Summary) and "Questions" (Application Type, Response to, General, Research Personnel). Below the modal, a "Form Comments + Add Comment" section is shown with tabs for "Current", "Previous", and "History". The "Comment" section contains a text input field "New Comment..." and "Save" and "Cancel" buttons.

At any time, Users can click the “**Documents**” tile to open a list of all documents included with the submission, including the ability to generate a PDF of the application form itself

Documents can be viewed or downloaded either all together, or selected as needed



The screenshot shows a user interface for managing documents. At the top, there are three tabs: 'Timeline', 'View as PDF', and 'Documents'. The 'Documents' tab is highlighted with a green circle and a hand cursor icon. A large green arrow points from the text 'Documents can be viewed or downloaded either all together, or selected as needed' to the 'Type' column header in the table below. The table lists the following documents:

Type	Document Name	File Name	Version Date	Version	Size	Document status	Download	Archived
<input type="checkbox"/> Submission	Submission	Submission.pdf					<button>Download</button>	
<input checked="" type="checkbox"/> Recruitment Material			28/Feb/2025	1	13.0 KB	Approved	<button>Download</button>	
<input checked="" type="checkbox"/> Protocol			28/Feb/2025	1	13.0 KB	Approved	<button>Download</button>	
<input checked="" type="checkbox"/> No Objection Letter (CTA)			28/Feb/2025	1	13.0 KB	None	<button>Download</button>	
<input checked="" type="checkbox"/> Master List Template			28/Feb/2025	1	13.0 KB	Approved	<button>Download</button>	
<input checked="" type="checkbox"/> Lead REB Approval Certificate			28/Feb/2025	1	13.0 KB	None	<button>Download</button>	

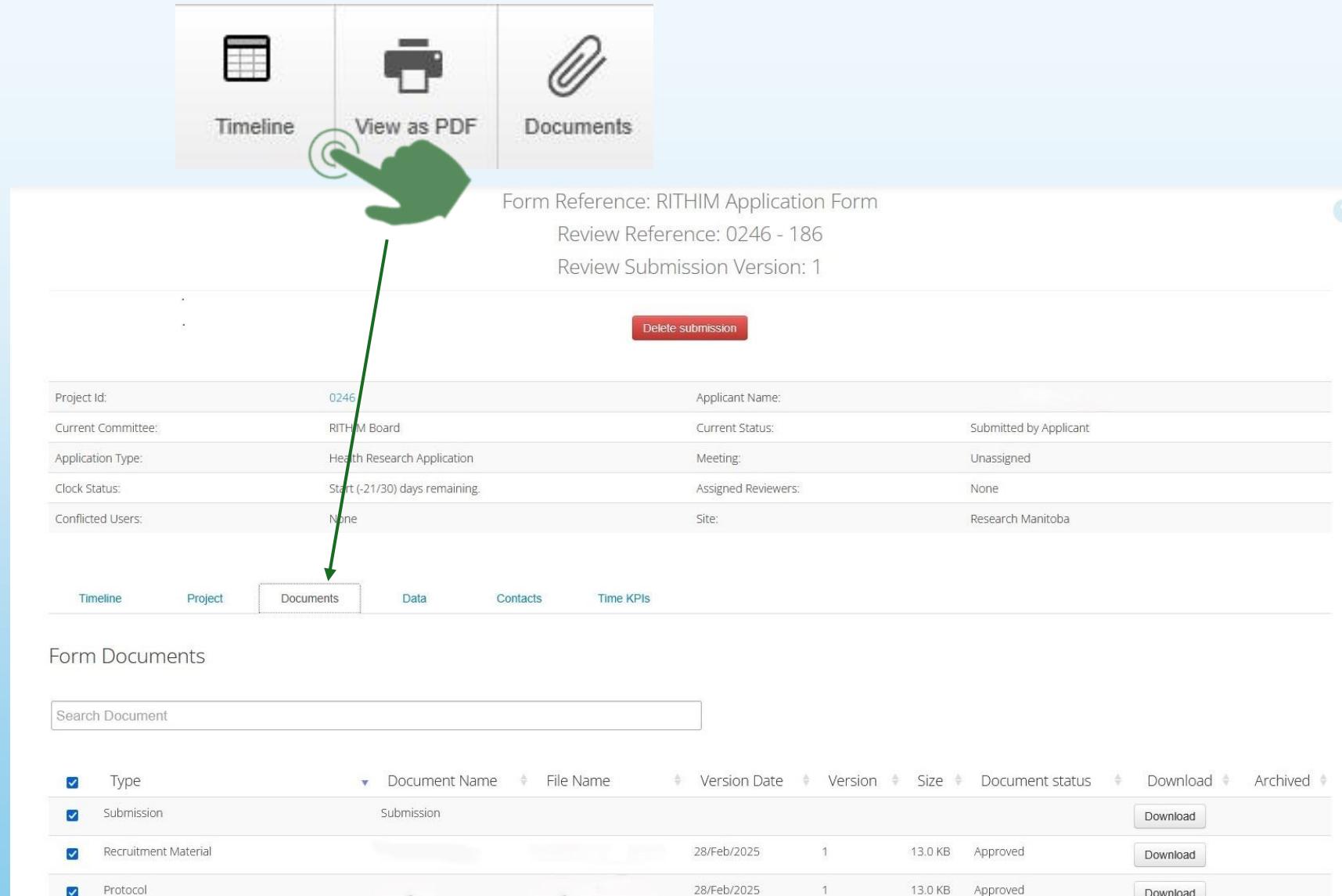
At the bottom of the interface are buttons for 'View Selected', 'Download Selected', and 'Close'.

