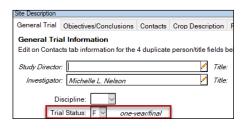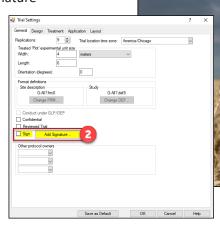## ARM 2021.2 Features and Enhancements

Run "Check for Updates" to take advantage of latest developments! Release notes are also found on our website: **HERE**

### NEW Sign a Trial

*Before signing a trial, check the following*

- Trial Status (**Site Description > General Trial**)
    o  Must be '**final' or 'canceled'** to add signature

- Contacts tab (**Site Description > Contacts**)
    o  Must list signee in **Contacts**

*Adding a signature:*

1. **Window > Settings**
2. Select '**Add Signature**'
3. ARM prompts to add signature if not present in profile
4. Choose a method to add signature
5. Select signee role from Contacts
    a. If contact name doesn't exactly match license name, can still select 'OK'
6. ARM prompts for login password as additional safeguard

### ARM Signature FAQ's:

Does ARM track signatures?
- Yes. Find them here: **Site Description > Notes**.

What if changes need to be made to a trial?

- Making changes to a trial will require a new signature. A history of signatures remains in **Site Description > Notes**.

Can signatures be required?

- Yes. Use the new **'Sign' Study Rule**.

How do I print a signature?
- Go to **File > Print Reports > Global Report Settings > Global – Page Footer** and select **'Print Signatures'**.

**How to Sign a Trial Video**

## NEW ARM User Profile

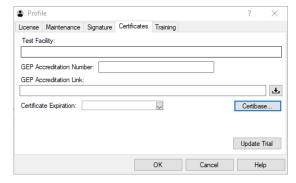The user profile stores all your important ARM license information.

**License**

Find details on ARM license, add a local user or custom password.

**Maintenance**

Check maintenance expiration date and access renewal invoice (when available).

**Certificates**

Save GEP accreditation/test facility details for trials and attach PDF certificate file.

## New Hire or Need an ARM Training Refresher?

Our Learning Management System (LMS) is an online portal that allows you to watch tutorial videos, track your progress, and earn certification for a variety of courses.

Certification of ARM is a great way to boost your resume and help you navigate ARM to work quickly and efficiently. This is an excellent tool for new employees to quickly get up to speed with the software, freeing up resources of the "ARM Expert" in your group that typically performs the on-boarding process!

This portal allows you to grow in your understanding of ARM as new courses become available. Even experienced users can brush up on the latest features and changes added to ARM each year!

For more information and how to sign up: **HERE**

## ARM Webinars Archived for You

If you missed our Fall 2021 webinars, you can view them at any time on our website. The topics covered provide useful tips and tricks for this season's results! Check them out **HERE**

- ARM and Statistics - An Overview
- Data Confirmation
- AOV Analysis & Reporting Options