

## 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), field safety plans, 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 protocol form. At the top, it displays 'IACUC - Research' and 'Protocol ID: 14-07-3748 (EMP-FACULTY TEST)'. Below this is a 'Protocol Title' field. 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-sections: Rationale, Procedures, Alternative Search, Procedure Relationships, Husbandry, Animal Disposition), and Attachments. The main content area has tabs for Rationale, Procedures, Alternative Search, Proc..., Husbandry, Animal Disposition, and Attachments. The Attachments tab is active, showing an 'Add | Delete' button and a message: 'Click the 'Add' button to add 'Attachments''. A red arrow points from a callout 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 title bar with 'Attachments' and 'Save | Cancel' buttons. A red arrow points to the 'Save' button. The form contains 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.

- 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

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

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"/> <a href="#">Tissue Collectn Genotyping Anesthetized GM Mice</a> | 07/11/2014    |                |

Click the **Attachment** link to edit.

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