TOPAZ | Elements

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Getting Started in Topaz

1. Open an applicable Internet Browser.

   Any modern internet browser should be compatible with all modules of TOPAZ, whether you are using a PC (e.g. Edge, Firefox, Chrome) or a Mac (e.g., Safari).

2. In the address bar type:

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

3. Enter your Georgia Tech credentials:

   ****Please use the credentials used to login to all GT systems -
   do not create a new user name or password.****

4. After two-factor verification, you will be redirected to the Topaz Elements login page.

5. Click *Login*

Saving the Homepage

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1. Login to Topaz Elements (as described on the previous page)

   a. If you receive 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**
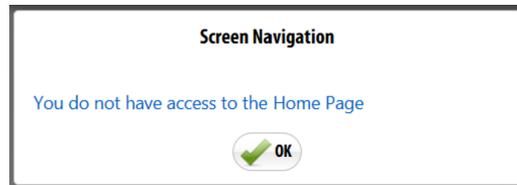
   b. Click on the Product Selector icon in the top-left corner of the screen, and select *TOPAZ Technologies* in the dropdown menu

   > **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   ⭐
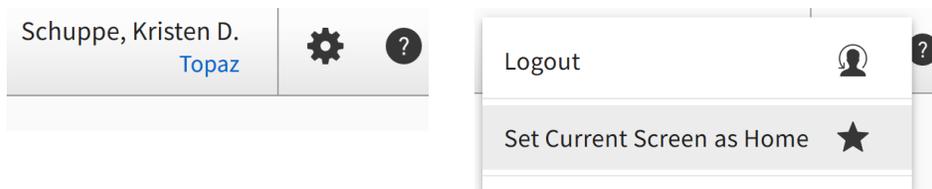
3. Click on *Set Current Screen as Home*

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
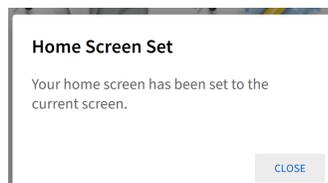
5. When you are finished working in TOPAZ, click again on the 👤 or ⚙ icon by your name

   a. Click on *Logout* in the drop-down menu
   b. Close your browser window or tab

Understanding My Dashboard

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Note, in the current version of TOPAZ, *My Dashboard* is <u>no longer</u> nested within Animal Protocols

1A. On the Topaz Technologies (main) page, under the Places menu, click on *My Dashboard*.
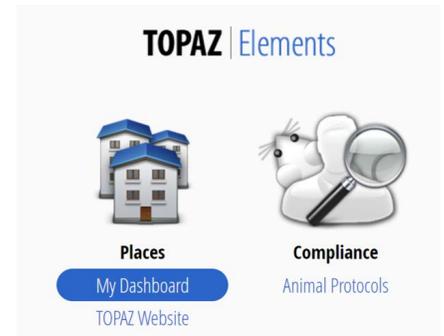
1B. You can also access My Dashboard from other modules of the site. Hover the mouse over the Product Selector icon at the top-left of the screen and then select *My Dashboard*.

2. Your access level in TOPAZ will determine the number/type of tabs you see under *My Dashboard*

3. Each column in *My Dashboard* can be sorted or filtered by clicking on the three vertical dots on the right side of each column header
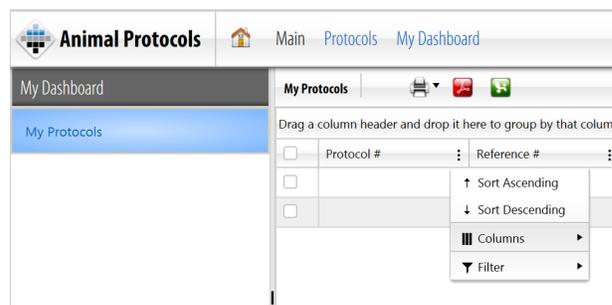
4. Note, both IACUC and IBC protocols will now appear together in *My Dashboard*.

    a. You can sort or filter by *Product Family* to distinguish between them (labeled as *Animal Studies* and *Biosafety Studies*, respectively), OR

    b. You can drag the Product Family column header above the table to completely separate your protocols (i.e., separate sections for *Animal Studies* and *Biosafety Studies*).

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

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 ⊞ icon.

