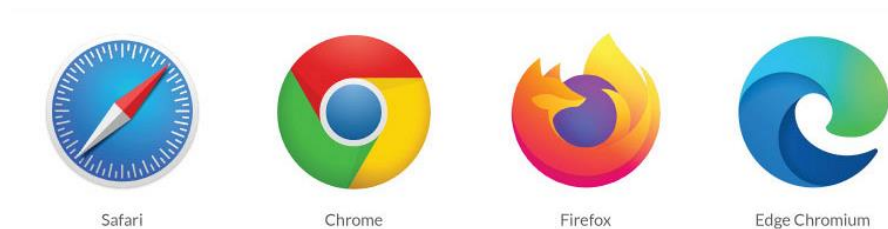


Important Changes in TOPAZ Elements

1) Accessing the System

TOPAZ Elements is **accessible from any modern web browser** (Safari, Chrome, Firefox, or Edge).



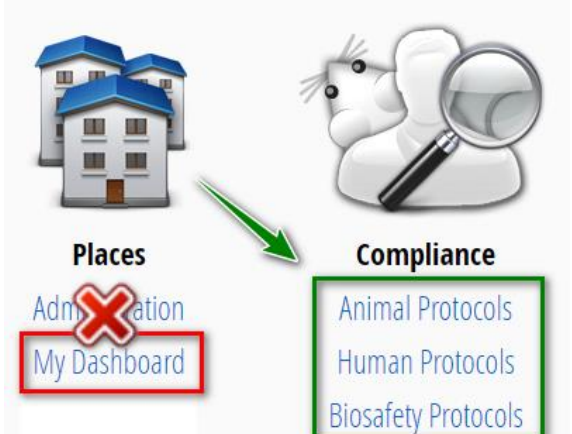
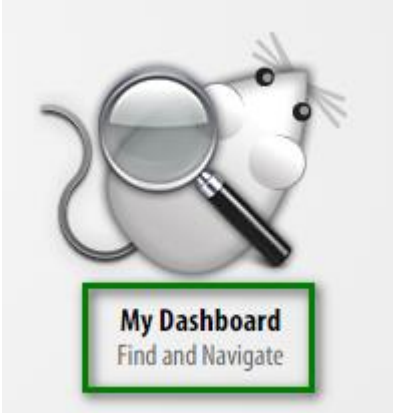
Please **stop using Internet Explorer 11** and adopt one of the browsers mentioned above for added security and better functionality.

2) System Dashboard

At this time, only the Protocol modules have been updated to be Silverlight-free. **Your dashboard is now nested within the Protocols section of the system.** Please **do not** click the main “My Dashboard” link located under “Places”, since that dashboard still requires Microsoft Silverlight.

To access the Human Protocols dashboard, you will first need to click on “Human Protocols” and then click on “My Dashboard” from within that Human Protocols section.

Please see the screenshots below for further instructions.

<p>Step 1: Click on Human Protocols (Don't click “My Dashboard” from this screen)</p>  <p>The screenshot shows a navigation menu with two main sections: 'Places' and 'Compliance'. Under 'Places', there are links for 'Administration' and 'My Dashboard'. A red 'X' is placed over the 'My Dashboard' link, and a red box highlights it. A green arrow points from the 'Places' section towards the 'Compliance' section. The 'Compliance' section is highlighted with a green box and contains links for 'Animal Protocols', 'Human Protocols', and 'Biosafety Protocols'.</p>	<p>Step 2: From the Human Protocols section, click on the “My Dashboard” link</p>  <p>The screenshot shows a close-up of the 'My Dashboard' link within the 'Human Protocols' section. The link is highlighted with a green box and includes the text 'Find and Navigate' below it.</p>
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3) Creating Protocols

The first initial save of an Original Protocol Form may take up to 5-10 seconds to complete. When loading an Amendment, Renewal, or Interim Review Form for the first time, it may take 15-30 seconds to initially load the form. Please be patient and let the form fully load.