Documents

Documents

Documents can also be accessed by clicking the “Timeline” tile and then clicking the “Documents” tab

This bring up a similar view to the “Documents” tile previously discussed, where users can view or download the documents included with the submission.



The screenshot shows a user interface for managing a submission. At the top, there are three tiles: 'Timeline' (with a calendar icon), 'View as PDF' (with a printer icon), and 'Documents' (with a paperclip icon). A large green arrow points from the 'View as PDF' tile to the 'View as PDF' button on the main page. The main page displays the following information:

Form Reference: RITHIM Application Form
Review Reference: 0246 - 186
Review Submission Version: 1

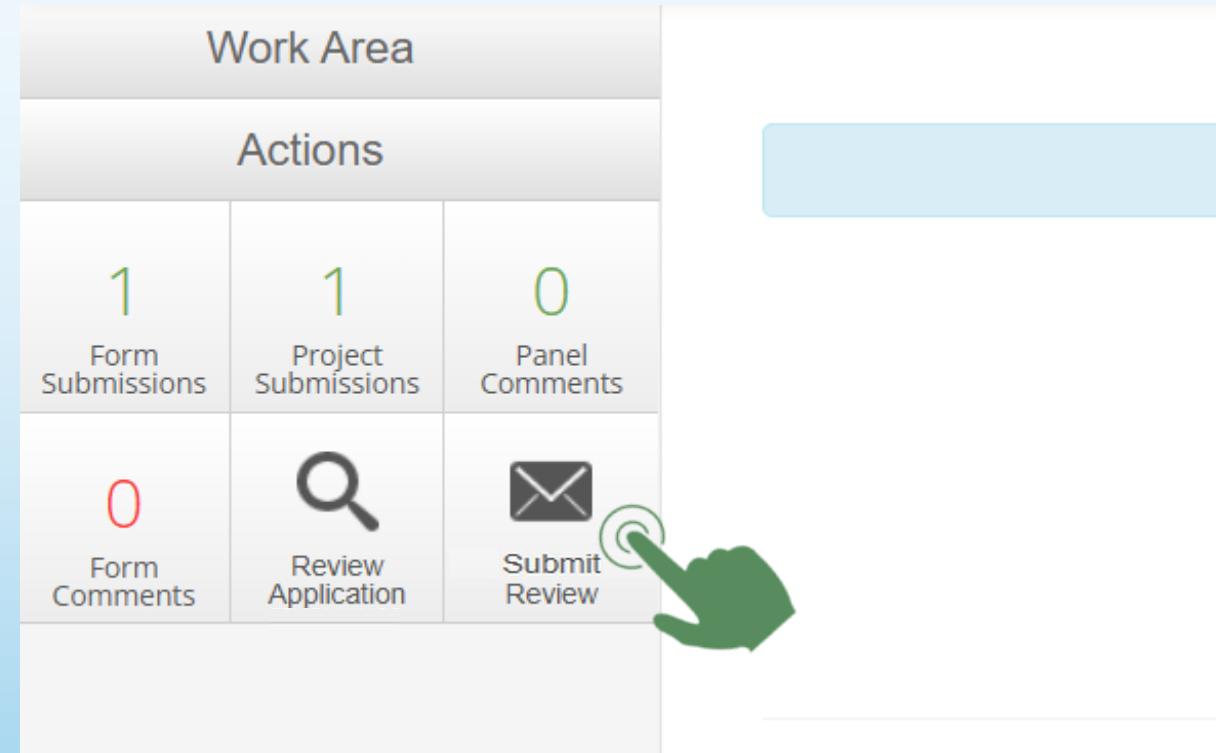
Project Id: 0246
Current Committee: RITHIM Board
Application Type: Health Research Application
Clock Status: Start (-21/30) days remaining.
Conflicted Users: None

