



**Production Assistance for Cellular
Therapies (PACT)**

PACT Application System User's Guide

**Version 1.0
February 9, 2017**

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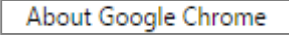


1.0 GETTING STARTED

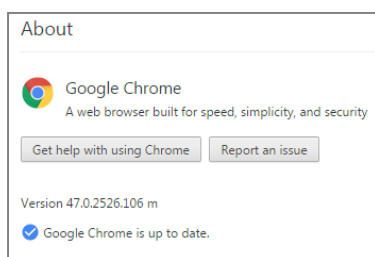
1.1 Access to the Internet

For best performance, Chrome 44 or higher or Firefox 40 or higher 9 or higher should be used to access Advantage eClinical. In addition, Safari 8 or higher may be used if you are accessing the Application System on a Mac. If no browser is installed on your machine, you should arrange to have Chrome or Firefox installed.


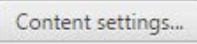

****Preferred browsers are Chrome and Firefox****

To display the browser version information, follow the appropriate steps below:

- In Chrome, click the  (Menu icon) in the top right corner, click **Help and about** and select .
- In Firefox, click the  (Menu icon) in the top right corner, click  (Help icon) at the bottom of the menu and select **About Firefox**.



1.1.1 Configuring Chrome to Access PACT Application System

1. Open Chrome.
2. Click the  (Menu icon) in the top right corner and select **Setting** (Figure 1).
3. In the new page that opens, scroll to the bottom and select [Show advanced settings...](#).
4. In the **Privacy** section, select  (Figure 2).
5. On the **Content Settings** page that opens, find the subtitle **Cookies** and check the circle next to **Allow local data to be set** (Figure 3).
6. Scroll down to find the subtitle **JavaScript** and check the circle next to **Allow all sites to run JavaScript** (Figure 4).
7. Scroll down to find the subtitle **Pop-ups** and check the circle next to **Allow all sites to show pop-ups** (Figure 5) or check the circle next to **Do not allow any site to show pop-ups** and select  (Figure 6).
 - (a) If selecting pop-up **Exceptions**, add <https://secure.emmes.com>, <https://web.emmes.com>, and <http://pub.emmes.com> to the **Hostname Pattern** column by entering each URL in

the textbox provided, selecting in the **Behavior** column clicking **[Enter]** after each entry (Figure 7).

(b) When all URLs are listed in the textbox, select to return to the **Content Settings** page.