** Please Choose a Principle Investigator and click Save

5. Click on the trash can icon if you want to delete the Protocol

** Can not be deleted after submission; requester would need to contact ORIA at IACUC.gatech.edu to have it withdrawn.

> Easily locate each section within the protocol
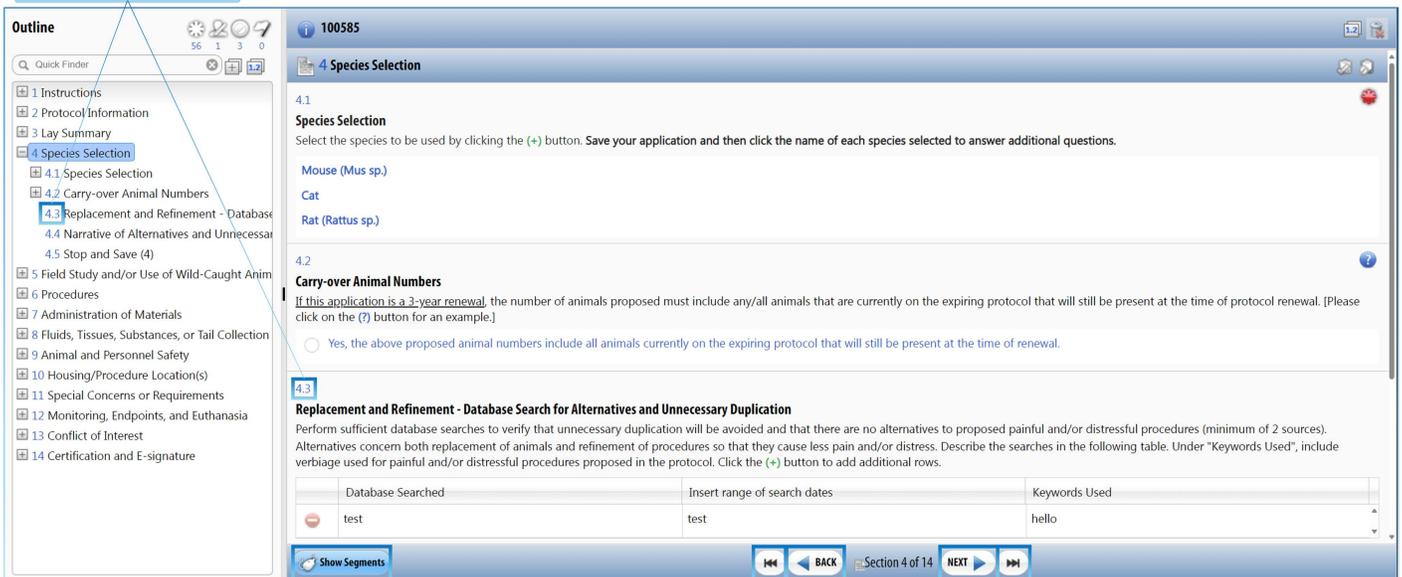
> Click to switch between protocol sections or species segments

> Takes user to the first section of the protocol

> Go back to previous section of the protocol

> Go forward to next section of the protocol

> Takes user to the last section of the protocol

6. Enter the required information for each section of the protocol request.

** Please pay close attention to *Species Selection* (screenshot above) as this section differs from the others.

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 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

> ***Refer to the page "Navigating Filters" for tips on locating your PI on the list*

> ** The PI will receive an email from the TOPAZ system.
> ** The PI will need to read the acknowledgments in section 14 (E-Signature) and then submit the Protocol for it to be reviewed.

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

1. Some sections of the protocol form require the use of a filter to pull data from a list. One example is the *Protocol Associates* section (seen below)

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):

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

Results. Click the check-box to the left of data entries and then click okay to select those.

Checking Submission Status

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.