Applicant Name: Submitted by Applicant
Current Status: Unassigned
Meeting: None
Assigned Reviewers: None
Site: Research Manitoba

Below this, a navigation bar shows tabs: Timeline, Project, **Documents** (which is highlighted with a dashed border), Data, Contacts, and Time KPIs. A green arrow points down to the 'Documents' tab. The 'Form Documents' section contains a search bar labeled 'Search Document' and a table of documents:

Type	Document Name	File Name	Version Date	Version	Size	Document status	Download	Archived
Submission	Submission		28/Feb/2025	1	13.0 KB	Approved	Download	Archive
Recruitment Material			28/Feb/2025	1	13.0 KB	Approved	Download	Archive
Protocol			28/Feb/2025	1	13.0 KB	Approved	Download	Archive

After the application has been reviewed and relevant comments provided, the Reviewer will click “Submit Review”



Submitting Reviews

For delegated reviews Chairs will complete the review clicking the “**DELEGATED Decision REB**” tile their WORK AREA, completing details about the decision, including any associated conditions and then clicking the green “**SUBMIT DELEGATED Decision REB**” button to submit the review

Full board ethics and PHRPC panel will follow a similar process

RITHIM Program Officers will draft the decision
Chairs will approve the decision

REB & PHRPC Chairs

RITHIM HARMONY

The screenshot shows a software interface for managing research ethics applications. At the top, a navigation bar includes 'Work Area', 'Actions', 'New', 'My Drafts', 'Preview', and 'Close'. Below this is a 'DELEGATED Decision REB' form.

Work Area summary:

Form Submissions	Project Submissions
1	0

A green hand icon points to the 'DELEGATED Decision REB' button in the 'Actions' section of the Work Area summary.

DELEGATED Decision REB Form Fields:

- Action Date: Now
- Timeline Notes: (empty field)
- Submission Type: RITHIM Application Form
- REB Decision**: The above-mentioned submission was reviewed in a delegated manner on 7 February 2025.
- Comments/Revisions: (empty field)
- DELEGATED Decision REB** button (highlighted with a green arrow)

Below the form, a status bar shows 'Existing', 'My Drafts', 'Preview', and 'Close' buttons.

Health Institution Assessment (HIA) Processes

The HIA Member will review the **Sites Under the Authority of the Local PI** Section to confirm the sites required for the project

RITHIM Harmony Work Area Contacts Reports Help M Reviewer Test

Review Reference: 0100 - 50

Project Id: 100 Version: Beta

RITHIM Application Form

Section	Questions
Application Type	Application Type Response to Revisions Required Amendment Details Amendment Instructions
Project Summary	General Research Personnel Project Sponsor Type of Research
Project Context	Multi-Centre Projects Sites Under the Authority of the Local PI Scientific Review Indigenous Populations Funding
Project Design	Project Design Project Population Data Analysis Patient & Public Engagement Incidental Findings Project Dissemination
Data Management	Data Collection Data Collection Tools Secondary Data Data Flow Data Access Data Storage & Security
Participants	General Recruitment Recruitment Material Participant Costs & Remuneration Consent Interventions & Regulatory Products/ Devices/ Procedures Benefits & Risks/Harm
Specimen Management	Specimen Collection Shared Health Pathology Specimen Analysis Central Lab Specimens Specimen Storage Specimen Transfer
Health System Services	Service Areas Service Area Training Inpatient/ Outpatient Care Cardiology/ Neurology Radiology CancerCare Manitoba (CCMB) CCMB Manitoba Tumour Bank
Additional Attachments	Additional Attachments
Signature(s)	Signature(s)

