TOPAZ | Elements

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1. Open an applicable Internet Browser.

   Any modern internet browser should be compatible with the Biosafety Protocols module 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 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
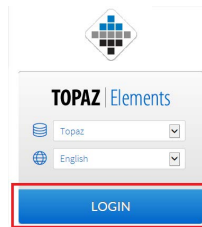
a. If you recieve the following error, you will need to reset your home page. Press OK to clear the alert.

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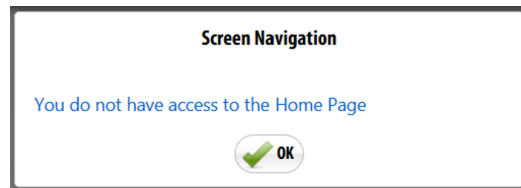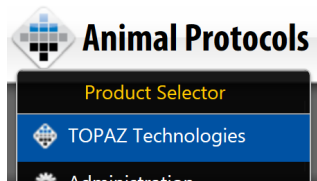
2. Click on the ⚙ icon next to your name to display a drop-down menu

Schuppe, Kristen D.
Topaz

Logout

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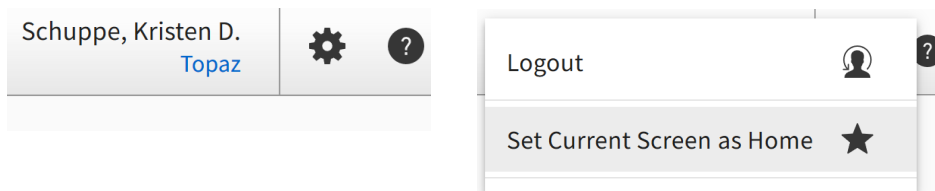
3. Click on "Set Current Screen as Home"

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.
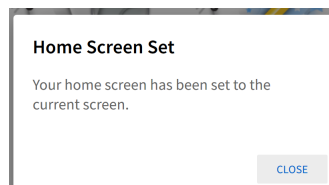
CLOSE

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

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Note that, in the current version of TOPAZ, <u>only the Biosafety Protocols module is compatible with all browser types</u>. Therefore, a compatible version of My Dashboard has been nested within Biosafey Protocols
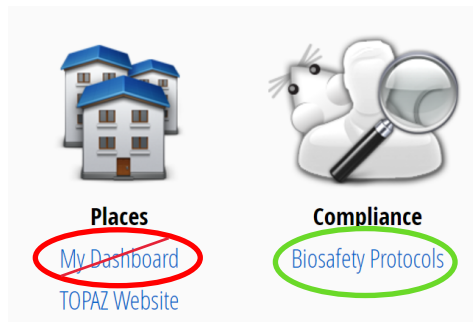
1. Click *Biosafety Protocols* under the Compliance menu.

Places
My Dashboard
TOPAZ Website

Compliance
Biosafety 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 Biosafety Protocols

3. Click My Dashboard on the Biosafety 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.

Protocol #	⋮	Reference #	⋮	Version #	⋮	Association	⋮	Principal Investigator	⋮

↑ Sort Ascending
↓ Sort Descending
▐▐▐ Columns ▶
▼ Filter ▶

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 *Biosafety Protocols* on the Compliance menu.
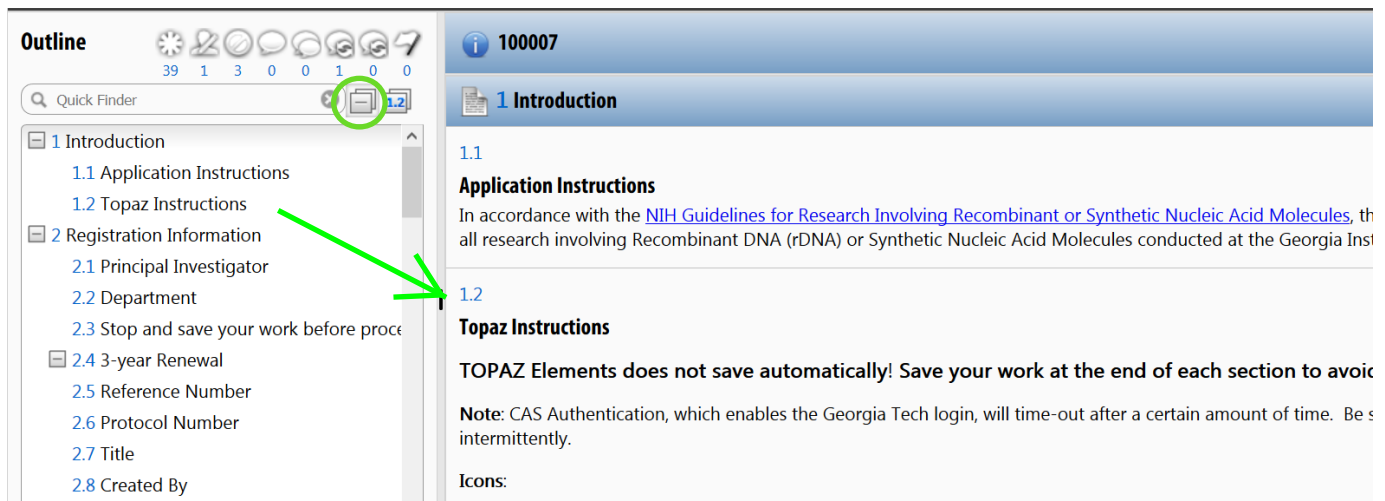
2. Click the Protocols icon and *Create Original Protocol* from the Protocols menu items.

