



CONTENTS

[Getting Started](#)

[Saving the Homepage](#)

[Understanding My Dashboard](#)

[Creating a Protocol Request](#)

[Navigating with Filters](#)

[Return for Modification](#)

[Viewing Approved Protocols](#)

[Creating an Amendment Protocol Request](#)

[Creating a Renewal Protocol Request](#)

Getting Started in Topaz



TOPAZ Elements 19 no longer requires Microsoft Silverlight for the Animal Protocols module. However, if you enter another module (e.g., Animal Orders), you will still need it on your computer (<https://www.microsoft.com/silverlight/>).

1. Open an applicable Internet Browser.

Any modern internet browser should now be compatible with the Animal Protocols module of TOPAZ, whether you are using a PC (e.g., Edge, Firefox, Chrome) or a Mac (e.g., Safari). However, if you enter another module, you will need a Silverlight-compatible browser (i.e., IE 11).

2. In the address bar type in:

<https://elements.iacuc.gatech.edu/TOPAZElements>

3. Enter your Georgia Tech credentials:

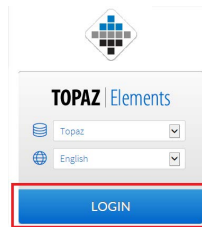
A screenshot of the Georgia Tech Login Service page. The page has a black header with the Georgia Tech logo on the left and "Georgia Tech Login Service" on the right. Below the header is a white login form. The form has a title "Enter your GT Account and Password" and a sub-header "Login requested by: test-elements.iacuc.gatech.edu". There are two input fields: "GT Account:" and "Password:". Below the password field is a checkbox labeled "Warn me before logging me into other sites." and a blue "LOGIN" button with a "clear" link next to it. To the right of the form is a yellow box with "ATTENTION" text: "When you are finished using all of your authenticated applications, please log out of this system and exit your browser to ensure you do not leave any of your applications (such as your e-mail) open to other users of this machine." Below that is a "TERMS OF USE" section: "This computer system is the property of Georgia Tech and is available for authorized use only, in accordance with the Computer & Network Usage and Security Policy (CNUISP). Users should have no expectation of privacy, as any and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site(s) and/or law enforcement personnel in order to meet administrative and/or legal obligations. By using this system, I acknowledge and consent to these terms." Below the terms are links: "I don't know my GT Account", "I don't know my password", and "My correct username and password aren't working". At the bottom of the form area, it says "For assistance, please contact the GIT Technology Support Center at 404-894-7173 (Mon-Fri 8am-5:00pm ET)." and "Additional documentation including how to integrate your application with GT Login". The footer of the page contains copyright information: "© 2017 Georgia Institute of Technology" and links for "Emergency Information", "Legal & Privacy Information", "Accessibility", "Accountability", "Accreditation", and "Employment".

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

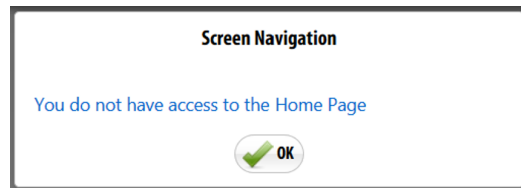
4. After two-factor verification, you will be redirected to the [Topaz Elements](#) homepage.

Saving the Homepage

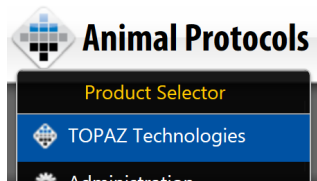
1. Login to Topaz Elements




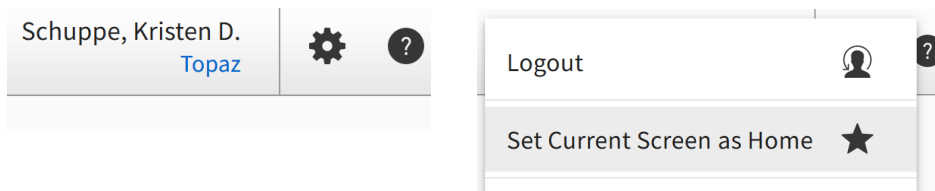
- a. If you receive the following error, you will need to reset your home page. Press OK to clear the alert.