HIA - Confirming Project Sites

Sites required for this project

Sites Under the Authority of the Local PI

Please indicate all the locations(s) where the project will be conducted and/or any project activities

Site
Grand Marais Primary Health Care Clinic - Interlake Eastern Regional Health Authority
Beausejour Primary Health Care Centre - Interlake Eastern Regional Health Authority
Kin Place Primary Health Care Centre - Interlake Eastern Regional Health Authority
Arborg Primary Health Care Centre - Interlake Eastern Regional Health Authority

Confirm Project sites

The Member can then confirm the **Services Areas** required for the project by reviewing the appropriate Question Page in the Health System Services section

RITHIM Harmony Work Area Contacts Reports Help M Reviewer Test

Work Area

Actions

Timeline View as PDF Documents

0 0 0

Panel Comments Changes Form Comments

Review Reference: 0100 - 50

Project Id: 100 Version: Beta

RITHIM Application Form

Section	Questions
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Health System Services	Service Areas Service Area Training Inpatient/ Outpatient Care Cardiology/ Neurology Radiology CancerCare Manitoba (CCMB)
Additional Attachments	Additional Attachments
Signature(s)	Signature(s)

Confirming Health System Services

Service Areas

This section shows the Service Areas required for this project

Health System Service Areas

From the following service areas, please select all those required for this project

Select service area

- Inpatient/Outpatient Care
- Diagnostic Imaging (Cardiology, Neurology, Radiology)
- Manitoba Tumour Bank
- CancerCare Manitoba
- CCMB Lab
- Shared Health Lab
- Shared Health Pathology
- Pharmacy
- Health Information Services
- Additional Services
- Not Applicable

RITHIM Harmony Work Area Contacts Reports Help M Reviewer Test

Work Area Actions

Timeline View as PDF Documents

0 0 0

Panel Changes Form Comments

Review Reference: 0100 - 50

Project Id: 100 Version: Beta

RITHIM Application Form

Section	Questions
Application Type	Application Type Response to Revisions Required Amendment Details Amendment Instructions
Project Summary	General Research Personnel Project Sponsor Type of Research
Project Context	Multi-Centre Projects Sites Under the Authority of the Local PI Scientific Review Indigenous Populations Funding
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Additional Attachments	Additional Attachments
Signature(s)	Signature(s)

Additional detail is available in the identified sub-section, in this case, **Inpatient/ Outpatient Care**

Service Area Details

The specific **Inpatient/Outpatient Care** service details are contained in this section, and the Member can then determine the appropriate distribution within this Site

Health System Inpatient/Outpatient Care

Please indicate which units, clinics or nursing services are required. Include only those that are above standard of care

Select site(s)

Grand Marais Primary Health Care Clinic - Interlake Eastern Regional Health Authority 

Inpatient

Outpatient

Type of care

Clinic/Unit(s)

Adult

Pediatric

Participant population

Yes

No

Will space within the clinic/unit be required?

Room F120

Specify the space required in the clinic/unit

Will clinic/unit space be required outside of regular business hours?

Yes

No

Who will complete the activity?

Research team

Health system staff

Service Area Details

There are two options to create a PDF of the submission

The “**Documents**” tile will create a ZIP file with each submission document as individual files, which will enable more selective distribution

The “**View as PDF**” tile will create a single PDF with all documents within and is not recommended for distribution

Work Area

Actions

Timeline	View as PDF	Documents
0 Changes	0 Form Comments	

Project Id: 100

RITHIM Application Form

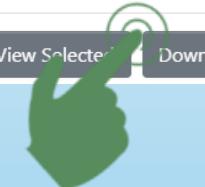
Section	Questions
Application Type	Application Type Response to Revisions

Prepare Application PDF for Distribution

A list of documents associated with this project will be displayed, allowing the Member to select or exclude specific documents and then click “Download Selected”

Documents								X
<input type="text"/> Search Document								
Type	Document Name	File Name	Version Date	Version	Size	Download		
<input checked="" type="checkbox"/> Form	Form	Form.pdf				<input type="button" value="Download"/>		
<input checked="" type="checkbox"/> Protocol	Harmony Test File 1	Harmony Test File 1.pdf	2025/02/03	1	14.9 KB	<input type="button" value="Download"/>		
<input checked="" type="checkbox"/> Budget Detail	Harmony Test File 2 - Budget	Harmony Test File 2.pdf	2025/02/03		14.9 KB	<input type="button" value="Download"/>		
<input checked="" type="checkbox"/> Additional Document	Harmony Test File 3	Harmony Test File 3.pdf	2025/02/03		14.9 KB	<input type="button" value="Download"/>		

