

Overview of the eIT PMO

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

The office facilitates full program coordination, planning, management, and execution to ensure successful acquisition of required medical IT solutions, to include support of Food and Drug Administration (FDA) compliance efforts.

The eIT PMO received its latest ATO (Authority to Operate) in June, 2011. It's valid until June of 2014.

Upcoming Training Dates

Group classes for EDMS Basic Functionality and Manager Training will be conducted in Bldg. 844 on:

- May 9
- June 13
- July 11

One-on-one Power User and Basic Functionality training can be scheduled upon user's request.

IPTs can receive EDMS training via the DGSO Milestone Decision Authority workshops.



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In the "Spotlight" ...EDMS

Greetings! The Enterprise Information Technology (eIT) Project Management Office (PMO) is pleased to bring you the second edition of our quarterly newsletter.

This last quarter has been a busy one for the eIT PMO—and once again, EDMS is in the spotlight! Our staff has been working with various organizations throughout the Command to support their business requirements and assist them as they design their organizational areas within EDMS.

This edition of the *eIT Times* is devoted to introducing you to the new functionality we've added to EDMS in response to a recent user survey. We will also be sharing some tips and tricks we've learned along the way, as well as providing you with an abridged list of "Apps" available in EDMS. You may have noticed some recent changes to the EDMS login page. We will explain those too.

Check out US Army Acquisition Support Center website at the link below. EDMS made headline news at the end of March!

[Technology Solutions for Medical Research](#)

This Quarter's Product Usage Highlight - EDMS

Decision Gate Support Office (DGSO)

On 28 March 2012, the eIT PMO and DGSO conducted EDMS Basic Functionality training to IPT members, PPA&E, and other USAMRMC Subordinate Command attendees via a DGSO workshop. This was the first of what will be regularly scheduled sessions on the DGSO workshop calendar. Together, the eIT PMO and DGSO are working to communicate to all of USAMRMC that using EDMS as an enterprise document management tool is the secure method of choice for collaborating across organizations and with partners. The vision is to store a definitive list of required acquisition documents in EDMS, in a central location, to position senior leadership to easily collaborate and work more efficiently with the IPTs.

"The DGSO sees EDMS as a means to track communications, allow collaborative document creation, and review, and retain documented decision-making, as these features are so important in managing complex projects. The eIT PMO representatives are quick to help and work with the IPTs to set up the initial repository." Kristy Pottol, Decision Gate Support Office

EDMS-Working for you

Pulse

Have you ever wanted to easily keep track of the latest content updates from people who are relevant to you? Then EDMS "Pulse" can help you achieve just that. Pulse, found on the Personal drop down menu, provides an alternative view of EDMS, showing you a real time activity feed of what is happening within the system. By following other people, you can create a customized view allowing you to see activity by those who you are most interested in. The activity feed automatically contains details on new content being added to the system (respecting permissions, of course). A "Pulse from here" link is also on the pull down menu for all directories to quickly show you activity for that directory.

Pulse also allows you to share a status message with others, and reply to anything in the activity feed. It can be used to share comments on documents as well. While these features are used in a similar fashion on social networking sites, they are utilized in EDMS for increased communication in the business environment.



Technology Solutions for Medical Research

EDMS-Working for you (continued)

Email Folders

Do you want to store or archive emails in a more secure fashion than off-line storage files on your local hard drive? Would you like to access your archived emails from anywhere on the web? If you have a need to store and retrieve email communications securely and easily, you can now use Email Folders as an alternative to PST files on a hard drive. This feature is found on the Add Item drop down menu.

Fully integrated with Microsoft Outlook, Email Folders will allow you to upload emails to EDMS from within your Outlook client. Once uploaded to EDMS, you can sort and search emails much like you would in Outlook.

Login Screen Changes

If you haven't already noticed, the EDMS login page has changed. You will now see the informational banner addressing your access to a government informational system, PII, and

FOUO considerations. Users must now confirm that they have read and understand this information by clicking the "Accept" hot button.

Subsequently, you will see the page for entering your username and password. On this page you will now see added information about our system downtimes, a link and phone number to the help desk, and a link to our website.

The downtime notice will replace the email notifications that we have typically been sending out on a weekly basis. If any unusual downtimes are planned, such as the recent weekend power outage at the NEC, we will inform you via this notice, using a **bold red font**.

Automated Account Process

Per DOD IA guidelines, accounts will be disabled after 60 days of inactivity, and deleted after 210 days of inactivity. We have automated this process so users will get several email messages if their account is near the inactivity threshold for either being disabled or deleted.

"We Have an APP for That"

Are you taking advantage of the full functionality of EDMS? You may not be aware of existing features or "Apps", ready for your use today, such as:

- Livelink Explorer
- Notifications
- News Ticker
- Discussion Threads
- Projects
- Surveys
- Polls
- Collections
- Prospectors
- Search Templates
- Task Lists

For more information on these new features, or "Apps", send us an email to the address below and we'll have an EDMS "wizard" contact you.

As always, we welcome your comments and suggestions for further improvements! Please feel free to submit your suggestions for either the newsletter or our website, (<https://eitpmo.amedd.army.mil/>), via email to usamrmc.eitpmo@amedd.army.mil.

Other Products

Serious Adverse Events (SAE) System

This quarter: Web access from outside Ft. Detrick was established. The latest updates for the WHO Drug and MedRA dictionaries have been loaded into the system.

Medical Dictionaries

The latest quarterly WHO Drug update (March) and the latest semi-annual MedRA update (March) are now available.

Future Products

Electronic Data Capture (EDC) - Clinical Research Data Management System (CRDMS)

The eIT PMO is in the process of standing up this new capability for the USAMRMC. EDC-CRDMS will be available command wide to handle clinical study data. The complete system consists of two COTS products from Oracle; Clintrial and Inform. Clintrial supports paper based clinical trials, while Inform supports electronic based trials. EDC-CRDMS will support the entire clinical study life cycle.

We are currently in the Test phase, verifying all system functionality, compliance with FDA guidelines for IT systems, and compliance with Army IA guidelines for IT systems. The system is scheduled to be available for command wide use in September 2012.

Next Edition:

Details on the Medical Dictionaries; Updates on the EDC product; EDMS Tips and Tricks, and more...

TIPS AND TRICKS

Minimize having to log in multiple times during the day.

EDMS "logs you out" if your browser is closed. Also, EDMS links you receive via email will always use the most recent browser window opened, which may cause you to log in again. Try opening up two browser windows in the morning and don't close them until the end of the day. The second window will be used for all of your EDMS document tasks. Use the first window for everything else.



File Organization: Store the PDF and the editable version "together".

For documents that have a final draft that shouldn't be edited. Upload a scanned copy (PDF) to EDMS "on top of" the final draft document by utilizing the 'Add Version' feature. This will ensure users view the Final PDF version, while keeping all historical changes as previous versions. To edit the document for future updates, use the Versions Tab to access the editable Word version.

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