TOPAZ | Elements

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Getting Started in Topaz

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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 broswer (i.e., IE 11).

2. In the address bar type in:

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

3. Enter your Georgia Tech credentials:

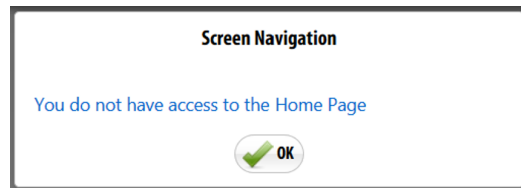****Please use the credentials used to login to your computer - do not create a new user name or password.****

4. After two-factor verification, you will be redirected to the Topaz Elements homepage.
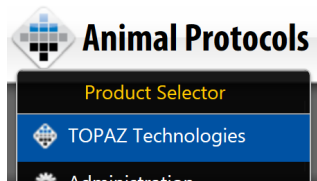
Saving the Homepage

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1. Login to Topaz Elements

TOPAZ | Elements

Topaz

English

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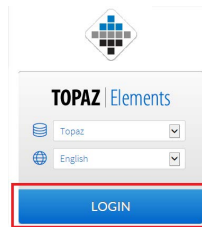
a. If you recieve the following error, you will need to reset your home page. Press OK to clear the alert.

Screen Navigation

You do not have access to the Home Page

OK

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

Animal Protocols

Product Selector

TOPAZ Technologies

Administration

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

Schuppe, Kristen D.
Topaz

Logout

Set Current Screen as Home
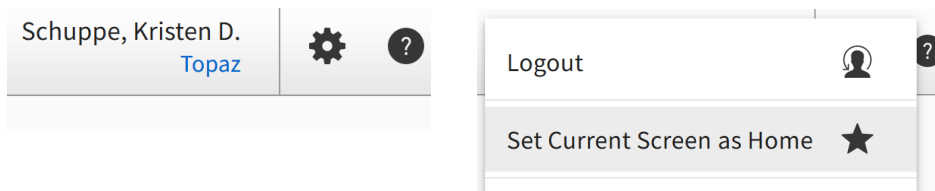
3. Click on "Set Current Screen as Home"

4. Once set, a small popup window will appear in the center of the screen.

Home Screen Set

Your home screen has been set to the current screen.
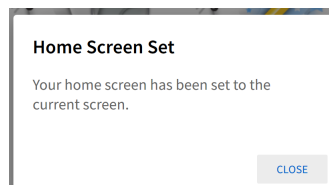
CLOSE

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

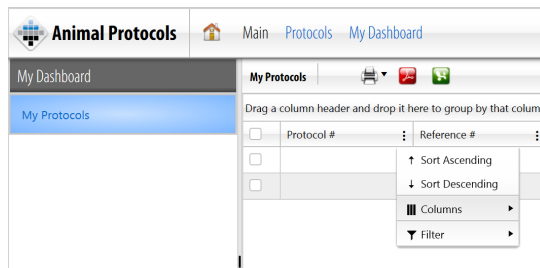**Georgia Tech | Research Integrity Assurance**