8. On the **Content Settings** page, select to save changes.

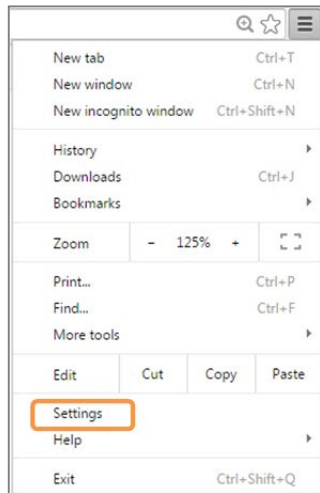


Figure 1

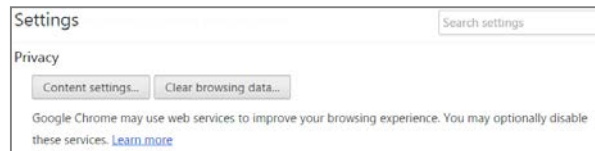


Figure 2

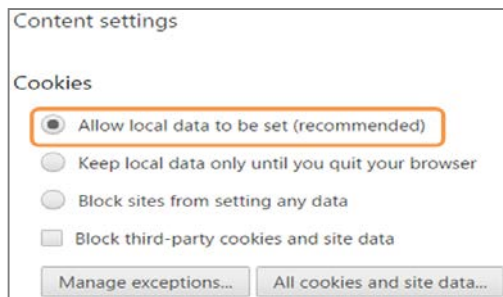


Figure 3



Figure 4



Figure 5



Figure 6

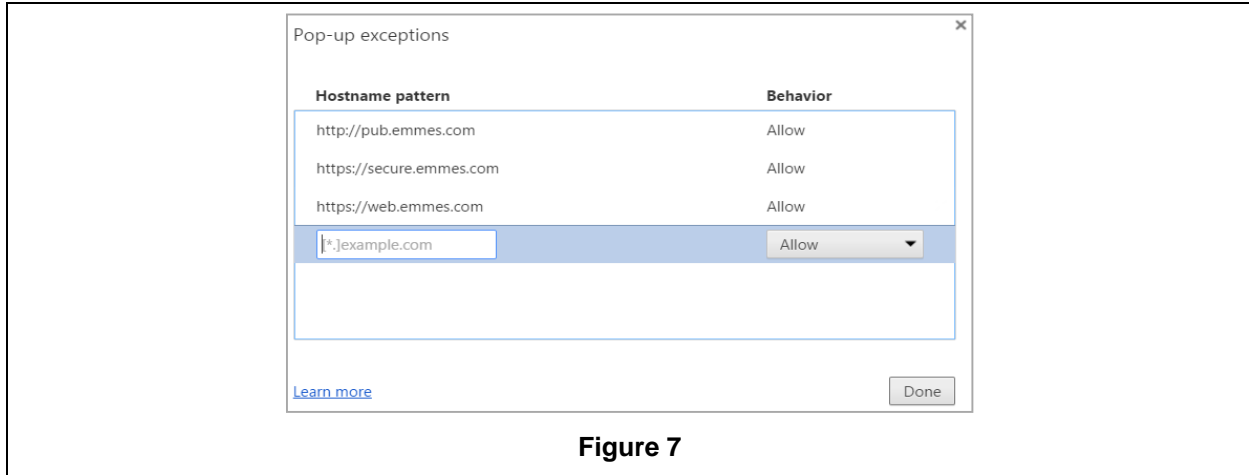


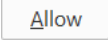



Figure 7

1.1.2 Configuring Firefox to Access PACT Application System

1. Open Firefox.
2. Click the  (Menu icon) in the top right corner and select the **Options** icon (Figure 8).
3. In the new page that opens, select the **Content** tab from the menu on the left side of the page (Figure 9).
4. In the **Pop-ups** section, uncheck the box next to **Block pop-up windows** (Figure 10) or check it and select  (Figure 11).
 - (a) If selecting pop-up window **Exceptions**, add <https://secure.emmes.com>, <https://web.emmes.com>, and <http://pub.emmes.com> to the **Allowed Sites** by entering each URL in the **Address of website** textbox and clicking  after each entry (Figure 12)
 - (b) When all URLs are listed in the textbox, select  (Figure 12)

5. On the menu on the left side of the page, select the **Privacy** tab. In the **History** section, check **Accept cookies from sites** (Figure 13).

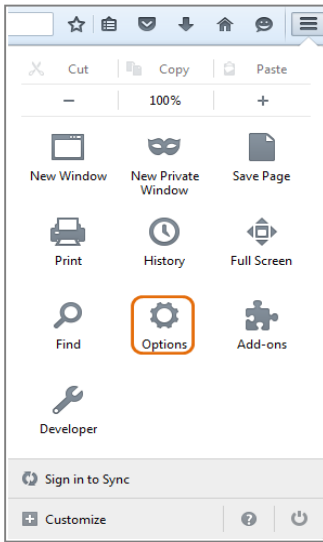


Figure 8

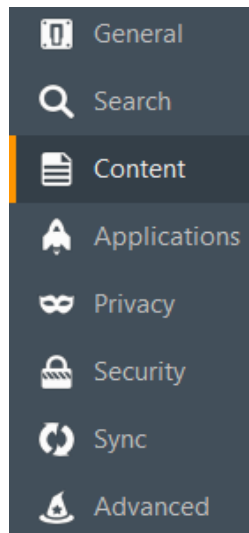


Figure 9

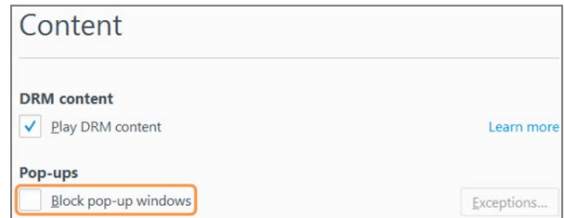


Figure 10



Figure 11

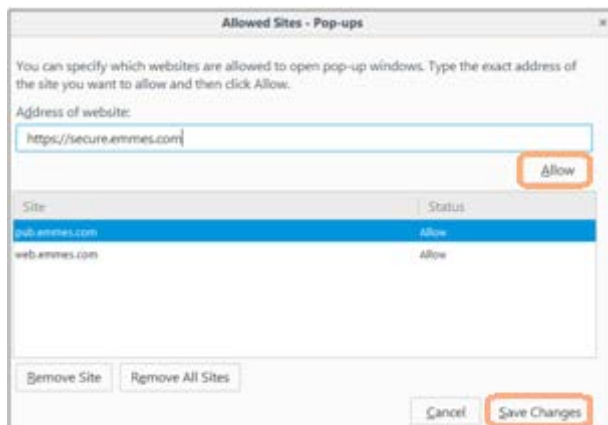


Figure 12

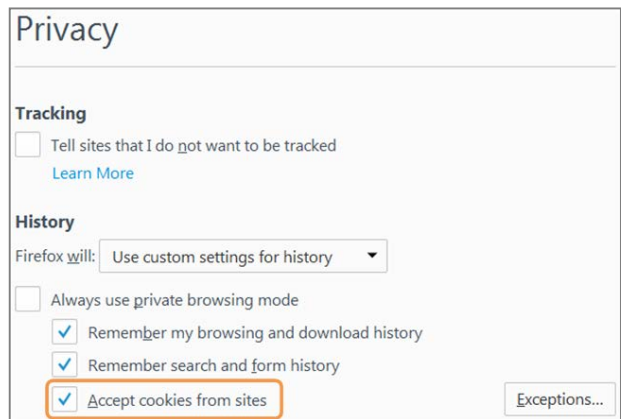


Figure 13

2.0 ACCESS TO THE PACT APPLICATION SYSTEM

The PACT Application System is available to any applicant that has completed the self-registration steps to verify their e-mail address, created a User ID and password, and completed the e-Signature screen and User Profile during initial setup. For NHLBI and Scientific Review Board (SRB) Users, the Coordinating Center (CC) will create your User ID and temporary password for accessing the system and will not be addressed in this Users Guide.