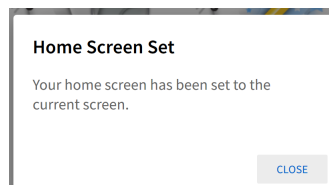
- b. Click on the top left icon  and select TOPAZ Technologies in the dropdown menu





2. Click on the  icon next to your name to display a drop-down menu




3. Click on "Set Current Screen as Home"
4. Once set, a small popup window will appear in the center of the screen.

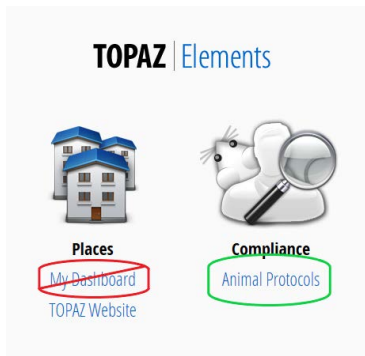


5. When you are finished working in TOPAZ, click again on the  or  icon by your name
- a. Click on "Logout" in the drop-down menu
- b. Close your browser window or tab


Understanding My Dashboard

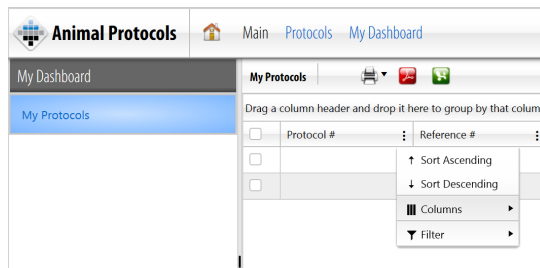
Note that, in the current version of TOPAZ, only the Animal Protocols module is compatible with all browser types. Therefore, a compatible version of My Dashboard has been nested within Animal Protocols.


1. Click *Animal Protocols* under the  Compliance menu.








Clicking My Dashboard directly from this screen will trigger a message to install Silverlight. Do not click on My Dashboard from the Home screen or from the Product Selector menu.

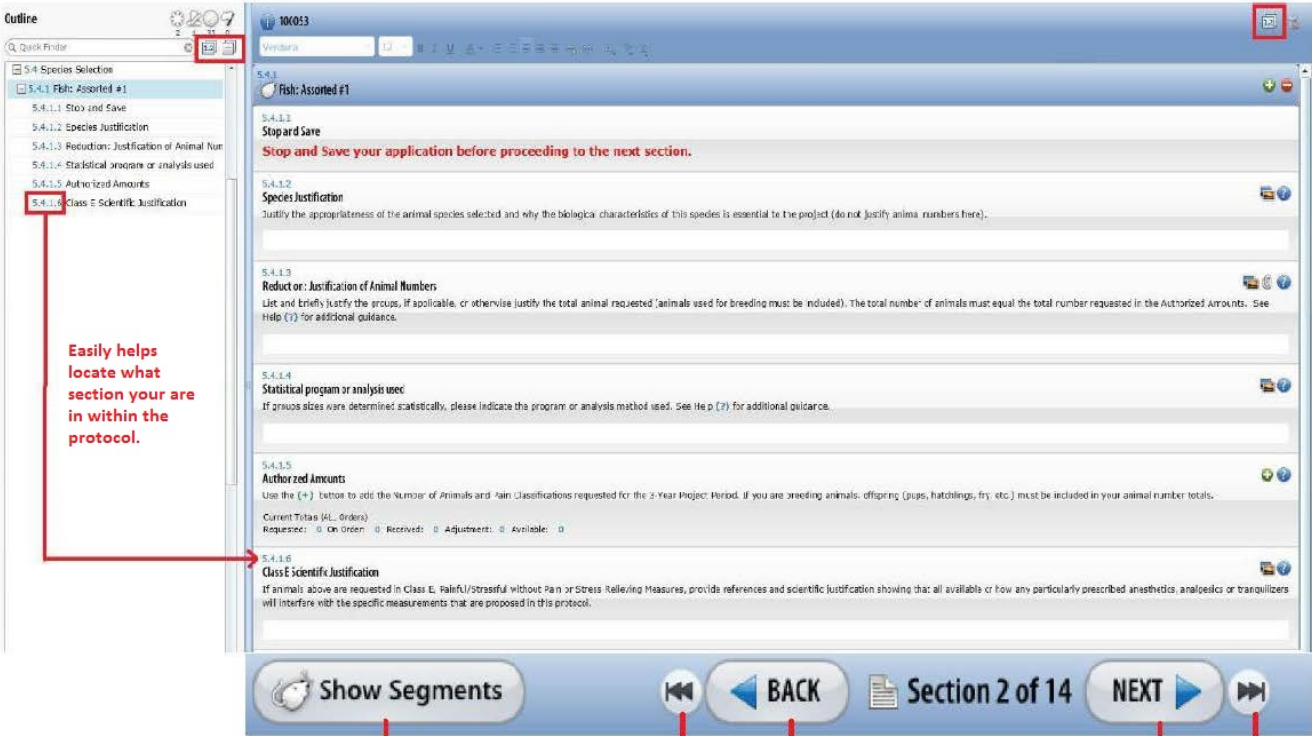
2. Your access level in TOPAZ will determine the number/type of menu items you see under Animal Protocols
3. Click  My Dashboard on the Animal Protocols screen
4. Your access level in TOPAZ will determine the number/type of dashboard sections you see under My Dashboard.
5. Each column in My Dashboard can now be sorted or filtered by clicking on the three vertical dots on the right side of each column header.



