

Overview of the eIT PMO

The USAMRMC Enterprise Information Technology (eIT) Project Management Office (PMO) is responsible for providing IT solutions to support medical research at USAMRMC in accordance with DoD/Army/MEDCOM policies and regulations.

The PMO facilitates full program coordination to ensure successful acquisition of required IT solutions to support Food and Drug Administration (FDA) compliance efforts.

The eIT PMO maintains a valid DoD Authority to Operate (ATO).

EDMS "Hands On" Training Dates

Classes are held in Bldg 844 at Fort Detrick (DCO available by request).

Basic Functionality Training

Time: 0830-1000

Wednesday 12 August

Wednesday 09 September

Wednesday 14 October

Manager Training

Time: 1000-1130

N/A August

Wednesday 09 September

Wednesday 14 October

Enterprise Connect Training

Time: 0900-1030

Wednesday 26 August

Wednesday 30 September

Wednesday 21 October

Enterprise Document Routing WF Training

Time: 0900-1030

Tuesday 11 August 08:30

Wednesday 23 September

Wednesday 07 October

Contact eIT PMO Mailbox to schedule:

usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil



In the Spotlight..

'I didn't know I could do that!'

Utilizing all the System can Offer

"Straight out of the box", the eIT PMO Electronic Document Management System (EDMS) provides organizations with a centralized location for securely managing their documentation, as well as allowing collaboration with external partners on the medical research performed at USAMRMC.

Many of our EDMS users have found that by utilizing the inherent functionality EDMS offers, the automated tools we've customized, and the companion EDMS software called Enterprise Connect, they can streamline their business processes even more!

Installation files and instructions for downloading and configuring the Enterprise Connect software can be found in the EDMS Training Materials folder in the Public Area in EDMS (requires administrative rights to your computer). Enterprise Connect is an EDMS 'add-on' that integrates with Windows Explorer and Microsoft Outlook and enables users to bulk upload files or folders to the system. Included in the software is the Office Editor. This piece enables users to utilize the online 'Edit' functionality EDMS offers.

With a click, users can reserve and open a file in its native application; make edits, save and close the file, and add a new version without having to download the item to their desktop.

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The online Edit function can be used by Enterprise Document Routing Workflow participants as well, allowing them to reserve and open the attached workflow documents, provide edits, and save a new version without having to download.

Since its release in November 2014, more and more EDMS users are utilizing the Enterprise Document Routing Workflow (WF). Any EDMS user can initiate their own automated WF to route a document for review, approval, and/or signature, reducing the need to send large email attachments. The workflow provides automated notification of assignments, tracking, status, version control, and audit trails. At the end of the WF, the document or document package is automatically stored in EDMS wherever the initiator chooses. The integrity of the document package is intact and what was once a cumbersome manual routing process with very little document control is now an automated streamlined process!

Most users know that the 'Functions Menu' for each item stored in EDMS lists the basic functions that are available to you based on your permissions to that item. However, in some cases, you may find that EDMS has functionality readily available that you didn't know existed! For instance, did you know that, as long as you have Enterprise Connect or the Office Editor installed, you can electronically sign and save a .pdf file without having to download the file and upload a new version? This is good news for those who like to use online editing or who participate in the Signature Cycle in the Document Routing WF.

Product Updates

Medical Dictionaries

WHO Drug Dictionary update (June 2015) and MedDRA (18.1) are available in both SAE and EDC.

Future Capabilities

CTMS

❖ No single system within USAMRMC collects and integrates required clinical trial information in which to manage the overall clinical trial/study process. The eIT PMO will implement a Clinical Trial Management System (CTMS) in FY16, as part of the suite of capabilities we offer.

❖ CTMS will initially serve as the system for managing the clinical trials conducted by USAMMDA.

❖ CTMS will be based on the Commercial Off the Shelf (COTS) OnPoint CTMS software products with associated modules from BioClinica. This web-based software application will provide a full featured system for managing clinical trials including global level and study level configurations, clinical site management, clinical site monitoring, regulatory document management, reporting tools, and invoice tracking capabilities.

Want More?

If you and/or your organization are interested in learning more about the IT capabilities offered by the eIT PMO, we will be happy to meet with you!

Contact the eIT PMO at:
usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil



Technology Solutions for Medical Research

Steps to Sign a PDF in either the Web Browser or Enterprise Connect

❖ In the **web browser**, click on the blue arrow next to the .pdf to reveal the **Functions Menu** and click **Edit** (Or click the **Edit** option on the right side of the screen).

❖ In **Enterprise Connect (EC)**, right click on the .pdf and select **Edit** or double click on the .pdf to edit.

❖ When the .pdf opens, click in the designated **digital signature box**. **Note:** See the next section 'How to set up a Digital Signature Box' if one is not designated for you.

❖ A **'Sign Document'** box will appear. Click **OK** to sign the .pdf.

❖ A 'Save As' box will appear. Click **Save**.

❖ A pop up will appear stating that the 'File already exists', do you want to 'Replace existing file'. Click **Yes**.

❖ The .pdf is now **signed and saved** as a new version.

❖ Click the red **'X'** at the top right corner of the .pdf to exit.

How to Set Up a Digital Signature Box

❖ Requires **Adobe Pro**.

❖ If the document you are trying to sign does not have a designated signature box, click **Fill and Sign** when the .pdf opens.

❖ Select the option **Sign with Certificate** as shown in the illustration.

❖ Drag the cursor to create a **signature box** in the appropriate area of the .pdf.

❖ Follow the directions in the previous section to **sign** the .pdf.

Advanced EDMS Training

EDMS users can also review our Advanced Training slides in the EDMS Training Materials folder in the Public Area in EDMS. Contact our Product Support Team for more information or training on advanced functionality and features that can be enabled for users who are comfortable using the basic system (i.e. Projects, Collections, Polls, Discussions, Task Lists—just to name a few!). Email the eIT PMO Helpdesk at usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil

New Release for SAE

The Serious Adverse Event (SAE) product transitioned from using Empirica Trace software to the FDA compliant Argus Safety software in July 2015. The SAE system supports the reporting of serious adverse event data within FDA mandated timelines. Not only does Argus Safety come with an enhanced look and feel, but it is geared more towards reporting for investigational drugs instead of marketed drugs. Additionally, new functionality allows for a vaccine to be categorized specifically as a vaccine rather than generalized as a drug.

