

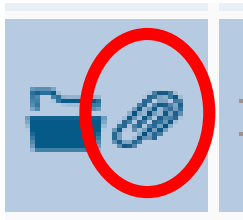
**WELCOME**

**Tick@lab**

How to locate an Approval Memo

	IRB-20-0235	Protocol F - Testing Disapproval	Aug-2020	Disapproved	Aug-2020	---	---	Aug-2020	Aug-2020	Disapproved	Aug-2020	---	IRB, Investigator	4.0	---
	IRB-20-0234	Pr	---	---	---	---	---	17-Aug-2020	17-Aug-2020	Closed	17-Aug-2020	---	IRB, Investigator	4.0	---
	IRB-20-0233	Pr	---	---	---	---	---	03-Sep-2020	03-Sep-2020	Reviewer	03-Sep-2020	17-Aug-2020	IRB, Investigator	20.0	17-Aug-2022
	IRB-20-0232	Protocol C - Health Affairs Appli...	Aug-2020	Approved	Aug-2020	17-Aug-2021	---	17-Aug-2020	17-Aug-2020	Approved	17-Aug-2020	17-Aug-2020	IRB, Investigator	29.0	---
	IRB-20-0230	Test App 7/22	22-Jul-2020	Initiated	22-Jul-2020	---	---	22-Jul-2020	22-Jul-2020	Draft	22-Jul-2020	---	IACUC IRB IBC, Administrator	1.0	---
	IRB-20-0229	Protocol B (FA Behav Exp)	22- ----	Disappro	17-Aug-202	16- ----	---	17-Aug-202	17-Aug-202	Disapproved	17-Aug-202	17-Aug-202	IRB. Investigator	15.0	---

Right click on top of the paper clip icon



The paper Icon means there is an attachment



Protocol C - Health Affairs pli...	17- Aug-202 0	Ap
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Protocol A (Exp Behav)	22- Jul-2020	Cl
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+ New

Details File

Delete file

Edit comment

**Edit attachment**

History

Duplicate File

Select "Edit attachment" from the drop down menu

**IMPORTANT NOTE:**  
**Remember to Allow Pop-Ups in  
your web browser.**

**If you do not allow pop-ups, the system  
will not work properly.**

# 1. A Pop-up will come out with the Approval Memo under “Attachments”

Pop-up - Google Chrome

lar-test.test-utrgv.net/tickatlab\_test/popup.aspx?CommId=626654737&EventId=FileViewAttachmentCRUD.Start

Close window X

### Attachments

Save Reset

GENERAL

File: Choose File No file chosen

Description:

ATTACHMENTS

Last Changed	File	Description
22-Jul-2020	TEST Approval Memo.docx	TEST Approval Memo_2020

2. Select the attachment that will appear under “File” so you can download the Approval Memo.

3. Close window when finished accessing document.

The screenshot shows the IRB system interface. On the left, a table lists IRB records with columns for IRB#, File title, File created, and File status. The record IRB-20-0227 is selected. Below this is a 'Documents/Versions In File' table with columns for Document title, Version, Last document change, Last document checkout, and Document status.

On the right, a popup window titled 'Attachments' is open. It shows a 'GENERAL' section with a 'File:' field containing 'Choose File' and 'No file chosen', and a 'Description:' field. Below this is an 'ATTACHMENTS' section with a table:

Last Changed	File	Description
22-Jul-2020	TEST Approval Memo.docx	TEST Approval Memo_2020

A large red arrow points to the 'TEST Approval Memo.docx' file in the attachments table. The bottom of the screen shows the Windows taskbar with open files: 'TEST Approval M...docx', 'TEST Approval M...docx', and 'IACUC Training C...ppt...'.