Creating Order Request(s) on Granite

Animal Order Requests are due Thursday mornings by 10^{30} am unless otherwise specified.

Granite Log-In

- Using Internet Explorer or Safari, enter https://asp.topazti.net/Citrix/AccessPlatform/auth/login.aspx
  Be sure the CAPS LOCK is OFF.
- With **jagz** as a prefix, enter your first name initial (i) and your last name (ln) in the top box: **jagz**iln
- In the box below, enter the Citrix server password.
  Under Advanced Options, you may wish to check that "Native Client is selected, and then click Log In.
- When the Applications box appears, click on the blue and white **Granite box** above University of South Alabama.
  Citrix MetaFrame flashes as you enter the USALABAMA server.
- Next page, three boxes:

Top box	→	your iln	(Click within box to type.)
Middle box		your personal password	
Bottom box		USALABAMA	Takes you to Granite's navigation page.

Note: For security, only the Citrix server password is changed administratively; users do NOT alter passwords.

At Granite Navigator: Pull down File, click Navigator, open **Animal Orders**, double click on **Create/Edit Animal Orders**. Select New.

PROFILE tab

- **Protocol/Segment** — Protocols/segments for which you have ordering rights will appear. Select the protocol and correct segment that you wish to order under.
- **PI name** — This field may auto-fill.
- **Species** — This field may auto-fill.
- **Vendor** — Select vendor from drop down list.

DELIVERY SCHEDULE tab — Use one of two methods to set up delivery:

- **Date Selector** — Select Desired Delivery Date using **calendar**, and Expected Date auto-fills.
- **Delivery Calculator** — Schedule "just once" (this order is a *single order*) or "standing" (means that this order is *as needed* or *periodic*) and fill in Delivery Date(s).

DELIVERIES tab

- **Stock/Strain/Breed** — Choose the stock/strain/breed to be ordered.

Metrics tab

- **Sex** — Decide **number** of ♂, ♀, or either gender to be ordered.
- **Age or Weight** — Age or weight (or both) must be filled in.

Comments/Accounting tab: Fill-in empty white boxes only

- **Project Code** — Default code is Basic Research; type R to select Basic Research.
- **Bill to Account** — Staff: defaults to PI from Profile, but other PIs may be pulled-down. Account: linked PI accounts pop-up, select account.
- **Per Diem Account** — Find PI in pull-down and locate his/her name.
- **Stress Level** — Indicates remaining animal number in each USDA Category; do not fill-in.

SUBMIT an Animal Order Request after completing the required fields:

- Click on mail slot with envelope to right of blue door on top tool bar.
- OR Pop-up box may appear stating "Request # has been submitted for approval": follow prompts.
- OR Go to top toolbar, pull-down Actions and click to submit request manually.
  At prompt, *Do you want email confirmation of animal order request?* **Yes**.

Exit

DO NOT close session by clicking the red/white boxed X at the upper right corner of browser window, because it may prevent others from entering Granite. Proper Exits:
Press **Cancel** on the Navigator window OR, from top toolbar, click '**blue door**' icon OR, from **File** pull-down, select **Exit**.
Then Log off the CITRIX server by clicking **Log Off**.