   **Click on different tabs to view information about associated reviews, etc.

   Protocol Information

   | General Info | Reviews | E-Signatures | Emails |

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 Compare Report

   Protocol Review Comments Summary Report (Current)

   Protocol Review Comments Summary Report (Previous)
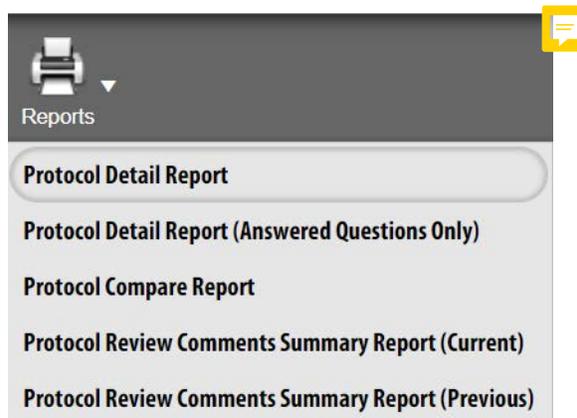
Returned for Modification

1. Click on *My Dashboard* from the Places menu on the *Topaz Technologies* (main) page

   or

2. Click *My Dashboard* from the Product Selector drop-down menu

3. Select the *My Protocols* tab (if you have more than one tab).

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

5. In the Outline panel (on the left), click the 🔍 icon, which will highlight the sections that include Summary Comments. Comments appear in a rectangle to the right of the relevant section.

   To respond to a comment,

   a. Click the 🖊 icon to the right of the comment.

   b. Type your response and click "Add"

   3.11 Accounts

   🔍 **Comments From Last Submission**

   2/18/2021 2:40:45 PM 🖊

   Please attach the grant pages to the accounts section.

   --------->

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

   ⊖

   | Format ▼ | **B** *I* <u>U</u> | ⋮ |

   ⊕ Add
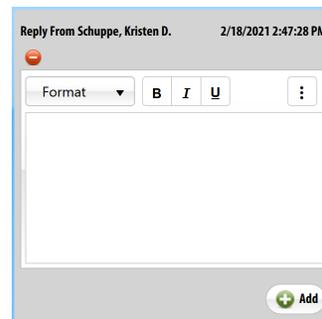
6. Click the Compare 🖊 **Compare** icon (also in the Outline panel) to highlight any sections that changed since the previous version of the protocol.

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

   Outline   ☼ ✏ ○ ✏ ○ ○ ○ ○
                  2 1 29 0 0 0 0 2
   🔍 Quick Finder   ⊗ 1.2 ⊞

   ** Uncheck all Outline icons to see all sections in the outline.

7. Once you've made the recommended modifications, click 💾 Save.

8. Resubmit the protocol request (if you're the PI) by clicking **➡ Submit**

   *Otherwise, click **👓 Presubmit** and then click *Add Presubmission Reviewer* to add your PI's name.

Viewing Approved Protocols

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

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

3. Select a a protocol by clicking on any cell in the row.

	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	Original
☐	100106	Approved	1	1/3/2019	Original
☐	100235	Approved	1	7/18/2019	Original
☐	100259	Approved	1	8/26/2019	Original

Select Approved Protocol

Filter: Not Set...

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

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

2. Click *Create Amendment Protocol* on the Protocols menu.

3. Click on the appropriate protocol from the *Select Protocol for Amendment* grid.

4. Click on the appropriate amendment form in the *Select Form* grid.

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

    A: Please be sure to remove any *Amendment Summary* information from an already approved amendment.

    B: Change the font color of any new text associated with the amendment so it stands out from the previously approved text.

    C: Do not delete any previously approved text unless your are replacing it with new content.

6. Click the Compare

7. Save often. If not finalizing the submission you can always find unsubmitted protocols by clicking *Open Unsubmitted Protocols* from the Protocols menu items.

8. Click *Submit* (if you're the PI). Otherwise, click *Presubmit* and then click *Add Presubmission Reviewer* to add your PI's name.

Check submission status

- See page 8

Creating a Renewal Protocol Request

1. Click *Animal Protocols* on the Compliance [icon] 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.
A: Please remove any previously completed items (objectives, experimental groups, procedures, etc.).
B: Please be sure to update your requested animal numbers to reflect the used animals as well as any new animals needed for upcoming experiments.
C: Please remove all references to previous amendments.
D: Please add any new items (objectives, experimental groups, etc) that will involved in the coming 3-year period.

6. Complete the Renewal.

7. Click *Submit* [icon] (if you're the PI). Otherwise, click *Presubmit* [icon] and then click *Add Presubmission Reviewer* to add your PI's name.

** The PI will receive an email from the TOPAZ system.
** The PI will need to read the acknowledgments in section 14 (E-Signature) and then submit the Protocol for it to be reviewed.

Check Protocol submission

- See page 8