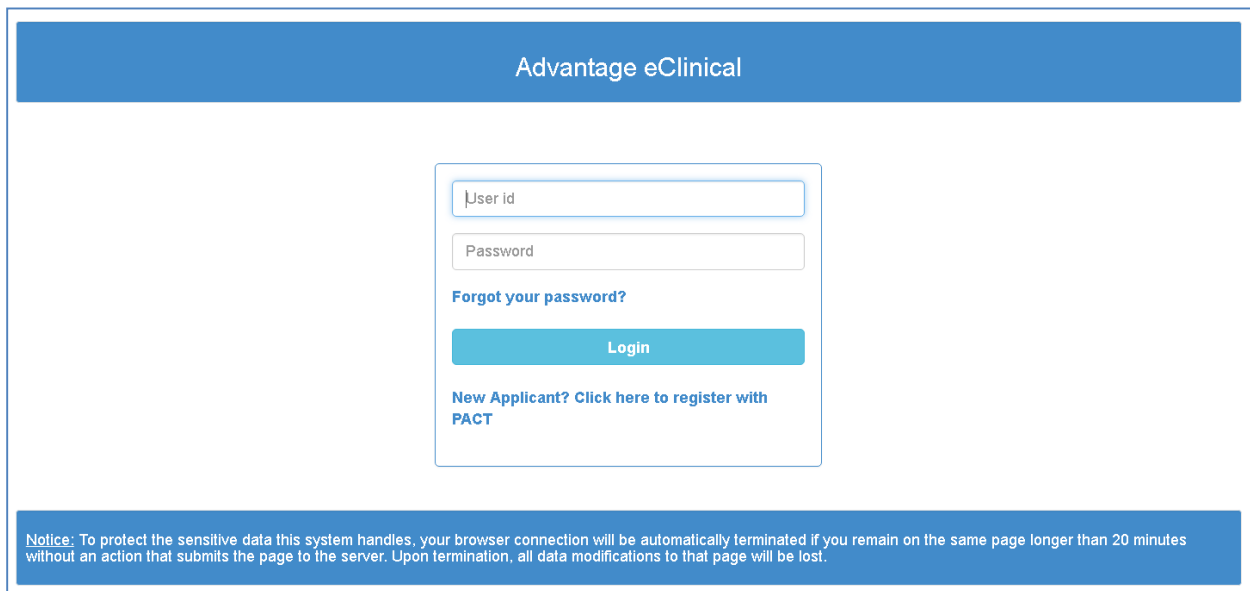
2.1 User Rights

Users are restricted by site access. Each user has access to the site or sites they are granted permissions for completing data entry and associated functions.

Users are assigned rights to the system based on user responsibilities. Applicants have access to add an RSA, or view/edit their own RSAs (the RSA Scope Review and RSA Full Review screens) and submit their RSAs. To obtain User rights as an applicant, complete steps for self-registration (See section 2.2 below).

2.2 Self-registration for PACT Applicants

1. Click on the link to the PACT Application System located on the PACT website (<https://www.pactgroup.net/applytopact>) to navigate to the following login screen:



Advantage eClinical

User id

Password

[Forgot your password?](#)

Login

[New Applicant? Click here to register with PACT](#)

Notice: To protect the sensitive data this system handles, your browser connection will be automatically terminated if you remain on the same page longer than 20 minutes without an action that submits the page to the server. Upon termination, all data modifications to that page will be lost.

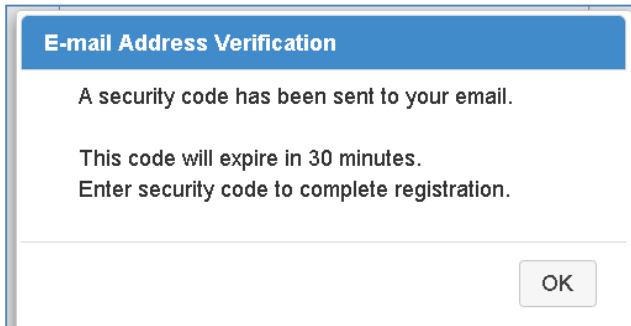
2. To self-register select 'New Applicant? Click here to register with PACT.' The following screen appears:

