Filling out your Protocol

After completing all of your options in the table of contents, you will start filling out your protocol.

1. Required Questions - Questions you are required to answer have a red dotted border. These questions have to be answered for you to submit your protocol.

   Enter title for this Protocol

Once all required questions are answered in a section, a green checkmark will become visible next to the section in the table of contents.

2. Text Fields – These are given when you need to type in a custom response

   Indicate the field study location. If animals will be trapped, describe how they will be trapped and the types of traps used.

3. Radio Buttons – these questions appear when only one answer is permitted.

   Is this a Teaching, Demonstration or Breeding protocol?
   Yes ☐ No ☐
4. Check boxes – these questions allow multiple answer choices

5. Drop-Down Menus – these options allow for one answer choice
6. Add From List – this permits you to choose from data that you have previously added

7. Add New – this option permits you to add new information into the system

8. Edit – You can edit when adding from a list or adding new data.
   a. First, click the row you would like to edit
   b. Second, click the Edit button
9. Delete or Remove – this function can be performed by clicking **Remove**