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

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

TOPAZ | Elements

Places
My Dashboard
TOPAZ Website

Compliance
Animal Protocols
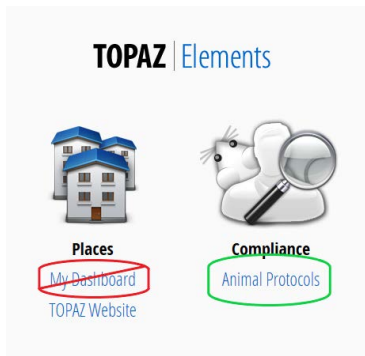
Clicking My Dashboard directly from this screen will trigger a message to install Silverlight. Do not click on My Dashboard from the Home screen or from the Product Selector menu.
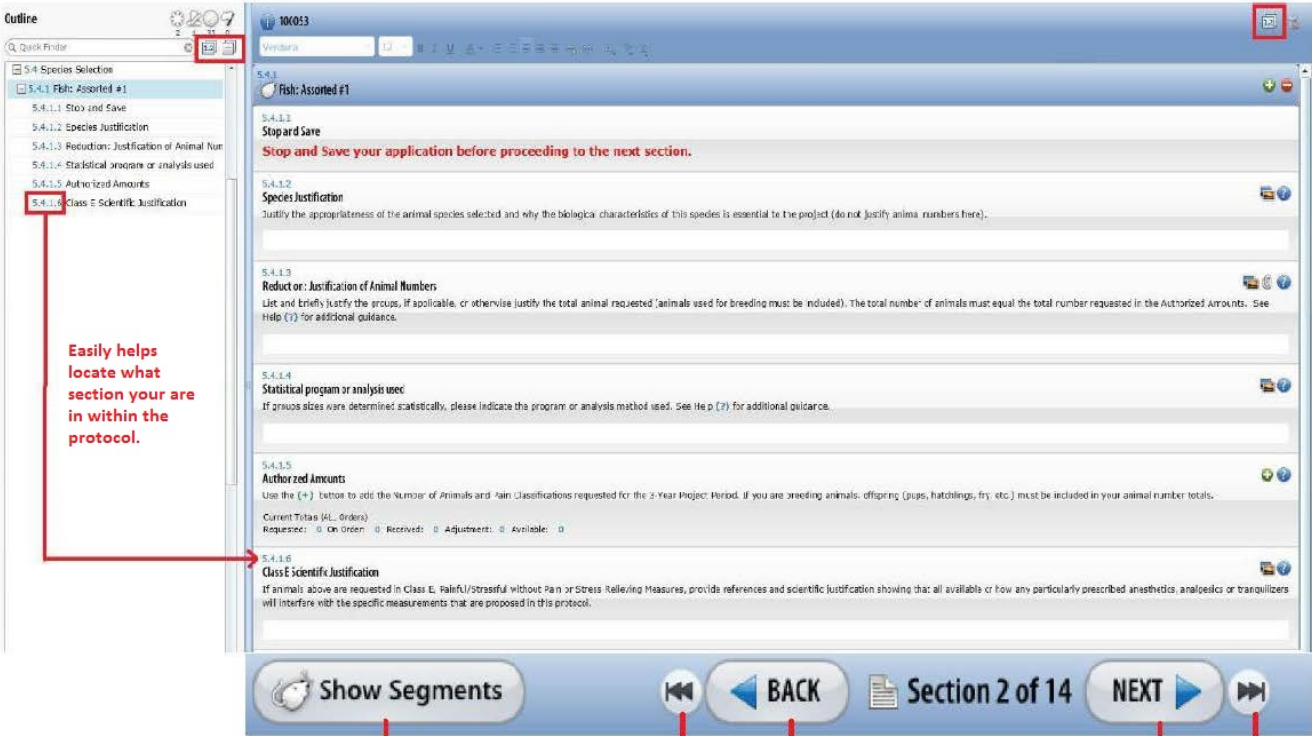
2. Your access level in TOPAZ will determine the number/type of menu items you see under Animal Protocols

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.

Animal Protocols   Main   Protocols   My Dashboard

My Dashboard

My Protocols

Protocol #	Reference #
	↑ Sort Ascending
	↓ Sort Descending
	▥ Columns ▶
	▼ Filter ▶

Drag a column header and drop it here to group by that column

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

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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 your 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.
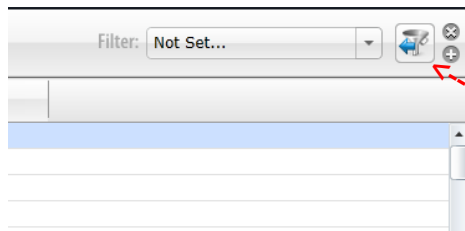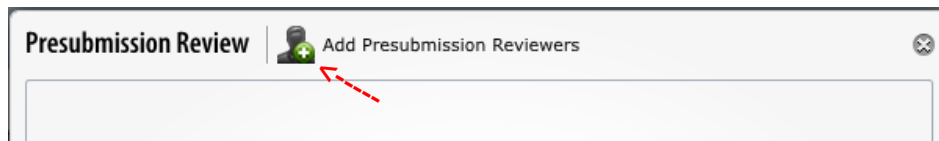
Takes user to the last section of protocol.

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.

