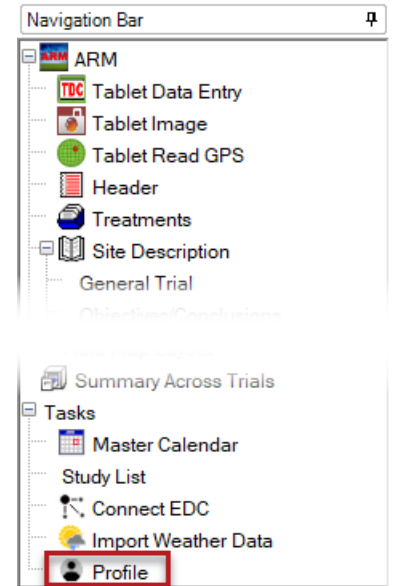
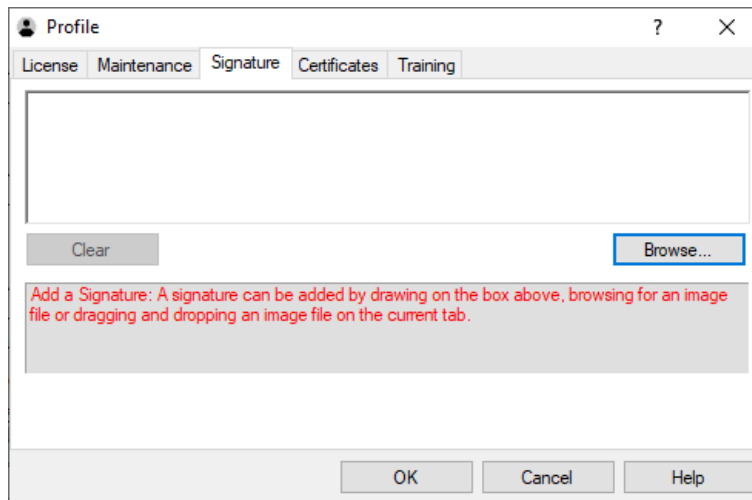


The signature feature allows researchers to finalize or “sign off” on a trial. Signatures can be required through Study Rules and included on Global Reports.

## 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

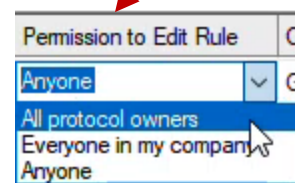
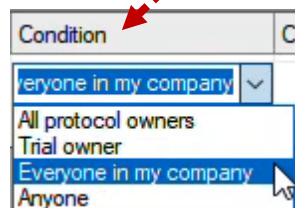


## Requiring Signatures

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

Rule	Rule ID	Editor	Field	Condition	Columns/Trt Lines	Permission to Edit Rule	Owner ID
4	Sign	Trial	Trial	Everyone in my company		Everyone in my company	GYNEMI



# Utilizing Signatures with Trials



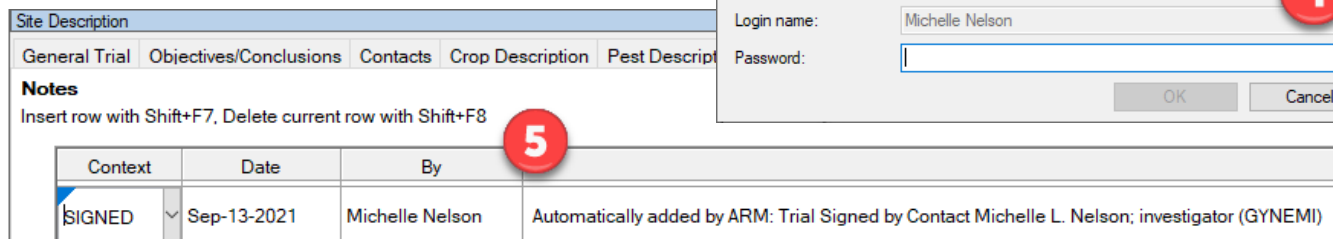
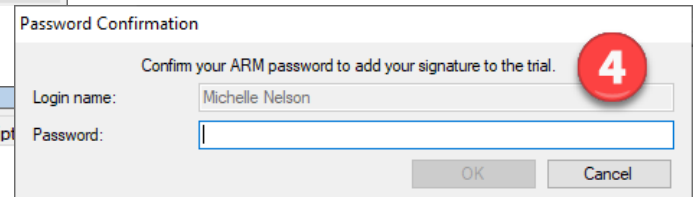
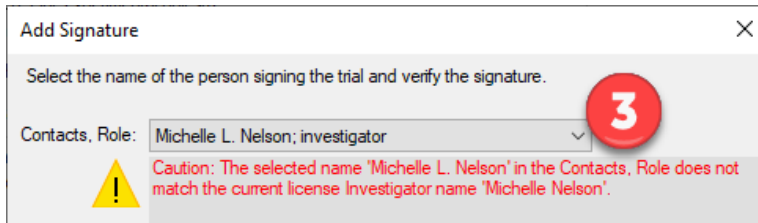
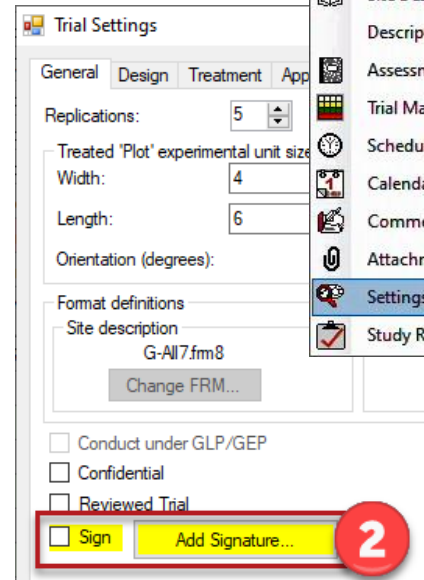
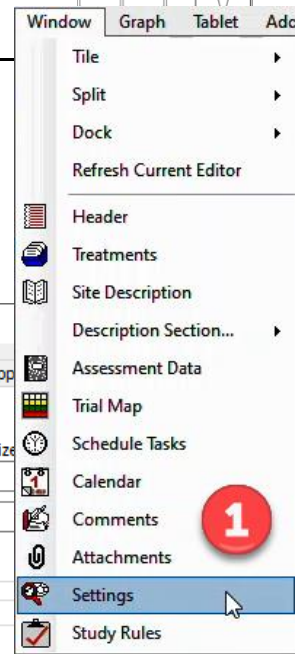
## Adding a Signature to a Trial

Before signing a trial, check the following:

- Trial Status (**Site Description > General Trial**)
  - Must be **'final'** or **'canceled'** to add signature
- Contacts tab (**Site Description > Contacts**)
  - Must list signee in **Contacts**

### Adding a signature

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

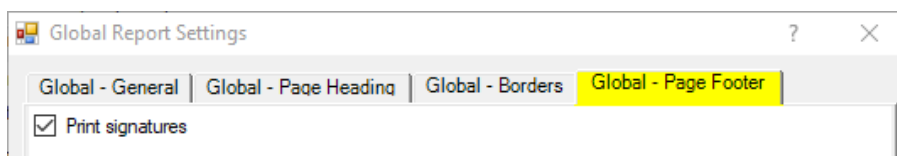


## Printing Signatures

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)

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