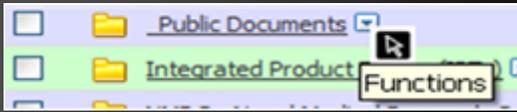


EDMS Functions



The EDMS Functions available to each user are based on the user's role and permissions. Simply by clicking on the Functions dropdown menu for an item, the user will see the list of functions that are available.

Commonly user Functions a user may see include:

- **Download**—Saves a copy of the document to a local location.
- **Open**—Opens the document in a Read-Only view.
- **Add Version**—Adds a new version to an existing document.
- **Make Shortcut**—Creates a shortcut, or "pointer", to content located elsewhere in EDMS.
- **Reserve**—Puts the document "on hold", so other users cannot make changes to it.
- **Un-reserve**—Removes the "hold" from a reserved document, so other users may make changes to it.
- **Delete**—Removes an item from EDMS.
- **Add to Favorites**—Adds the item to the user's Favorites, providing quick access to frequently used items.
- **Properties**—Displays data about an item, such as:
 - **General**—The item's creator, owner, creation date & time, and modification date and time.
 - **Audit**—A history of actions taken on an item.

Electronic Document Management System (EDMS)

The Electronic Document Management System (EDMS) is part of the eIT portfolio and is focused on the reduction, and possibly the elimination, of paper-based systems for regulated and non-regulated documents. This FDA compliant system enables users to collaborate within and across organizations, streamlining processes and mitigating risks through the use of a controlled access information environment. EDMS is certified to meet U.S. Army Information Assurance requirements.

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

Need Help?

For password assistance or to report technical problems with the EDMS, contact the Enterprise Service Desk (ESD):

Email:

800USAMITC@amedd.army.mil

Phone:



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

Customer Liaison: 301.619.3488

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

eIT PMO Website:

<http://eitpmo.amedd.army.mil>



Enterprise Information Technology

Getting Started With EDMS



Application features at your fingertips!



eIT PMO EDMS - Content Server
Revised October 2014

Logging into EDMS

Follow these steps to log into EDMS:

- Enter the EDMS URL in the address bar of your internet browser — <https://edmsp-mrmcit.amedd.army.mil>
(Tip: For easy access in the future, bookmark the URL as a “Favorite” in your internet browser.)
- Enter your EDMS username and password. Remember: Usernames & passwords are case sensitive. Remember: Users must log-in every 60 days per DoD-IA requirements, or accounts will be disabled.
- Click the Log-in button.



A screenshot of the EDMS login interface. It features two input fields: 'Username:' and 'Password:'. Below these fields is a 'Log-in' button. A black arrow points from the 'Log-in' button in the text above to the button in the screenshot.



EDMS Workspaces

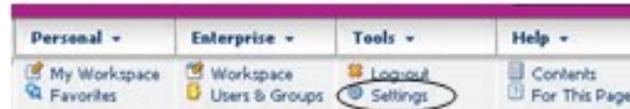
EDMS workspaces store and organize information according to their intended audience. Each workspace has unique tools and characteristics.

- **Personal “My” Workspace**—A private area assigned to each user to manage and store frequently used information.
- **Enterprise Workspace**—The area used to store, organize, and work with documents. Within the Enterprise Workspace, organizational folders (e.g. USAMMDA Folder) are used to collaborate based upon user permission while the “Public” folder is intended for use by ALL users.

EDMS Permissions

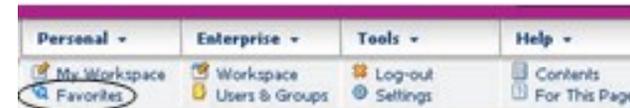
Permissions control access to everything in EDMS. Permissions define the information a user sees, where a user can add or modify content, and what functions a user can perform.

EDMS Settings



EDMS settings include:

- **General tab**—Choose your personal preferences for start page, view, navigation style, and indicator durations.
- **Password tab**—Change your password here at any time. Refer to the password tab for “Password Rules”.



EDMS Favorites

You can easily access frequently used items by adding them as *Favorites*. When you add an item as a Favorite, you are creating a marker to the item, to be stored on your “Favorites” page. To add an item to your Favorites page, follow these procedures:

- Navigate to the item you would like to add, then click the item’s Function dropdown menu, and then choose *Add to Favorites*.

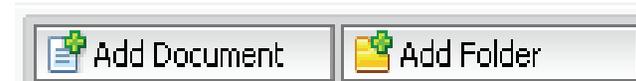
EDMS Search



The EDMS Search Bar provides a way to find items through a full search of the entire document.

- Perform a basic search by entering a term or descriptive data about an item in the <Search Bar>, then click on the Go button.
- The dropdown menus above the Search Bar allow you to select the type of search to be performed (ask a question, search the system, etc.) and to search (from here, all versions).
- The Search Results page lists all the items you have permission to see. You can modify your search with the *Refine Your Search* button.

Add New Items in EDMS



To add an item in EDMS, you must have permissions to do so in the given location.

- Navigate to the location (destination) where you want to add the item.
- Click the appropriate button (Add Document or Add Folder). The “Add” dialog box will appear.
- If adding a folder, enter a folder name and click *Add*. If adding a document, *Browse* to the document (source), double click it or highlight it and click *Open*. Enter the document name and click *Add*.

Reserve/ Un-reserve Items/ Add New Versions in EDMS

To reserve an item (document) in EDMS, follow these procedures:

- Navigate to the item to be versioned, click the item’s *Functions* dropdown menu, and select *Reserve*.
- (Option) Once at the Reserve page, if you need to make edits/changes to an item, click the *Download* button to download the most recent version of the item to your computer.
- Click the *Submit* button to reserve the item.

To un-reserve an item, follow these procedures:

- Navigate to the item that you reserved, click the item’s *Functions* dropdown menu, select *Un-reserve*.
- If you have made edits/changes to an item, check the *Add New Version* button, then click *Browse* to locate and add the new version of the item. Click the *Submit* button.
- The edited/changed version of the item is now in EDMS. All previous versions of the item are still available in the order in which they were added and can be viewed by clicking the *Functions* menu, then *Properties*, and then *Versions*.