3. Follow instructions provided at the top of the Registration screen and by following the pop-up screen prompts:

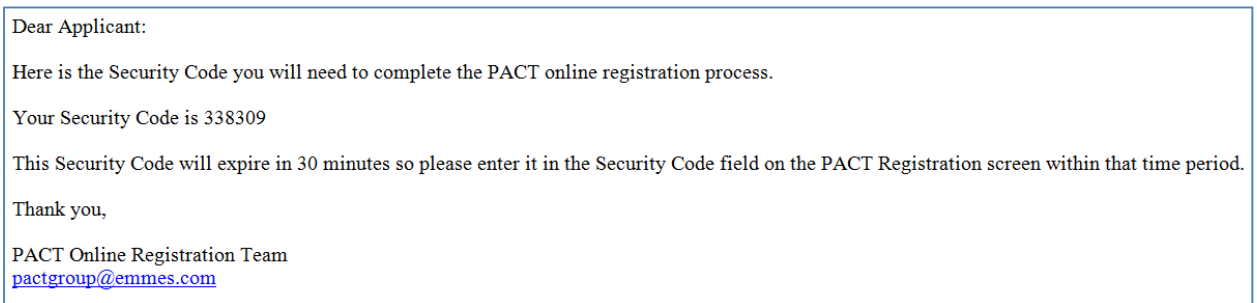
3a. Enter your Full Name, User ID, and E-mail Address and select 'Register.' User IDs must be 6 to 8 characters in length and unique within the application system.

3b. After you complete the Full Name, User ID, and E-mail Address fields, select 'Verify Email Address.'

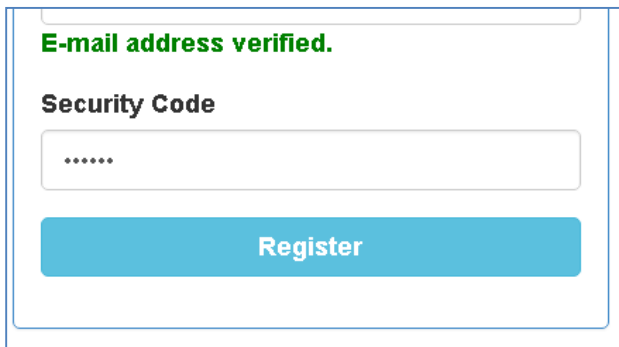
3c. The following pop-up window will appear. Select 'OK.' Note: There is a 30 minute time limit to enter the security code on the PACT Registration screen.



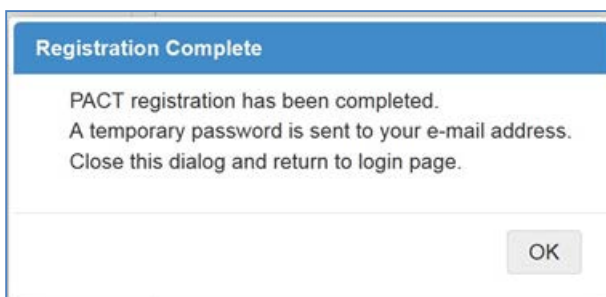
3d. Sample e-mail with the security code:



3e. Enter the security code sent to your e-mail address in the Security Code field on the Registration screen. Select 'Register.' **Note: If you were unable to enter the security code within the 30 minute time limit, you will have to repeat self-registration from the beginning, Step 1.**



3f. The following pop-up window will appear. Select 'OK.'



3g. Sample e-mail with the temporary password:

Dear Applicant:

You have been successfully registered as an applicant with PACT.

Your temporary password to log into the PACT application system is vw0Cp1gK

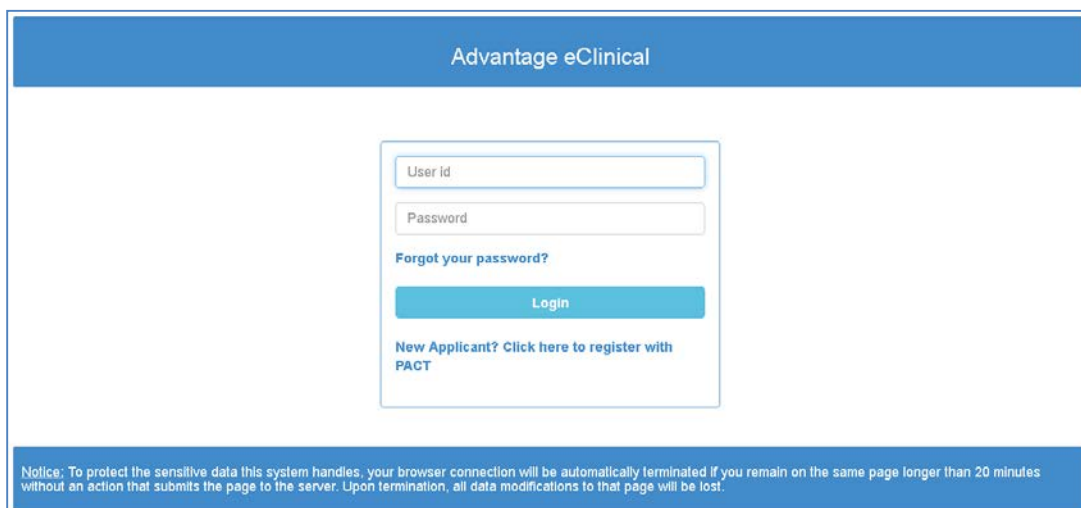
Thank you,

PACT Online Registration Team
pactgroup@emmes.com

2.3 Logging in to the Application System

2.3.1 New/First-Time Login for Applicants

1. For new users logging in for the first time, enter in your User ID and temporary password in the Login page and select 'Login.' User IDs and passwords are case-sensitive (i.e., it makes a difference whether **UPPER CASE** or **lower case** is used).