6. Select a dashboard item (e.g., a protocol) by clicking on any cell in the row.
7. 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 the 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.**



Easily helps locate what section you are in within the protocol.

Click to switch between protocol sections or species segments.

Takes user to the first section of the protocol.

Go back to previous section of protocol.

Go forward to next section of protocol.


Takes user to the last section of protocol.

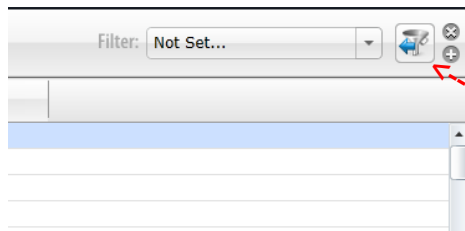
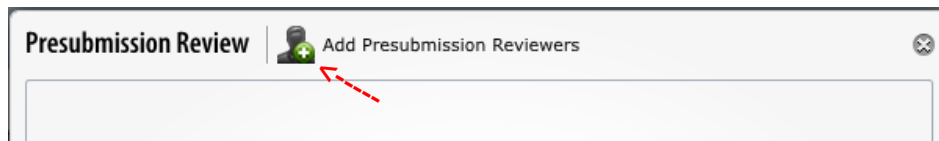
7. Save often. A green rectangle will appear in the bottom right corner when the save has been completed.
- If not finalizing the submission you can always find unsubmitted protocols by Clicking *Open Unsubmitted Protocols* from the Protocols menu items.

Creating a Protocol Request

8. a. If you are the PI, Click Save  and then click Submit 

***Please only click this button once. The process sometimes takes several seconds to complete.

- b. If you're not the PI, Click PreSubmit  and then use the filter to add the PI as a Presubmission Reviewer (see below)






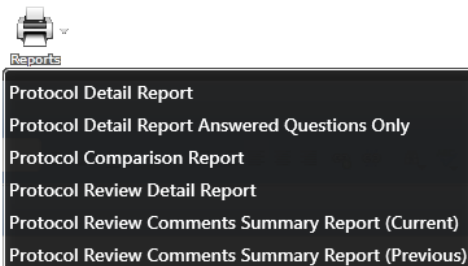
**Refer to the pdf guide "Navigating Filters" for more information on this function

- ** The PI will receive an email from the TOPAZ system.
- ** The PI will need to complete section 14 (E-Signature) 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

There are now **two** methods to filter a data set in TOPAZ. Either method is effective, however some find the first method to be more efficient.


Method I.

