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1. Open an applicable Internet Browser.

   **PC** - Internet Explorer 10 and Internet Explorer 11 (Edge does not work) and FireFox ESR
   **Mac** - Safari or GT MyCloud Topaz app (contact the IACUC office for more information)

2. In the address bar type in:

   https://elements.iacuc.gate.edu/TOPAZEElements

3. Enter Georgia Tech credentials:

   **Please use your credentials used to login to your computer, do not create a new user name or password.**

4. After two-Factor login it will take you to the Topaz Elements homepage.
1. Login to Topaz Elements

2. Click on the  to the right of your name to bring up a drop down list

3. Click on "Set Current Screen as Home"
   ** Users can set any module main page as their homepage to bypass seeing modules not pertaining to their role.

4. Once set you can close out.

5. Please use the logout button and then close out your browser.
   ** F11 allows users to hide the browser menu bar and avoid clicking the "X" to close out the entire application.
1. Click My Dashboard on the **Places** menu.
2. Your access within TOPAZ will determine the dashboards you see.
3. Display Dashboard by clicking **Add Dashboards** icon. By clicking the **check** box, you can either add or remove dashboards.
4. You may also remove a Dashboard by hovering over it and clicking the minus **icon**.
5. Click on My Dashboard for shortcuts to other modules within TOPAZ.
   **Can not** Click on Module that you are currently in.
6. Click on the home **icon** to be redirected back to your set homepage.
Creating a Protocol Request

1. Click Animal Protocols on the Compliance menu.

2. Click the Protocols icon and Create Original Protocol from the Protocols menu items.

3. Click on the appropriate protocol form from the Select Form grid.
   ** Please read Protocol instructions thoroughly

4. Expand each section within outline and protocol by clicking the & icons.
   ** Please Choose a Principle Investigator and click Save

5. Click on the trash can icon, if requester would like to delete the Protocol.
   ** Can not be deleted after submission, requester would need to contact IACUC office to have it withdrawn.

6. Enter the required information for each section of the protocol request.
   ** Please pay close attention to Species Selection (screenshot below) as this section differs from the others.

7. Save often, if not finalizing the submission you can always find unsubmitted protocols by Clicking Open unsubmitted Protocols from the Protocols menu items.
Creating a Protocol Request

8. a. If you are the PI, Click Save and then click Submit (and Set Status)
b. If you not the PI, Click PreSubmit and then use the filter to add the PI as a Presubmission Reviewer (see below)

**The PI will receive an email from the TOPAZ system.
**The PI will need to complete section 14 (E-Signature) and Submit/Set Status in order for the Protocol to be reviewed.

***Protocols cannot be deleted after submission. If you no longer want to move forward, contact the IACUC office and they will not approve the request.

Check Protocol submission

1. Click Animal Protocols on the Compliance menu.

2. Click Open Submitted Protocols from the Protocols menu items.

3. Click on the appropriate protocol from the Submitted Protocol grid.

4. View Protocol information by clicking the icon located to the left of the protocol number.

5. Click on the reports icons to find detailed information on the current protocol.
Navigating with Filters

The regular select staff search brings back too much data, in which creating filter simplifies searches for specific persons now and for future use.

1. Navigate to the appropriate screen and in the top right click [open-close filter panel] and click Open-Close Filter Panel.

2. Click [create new filter] to Create New Filter.

3. Create a Name for the Filter if for future use [Personnel] and Click Save.

4. Add Conditions to Filter.

5. Select Filter from the drop-down list.

6. Apply Filter to Grid.
7. Click the check-box to the left of staff name and then to add the staff member to the protocol.
1. Click on My Dashboard from the product selector on the top left side of the screen.

2. Select the My Protocols dashboard from the Product Selector.

3. Click on the appropriate protocol with the status of Returned for Modification.

4. Click the Questions with Summary Comments 📝 in the Outline panel. Comments appear in a yellow field below the question.

5. Click the Compare 🔄 to see any changes made from previous and current protocol.
   
   ** Additions as well as deletions will be reviewed upon resubmission.

6. View the comment summaries, make the recommended modifications, and ✅ Save.

7. Resubmit the protocol request by clicking 📦.

8. Click Set Status 🏁.
1. Click Animal Protocols on the Compliance menu.

2. Click Open Approved Protocols from the Protocols menu items.

3. Click on/or the check-box to the left of the Approved Protocol from grid.

4. Click OK to proceed to Approved Protocol.
Creating an Amendment Protocol Request

1. Click Animal Protocols on the Compliance menu.
2. Click Create Amendment Protocol from the Protocols menu items.
3. Click on the appropriate Protocol for Amendment form from the Select Protocol for Amendment grid.
4. Amend the protocol as needed.
5. Click the Compare icon to see any changes made from previous and current protocol.
6. Save often, If not finalizing the submission you can always find unsubmitted protocols by Clicking Open unsubmitted Protocols from the Protocols menu items.
7. Click to Save.
8. Click to Submit.
9. Click to Set Status.

Check Protocol submission

1. Click Animal Protocols on the Compliance menu.
2. Click Open Submitted Protocols from the Protocols menu items.
3. Click on the appropriate protocol from the Submitted Protocol grid.
4. View Protocol information by clicking the icon located to the left of the protocol number.
5. Click on the reports icons to find detailed information on the current protocol.
1. Click Animal Protocols on the Compliance menu.

2. Click Create Renewal Protocol from the Protocols menu items.

3. Select the protocol to renew.

4. Click on the appropriate protocol renewal form from the Select Form grid.

5. Save often, if not finalizing the submission you can always find unsubmitted protocols by clicking Open unsubmitted Protocols from the Protocols menu items.

6. Complete the renewal.

7. a. If you are the PI, click Save and then click Submit (and Set Status)
   
   b. If you are not the PI, click PreSubmit and then use the filter to add the PI as a Presubmission Reviewer (see below)

**Refer to the pdf guide "Navigating Filters" for more information on this function

** The PI will receive an email from the TOPAZ system.

** The PI will need to complete section T4 (E-Signature) and Submit/Set Status in order for the Protocol to be reviewed.