Advantage eClinical

User id

Password

[Forgot your password?](#)

Login

[New Applicant? Click here to register with PACT](#)

Notice: To protect the sensitive data this system handles, your browser connection will be automatically terminated if you remain on the same page longer than 20 minutes without an action that submits the page to the server. Upon termination, all data modifications to that page will be lost.

2. Create a new password by completing the Current Password, New Password, and Confirm New Password fields on the User Profile screen. A security question and response should also be completed to allow password retrieval if this information is later forgotten.

3. Select 'Save' to update your User Profile and then select 'Dashboard.'

4. Complete the E-Signature screen by entering your new system password and select 'I Agree.'

The eSignature page captures your acceptance of your user ID and password serving as an electronic signature. The Application System utilizes electronic forms where user authentication is required. As a result, all users must understand and agree that entry of their user ID and password in the system serves as an electronic signature and that this information must be entered by the user and no one else. This page must be submitted in order to access the Application System Dashboard.

3.0 SUBMITTING A REQUEST FOR SERVICES APPLICATION (RSA)

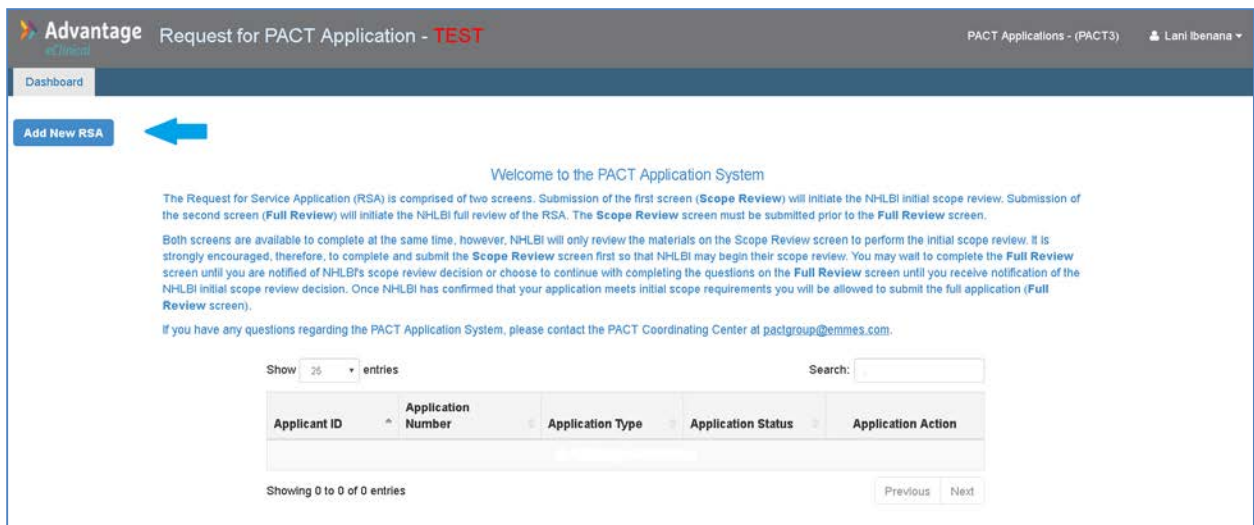
The Request for Services Application is comprised of two screens. Submission of the first screen (Scope Review) will initiate the NHLBI initial scope review. Submission of the second screen (Full Review) will initiate the NHLBI full review of the RSA. The Scope Review screen must be submitted prior to the Full Review screen.

Both screens are available to complete at the same time, however, NHLBI will only review the information on the Scope Review screen to perform the initial scope review. It is strongly encouraged, therefore, to complete and submit the Scope Review screen first so that NHLBI may begin their scope review. You may wait to complete the Full Review screen until you are notified of NHLBI's scope review decision or choose to continue with completing the questions on the Full Review screen. Once NHLBI has confirmed that your application meets initial scope criteria you will be allowed to submit the full application (Full Review screen).

The applicant Dashboard table will show a list of any applications started by the applicant, along with the Application Type, Application Status, and Application Action for each application. You may open any application by selecting the link under the 'Applicant ID' column.

3.1 Starting an Application and Submitting for Scope Review

1. On the Dashboard click on the 'Add New RSA' button on the top left corner of the screen.



- This will open the Scope Review screen (first tab circled in blue). Your Applicant ID and Application number will always appear on the top left corner of an application screen.

- Complete the required fields (fields marked with an orange circle) on the screen.
- Press the blue 'Save' button on the top or bottom left corner of the application to save your responses. If you do not complete all responses in one sitting, you may save, exit the Application System and return to your application to complete responses at a later time.

- Once all required fields on the Scope Review screen have been entered, return to the Dashboard and select the 'SUBMIT' button. The 'Submit' button will not be available until all responses on the Scope Review screen are completed.

