Attachments
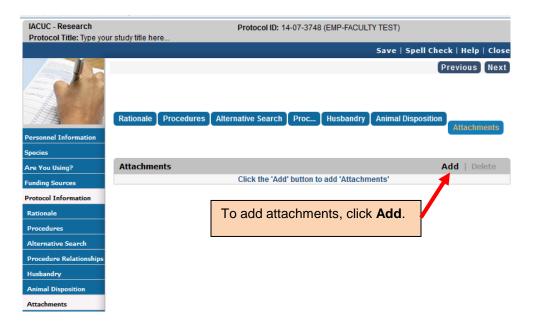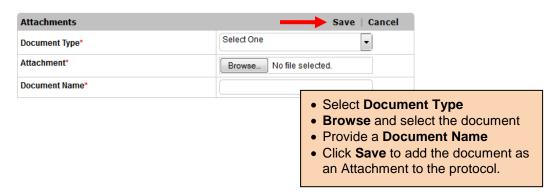
1) You can attach supporting documentation to your Animal Use Protocol in this section, such as references for animal numbers justification, standard operating procedures (SOPs), and strains of mice.

2) Click on the **Add** button to add an attachment.

    a. eProtocol currently supports Word, Excel, PDF, JPG, or GIF files. If you try to add an incompatible file type, you'll get an error message.

3) From the Attachments pop-up window, select the **Document Type** from the drop-down list, or select **Other** and describe.

4) Click on **Browse** to search for and select the document.

5) The **Document Name** will auto-populate the file name of the document you selected, however, you can edit the Document Name.

6) Click **Save** to add the document to the protocol.

7) The document will appear on the Attachments page.

8) To edit, select the **Attachment** name. This will open the Attachment pop-up window.

9) To delete, select the box next to the Attachment name, and click **Delete**.

10) Click on **Next** to save and move to the next section of the protocol. Attachments are the final tab in the Protocol Information of the protocol.