
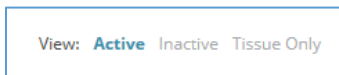
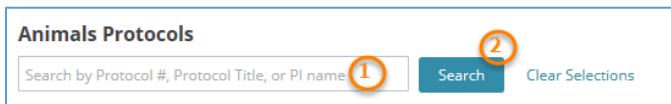


1. Login to the Partners network
2. Go to the Research Applications test environment:  
<https://stage-insight4.partners.org/public/publichome.aspx>
3. Enter your Partners username and password to login to Insight 4.0
4. Click on the  button in the Left Pane, to expand the Animals module options
5. Select either the **Active** (default), **Inactive**, or **Tissue Only** view in the upper right hand corner of the Center Workspace



6. In the Center Workspace 1) enter either the desired **Protocol #**, or the associated **Protocol Title** or **PI name** in the search box then 2) click the **Search** button



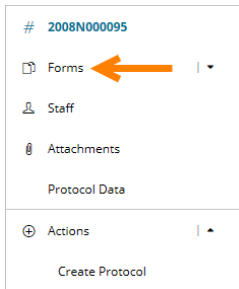
7. For Active protocols, you can see the status of any in progress transactions associated with the protocol

2008N000095	Resistance Mechanisms to EGFR and HER2 Inhibitors	Active
Hata, Aaron N	Period End Date: 04/20/20	Expiration Date: 04/20/18 Mice
AME2	Draft	Last Modified: 07/19/17
AME3	Pending	Last Modified: 07/19/17
AME4	Draft	Last Modified: 01/15/18

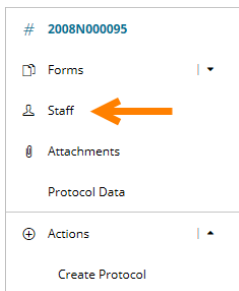
8. Click the **Protocol #** hyperlink to display the Protocol Status History

Resistance Mechanisms to EGFR and HER2 Inhibitors			Download
v106.0			
Protocol #: 2008N000095	Protocol Overall Status: Active	Last Modified Date: 06/10/08	
Species: Mice	PI: Hata, Aaron N	PA: McCabe, Diane	
more			
Protocol Status History			
Description	Date	Overall Status	
Protocol Status Change	04/21/16	Active	
Protocol Status Change	05/13/15	Active	
Protocol Status Change	05/18/14	Inactive	
Protocol Status Change	05/27/10	Hold	

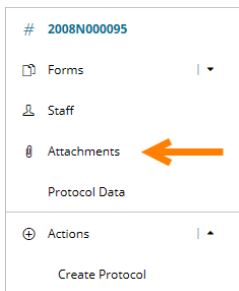
9. In the Left Pane, click the **Forms** hyperlink to display the associated forms



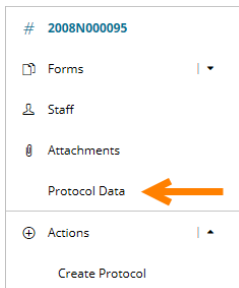
10. Click the **Staff** hyperlink to display the associated staff



11. Click the **Attachments** hyperlink to display the associated attachments



12. Click the **Protocol Data** hyperlink to display the associated processes, such as protocol procedure details, hazardous materials details, tumor tissue details etc.



13. Click the **Draft**, **Pending**, and/or **Completed** hyperlinks, at the top of the Right Pane, to see submissions that are being created, reviewed and approved, respectively.

[END]