Creating Order Request(s) on Granite

Animal Order Requests are due Thursday mornings by 10:30 am unless otherwise specified.

- 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: jagziln
- 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 ln (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
- 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:
- 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.

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.