Electronic Document Management System (EDMS)

Take control of content; it is the core of everything an organization does.

The Electronic Document Management System (EDMS) is part of the eIT PMO portfolio and is focused on the reduction, and possibly the elimination, of paper-based systems for regulated and non-regulated documents. EDMS is an FDA compliant system that is certified to meet U.S. Army Information Assurance requirements.

EDMS is a fully featured, highly scalable, web based document management system providing a secure, single repository for organizing and sharing USAMRMC enterprise content. EDMS minimizes risk, reduces cost, maintains content integrity, and is compliant with regulations. This brochure outlines some of the EDMS current capabilities.

Note—EDMS is not intended to store Personal Identifiable Information (PII).

Benefits of using EDMS

- An approved FDA compliant system for storage of medical research data
- Go from a paper process to a fully electronic process by using workflows
- Deploy a document management system that easily identifies bottlenecks in a business process
- Make employees more productive by eliminating time-consuming paper processes and significantly cutting down on the time spent to find documents and records
- Increase security and control access to documents by using permissions
- Accessible via approved MEDCOM internet browsers
- Review/revise documents vs. printing out hard copies (Promotes a GREEN environment)

EDMS Future Capabilities

Some additional EDMS future capabilities that the eIT PMO will be offering are:

Pulse - A real time document activity feed (based on permissions), allowing you to check status and share messages, comments, or replies to anything in the activity feed..

Renditions - Documents can be set up so that EDMS automatically generates multiple file formats (i.e. upload a Word document and automatically converts and uploads a PDF).

Protect, Project, Sustain

eIT Project Management Office
USAMRMC(MCMR-ACI)

504 Scott Street
Building 844
Fort Detrick, MD 21702-5012

Product Support Phone: 301.619.7703
Fax: 301.619.0241

eIT PMO Customer Liaison:
301-619-3488

Email: usarmy.detrick.medcom-usamrmc.other.eit-pmo@mail.mil

eIT PMO Website:
https://eitpmo.amedd.army.mil

EDMS Contact Information

Need Help?
For password assistance or to report technical problems with the EDMS, contact the ESD Help Desk:

Email:
800USAMITC@amedd.army.mil

Phone:
800USAMITC(1-800-872-6482)

Enterprise Information Technology Project Management Office

Current Capabilities of the Electronic Document Management System (EDMS)

Application features at your finger tips!

eIT PMO EDMS - Livelink

July 2013

Document Management

Document Management reduces the time spent managing documents and projects and improves productivity by making content easier to find. Some of the EDMS document management capabilities are highlighted below.

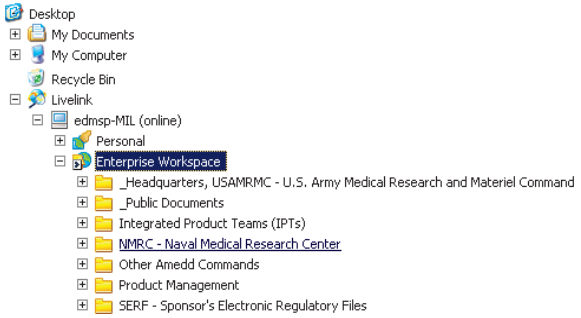
Auditing - provides a history of who has opened/edited an item.

Collection - A folder that holds references to items located anywhere in EDMS. Items that are added to a collection are not moved, copied, or altered in any way. Rather, the collection presents a live view of all documents in the collection.(i.e., create a collection of meeting minutes for different IPTs you are a part of, allowing you to access all the minutes from one location *(Requires EDMS Power User Training)).*

Document/Folder - Users can upload any type of document or create new folders for sharing to an area, based on permissions.

E-mail Folder - Store e-mails as you would in Outlook, using EDMS search and storage capabilities.

Desktop Integration— Browse EDMS and edit documents directly from Windows Explorer.



Records Management—Create and maintain Record Series Identifiers, Records Management Database Tables, Retention and Disposition Schedules, and Records Management Classifications (Vendor Training Required).

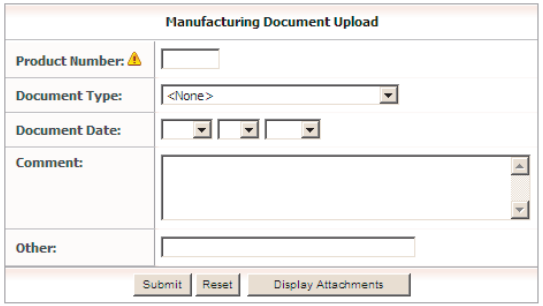
Versioning - All versions of a document in EDMS are preserved, avoiding the risk of overwriting any data.

Customization / Automation

EDMS offers a wide variety of customization features and capabilities that include:

Appearances - Allows certain components of the EDMS interface to be customized and displayed as a web interface (Requires *EDMS Power User Training*).

Categorize - Assign 'categories' or 'attributes' to uploaded documents such as *SOPs*, *Memos*, or *Minutes* in order to enhance the searching and records management capabilities within the system.



Favorites— Access frequently used items by adding as a Favorite. This creates a shortcut to the item, and then stores it in the My Favorites folder, allowing quick access later.

Reports - EDMS offers dynamic and robust reporting for all objects within the system, configurable by the eIT PMO.

Workflow - Define tasks and events to automate an organization's business process.

Security Features

This FDA compliant system enables users to collaborate within and across organizations, streamlining processes and mitigating risks through the use of a controlled access environment by using the following security features:

Permissions/User Roles - Control access to everything in EDMS. Permissions define the information the user can see, whether the user can add or modify content, and what functions the user can perform.

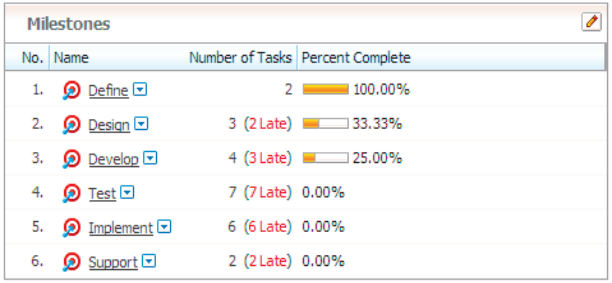
Innovation through Collaboration

The following capabilities will allow the user to collaborate effectively by utilizing these tools. The user is granted permission to the these capabilities upon completion of EDMS Power User Training.

Channel - Capability to broadcast news snippets (e.g. tips, new users, updated document) to a select group or collaboration area.

Discussion - A forum created with any number of topics, each of which can contain any number of replies.

Poll - Enables users to participate in the decision-making process by voting or surveying a select audience.

Project - An Ad-hoc collaborative workspace used to communicate daily activities with other participants.

Task List - Create tasks and milestones, assign to personnel, and track progress.