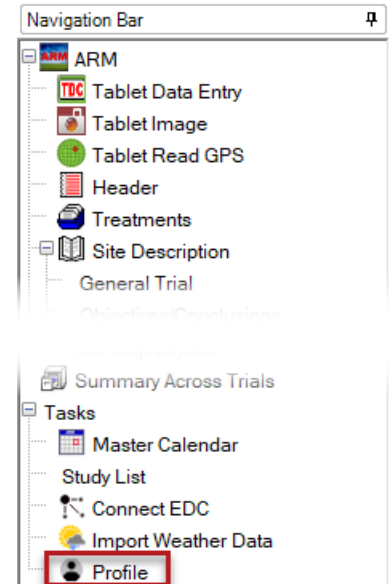
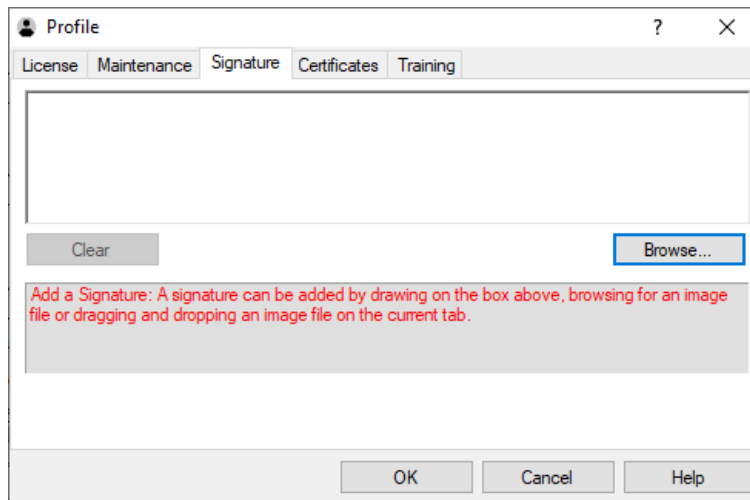


The signature feature allows researchers to finalize or “sign off” on a protocol or trial. Signatures can be required through Study Rules and included on Global Reports.

Adding a Signature to the User Profile

Open the **User Profile** from the **Navigation Bar** or **Help Menu**. Choose one of three methods to add a signature:

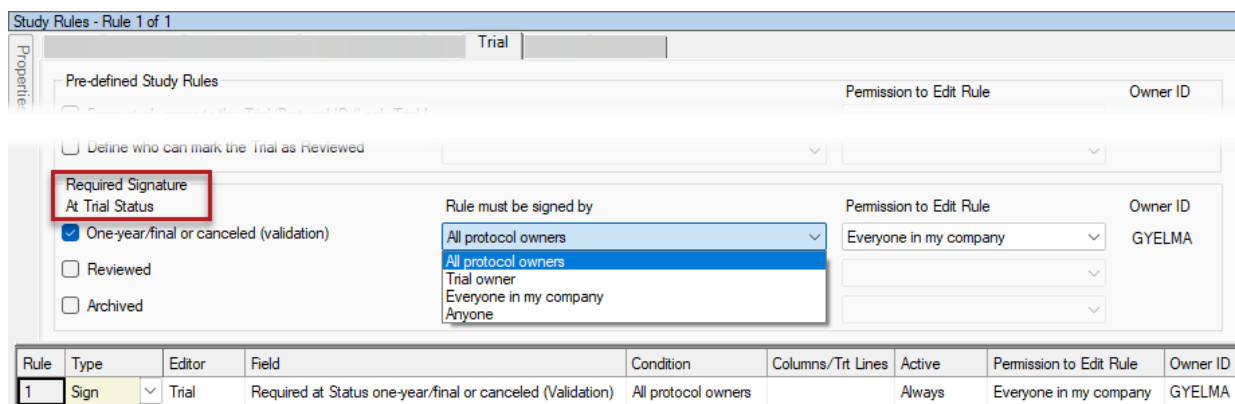
- Drawing in the signature box
- Browsing and uploading an image file
- Dragging and dropping image file on signature tab

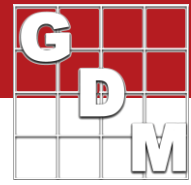


Requiring Signatures

Open the **Study Rules** window through the **Navigation Bar** or **Window Menu**.