- The following screenshot of an applicant's Dashboard shows examples of three applications initiated by an applicant, PCT0006, at the various stages of the Scope Review process. Application Number 08 was started but not all required fields are completed. Application Number 09 has been completed but needs to be submitted. Application Number 10 was submitted for NHLBI scope review.

| Applicant ID | Application Number | Application Type | Application Status | Application Action |
|--------------|--------------------|------------------|------------------------|---------------------------------------|
| PCT0006 | 08 | Scope Review | Incomplete Application | Cannot Submit |
| PCT0006 | 09 | Scope Review | Completed | <input type="button" value="Submit"/> |
| PCT0006 | 10 | Scope Review | Completed | Scope Review Submitted |

- Once an RSA is submitted for Scope Review, the NHLBI may either request additional information from the applicant, reject the application, or approve for submission of the full RSA. See the screenshot below for the Dashboard view if NHLBI has requested for additional information (Pending NHLBI Review) or rejected the initial application due to being out of PACT scope of work.

| | | | | |
|---------|----|--------------|----------------------|---------------|
| PCT0006 | 11 | Scope Review | Pending NHLBI Review | Cannot Submit |
| PCT0006 | 13 | Scope Review | Rejected | Cannot Submit |

- The applicant will be notified by the CC via email for a request for additional information. In that case, the applicant must log in and update the Scope Review form with the requested information, save and then the 'SUBMIT' button will reappear on the Dashboard. Click on the 'Submit' button to resubmit the updated Scope Review form for NHLBI review.
- Applications that have been rejected are unable to be edited by the applicant.

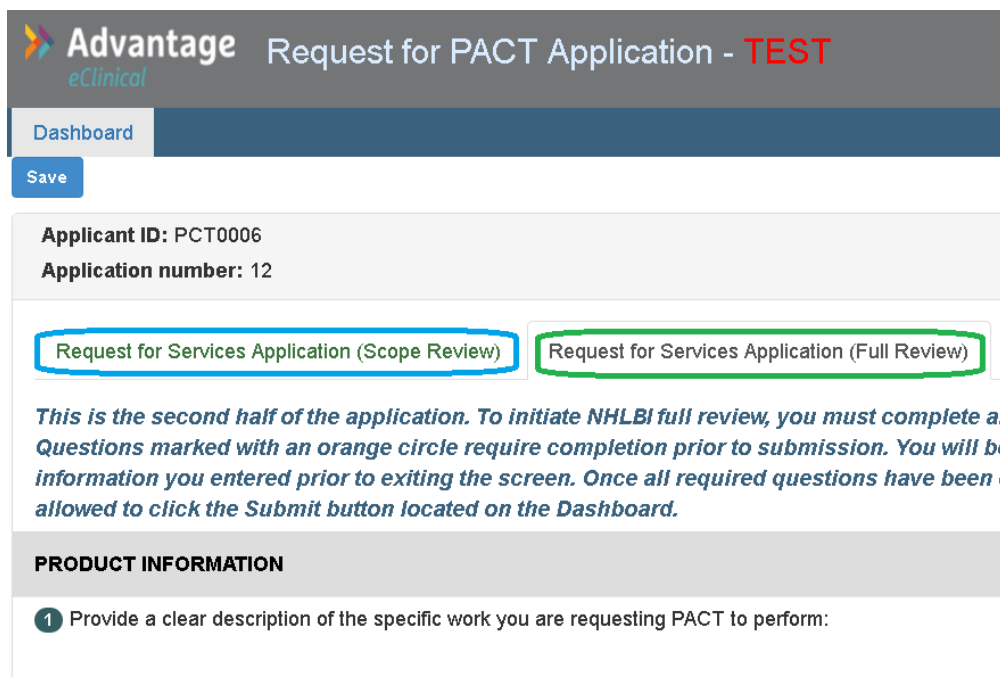
3.2 Submitting an Application for Full Review

The process for submitting an application for full review is similar to that of scope review submission. The applicant is able to save information entered on the Full Review screen at any time, even before the Scope Review screen has been submitted. However, only applications that have been reviewed by NHLBI for scope and are approved for submission of the full application can be submitted for FULL RSA review.

The Dashboard view of an application that has been approved for submission of the full application will show an Application Type of 'Full Review' and the Application Status will be reset to 'Incomplete Application':

| Applicant ID | Application Number | Application Type | Application Status | Application Action |
|--------------|--------------------|------------------|------------------------|--------------------|
| PCT0006 | 12 | Full Review | Incomplete Application | Cannot Submit |

- From your dashboard select the application identified as Application Type: Full review and Application Status: Incomplete Application. You must then select the 'Full Review' tab (circled in green below) as the default view opens to the Scope Review screen.



