1. Animal Orders

You can submit an animal order in Topaz for any approved protocol. Animal orders can be scheduled for a single delivery or a standing order. The following tutorials explain how to create an order and schedule delivery.

How To Order Animals

Step 1: Go to the [Topaz login](#) page
- o   Chrome or Safari are the recommended browsers.
- o   User experience is *greatly influenced* by the browser in use.
- o   Bookmark this page for easy access later.
- o   Login with your MSU Net ID and password.

Step 2: Under *Operations* click on **Animal Orders**.

TOPAZ | Elements

Places
My Dashboard
TOPAZ Website

Compliance
Animal Protocols
Human Protocols
Biosafety Protocols

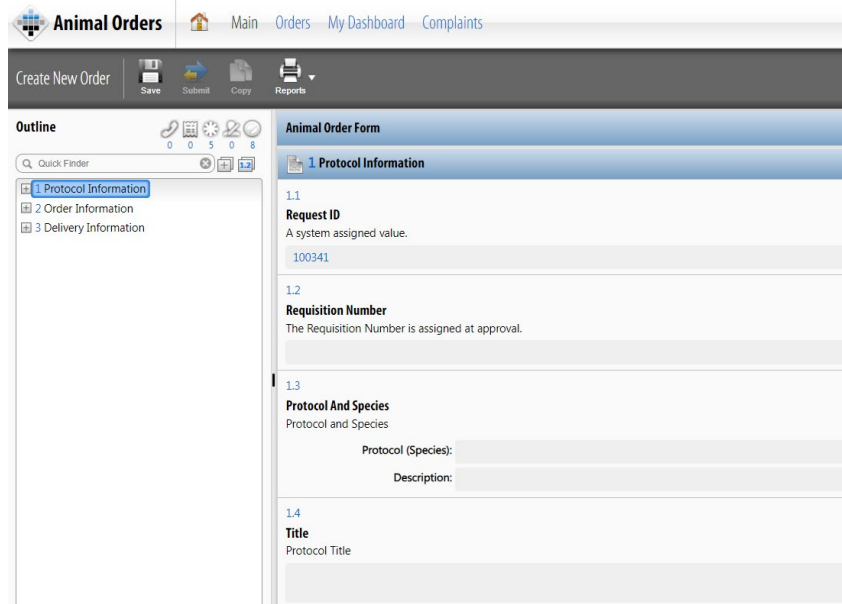**Operations**
Animal Orders

Step 3: Hover (with your cursor) over *Orders* and a menu will appear. Select **Create New Order** – The screen will refresh and a *Select Form* window will be displayed.
