


<b>Laboratory Animal Resources Center</b>		
<b>Title:</b> Basic TOPAZ Navigation		
<b>SOP#:</b> A5	<b>Date in Effect:</b> 4/2018	
<b>Revision Date:</b>		
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## A) PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to outline proper procedures of how to navigate the TOPAZ.

## B) SCOPE

This Standard Operating Procedure (SOP) applies to all UTEP LARC personnel and authorized research staff navigating the TOPAZ.

## C) PROCEDURES

1. Topaz Elements Website: <https://utepprod.topazti.net/Elements>
  - a. Login using your UTEP User Name and your set password.
2. Main Menu: Product Modules
  - a. View Main Menu in multiple locations in Topaz Elements Site.
  - b. Start Up Page



- c. Top Left Corner of each Module Page

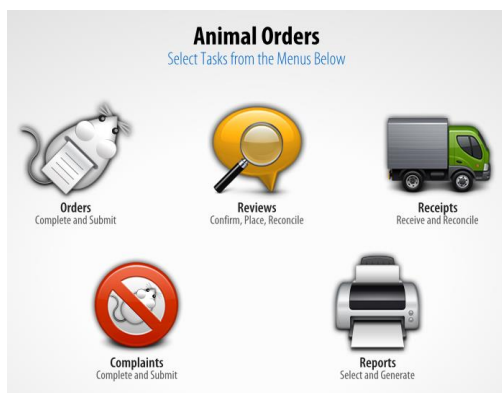


- d. Product List is contingent on the user's permission group.
3. Compliance Module: Animal Protocols



- a. Protocols – Complete and Submit
  - i. Create Original Protocol
  - ii. Create Amendment Protocol
  - iii. Create Renewal Protocol
  - iv. Create Interim Review Protocol
  - v. Open Unsubmitted Protocols
  - vi. Open Submitted Protocols
  - vii. Open Returned Protocols
  - viii. Open Approved Protocols
  - ix. Open Protocol Histories
  
- b. Reviews – Inspect and Comments
  - i. Create Review Assignment
  - ii. Open Unassigned Protocols
  - iii. Open Assigned Protocols
  
- c. Reports – Select and Generate
  - i. Print Protocol Reports
  - ii. Print Active & Current Protocol Reports
  - iii. Print Review Reports

#### 4. Operations Module: Animal Orders



- a. Orders – Complete and Submit
- b. Reviews – Confirm, Place, Reconcile
- c. Receipts – Receive and Reconcile
- d. Complaints – Complete and Submit
- e. Reports – select and Generate

5. Operations Module: Animal Census



- a. Cages – Assign and Maintain
- b. Animals – Assign and Maintain
- c. Mobile – Sync and Verify
- d. Reports – Select and Generate
- e. Animal Census History – Look up both. Active and Inactive Animal Census Data
  - 1. Use Boolean Operators to search the database.

6. Operations Module: Animal Billing



- a. Transactions – Enter and Update
- b. Billing – Create and Send
- c. Reports – Select and Generate

7. My Dashboard:

- a. Use for general overview of the entire database from each module.
- b. Use for quick search and link to the data from the

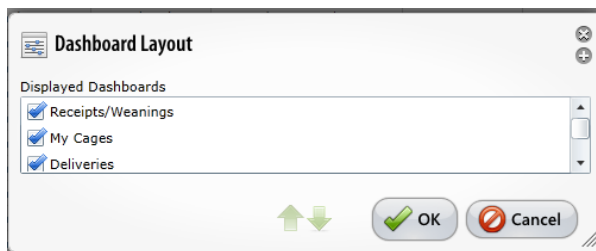


modules.

- c. Generate PDF and Excel exports of the database available for quick view.



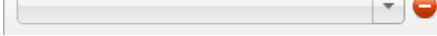
- d. Customize to fit your desired workflow by clicking on the



8. Using Filters to search database

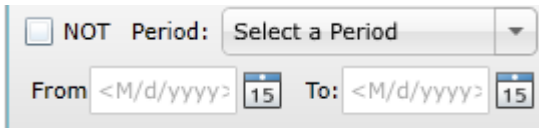
- a. Select the filter icon  to open the filter options.

- b. Select the New Filter icon .

- c. Select the drop down list  to choose the desired field to filter.

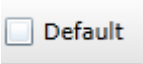

- d. Add  additional fields to filter.

- e. Select from the Field  option.

- f. Select a range  from which to filter for the appropriate field.

- g. Apply  the filter.

- h. Title  and Save  the filter for future use.

- i. Set filter as Default  to automatically load when using the module.
- j. Delete  filter if no longer needed.