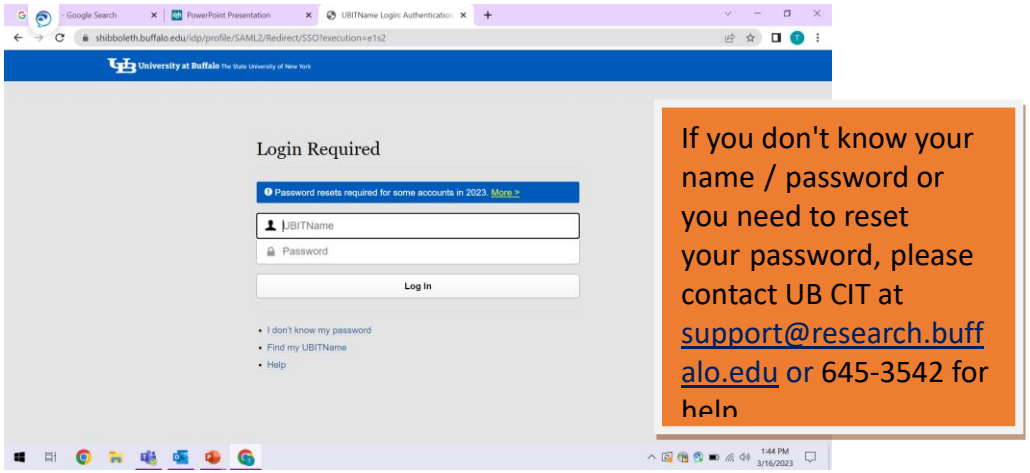
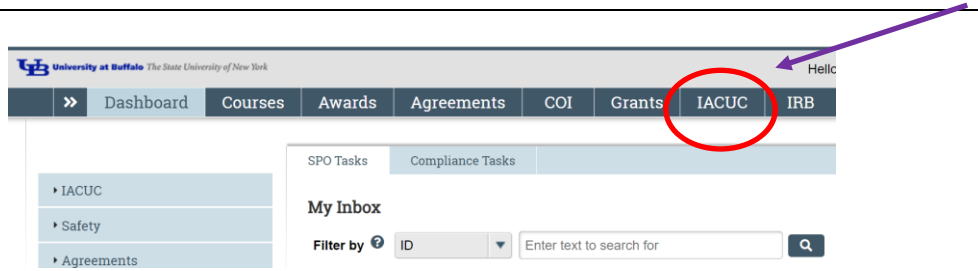
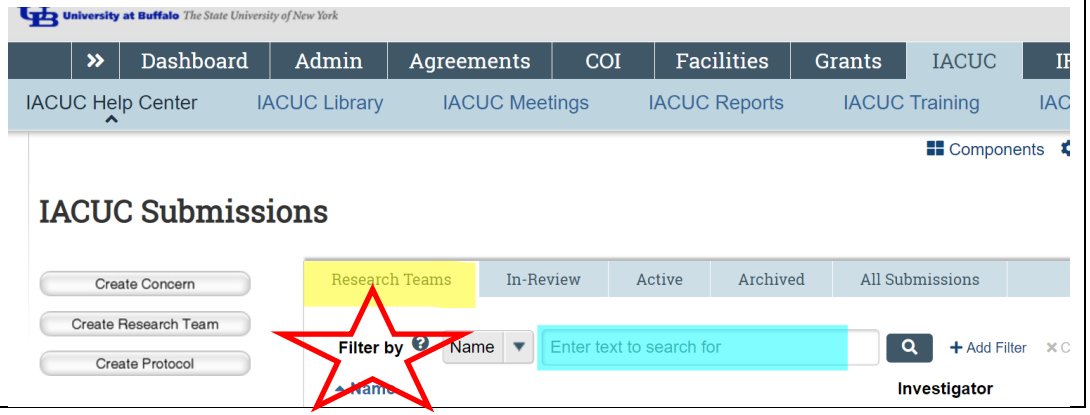
Quick Reference Guide: How to Create/edit a Substance

