Utilizing Signatures with ARM Studies



Navigation Bar

ARM

Tablet Data Entry

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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

			💿 🚺 Tablet Image
			Tablet Read GPS
Profile		7 X	Header
Lisense Maintenance Signature (additionations Tradicional		Treatments
License Maintenance Signature C	enincates training		🖓 🖾 Site Description
			General Trial
			Objectives/Conclusions
			🗐 Summary Across Trials
Clear		Browse	📮 Tasks
			Master Calendar
Add a Signature: A signature can be a file or dragging and dropping an image	dded by drawing on the box above file on the current tab	e, browsing for an image	Study List
			Connect EDC
			🔍 🧇 Import Weather Data
			Profile
	OK Can	cel Help	
	Old Com	noip	

Requiring Signatures

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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.
 - \circ ~ Condition determines who must sign the trial

Study Rules - Rule 1 of 1											
P				Trial							
operties	Pre-defined Stu	dy Rules					Permiss	ion to Edit Rule	B	Owne	er ID
	Define who	can mark the	Trial as Reviewed			~			\sim		
[Required Signa At Trial Status	ture		Rule must be signed by			Permiss	ion to Edit Rule	e	Owne	er ID
	🔽 One-year/fin	nal or cancele	ed (validation)	All protocol owners		\sim	Everyor	ne in my compa	any 🗸	GYE	LMA
	 Reviewed Archived 			All protocol owners Trial owner Everyone in my company Anyone					~		
					1				1		
Rule	Туре	Editor	Field		Condition	Columns/1	Trt Lines	Active	Permission to Edit F	lule	Owner ID
1	Sign 🗠	Trial	Required at Status one-year/f	final or canceled (Validation)	All protocol owners			Always	Everyone in my con	npany	GYELMA

Utilizing Signatures with ARM Studies



Tablet

Add

Graph

Schedule Tasks

Calendar

Comments

Window

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Tile

Split

🖷 Trial Settings

Replications:

Width:

Length:

Orientation (degrees)

General Design Treatment

Treated 'Plot' experimental unit

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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.

Add Signature		×	Format definitions Site description	Attachments
Select the name of the person signing the	trial and verify the signature.		G-All7.fm8 Change FRM	Study Rules
Contacts, Role: Michelle L. Nelson; invest Caution: The selected na match the current license	stigator ame 'Michelle L. Nelson' in the Conta a Investigator name 'Michelle Nelson	cts, Role does not	Conduct under GLP/GEP	
Password Confirmation Confirm your Login name: Mich Password:	ARM password to add your signature to nelle Nelson	the trial.	Sign Add Signature.	2
Site Descriptio	OK	Cancel Pest Description Site	and Design Maintenance Soil	Weather Application Cro
Notes Insert row with Shift+F7, Delete curren	t row with Shift+F8			
Context Date	Ву			
SIGNED V Sep-13-2021	Michelle Nelson Automati	cally added by ARM: Tri	ial Signed by Contact Michelle L. N	elson; investigator (GYNEMI)

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)

	Evan
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, GYNEM I-Michelle L. Nelson; investigator