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 Principal Investigator and click Save

5. Click on the trash can icon, if you would like to delete the draft protocol.

** Can not be deleted after submission, requester would need to contact IBC office to have it withdrawn.

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

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 ⊗
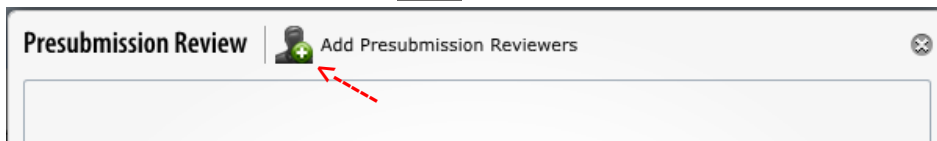
** The PI will receive an email from the TOPAZ system.
** The PI will need to complete section 8.4 (Certification) in order for the Protocol to be reviewed.

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

Navigating with Filters

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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):

	Last Name ↑	First Name	Middle Name	Staff Number
☐	Test	Topaz		

Select Staff — Filter: Not Set...

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

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:
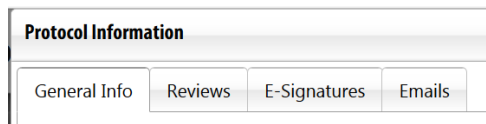
Contains

And

Contains

[Filter] [Clear]

Results.

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

Checking Submission Status

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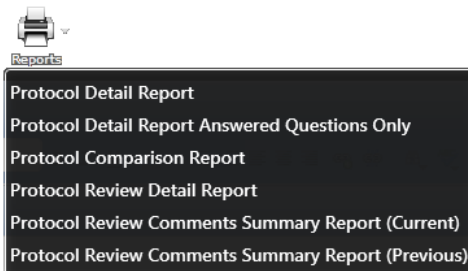
1. Click Biosafety Protocols on the Compliance menu.

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 Comparison Report
   Protocol Review Detail Report
   Protocol Review Comments Summary Report (Current)
   Protocol Review Comments Summary Report (Previous)

Returned for Modification

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1. Click on Biosafety Protocols from the Compliance menu on the home screen.

2. Click My Dashboard from the Biosafety Protocols screen.

3. Select the *My Protocols* tab on the left side of the screen.

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 window to the right of the section.

3.11 Accounts
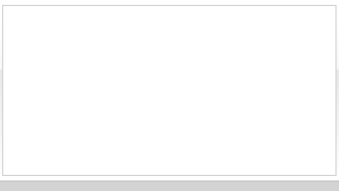
Comments From Last Submission

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   ⋮

➕ Add

6. Click the Compare button to see any changes made from previous versions 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 ➕

** 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 (if you are the PI) **Submit** or Presubmit the revised submission to the PI.

** See Creating a Protocol Request for more details about *Submitting* and *Presubmitting*

Viewing Approved Protocols

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1. Click Biosafety 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.

	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	Origrial
☐	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

Creating an Amendment Protocol Request

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1. Click Biosafety 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.

   ** Only edit sections that are applicable to the amendment; leave all other sections as-is*

5. Click the Compare icon to see any changes made from previous versions of the protocol.

6. **Save often**; if you are not finalizing the submission right away, you can always return to it later by

   Clicking *Open Unsubmitted Protocols* from the Protocols menu items.

7. Click to Save.

8. Click to *Submit* if you are the PI, or click to *Presubmit* if you are not the PI.

   ** See Creating a Protocol Request for more details about *Submitting* and *Presubmitting**

Creating a Renewal Protocol Request

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1. Click Biosafety 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 you are not finalizing the submission right away, you can always freturn to it later by clicking *Open Unsubmitted Protocols* from the Protocols menu items.

6. Complete the renewal by updating any information that is changing since the original approval.

7. Click to save.

8. Click to *Submit* if you are the PI, or click to *Presubmit* if you are not the PI.

   ** See Creating a Protocol Request for more details about *Submitting* and *Presubmitting*