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)

Presubmission Review 👤 Add Presubmission Reviewers ⊗
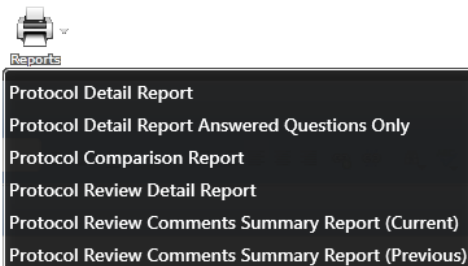
Filter: Not Set... ▼

   **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 ℹ️ icon located to the left of the protocol number.

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

🖨️ ▾
Reports

| Protocol Detail Report |
| Protocol Detail Report Answered Questions Only |
| Protocol Comparison Report |
| Protocol Review Detail Report |
| Protocol Review Comments Summary Report (Current) |
| Protocol Review Comments Summary Report (Previous) |

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.
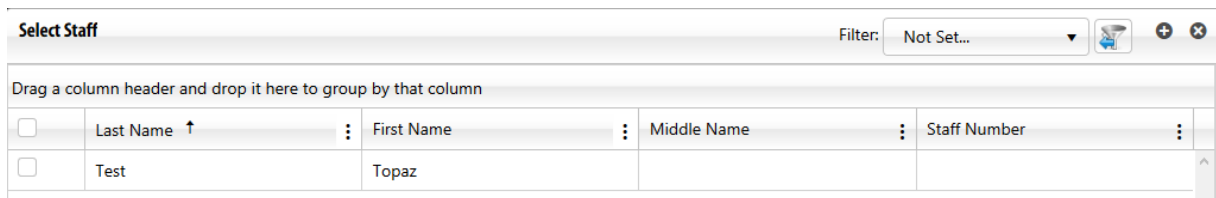
Method I.

1. Navigate to a screen that is linked to a data set, for example, the *Protocol Associates* screen:
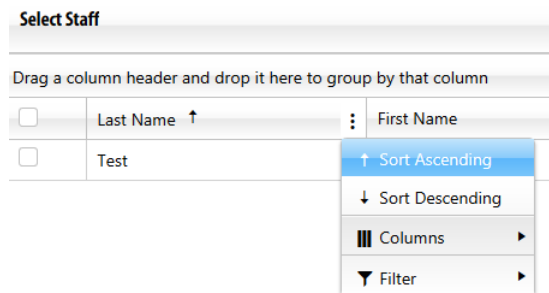
2.12

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 **Responsibiities** 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):

Select Staff

Filter: Not Set...

Drag a column header and drop it here to group by that column

	Last Name ↑	First Name	Middle Name	Staff Number
	Test	Topaz		
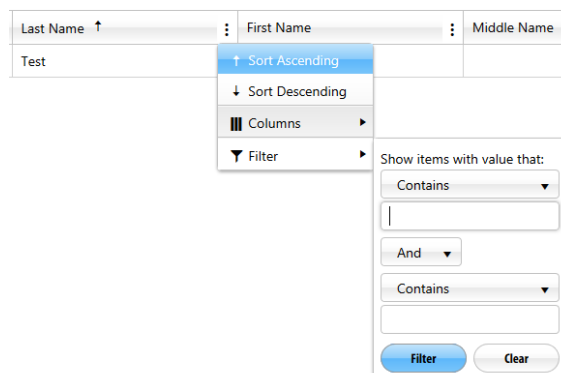
3. Click on the 3 vertical dots to the right of a column header and then click *Filter*:

Select Staff

Drag a column header and drop it here to group by that column

	Last Name ↑	First Name
	Test	

- ↑ Sort Ascending
- ↓ Sort Descending
- ▌▌▌ Columns ▶
- ▼ Filter ▶

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

Last Name ↑	First Name	Middle Name
Test		

- ↑ Sort Ascending
- ↓ Sort Descending
- ▌▌▌ Columns ▶
- ▼ Filter ▶

Show items with value that:

Contains

And

Contains

Filter   Clear
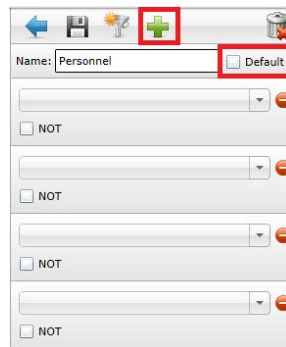
Method II.