- Complete all the required fields on the Full Review screen and save. If you do not complete all responses in one session, you may save, exit the Application System and return to your application to complete responses at a later time. Once all responses are completed, the 'SUBMIT' button will appear on the Dashboard, and the application may be submitted for Full Review.
- The following screenshot shows applications submitted by an applicant that are at various stages of Full Review.
- The NHLBI may either request additional information from the applicant (Pending NHLBI Review), reject the application, or approve the full RSA. See the screenshot below for the Dashboard view if NHLBI has rejected, requested for additional information or approved the full application.

| Applicant ID | Application Number | Application Type | Application Status | Application Action |
|--------------|--------------------|------------------|----------------------|--------------------|
| PCT0003 | 06 | Full Review | Rejected | Cannot Submit |
| PCT0003 | 05 | Full Review | Pending NHLBI Review | Cannot Submit |
| PCT0003 | 04 | Full Review | Approved | Cannot Submit |

- The applicant will be notified by the CC via email for a request for additional information. In that case, the applicant must log in and update the Full Review form with the requested information, save and then the 'SUBMIT' button will appear on the Dashboard.

6. Applications that are either approved or rejected are unable to be edited by the applicant (Applicant 'Cannot Submit').

If an application is submitted for full review and approved by NHLBI, the NHLBI will proceed with the Task Order Request for Proposal process, which will occur outside of the PACT Application System.

4.0 AUTO-GENERATED EMAIL ALERTS

The applicant will receive the following auto-generated email alerts regarding their application, as applicable. Email alerts will be sent to the applicant using the email address provided during registration. The CC and the NHLBI reviewer are included on some of these email alerts.

4.1 Scope Review Submission

When a Scope Review screen is submitted, the following email is sent to the applicant:

From: PACT Application System
Subject: PACT RSA [Applicant ID]-[Application Number] Submitted For Scope Review

Dear Applicant:

Your partial Request for Services Application (RSA) has been submitted for NHLBI scope review. The RSA (Full Review) screen is available to enter information but cannot be submitted until the NHLBI scope review has been completed and your partial RSA has been approved for full RSA submission.

If you have any questions regarding the PACT Application System, please contact the PACT Coordinating Center at pactgroup@emmes.com.

Applicant ID: [Applicant ID]
Application number: [Application Number]
Applicant Name: [Full Name of Applicant]

Thank you,

PACT Coordinating Center
pactgroup@emmes.com

4.2 Approval for Full RSA Submission

If NHLBI approves the initial scope of the application, the following email is sent to the applicant inviting the applicant to submit a full RSA:

From: PACT Application System
Subject: PACT RSA [Applicant ID]-[Application Number] Approved For Full RSA Submission

Dear Applicant:

The NHLBI has conducted a scope review and has approved your application for a full RSA submission. Please log into the application system and complete the remaining information required for your full RSA submission. If you have any questions regarding the PACT Application System, please contact the PACT Coordinating Center at pactgroup@emmes.com.

Applicant ID: [Applicant ID]
Application number: [Application Number]
Applicant Name: [Full Name of Applicant]

Thank you,

PACT Coordinating Center
pactgroup@emmes.com

4.3 Full Review Submission

When a Full Review screen is submitted, the following e-mail is sent:

From: PACT Application System
Subject: PACT RSA [Applicant ID]-[Application Number] Full RSA Submitted For Review

Dear PACT Group:

A Full Request for Services Application (RSA) has been submitted for review.

Applicant ID: [Applicant ID]
Application number: [Application Number]
Applicant Name: [Full Name of Applicant]

4.4 Full RSA Approval

If NHLBI approves the full RSA submission, the following e-mail is sent to the applicant:

From: PACT Application System
Subject: PACT Full RSA [Applicant ID]-[Application Number] Approved

Dear Applicant:

Congratulations. The NHLBI has approved your full RSA submission. The NHLBI will proceed with the next steps of the Task Order Request for Proposal process. Please refer to the PACT website for details regarding the Task Order process. Please contact the PACT Coordinating Center if you have questions in regards to this process.

Applicant ID: [Applicant ID]
Application number: [Application Number]
Applicant Name: [Full Name of Applicant]

Thank you,

PACT Coordinating Center
pactgroup@emmes.com

4.5 Non- Auto-Generated Email Notifications

The CC will email the applicant directly to inform them of NHLBI requests for additional information or if an application has been rejected after either the Scope Review or Full Review of the application.

5.0 GENERAL GUIDELINES

5.1 Dashboard

The **Dashboard** displays a table that provides links to the submitted RSAs and applicable screens depending on the user access rights. Applicants will have links to add an RSA and view/edit RSAs they have either started or submitted.

The header at the top of the **Dashboard** displays the name of the project (Request for PACT Application) and the user name. At the bottom of the Dashboard is the date and time displayed in Eastern Time.



The table on the Dashboard links to applications the applicant has begun and provides the following descriptions/status for each application:

| Applicant ID | Application Number | Application Type | Application Status | Application Action |
|--------------|--------------------|------------------|--------------------|--------------------|
|--------------|--------------------|------------------|--------------------|--------------------|

Applicant ID – Is unique to an applicant and is automatically assigned by the application system during the registration process (Ex. PCT0006). This number is hyperlinked to provide access to view/edit each application the applicant has started. This Applicant ID will always be linked to all applications submitted by that applicant.