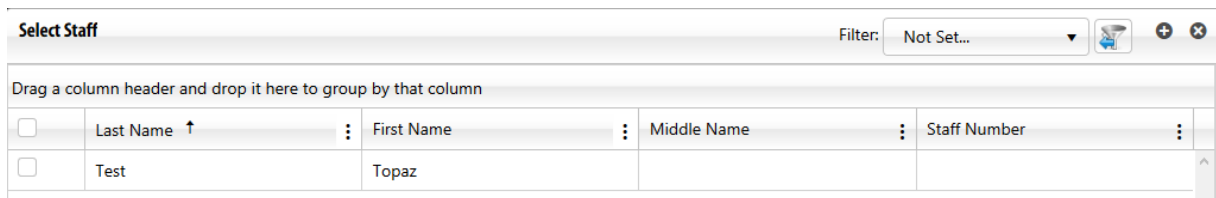
1. Navigate to a screen that is linked to a data set, for example, the *Protocol Associates* screen:

2.12

Protocol Associates

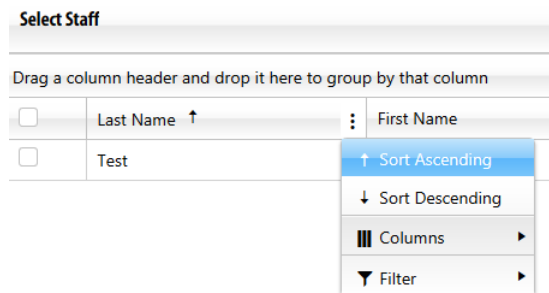
Use the (+) to add all personnel who will be involved with this protocol. Once the individual is added, identify their role (see (?) for role information). Describe the **Responsibilities** of each associate listed, be sure to specify (high school student, undergraduate, graduate, post-doc, lab technician, visiting scholar, etc.). Under **Comments** briefly describe training plan or qualifications for person listed on this protocol.

2. Click on the  button to open the data set (in this case, a staff list):



<input type="checkbox"/>	Last Name ↑	First Name	Middle Name	Staff Number
<input type="checkbox"/>	Test	Topaz		

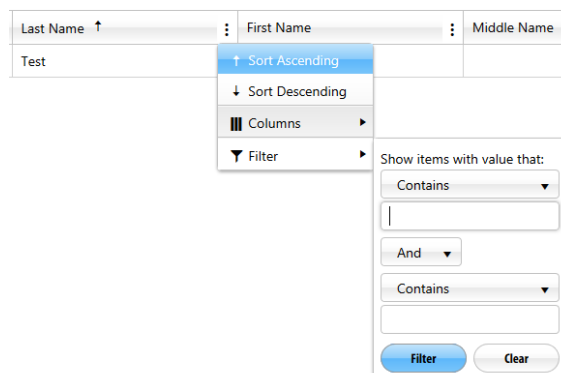
3. Click on the 3 vertical dots to the right of a column header and then click *Filter*:



<input type="checkbox"/>	Last Name ↑	First Name
<input type="checkbox"/>	Test	

- ↑ Sort Ascending
- ↓ Sort Descending
- Columns
- Filter

4. Type in the value that you want the field to contain and then click *Filter*:



<input type="checkbox"/>	Last Name ↑	First Name	Middle Name
<input type="checkbox"/>	Test		

- ↑ Sort Ascending
- ↓ Sort Descending
- Columns
- Filter

Show items with value that:

Contains



And

Contains

Filter Clear

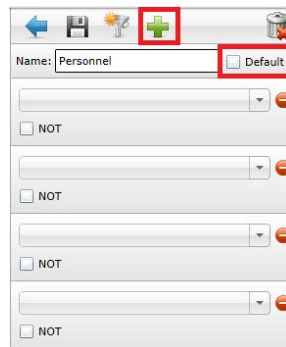
Navigating with Filters

Method II.

1. Navigate to a data set (as in Method I), and then click the  icon in the top-right corner of the window
2. Click  to Create New Filter.