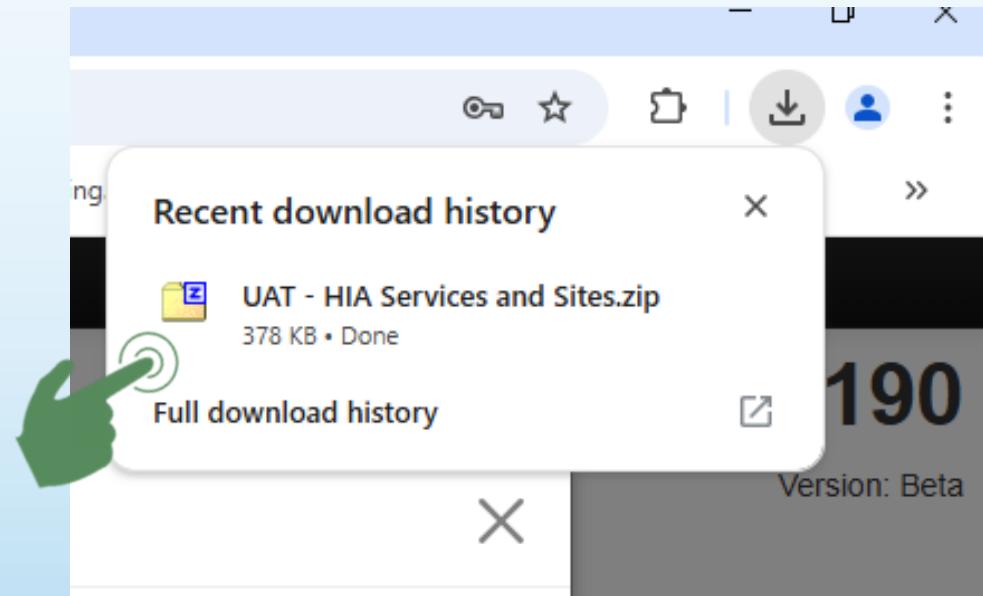
Showing 1 to 4 of 4 entries



Prepare Application PDF for Distribution

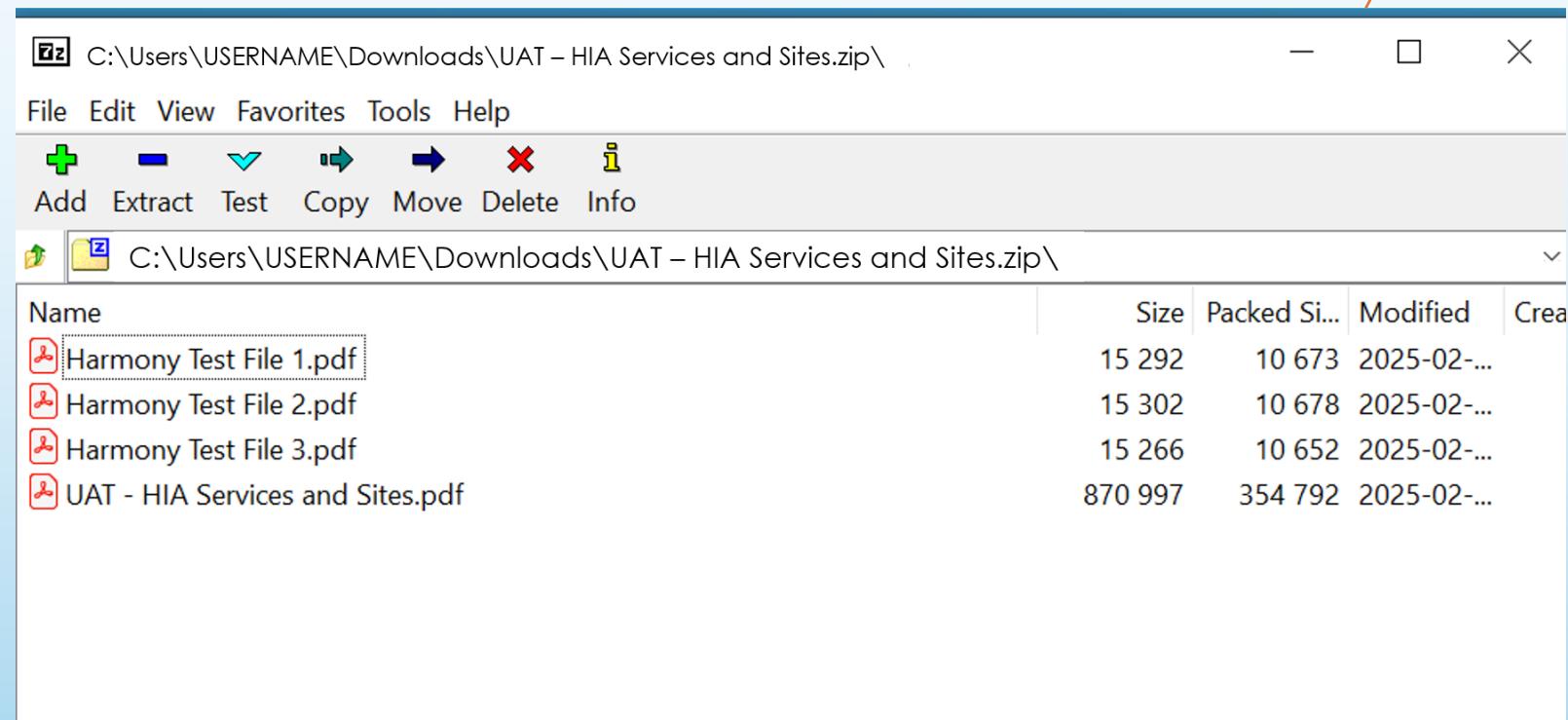
The file will be downloaded into your “Downloads” file on your computer and a window will pop-up showing the ZIP file name and location.