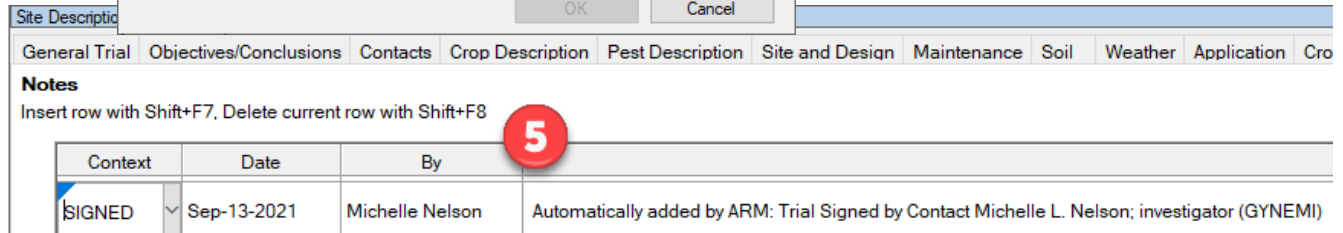
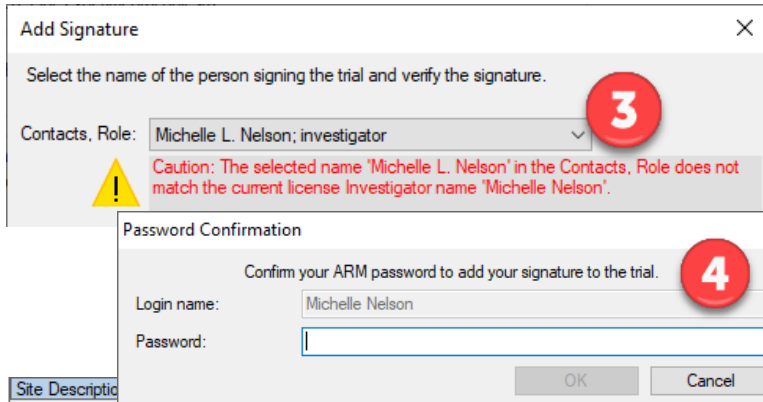
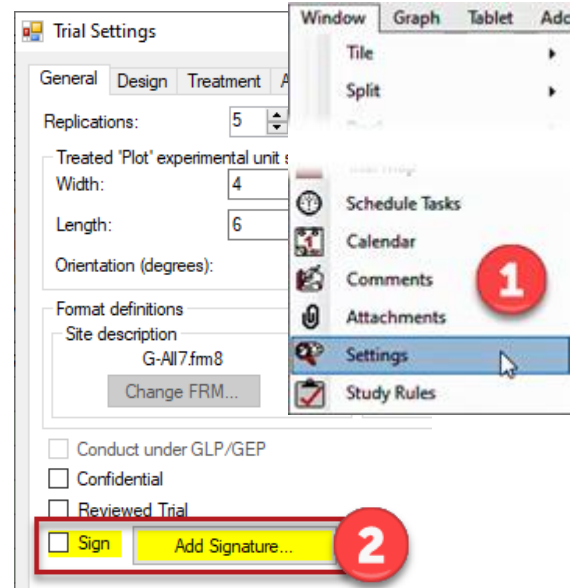
- On the **Protocol** or **Trial** tab, select a Required Signature rule based on when the signature should be added.
 - Protocol signatures are based on **Revision Status**, and Trial signatures are based on **Trial Status**.
- Select who is required to sign the trial at the specified status.
 - **Condition** determines who must sign the trial





Adding a Signature to a Study

1. **Window > Settings**
2. Select **'Add Signature'**
3. Select signee role from **Contacts**
 - a. If contact name doesn't exactly match license name, can still select 'OK'
4. ARM prompts for login password as additional safeguard
5. ARM tracks signature in **Site Description > Notes**.

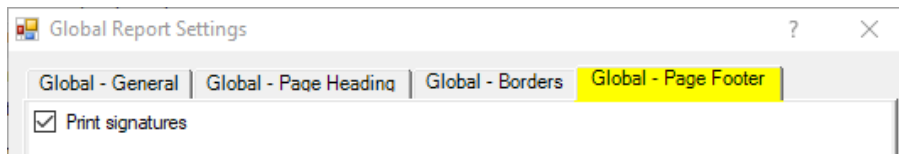


Printing Signatures

1. In the **File Menu**, select **Print Reports**.
2. Click the **Global Report Settings** button.
3. On the **Global – Page Footer** tab, select **Print Signatures**.

Sep-23-2021 (2020-Tutorial 3)

Exam
 Trial ID: 2020-Tutorial 3 Location: Br
 Protocol ID: 2020-Tutorial Investigator (Creator): Mi
 Project ID: Conducting a Trial Study Director:
 Sponsor Contact: Mi



Sep-13-2021, GYNEMI-Michelle L. Nelson; investigator