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

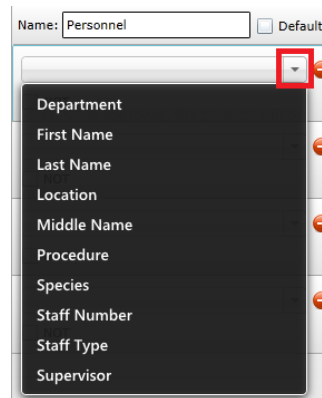
4. Add Conditions to the Filter.



The screenshot shows a filter configuration window with a toolbar at the top containing icons for back, save, new filter, and add condition. Below the toolbar, there is a 'Name' field containing 'Personnel' and a 'Default' checkbox. Below this, there are four empty condition rows, each with a 'NOT' checkbox and a dropdown menu.

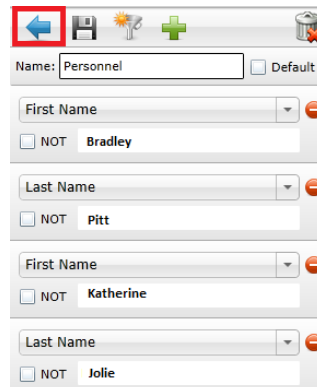
-----Click to set the filter, as shown, as your default.

5. Select a filter criterion from the drop-down list.



The screenshot shows the filter configuration window with the dropdown menu open. The dropdown menu lists the following criteria: Department, First Name, Last Name, Location, Middle Name, Procedure, Species, Staff Number, Staff Type, and Supervisor. The 'Default' checkbox is checked.


6. Apply the Filter to the dataset.

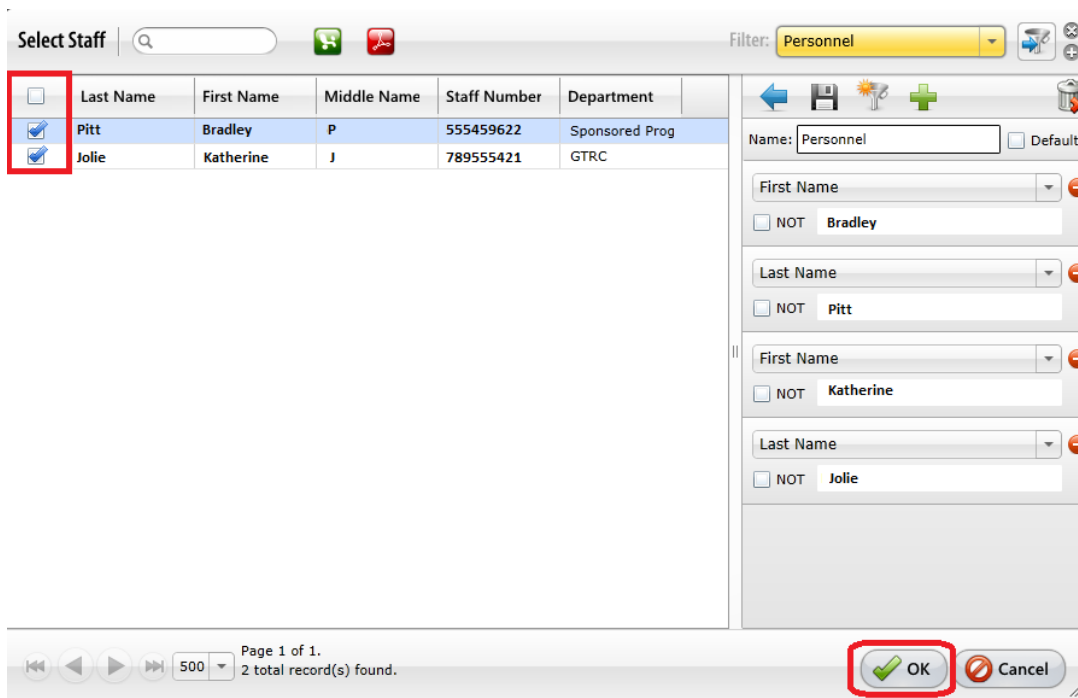


The screenshot shows the filter configuration window with the filter applied. The 'Name' field contains 'Personnel' and the 'Default' checkbox is checked. Below this, there are four condition rows, each with a 'NOT' checkbox and a dropdown menu. The first row has 'First Name' selected and 'Bradley' in the text field. The second row has 'Last Name' selected and 'Pitt' in the text field. The third row has 'First Name' selected and 'Katherine' in the text field. The fourth row has 'Last Name' selected and 'Jolie' in the text field.

