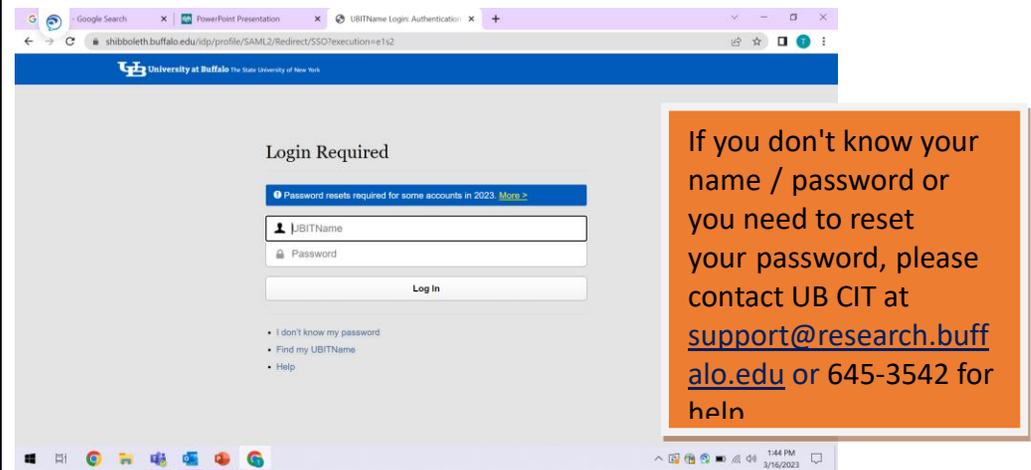
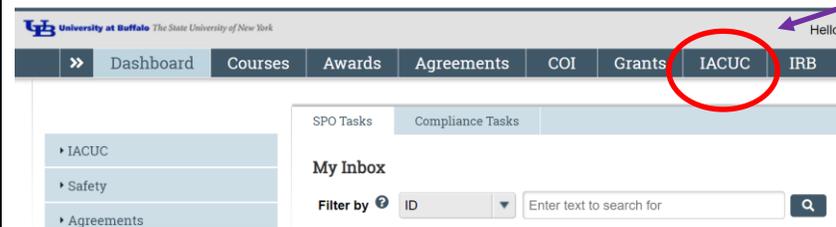


# Quick Reference Guide: How to Create/edit a Substance

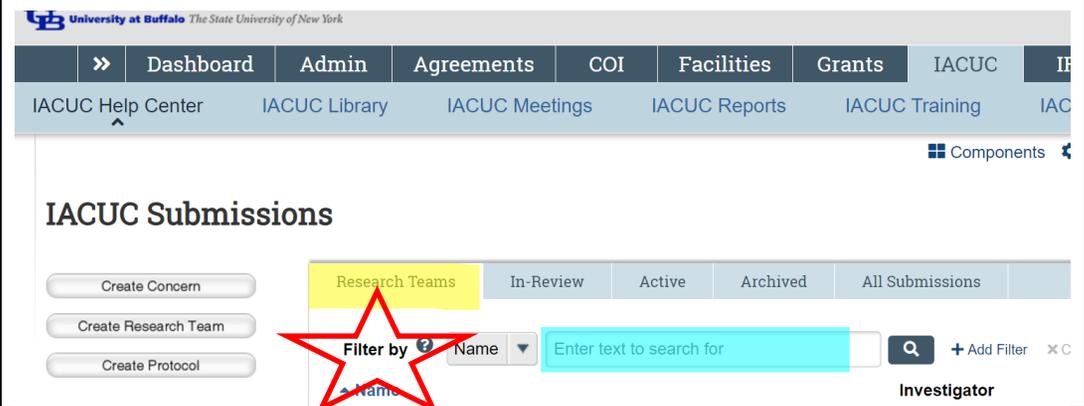
1. Log in to Click with UBIT name and password