1. Navigate to a data set (as in Method I), and then click the [icon] icon in the top-right corner of the window

2. Click [icon] to Create New Filter.

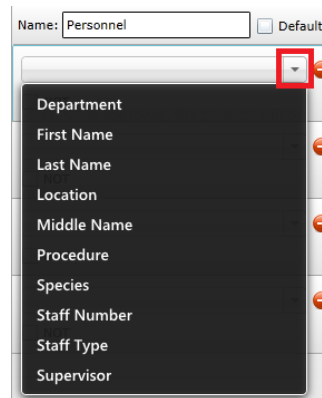3. Create a Name for the Filter if for future use [Name: Personnel ☐ Default] and Click Save.
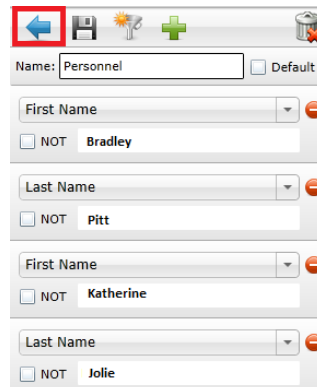
4. Add Conditions to the Filter.

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

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

   Department
   First Name
   Last Name
   Location
   Middle Name
   Procedure
   Species
   Staff Number
   Staff Type
   Supervisor