Navigating with Filters

Results.

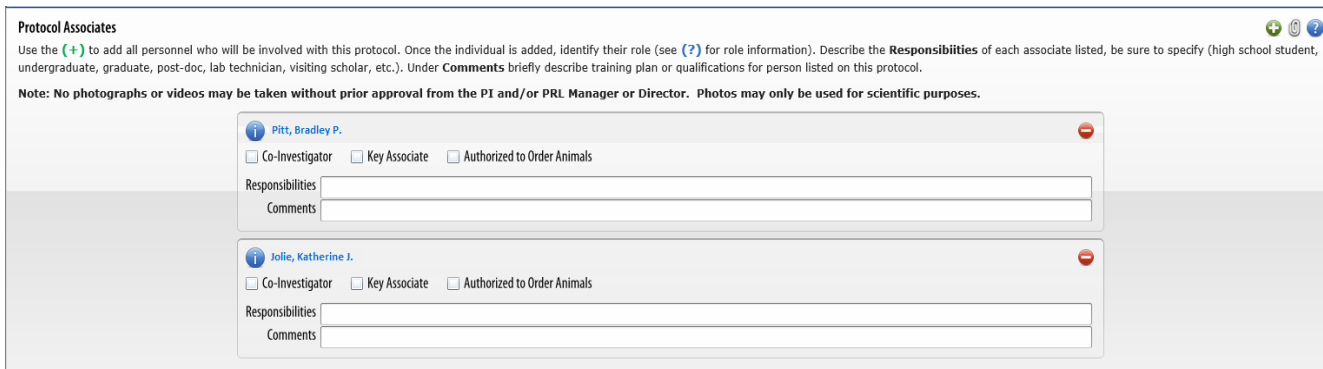
After using either filter method, click the check-box to the left of data entries and then click  to select those data.



The screenshot shows a 'Select Staff' window with a table of staff members. The table has columns for Last Name, First Name, Middle Name, Staff Number, and Department. Two rows are visible: Pitt, Bradley P. (Staff Number: 555459622, Department: Sponsored Prog) and Jolie, Katherine J. (Staff Number: 789555421, Department: GTRC). Both rows have their checkboxes selected. To the right of the table is a filter panel with dropdown menus for First Name and Last Name, and 'NOT' checkboxes. At the bottom right, the 'OK' button is highlighted with a red box.

	Last Name	First Name	Middle Name	Staff Number	Department
<input type="checkbox"/>					
<input checked="" type="checkbox"/>	Pitt	Bradley	P	555459622	Sponsored Prog
<input checked="" type="checkbox"/>	Jolie	Katherine	J	789555421	GTRC

This will add the selected data to the protocol. In this example, new individuals are added to the Protocol Associates section of the protocol:



The screenshot shows the 'Protocol Associates' section. It contains two entries for personnel. Each entry has a header with the name and a red minus sign. Below the header are three checkboxes: 'Co-Investigator', 'Key Associate', and 'Authorized to Order Animals'. Underneath are two text boxes labeled 'Responsibilities' and 'Comments'.

Protocol Associates

Use the (+) to add all personnel who will be involved with this protocol. Once the individual is added, identify their role (see (?) for role information). Describe the **Responsibilities** of each associate listed, be sure to specify (high school student, undergraduate, graduate, post-doc, lab technician, visiting scholar, etc.). Under **Comments** briefly describe training plan or qualifications for person listed on this protocol.

Note: No photographs or videos may be taken without prior approval from the PI and/or PRL Manager or Director. Photos may only be used for scientific purposes.

Pitt, Bradley P.

Co-Investigator Key Associate Authorized to Order Animals

Responsibilities: _____

Comments: _____




Jolie, Katherine J.

