

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.

The screenshot shows the IACUC Research interface. At the top, it displays 'IACUC - Research' and 'Protocol ID: 14-07-3748 (EMP-FACULTY TEST)'. Below this is a 'Protocol Title' field with the placeholder text 'Type your study title here...'. A navigation bar includes 'Save | Spell Check | Help | Close' and 'Previous | Next' buttons. A sidebar on the left lists various sections: Personnel Information, Species, Are You Using?, Funding Sources, Protocol Information (with sub-items: Rationale, Procedures, Alternative Search, Procedure Relationships, Husbandry, Animal Disposition, Attachments), and Attachments. The main content area shows a navigation bar with buttons for 'Rationale', 'Procedures', 'Alternative Search', 'Proc...', 'Husbandry', 'Animal Disposition', and 'Attachments'. Below this, the 'Attachments' section is active, showing a header with 'Attachments' and 'Add | Delete' buttons. A message below the header reads 'Click the 'Add' button to add 'Attachments''. A red arrow points from a text box to the 'Add' button.

To add attachments, click **Add**.

- 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.

The screenshot shows the 'Attachments' pop-up window. It has a header with 'Attachments' and 'Save | Cancel' buttons. Below the header, there are three fields: 'Document Type*' with a dropdown menu showing 'Select One'; 'Attachment*' with a 'Browse...' button and the text 'No file selected.'; and 'Document Name*' with an empty text input field. A red arrow points to the 'Save' button.

- Select **Document Type**
- **Browse** and select the document
- Provide a **Document Name**
- Click **Save** to add the document as an Attachment 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.

IACUC - Research Protocol ID: 14-07-3748 (EMP-FACULTY TEST)
 Protocol Title: Type your study title here... Save | Spell Check | Help | Close

Previous Next

Rationale Procedures Alternative Search Proc... Husbandry Animal Disposition Attachments

Personnel Information
 Species
 Are You Using?
 Funding Sources
 Protocol Information
 Rationale
 Procedures
 Alternative Search
 Procedure Relationships
 Husbandry
 Animal Disposition
 Attachments

Attachments Add Delete

Attachment	Attached Date	Submitted Date
<input type="checkbox"/> Tissue Colcltn Genotyping Anesthetized GM Mice	07/11/2014	

Click **Next** to save and go to the next section of the protocol.

Click the **Attachment** link to edit.

To delete, select the box next to the Attachment and **Delete**.