Clicking on this will open the ZIP File



Prepare Application PDF for Distribution

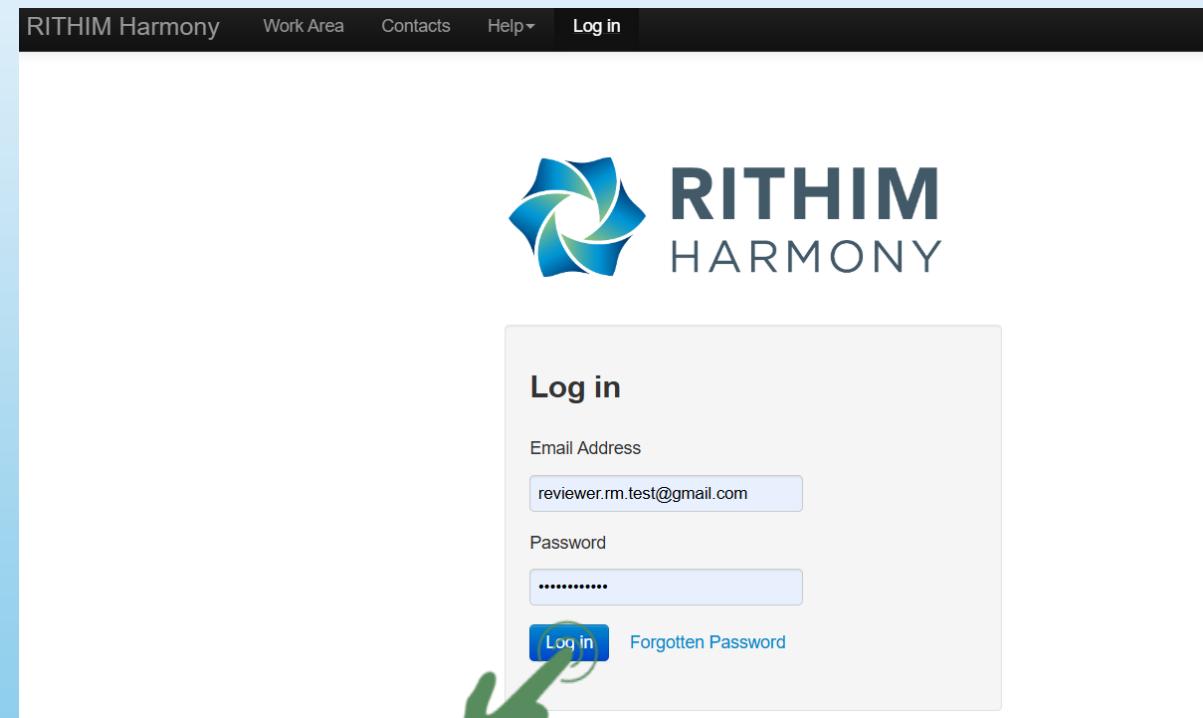
This ZIP file can be stored in your preferred location and then distributed to the appropriate “Departments” for review