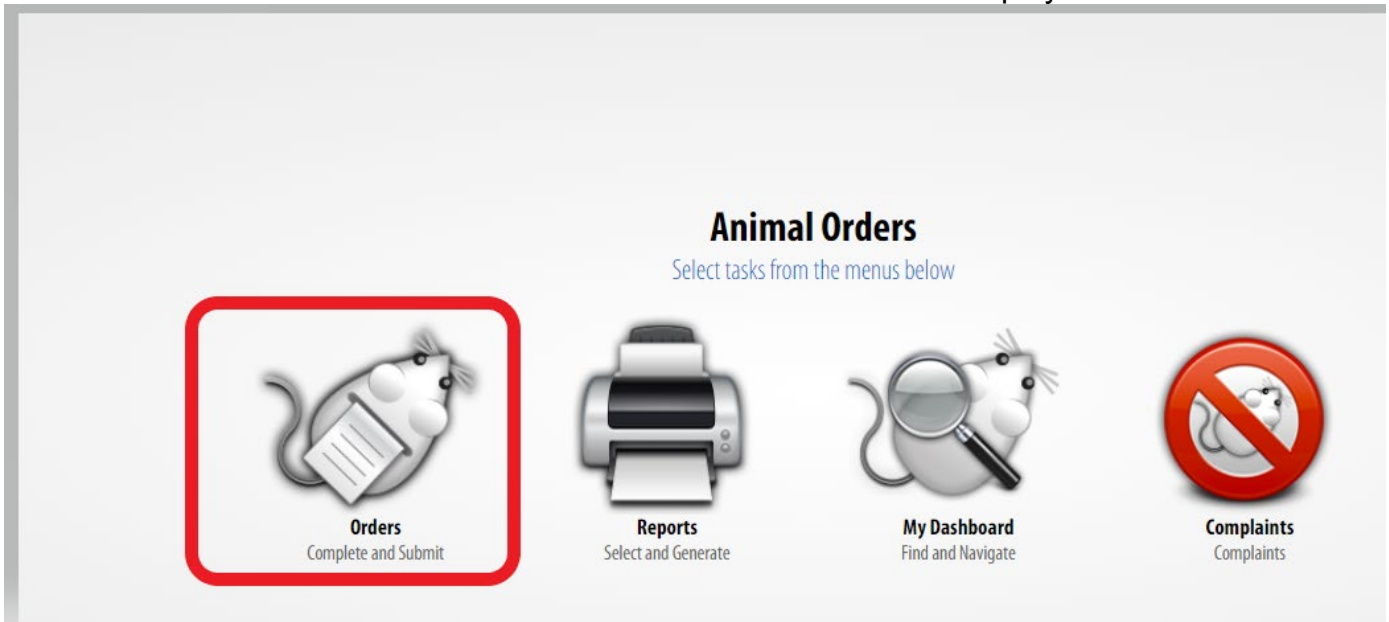
Step 4: Select Animal Order Form:
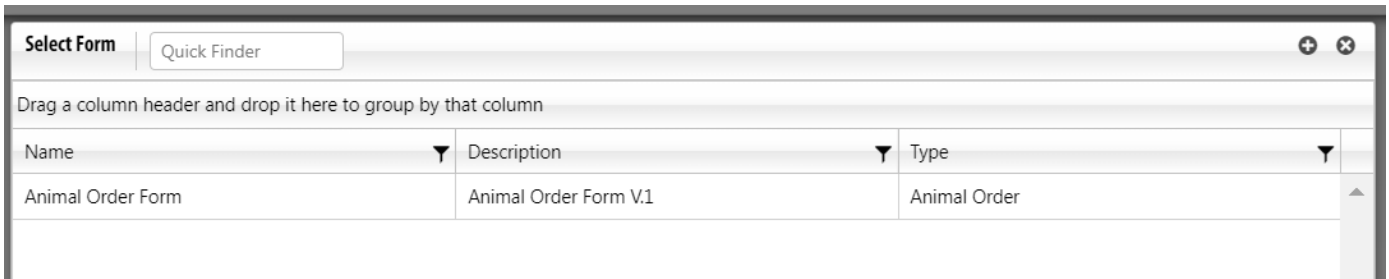
The menu will close, and the screen will display the animal order screen with an Outline of the sections and corresponding questions.

Step 5: Complete the questions in each section. Click on the **Next** button to advance to the next section.

- **Section 1: Protocol Information** – Under Protocol and Species click the ⊕ icon to select a protocol. A new Select Protocol/Species window will open. Select the desired protocol from the list. The window will close. Click the **Save** icon. **You must select a protocol and save it for the remainder of the form to populate**. Click the **Next**
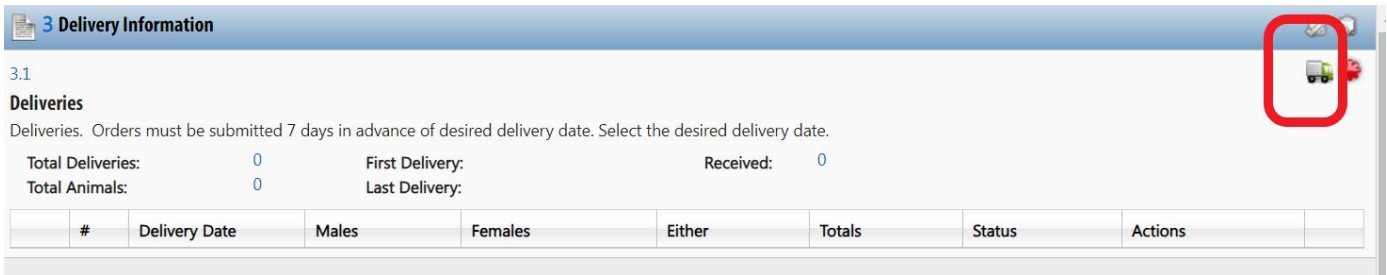
   button.

