eIT Times

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 (DCS available by request).

Basic Functionality Training
Time: 0830-1000
Wednesday 18 May
Wednesday 08 Jun
Wednesday 13 Jul

Knowledge Manager Training
Time: 1000-1130
Wednesday 18 May
Wednesday 08 Jun
Wednesday 13 Jul

Enterprise Connect Training
Time: 0900-1000
Tuesday 31 May
Wednesday 15 Jun
Tuesday 19 Jul

Enterprise Document Routing WF Training
Time: 0900-1000
Wednesday 25 May
Wednesday 22 Jun
Wednesday 27 Jul

Contact eIT PMO Mailbox to schedule:
(usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil)

In the Spotlight…
MAJ Erik Russell
Deputy Project Manager and Customer Liaison Officer

This month, the eIT PMO welcomed MAJ Erik Russell to our group. He's been with the US Army for over 30 years, most recently serving as the Director of Information Management at WRAIR.

In addition to being the Deputy PM and Information Assurance Manager, MAJ Russell is the Customer Liaison Officer for the eIT PMO. As the Liaison Officer, MAJ Russell will provide face to face coordination with individuals and/or organizations. We anticipate MAJ Russell will be very busy, as more organizations are utilizing the eIT PMO's portfolio of products to automate and streamline their business processes. If you would like to discuss your organizational needs with MAJ Russell or anyone on our Product Support Team, please send an email to usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil.

The New Version of EDMS is Up and Running! Need Some Helpful Tips?!

EDMS v3 (Content Server (CS) 10.5.1) went live in Production on 14 March 2016. Over the last couple of months, many of our users have taken advantage of the 'Navigating in CS10.5.1' training that we offered in order to familiarize themselves with some of the new functionality EDMS now offers. The eIT PMO also has its own Product Support Mailbox (it's the best way to reach anyone on the Product Support Team if you have a question, request, or need assistance with any of the eIT PMO products). Our Customer Support Analysts have offered some of the most frequently asked questions

they've fielded since EDMS v3 went live. Additionally, they are usually the first to hear when users have comments about their experiences using EDMS. In no particular order, we'll highlight some of what they shared.

Enterprise Main "Portal" Page. Users have responded favorably to the new look and feel of the EDMS Main Page. Here's what they like:

❖ Offers quick access to your organization by hovering over your location on the map.
❖ Tabs for the 'Public Documents' area (where you'll find eIT PMO product training files) and 'Product Portfolio' area (if you are part of an IPT) are front and center.
❖ Want to route a document package through an automated workflow for review, approval and/or signature? Click the 'eIT PMO Tools' tab for quick access to the 'Enterprise Document Routing Workflow' (a very popular tool available to all users!).
❖ The 'Toggle Bar' on the left keeps 'My Assignments' (Workflow Tasks, EDMS Project Tasks) in view so you know right away if you have an assignment. Toggle 'My Reserved Items' for the list of items you have reserved for editing. You can un-reserve an item and add a new version right from this list instead of navigating to the item's location in the system! Your EDMS 'Favorites' are right there too, so you can navigate quickly to your most used sites.

After using the new EDMS Main Page, we've heard from many of our users that they would like to add a main 'portal' page to their own organizational area in EDMS. We hear you! Over the next several months, we will be working with organizations to do just that. In preparation for our requirement gathering meetings, consider your organization's unique needs.

Technology Solutions for Medical Research

What items or areas should be easily accessible to help streamline organizational business processes?

How Will I Know When I am Assigned to a Workflow? Are you using the Enterprise Document Routing Workflow (WF) or one of the other customized workflows we've delivered to USAMRMC organizations? Besides looking in your 'My Assignments' in EDMS, did you know that EDMS can send you email notifications when you receive a workflow assignment? You can easily configure EDMS to send these automated notifications by following the simple steps in the [EDMS Notifications Guide](#) found in our 'Brochures and Users Guides' folder in the 'Public Documents' area.

I Tried the 'Edit' Function in EDMS and I got an Office Editor Error Message..Help. Yes! You can edit online in EDMS (based on your permissions to an item). Users love this functionality because just by clicking 'edit', the whole 'Reserve', 'Add a Version' 'Unreserve' process takes place behind the scenes without the user having to do this manually. However, you'll need the additional EDMS 'add on' software, 'Enterprise Connect v10.5.1', to enable this feature and it will require administrative rights to your workstation in order to install. The installation files and work instruction for the latest version of [Enterprise Connect](#) are located in the 'EDMS Training Materials' folder in the 'Public Documents' area. Contact your local IT technician if you don't have administrative rights and tell them you would like Enterprise Connect installed and configured for use with the eIT PMO EDMS. You may need to download the files to your desktop for them to install. If additional information is needed, contact the eIT PMO [Product Support Mailbox](#).

Why Can't I Drag and Drop a Folder from my Desktop to the EDMS Browser? Another great feature of this new version is the 'Drag and Drop' directly into the EDMS web browser. However, you must have Internet Explorer v10 or above to utilize the feature and permissions to 'Add Items' to the area you want to drag and drop. Only documents can be dragged and dropped, not folders. To get around this issue, first create a new folder in the appropriate area in EDMS. Select all the files within your desktop folder that you would like to move and drag and drop into your new EDMS folder. Alternatively, if you have Enterprise Connect installed, you can click 'Enterprise Connect from Here' on the 'Functions' menu of an item in the EDMS web browser and it will open the Enterprise Connect window where you can drag and drop multiple files or folders. Refresh your web browser, and your bulk loaded items will be visible.

How Can I Let People Know Where to Find Folders or Files I Need Them to Review or Edit? No need to send files in email attachments with EDMS. Besides not having to deal with huge attachments, you will maintain version and audit control of your files. From an item's 'Functions' Menu, choose 'Properties', then 'General'. In the 'Short Links' field, click 'Email the "Properties" short link' to take users to the 'General' tab of the item. From there, they have access to all of the functionality they have permissions to for that item. Click 'Email the "Open" short link' to send your users to an open folder if there are several items within that you need them to have access to. With EDMS v3, you can also select one or more items by checking the box to the left of the item(s) and then click the 'Email Link' tab at the bottom of the screen to send single or multiple short links to your users.

What are Email Folders? If you have large numbers of email messages that you need to store, you can create an Email Folder. When you store emails in an Email Folder, additional columns of information are provided by default (From, To, Subject, Sent Date, and Received Date). Emails and email attachments can be opened and you can even open the email in Outlook to reply or forward to recipients. You can add an email folder by clicking the 'Add Items' menu and selecting 'Email Folder'.

If you have questions, comments, or concerns about any of the eIT PMO portfolio of products, email the eIT PMO Product Support Mailbox at usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil. ***We want to hear from you!!***