

Not Able to Edit Your Protocol?

1. Make sure you are clicking the document and not just the file. Clicking the file will open a separate section showing the documents within that file.

The screenshot shows a web interface for managing files and documents. At the top, there are buttons for '+ New' and 'Export to Excel'. Below this, a message states: 'Documents are organized into files (folders). Click on the file to see the document(s) stored in the file.' The main section is titled 'No. of entries: 4' and contains a table with the following data:

	IACUC #	File title	File created	File status	Last file status change	Expiration date	Document status	Last document status change	1st approved	Principal investigator	Version	Amendments
	IACUC-19-255	Test 12 - Created from 19-249 wit...	04-Nov-2019	Initiated	04-Nov-2019	---	Draft	04-Nov-2019	---	TEST_INV1, IACUC PI	1.0	---

Below this table, there is a section titled 'Documents/Versions in File' which contains another table:

	Document description	Document title	Version	Last document change	Last document checkout	Document status	Last document status change	Principal investigator	Species	Checked-out by
	---	Test 12 - Created from 19-2...	1.0	04-Nov-2019	06-Dec-2019	Draft	04-Nov-2019	TEST_INV1, IACUC PI	---	---

Two callout boxes are present: one pointing to the first row of the top table with the text 'This is the "File" Row', and another pointing to the first row of the bottom table with the text 'This is the "Document" Row'.

2. Make sure you have the document checked out. Sometimes the document is checked out by someone else, therefore you won't be able to edit it until they check it back in. Notice the "Checked-out by" column in the document row above.
3. Check to see if the document is 'Approved'. If it is in the 'Approved' status then there is no way to edit, you will need to create an amendment. To do so, right-click the approved document and select "Amendment".
4. Check the Personnel tab. If you are not listed as either Principle Investigator or Co-Investigator, then you don't have permissions to edit the document.