- **Section 2:Order Information**– Under Vendor click the ⊕ icon. A Select Vendor window will open. Click on the appropriate vendor. The window will close. Click the Next button.
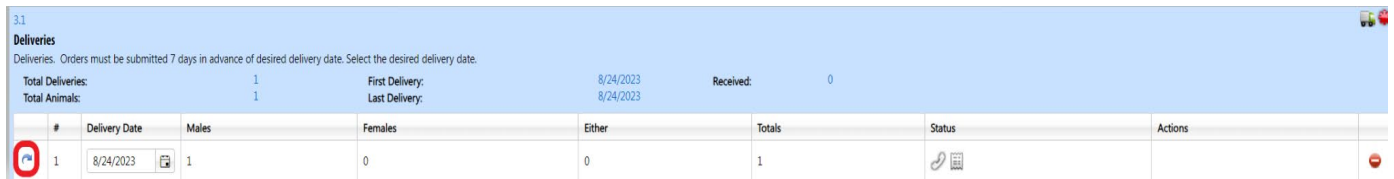
- **Section 3: Delivery Information:**

    a. In the top right corner select the truck icon.

    b. A new Schedule Deliveries window will open. To select a date, click on the date in the calendar. Dates marked in red are blackout dates upon which deliveries cannot be scheduled. Delivery date must be a minimum of 7 days from order date. **NOTE**: The actual delivery date will be confirmed when the order is placed with the vendor. When you have made your date selection, click the **OK** button.
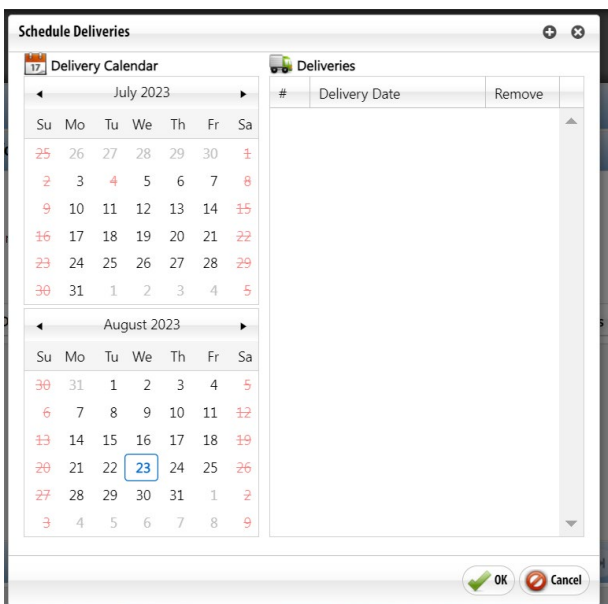
c. The window will close and the new delivery date will be added to the Delivery Schedule. – Click the ↻ icon (to the left of the Delivery Date) to enter the delivery details. The question section of the screen will refresh.

d. Enter the number of animals you would like to order. Select the ⊕ icon to chose the Strain/Stock/Breed. Save the order. Complete the rest of the form. *Please note, all questions marked with a red * are required*

e. Select the ⊕ icon to choose the Per Diem Account and Bill To Account. These are required for submission of the order. Save the order.

Step 6: You have completed the order. Click the **Submit** button.
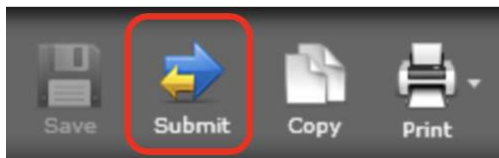
Step 7: An *E-signature Information* window will appear. Enter your **Net ID** and **Password**. The form will be checked for errors. If any required items have not been completed, you will not be able to submit the order. An error message will indicate the required questions that have not been answered. The ✳ button in the Outline will navigate to all required questions.