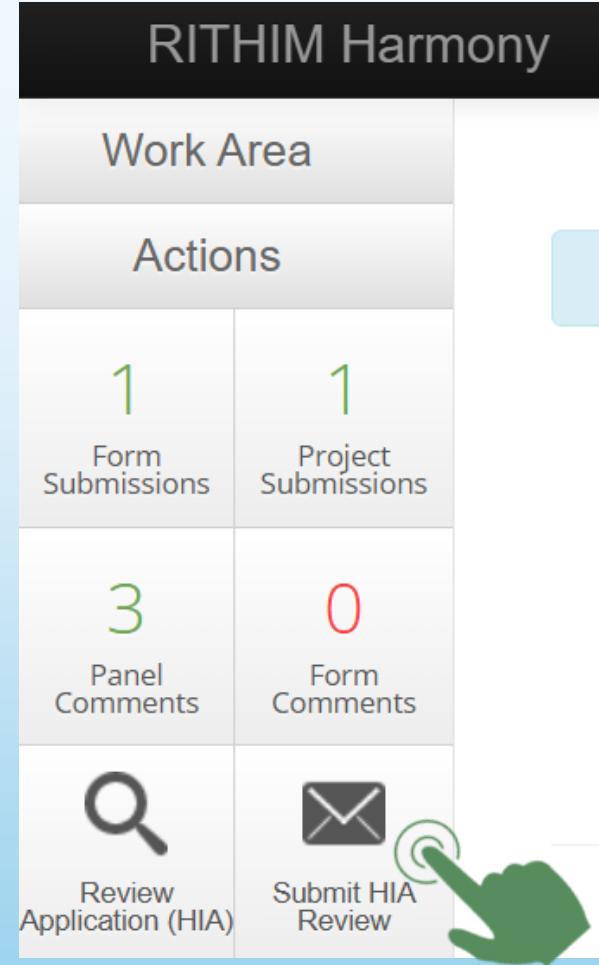
Prepare Application PDF for Distribution

Preparing the Collated Review

- ▶ Once the HIA Member has collated all reviews and assessments from the various departments which received this submission and summarized the overall Health Institution Assessment perspective, This information can be entered into the system
- ▶ The HIA Member will Log back into HARMONY



The Member will click
“**Submit HIA Review**” to
launch a form to detail the
Health Institution Decision



Submitting HIA Reviews

The Health Institution's
Decision form pre-
populates with Project
information

Submit HIA Review

Action Date: Now

Timeline Notes:

Timeline notes are not shared with Researchers

B i U A:    +:       

Health Institution Decision

Harmony Project ID: 0100

Project Title: Demo II

Sponsor Protocol ID/Number: 00734

Principal Investigator: M Reviewer Test

The Health Institution Decision

The Member will enter the specific results relevant to each Site.

If the overall decision is the same across all sites, the Member will complete one table entry indicating “applies to all sites”

Once complete, the Member will click **Submit HIA Review**

Submit HIA Review

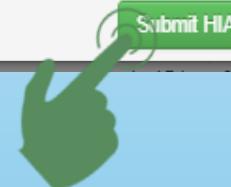
Action Date: Now

Timeline Notes:
Timeline notes are not shared with Researchers

Department/Facility/Region	Decision	Comments/Conditions
Grand Marais Primary Health Care Clinic	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Revisions Required <input type="checkbox"/> Tabled	
Beausejour Primary Health Care Centre	<input type="checkbox"/> Approved <input checked="" type="checkbox"/> Revisions Required <input type="checkbox"/> Tabled	
	<input type="checkbox"/> Approved	

Existing My Drafts Preview

Submit HIA Review **Close**



The Health Institution Decision

RITHIM Support Contacts for Reviewers

Technical Support & Training – Mark Pinder mark.pinder@researchmb.ca

CHIPER – Anna Glybina anna.glybina@researchmb.ca

PHRPC – Elaine Burland elaine.burland@researchmb.ca

Health System – Dianna Dandeneau dianna.dandeneau@researchmb.ca

End of Harmony Training

006: Basic Navigation for Reviewers