2. Click on the IACUC tab in the bar across the top of the page



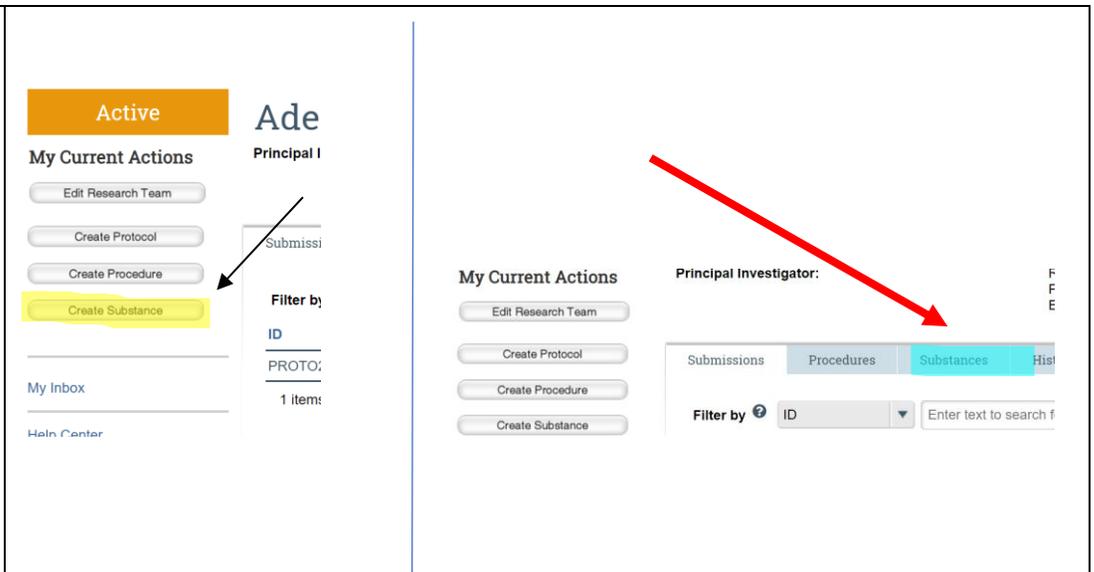
3. Click on your Research Team – You can filter the Team Names for an easier find



# Quick Reference Guide: How to Create/edit a Substance

4. If creating a substance, click on the button labeled “Create a Substance” on the left of the screen.

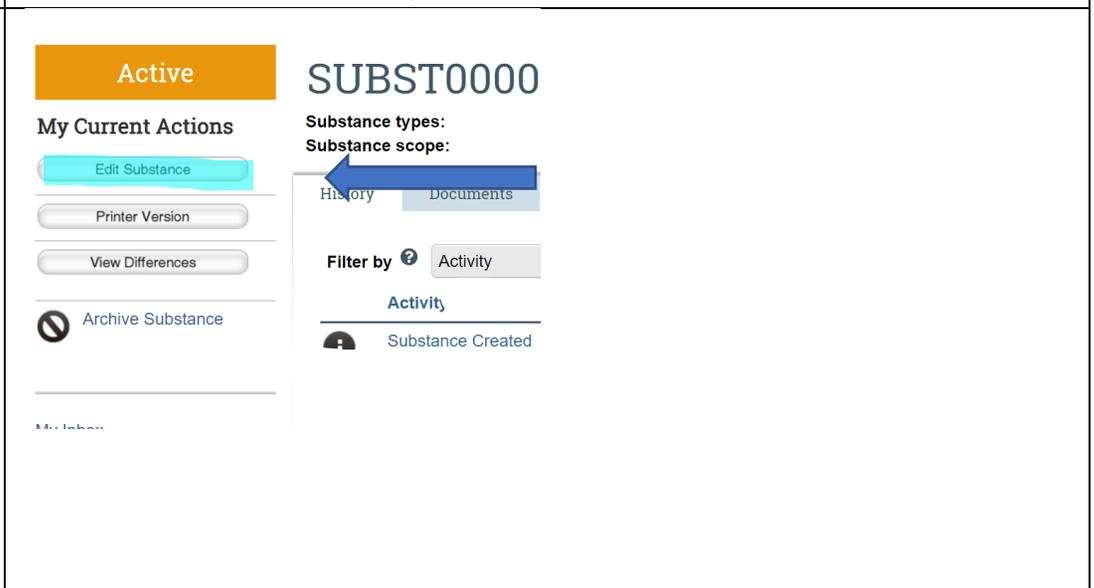
If editing a substance, click on the word “Substances” in the blue bar across the middle of the page.



