Utilizing Signatures with Trials

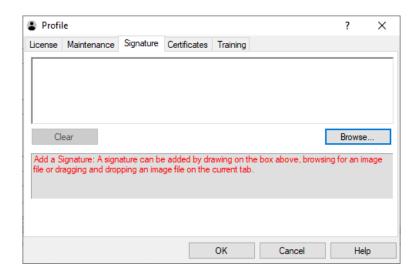


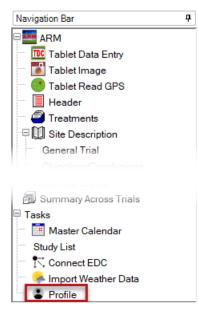
The signature feature allows researchers to finalize or "sign off" on a trial. Signatures can be required through Study Rules and included on Global Reports.

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 Rule ID drop-down menu, select Sign
- ARM automatically fills Editor, Field, and Owner ID columns
- Select appropriate option from Condition and Permission to Edit Rule columns
 - Condition determines who must sign the trial



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Adding a Signature to a Trial Window Graph Tablet Add Tile Split Before signing a trial, check the following: Trial Status (Site Description > General Trial) Refresh Current Editor Must be 'final' or 'canceled' to add signature Header Contacts tab (Site Description > Contacts) Treatments Must list signee in Contacts M Site Description 🖷 Trial Settings Description Section... Adding a signature General Design Treatment App Assessment Data 1. Window > Settings Trial Map **÷** Replications: 0 Schedule Tasks Select 'Add Signature' Treated 'Plot' experimental unit siz Width: 4 Calendar 3. Select signee role from Contacts 6 Lenath: Comments a. If contact name doesn't exactly match license Orientation (degrees): 0 Attachments can still select 'OK' Settings 4. ARM prompts for login password as additional Format definitions Site description Study Rules safeguard G-All7.fm8 5. ARM tracks signature in **Site Description > Notes.** Change FRM. Conduct under GLP/GEP × Add Signature Confidential Reviewed Trial Select the name of the person signing the trial and verify the signature. Sign Add Signature Contacts, Role: Michelle L. Nelson; investigator Caution: The selected name 'Michelle L. Nelson' in the Contacts, Role does not match the current license Investigator name 'Michelle Nelson' Password Confirmation Confirm your ARM password to add your signature to the trial Site Description Michelle Nelson Login name:

Password

Printing Signatures

Context

SIGNED

1. In the File Menu, select Print Reports.

Insert row with Shift+F7, Delete current row with Shift+F8

Date

Sep-13-2021

2. Click the Global Report Settings button.

3. On the Global – Page Footer tab, select Print Signatures.

General Trial Objectives/Conclusions Contacts Crop Description Pest Descript

Michelle Nelson



Sep-23-2021 (2020-Tutorial 3)

Automatically added by ARM: Trial Signed by Contact Michelle L. Nelson; investigator (GYNEMI)

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

Cancel

Michelle Adson

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