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	

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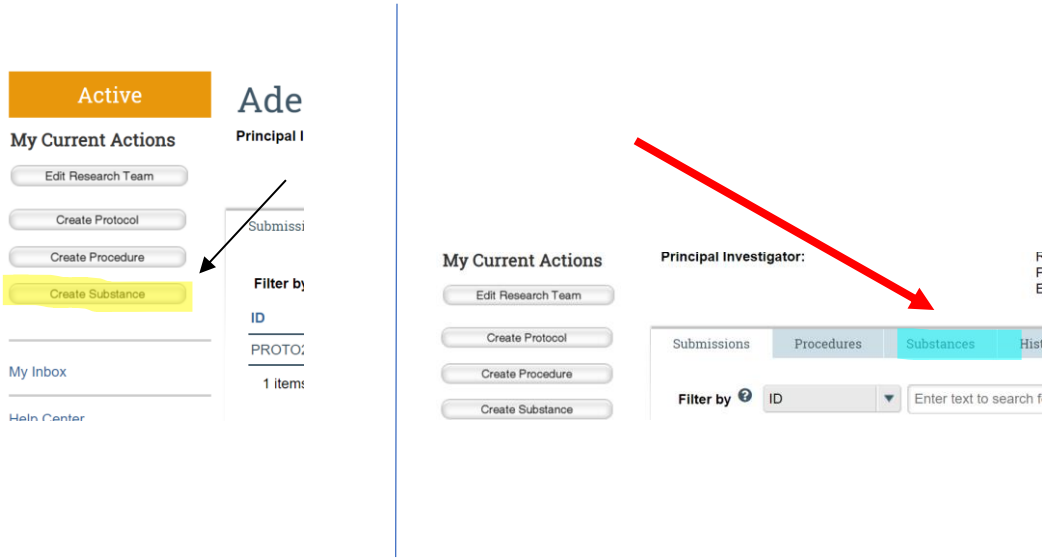
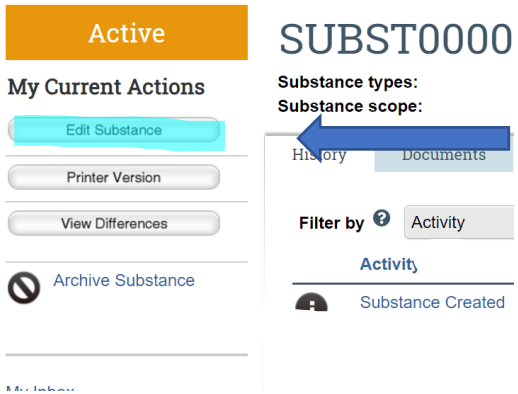
4. If creating a substance, click on the button labeled “Create a Substance” on the left of the screen. If editing a substance, click on the word “Substances” in the blue bar across the middle of the page.	
5. If editing a substance, find your Substance that needs to be edited in the list of Substances. 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.	

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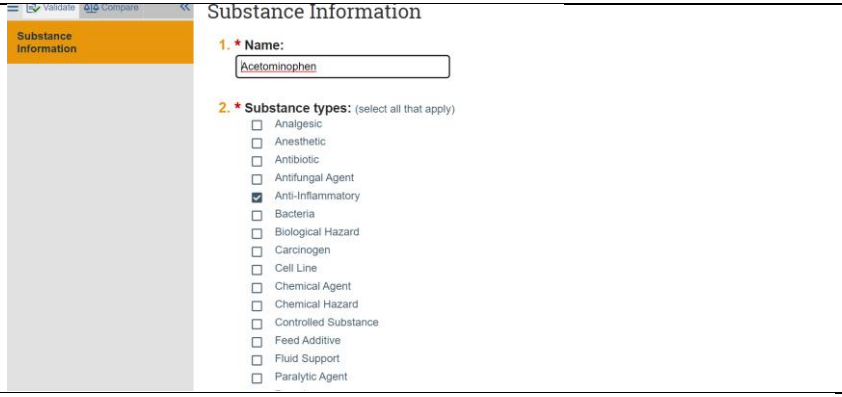
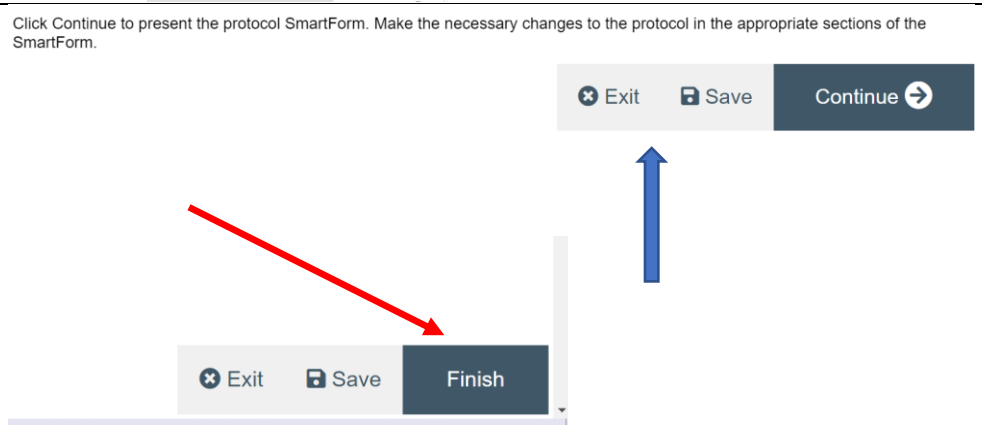
6. Answer the 4 questions if creating a substance. Make the appropriate changes if editing a substance.	
7. Click “Save” and then “Exit” or “Finish” when done.