Co-Investigator Key Associate Authorized to Order Animals


Responsibilities: _____


Comments: _____

Returned for Modification

1. Click on Animal Protocols from the  Compliance menu on the home screen.
2. Click  My Dashboard from the Animal Protocols screen.
3. Select the *My Protocols* dashboard from the Product Selector.
4. Click on the appropriate protocol with the status of Returned for Modification.
5. Click the Questions with Summary Comments  in the Outline panel. Comments appear in a yellow window to the right of the section.


3.11 Accounts

 **Comments From Last Submission**


2/18/2021 2:40:45 PM 


Please attach the grant pages to the accounts section.

****To respond to a comment,**

- a. Click the  icon to the right of the comment.
- b. Type your response and click "Add"

Reply From Schuppe, Kristen D. 2/18/2021 2:47:28 PM

Format **B** *I* U 




6. Click the Compare  button to see any changes made from previous and current protocol.

**** Additions as well as deletions will be reviewed upon resubmission.**

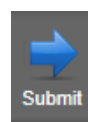
Outline 

Quick Finder



**** After use of outline panel filter icons uncheck to visualize full outline sections below.**

7. View the comment summaries, make the recommended modifications, and  Save.

8. Resubmit the protocol request by clicking







Viewing Approved Protocols




1. Click Animal Protocols on the Compliance  menu.
2. Click Open Approved Protocols from the Protocols  menu items.
3. Click on the check-box to the left of the Approved Protocol from grid.
4. Click OK to proceed to the Approved Protocol.

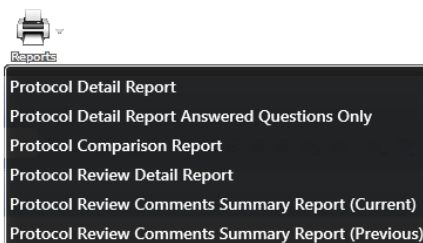
Select Approved Protocol						Filter: Not Set...
Drag a column header and drop it here to group by that column						
<input type="checkbox"/>	Reference #	Protocol Status	Version #	Approval Date	Protocol Type	
<input type="checkbox"/>	100143	Approved	1	10/5/2017	Original	
<input type="checkbox"/>	100108	Approved	1	7/20/2016	Original	
<input type="checkbox"/>	100126	Approved	3	3/25/2019	Amendment	
<input type="checkbox"/>	100144	Approved	2	5/22/2019	Amendment	
<input type="checkbox"/>	100204	Approved	2	7/25/2019	Amendment	
<input checked="" type="checkbox"/>	100173	Approved	1	5/1/2019	Original	
<input type="checkbox"/>	100217	Approved	1	7/1/2019	Original	
<input type="checkbox"/>	100092	Approved	1	5/1/2017	Original	
<input type="checkbox"/>	100106	Approved	1	1/3/2019	Original	
<input type="checkbox"/>	100235	Approved	1	7/18/2019	Original	
<input type="checkbox"/>	100259	Approved	1	8/26/2019	Original	

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. **Complete the Amendment Summary**, and then amend the other protocol sections 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 .

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.

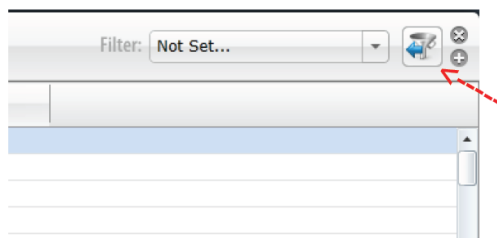
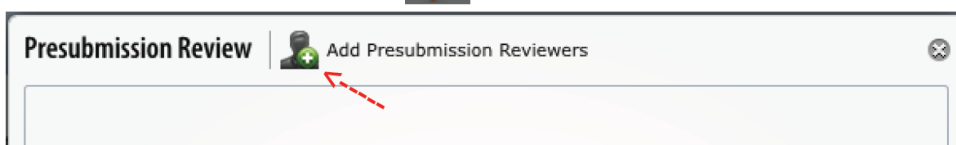


Creating a Renewal Protocol Request

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* 

***Please only click this button once. The process sometimes takes several seconds to complete.

- b. If you're 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 14 (E-Signature) in order for the Protocol to be reviewed.