Protocol applications are now navigated by sections. Click the arrows on bottom of the screen to move between sections or use the outline on the left side of the screen.



Remember to **save your work often** as the system does not save your work automatically.

4) Filtering Information

The quick filter has been removed. The system now allows for more advanced filtering of each individual column. Simply click on the three vertical dots at the top of a column, click on "Filter", type your term, and click "Filter".

<input type="checkbox"/>	Last Name	⋮	First Name	⋮	Middle Name
<input type="checkbox"/>	Aaron				
<input type="checkbox"/>	Abad				
<input type="checkbox"/>	Abad				
<input type="checkbox"/>	Abad				
<input type="checkbox"/>	Abadia		Karina		
<input type="checkbox"/>	Abbott		Karen		
<input type="checkbox"/>	Abbott		Michele		
<input type="checkbox"/>	Abdel-Moty		Alma		
<input type="checkbox"/>	Abdullah		Jonathan		
<input type="checkbox"/>	Abedini		Vahid		
<input type="checkbox"/>	Abel		Deborah		

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

Show items with value that:
Contains ▼

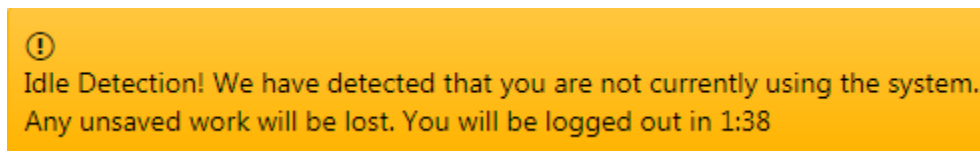
And ▼
Contains ▼

5) Confirmation Messages

Whenever you save or submit your work, a green confirmation bubble will now appear in the bottom right corner of the screen indicating that the action has been completed. There is no longer the need to “Set Status” when submitting a protocol. If you don’t see a confirmation message right away, **please wait while the application completes the action** to avoid duplicate submissions.

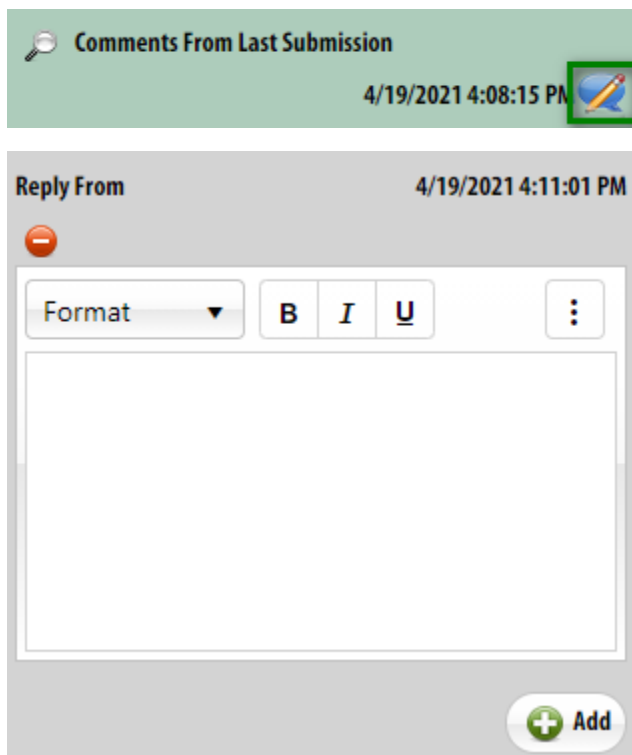


If you leave the application open and inactive for a period of time, a yellow message bubble will appear in the bottom right corner counting down the time until you are automatically logged out of the system.



6) Comments

Reviewer comments now appear in a floating box window alongside the protocol. Researchers now have the ability to respond to a comment with their own comment. Click the little blue icon to comment.



7) Copying and Pasting

You can now use right-mouse clicks to copy and paste from another document/file (keyboard commands are still supported as well). Copying and pasting should no longer create any unwanted formatting in TOPAZ.