

TOPAZ Enterprise - Quick Reference Sheet

Link: <http://172.16.136.225/Elements/>

UCAR Website: www.urmc.rochester.edu/ucar

General:

1. Save your protocol often using the save button. There is no autosave feature.
2. Do not leave the website before saving or you will lose everything.
3. TOPAZ may time out if not used for 10-20 minutes. Make sure you save before you leave it, or log out to make sure your information is saved.
4. You must use keyboard commands for copying and pasting: CTRL-A = select, CTRL-X = cut, CTRL-C = copy, CTRL-V = paste. (Command if using a Mac)
5. Topaz uses the Silverlight plug in. Silverlight is no longer recognized by Firefox or Google Chrome. You must use Internet Explorer or Safari when using Topaz.

Creating an Original Protocol

1. From the Start Page or the top menu, click on Animal Protocols.
2. Select **Create Original Protocol** from the options.
3. In the Select Form screen, choose the appropriate Form.
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7. Look for the *View Help* icon (blue circle with question mark) in select questions. When you click on this icon, a box will appear providing helpful information while you complete your form. Some questions also have a link to extended help files on the UCAR web site.
8. Selected questions may include a table. In order to add a row to the table, click on the *Add Row* icon (green plus sign) in the upper left hand corner of the question. You can add as many rows as necessary. If you need to delete a row, click on the *Remove Row* icon (red X) at the beginning of that row.
9. When you get to the species section, click on the green + sign to get a list of species allowed on the form you have chosen. Click on the + to add the species questions to the form.

10. Throu.169 0 Td [(T)7.5 (h)0.5 1r8.9 (Td [(ul6 (t)2.4 (he)0.4 (r)-0.7 (e)11.5 (q)2.5 (u)0.56 (s)9 (t)

answered before submitting
message will appear stating

14. Once you have answered the required questions, you will need to click on the Submit Protocol icon again.

Protocols Returned for Modification (Answer UCAR Questions)

1. You can open returned protocols either from the Dashboard (choose the protocol with the status "Returned for Modification" from the My Protocols list) or from the Animal Protocols menu (choose Open Returned Protocols).
2. You can quickly find the items needing attention by clicking on the *Questions with Summary Comments* filter icon (hover over the icons to see titles) in the Protocol Outline. The number underneath the icon indicates the number of questions/comments. When the filter clicked, the Protocol Outline will display those sections containing questions with summary comments.
3. Each question need attention will have a summary comment at the end of the question. Make sure to edit your response to address the comment or question. Click **Save**. You do not have to save after each question, but it is a good idea to save frequently. Note that the number under the icon will not change as questions/comments are being addressed.
4. To resubmit the protocol request, click on the *Submit Protocol* icon (Blue Arrow). This time, you will have two choices: *Submit (blue arrow)* or *Withdraw (yellow arrow)*.

When it is approved, it will have the same protocol number, but a different reference number. We do not think new cage cards will be required.

1. Go to the Protocols menu and choose Create an Original Protocol from the list of available forms, choose Mouse and Rat Protocols. Fill out the form in the usual way. Notice that the protocol is divided into many more sections.
2. Your Topaz log in allows you to have at least 2 open windows/tabs with Topaz running. Open the older version of your protocol in a separate window or tab to copy/paste into the new form. Because of the way copy/paste works in Elements, it is best to select (CTRL-A) and copy (CTRL-C) the text field, then paste it into Word or a similar program. This will allow you to check for misspellings and make any corrections easier. Do not bother to format the text in Word, because Elements will only paste plain text. Once yo11.1 (n)-1p(t)0.

4. Select the protocol to be reviewed.
5. Choose appropriate Interim Review form.
6. Complete the Interim Review. Remember to refer to items in other sections if amending/modifying any fields.
7. Click **Save**