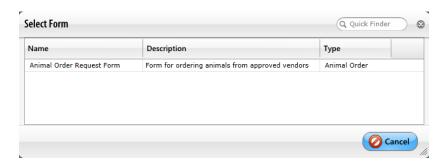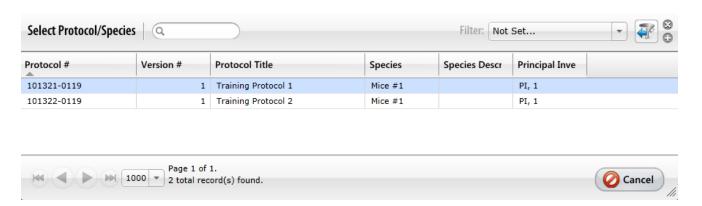# How to Order Animals on Approved Protocols Using Topaz Elements

This how-to guide describes how persons authorized to order animals under an approved animal protocol may create and submit an Animal Order request to the Center for Comparative Medicine (CCM) to order animals from vendors. DO NOT FOLLOW THESE STEPS TO REQUEST FUTURE CAGE CARDS. The guide assumes you are an authorized user who is already logged into Topaz Elements. Refer to the login/logout how-to guide if you need specific instructions to log into the system.

1. In the Operations 🧭 menu, click Animal Orders.

2. In the Orders menu, Click 🌼 Create New Order.

3. Click the "Animal Order Request Form" in the Select Form grid. The Animal Order Request Form opens.

4. In the Protocol Information section, click the green circle with a plus sign icon ➕ in the Protocol and Species question. A list of approved protocols that you are able to submit orders under appears on the

   screen. Select the protocol and species from the grid. This field is a required field 🌸 and must be completed to save the form.

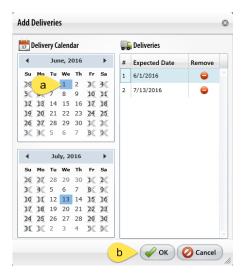
TOPAZ | Elements is maintained by the Office of the Vice President for Research at UConn Health. For technical issues, please email eRA-support@uconn.edu, call 860-486-7944, or visit http://research.uchc.edu/about/research-it/topaz/

5. Click Save ![save icon] near the top left of the page. The protocol title and PI questions will populate on the form.

6. Click Next ![NEXT button] button at the bottom center of the screen to move to the next section or click Order Information in the Outline panel to move to section 2 of 3 on the form.

7. Enter a response to the National Institute on Aging (NIA) order question. Additional questions may appear if you choose Yes. *Note: If you are ordering from NIA, the order MUST be submitted by 3 PM on Monday or your order will be delayed to the following Monday.*

8. If the Requester is not the Animal Owner, Click ![icon] in the Requester question. A grid appears, select the appropriate Animal Owner from those staff listed on the approved protocol.

9. Click Next ![NEXT button] at the bottom center of the screen to move to the next section or click Delivery Information in the Outline panel to move to section 3 of 3 on the form.

10. Answer the required questions ![asterisk icon] .

11. For the Vendor Catalog question,

    a. Click the green circle with a plus sign icon ![green plus icon] to choose a vendor. A list of vendors appears in a popup box. Click on the desired vendor.
    b. Click ![Add Catalog Item from button] button. A grid appears with catalog items specific to that vendor.
    c. Choose the Strain/Stock/Breeds (SSB) and gender(s) for your order by clicking the checkbox to the left of the item in the grid.
        i. If desired, you may sort the grid by clicking on the desired column.
        ii. Also, you may type in the Quick Finder ![Quick Finder search box] search box to narrow the grid.
    d. Click the Ok button.

    Note: Only one vendor SSB per gender is allowed on each order. If you need two different SSB's, you must submit a separate order request.

12. In the Schedule Deliveries question, click [Schedule Deliveries] button.
    a. Using the delivery calendar, click one or more dates for the deliveries that you desire. You cannot choose one of the X-ed out blackout dates for your delivery. Click 🚫 to remove errant dates.
    b. Click the OK button [✔ OK].
    c. The delivery dates will appear.

13. Click on the blue Navigate to Delivery arrow ↪ and for each delivery, answer all the required ✳ questions. Please do not enter text into the "CCM Office Use only" fields. Repeat this step if you have additional deliveries. For certain questions, you must click the green circle with a plus sign icon ➕ and select your response (e.g. Housing, Bill to Account, and Per Diem Account).

    Note: Please be sure to choose a housing location at the very least to the floor level if you do not know the room.

14. Click Save 💾 .

15. Click Submit ⬅ at the top of the page. A popup window appears.

16. Click the Set Status ⚒ button on the popup window.

17. Your order will be submitted. To verify, go to My Dashboard > My Orders and look for it as a Submitted Animal Order. Alternatively, you may check in Animal Orders > Orders > Open Submitted orders. If it is not listed, find it under the Unsubmitted orders, then open, complete, and submit the order request again.