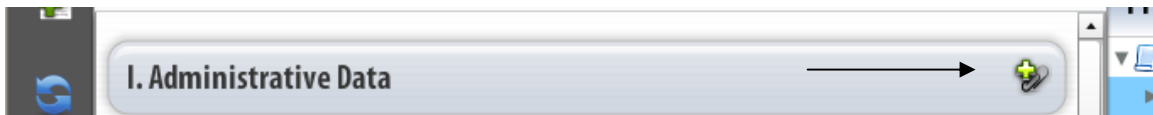


How to Add Links and Attach Files and Supporting Documents

The UH IACUC asks for your cooperation by electronically attaching supporting documents such as MSDS fact sheets, special use permits, review articles, and letters of acknowledge for support the proposed study, etc., directly to the user's new protocol, amendment, or renewal application.

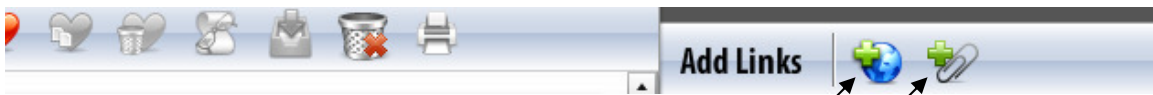
When creating a protocol, the user is empowered with the ability to add files and supporting documents to the application.

In the **Protocols panel**, please find the Add Link icon on the right side of the title bar.



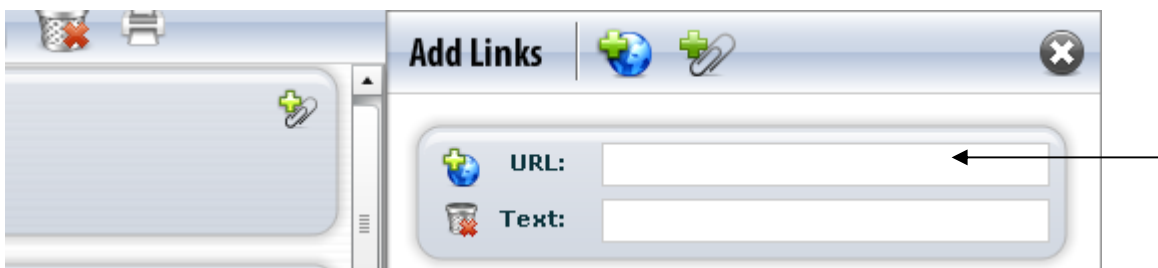
The **Add Link** icon is a **GREEN CROSS WITH PAPERCLIP**.

By clicking on the **Add Link** icon, the user can **Add Links** or **Add files** to an animal use application:

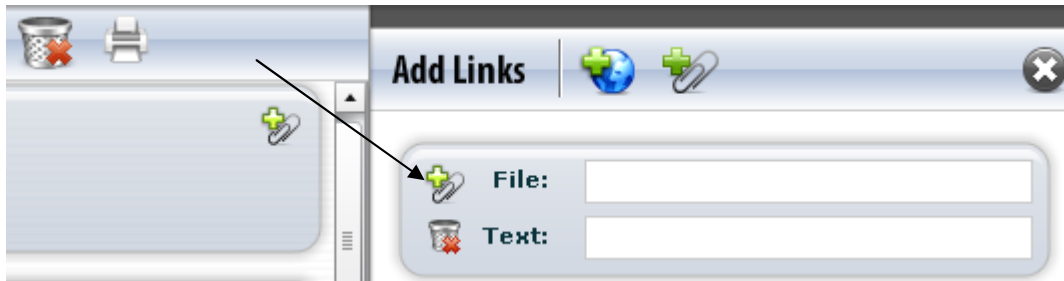


1. 2.

1. The **Add Links** [Green Cross with Planet Earth] feature will allow the user to type and insert **any available URL (web address)**. This is ideal for files stored in a "web shared" location. You may also type a description of the web link in the "Text:" field (optional). Please ensure all links are working.



2. The **Add Files** [Green Cross with Paperclip] feature will load a **selected file into the TOPAZ database** and display a link to that file. To add a file, click on the large paperclip icon, then click on the smaller paperclip icon next to the word "File:" to browse for a file on your computer to upload.



Please be advised that you may not be able to upload extremely large files.

You may attach multiple files and URLs by clicking on the Add Links icons again. When you are finished adding your links, click the "x" in the upper right-hand corner to go back to the protocol form.