6. Apply the Filter to the dataset .
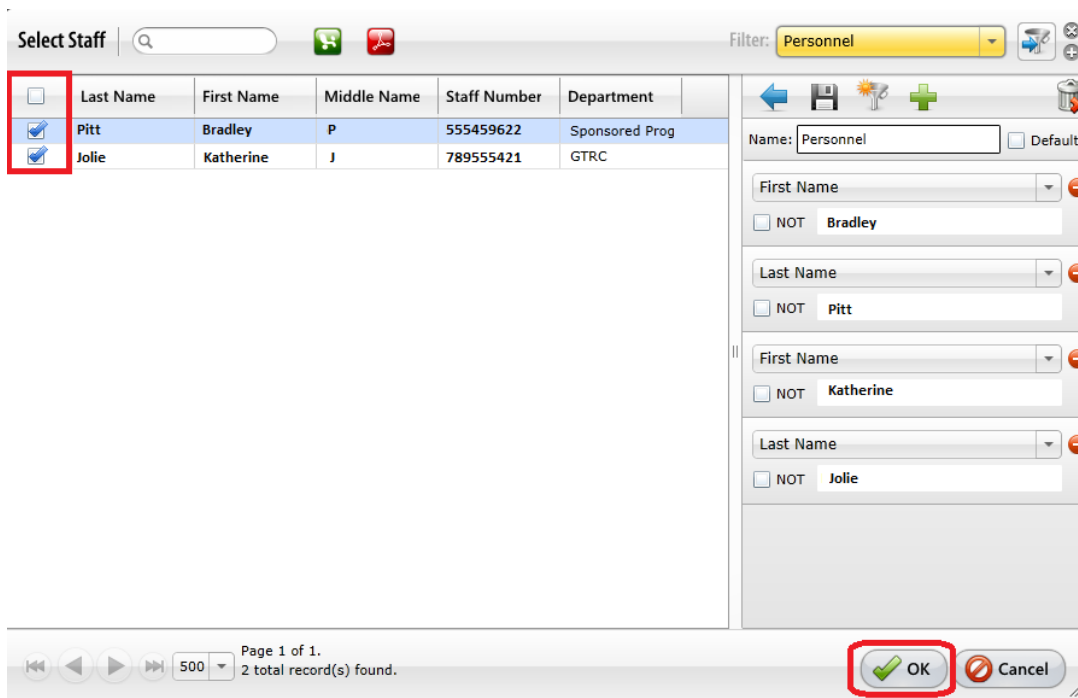
   Name: Personnel   ☐ Default

   First Name
   ☐ NOT   Bradley

   Last Name
   ☐ NOT   Pitt

   First Name
   ☐ NOT   Katherine

   Last Name
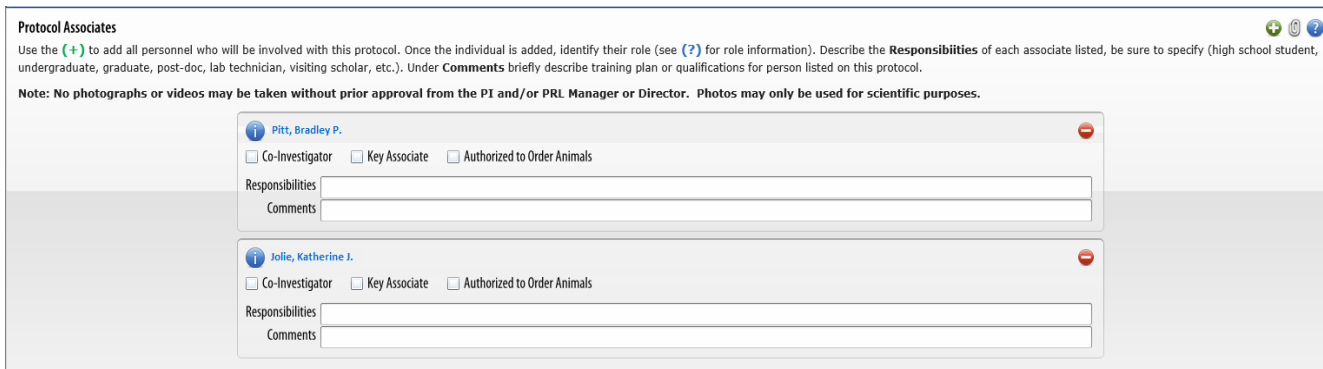   ☐ NOT   Jolie

Navigating with Filters

Results.

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

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

Returned for Modification

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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* U̲ | ⋮ |

➕ Add

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   ✕ 1.2 ➕

** 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 ➡ Submit

Viewing Approved Protocols

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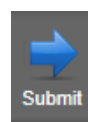
1. Click Animal Protocols on the Compliance 🐭🔍 menu.

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

☐	Reference # ⋮	Protocol Status ⋮	Version # ⋮	Approval Date ⋮	Protocol Type ⋮
☐	100143	Approved	1	10/5/2017	Original
☐	100108	Approved	1	7/20/2016	Original
☐	100126	Approved	3	3/25/2019	Amendment
☐	100144	Approved	2	5/22/2019	Amendment
☐	100204	Approved	2	7/25/2019	Amendment
☐	100173	Approved	1	5/1/2019	Original
☐	100217	Approved	1	7/1/2019	Original
☐	100092	Approved	1	5/1/2017	Origiral
☐	100106	Approved	1	1/3/2019	Original
☐	100235	Approved	1	7/18/2019	Original
☐	100259	Approved	1	8/26/2019	Original

Creating an Amendment Protocol Request

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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.
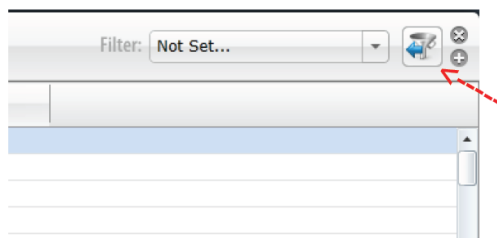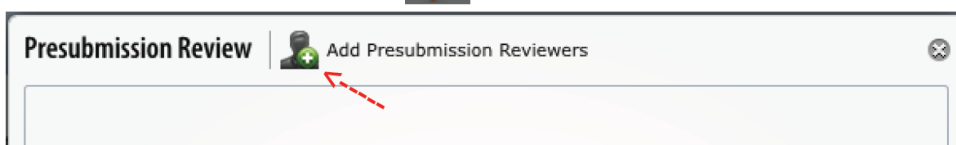
Reports
Protocol Detail Report
Protocol Detail Report Answered Questions Only
Protocol Comparison Report
Protocol Review Detail Report
Protocol Review Comments Summary Report (Current)
Protocol Review Comments Summary Report (Previous)

Creating a Renewal Protocol Request

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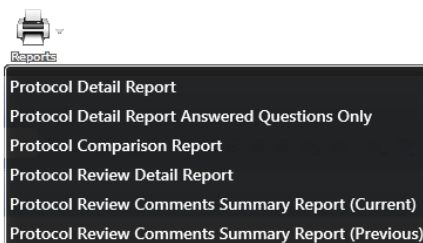
1. Click Animal Protocols on the Compliance menu.

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)

Presubmission Review | Add Presubmission Reviewers

Filter: Not Set...

**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.