How to View Approved Protocols

This how to guide assumes you have logged into TOPAZ Elements and you are authorized to view protocols since you are the principal investigator, co-investigator or a research staff member working on a particular animal protocol.

1. Under the Compliance Menu, Click Animal Protocols.

2. On the Protocols menu, Click Open Approved Protocols.

3. If you don't have that many approved protocols, either:
   - Click on the appropriate Approved Protocol to view the protocol form.
   - Print the Approved Protocol by clicking on the check box to the left of the protocol grid then click Print Select Reports and choose Protocol Detail Report. You will be prompted to choose PDF or RTF (rich text for MS Word) format. Click the OK button after making your selection.

4. If you do have a lot of approved protocols in your view, you may wish to use an Advanced Filter to find a particular protocol. Follow these steps:
   a. Click in the upper right corner to filter the protocols on the grid.
   b. Click Create New Filter and choose a filter option from the drop-down list. For example, protocol #. Populate this field with the desired protocol number.
   c. Click Apply Filter to Grid to see your results.
   d. Follow Step 3 above to open the protocol form or print the detail report.