

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, Army/MEDCOM Policies and Regulations, and 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.

eIT Times

The eIT Times is published quarterly and distributed to the USAMRMC community. [Click here](#) to review previous newsletter articles.

Training

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

August 8
September 12
October 10

One-on-one Power User and Basic Functionality training can be scheduled upon request

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



this issue

Overview of eIT PMO **P.1**

Spotlight...Product Notifications **P.1**

Product Usage **P.1**

EDMS; Working for You **P.2**

Product Updates **P.2**

TIPS AND TRICKS / HOW TOs **P.2**

In the "Spotlight" ...eIT Product Notifications

Account Process Simplified

GREAT NEWS...Users will **not** require a background investigation (NACI) to access eIT PMO products.

Previous guidance regarding the account request process for eIT products directed that all users requesting accounts would be required to meet the same qualifications as users that access the Non-classified IP Router Network (NIPRNET). Following a full review of the application architecture, the USAMRMC Deputy Chief of Staff for Operations and Deputy Chief of Staff for Information Management have determined that the eIT PMO systems are configured to provide the user community access to only those web application services located in the Demilitarized Zone (DMZ) subnet. The eIT systems do not provide user access to the NIPRNET; therefore, users will not be required to obtain a background investigation prior to receiving a General User Account.

This is **important news** that will **significantly** lessen the time it takes to establish accounts for organizations that are using EDMS as a collaboration tool to communicate not only across organizations, but with their external partners, both in Industry and Academia around the world.

Because these are government systems, certain IA qualifications still apply.

Users will be granted access to eIT PMO products based on meeting the following requirements:

- **Completion of Annual DoD IA Awareness Training**
- **Signed Acceptable Use Policy (AUP)**
- **A Valid 'Need to Know' (Non DoD require approval from a Government Sponsor)**

The account request form and complete instructions are posted on the Account Request page of the eIT PMO website.

<https://eitpmo.amedd.army.mil/account.cfm>

So don't wait...sponsor your external collaborators to get an account today!

Public Document Area

A **red warning banner** was recently posted in the 'Public Document' area in EDMS. The banner reminds users that the folders within the Public area are not intended for storage of *For Official Use Only* (FOUO) data.

Why?

The information stored in the Public Document area is accessible to **all** EDMS users, including our external collaborators. All other areas within EDMS have customized security permission controls limiting access to only those users with a 'need to know'.

Customer Product Usage Highlight - EDMS

USAMMDA Division of Regulated Activities and Compliance (DRAC)

The DRAC workflow for Regulatory submissions allows staff to route documents for review, approval, and electronic signatures, resulting in complete document packages required for FDA submission.

By utilizing this workflow, DRAC expects a significant reduction in email exchanges, as well as eliminating the need to move or create document copies among shared network devices. The workflow will also allow electronic signatures to be captured on the required forms and documents in the appropriate location.

"eIT PMO is doing a great job in supporting DRAC" Dr. Miller, DRAC Director



Technology Solutions for Medical Research

EDMS

Working for You

Metrics

EDMS user numbers continue to grow each and every month. One of the metrics we track is the percentage of MRMC users by organization per strength report. We currently have users spread across 8 of the 11 subordinate units with USAMMDA leading the way with **85% EDMS usage!**

New Users Discovering the Benefits of Using EDMS

Recently, we added the 6th Medical Logistics Management Center (6MLMC) to the Enterprise structure. 6MLMC is unique in that the unit is the Army's only deployable medical materiel management center worldwide, supporting the warfighter anywhere, anytime. EDMS provides the benefit of having 24 hr collaborative access to the information they store in this secure system, wherever their missions take them—worldwide—as long as they have access to the internet.

You have an Account... You are Storing your Documents...Now What?

As we watch our user numbers grow, we are also seeing a marked increase in requests for EDMS training. Our Product Support Team has been busy providing both group and individual training to several organizations. As new users become acquainted with the 'basics' of EDMS, they also begin to realize that this system is capable of so much more than simply using it as a repository for their documents.

For those of you who wish to take it to the next level and gain access to the "Apps" that were mentioned in the last newsletter, your next step is:

Power User Training

The eIT PMO offers several self-paced, online training courses in addition to 101 Basic Training. The 200 level training series provides advanced instruction in EDMS usage. EDMS-301 Power User Training is for users who have conquered the 'basics' and want to use the additional functionality the system offers.

Recently, the DGSO has been using the **Project** functionality. This collaborative workspace can be set up by a Power User to manage items within a project, such as documents, tasks, milestones, email notifications, discussions, and more—making it easier to share information about the project with all participants. This feature comes with an easy to use permissions model that can be used to manage the participants, giving them full access, read/write access, or read only access to project information. A key advantage to managing a **Project** in EDMS is the ability to update task status and see the effect on the other tasks and milestones dependent on it.

Find out more about the additional functionality you and your organization can take advantage of by accessing the [EDMS Training Materials](#) folder in the Public Area in the Enterprise Workspace.

Send comments or suggestions for improvements to our website, (<https://eitpmo.amedd.army.mil/>), or newsletter via email to usamrmc.eitpmo@amedd.army.mil.

Product Updates

Medical Dictionaries

The latest quarterly WHO Drug update (June) and the latest semi-annual MedDRA update (March) are now available including the latest MedDRA browser.

Serious Adverse Events (SAE) System

The latest quarterly update for the WHO Drug dictionary has been loaded into the system.

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.

Status Update: The formal testing phase was completed in June. The DoD 5000.2/Decision Gate Milestone C was presented on July 23rd. The Acquisition Decision Memorandum (ADM) is forthcoming. The system will be stood up in Production (mid September) when a Sentinel Study will be utilized for a 3 month User Operational Testing period.

Next Edition

Details on the Medical Dictionaries; Updates on the EDC product; EDMS IPT usage, EDMS Workflow and more...

TIPS AND TRICKS / HOW TOs

USING EDMS TO STORE EMAILS

You can add an E-mail Folder to any area in EDMS where you have permission to 'Add Items'. Here's how:

- ❖ First, make sure you have **Livelink Explorer** installed on your computer!
- ❖ Log in to EDMS
- ❖ Navigate to the Area/Folder where you want to create your E-mail Folder
- ❖ Click **E-mail Folder** on the **Add Item** menu



- ❖ Enter a name for the Folder in the **Name** field
- ❖ Click **Add**
- ❖ **Open** Outlook
- ❖ Locate the **Livelink Folder** in your **Folders List**
- ❖ **Expand the Subfolders** until you reach the location where you created your E-mail Folder
- ❖ **Drag and Drop** the E-mails that you would like to store in EDMS to your Outlook E-mail Subfolder

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