The screenshot shows two panels of a web interface. The left panel, titled 'Active Ade Principal I', has a 'My Current Actions' section with buttons for 'Edit Research Team', 'Create Protocol', 'Create Procedure', and 'Create Substance' (highlighted in yellow). Below these are 'My Inbox' and 'Main Center' links. The right panel shows a navigation bar with 'Submissions', 'Procedures', 'Substances' (highlighted in blue), and 'History'. Below the navigation bar is a 'Principal Investigator' field and a search bar with 'Filter by ID' and 'Enter text to search for'. A red arrow points from the top right towards the 'Substances' tab.

5. If editing a substance, find your Substance that needs to be edited in the list of Substances. Click on the title to open the workspace.

Click on the “Edit Substance” button to the left side of the screen, under My Current Actions.

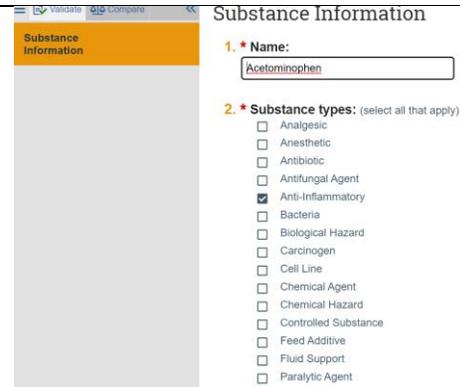


The screenshot shows two panels of a web interface. The left panel, titled 'Active SUBST0000', has a 'My Current Actions' section with buttons for 'Edit Substance' (highlighted in blue), 'Printer Version', 'View Differences', and 'Archive Substance'. The right panel shows a workspace for 'SUBST0000' with 'Substance types:' and 'Substance scope:' fields. Below these are 'History' and 'Documents' tabs, and a 'Filter by Activity' dropdown. A blue arrow points from the 'Edit Substance' button in the left panel to the 'Activity' dropdown in the right panel.

# Quick Reference Guide: How to Create/edit a Substance

6. Answer the 4 questions if creating a substance.

Make the appropriate changes if editing a substance.

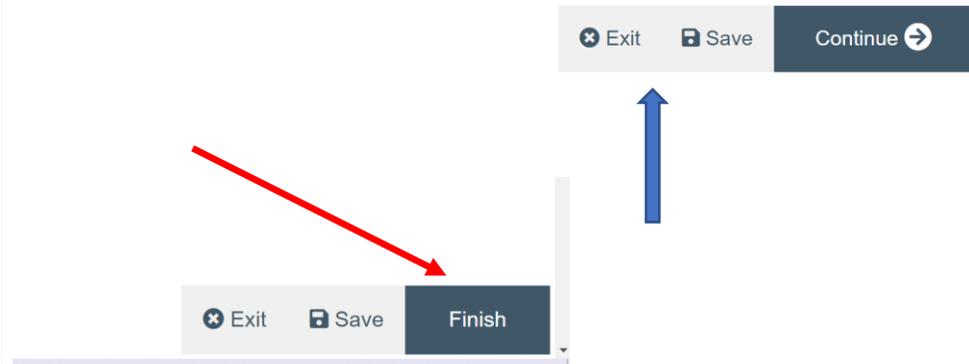


The screenshot shows a web form titled "Substance Information". It has two main sections:

- 1. \* Name:** A text input field containing "Acetaminophen".
- 2. \* Substance types: (select all that apply)** A list of checkboxes with the following options:
  - Analgesic
  - Anesthetic
  - Antibiotic
  - Antifungal Agent
  - Anti-Inflammatory
  - Bacteria
  - Biological Hazard
  - Carcinogen
  - Cell Line
  - Chemical Agent
  - Chemical Hazard
  - Controlled Substance
  - Feed Additive
  - Fluid Support
  - Paralytic Agent

7. Click "Save" and then "Exit" or "Finish" when done.

Click Continue to present the protocol SmartForm. Make the necessary changes to the protocol in the appropriate sections of the SmartForm.



The screenshot shows two sets of navigation buttons. The top set includes "Exit" (with a close icon), "Save" (with a save icon), and "Continue" (with a right arrow icon). The bottom set includes "Exit" (with a close icon), "Save" (with a save icon), and "Finish" (with a right arrow icon). A red arrow points from the "Finish" button in the bottom set to the "Continue" button in the top set. A blue arrow points from the "Continue" button in the top set to the "Exit" button in the bottom set.