Application Number – This is a sequential 2-digit number assigned to each application the applicant has started (01, 02, etc.). The applicant can have several applications at various stages of the submission process.

Application Type – This can either be ‘Scope Review’ or ‘Full Review.’ An application always begins as ‘Scope Review.’ Once an application is approved for submission of the Full RSA, the application type becomes ‘Full Review.’

Application Status – The options are either ‘Incomplete Application,’ ‘Completed,’ ‘Approved,’ ‘Rejected,’ or ‘Pending NHLBI Review’ as appropriate.

Application Action – The options are either ‘Cannot Submit,’ ‘SUBMIT,’ ‘Scope Review Submitted,’ or ‘Full Review Submitted.’ The ‘SUBMIT’ button only appears when an application has met requirements for submission (e.g., NHLBI requested additional information, all required fields completed, etc.)

5.2 Passwords

It is very important that you do not share your user ID and/or password. Your name and site will appear in the top right corner of each screen that you access.



Resetting a Password

In the event you forget your password, you may automatically retrieve it using the **Forgot your password?** link on the Login Screen, shown below.

1. After clicking the **Forgot your password** link, the prompt below appears:

2. Enter your User ID and select **Verify**. Once you select verify, your selected security question is displayed and you will be prompted to answer your security question:

After correctly entering your security question response, your password will be sent to the email associated with your user ID. The message below appears on your screen:

The password has been mailed to DemoUser@emmes.com.

Note that in order to retrieve your password via e-mail, you MUST have a valid e-mail address, security question and security question response saved in the User Profile module. All security responses are case-sensitive.

Passwords are not known to the CC staff; however, CC staff can reset a password in the event a user is unable to retrieve their password using the Forgot your password utility. Once the CC staff member resets your password and you log into the Application System, you are directed immediately to the Temporary Password and User Profile screens. As with initial log in, you are prompted to change your password for secured access to the Application System.

5.3 User Profile

The username link located in the top right corner of the header connects to the following useful maintenance tools:





- **User Profile:** The user profile screen allows the user to update personal information (e.g., name, e-mail address), change their password and add or update their security question.
- **Extend Session:** To protect information entered in the Application System, the system automatically terminates your session if you remain on the same page longer than 20 minutes without an action that submits the page to the server (e.g., saving a form, navigating to a new page). If selected, the **Extend Session** link resets your session time to the full 20 minutes.
- **Logout:** If selected, the user exits the Application System and returns to the log in screen. To re-enter the system, the user must log in again. Users are strongly encouraged to log out when they have finished working in the system and/or when they have been called away from their workstation.

If a user is on a screen other than Dashboard, selecting the Dashboard tab returns the user to the main Dashboard page.



5.4 General Guidelines for Data Entry and Navigation

Common guidelines that apply to all screens in the Application System are detailed below.

5.4.1 Navigation

- Use only the Application System navigation buttons and tabs to navigate throughout the system.
Do not use the BACK, FORWARD, HOME, or REFRESH (🔄) buttons when navigating within the Application System. These buttons include  **in the Chrome toolbar,**  **and**  **in Firefox or**  **in Safari.** Using the browser buttons may cause unintended and unpredictable changes to the data and Application System functions. If the browser buttons are used, data may be lost and the user may be automatically logged out of the system.
- The user may need to scroll down to reach the bottom of the page but users will not need to use a button to move down the page of the screen.
- Users may use the mouse to point and click on any item, to place the cursor to enter data within an object on the screen or use the keyboard **[Tab]** key to move about and make entries. The arrow key (↓) on the keyboard can be used to scroll through items on a dropdown list, the **[Tab]** key can “toggle” between checkbox responses and the space bar can select or unselect a checkbox response. The **[Enter]** key directs the system to perform a specific function.


5.4.2 Saving Records

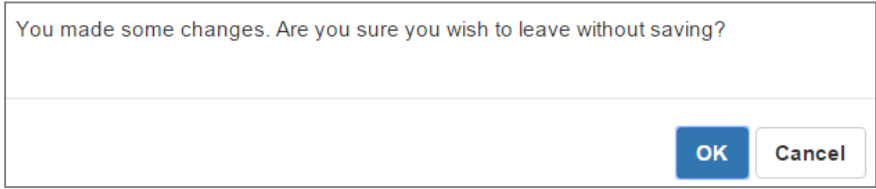
The  button, located in the upper left corner or lower left corner of the screen, must be selected to save data entered on the form. ***Data are not saved, and thus not recorded into the database, until the***  ***button is selected.*** When a form has been saved successfully, the following message appears at the top of the screen:





We recommend users always ensure the “Saved” message is displayed prior to leaving any screen on which data has been entered or modified. In addition, we recommend users frequently save data, especially when working on a long form or when they may be called away from their computer with an open session. If the session times out before data are saved, any data entered since the last save will be lost and must be re-entered.



5.4.3 Unsaved Data Message

If you do not wish to save changes made to a form, or when leaving a form without first selecting the  icon, the **Unsaved Data** message, shown below, notifies the user if information on that form has not been saved.



You made some changes. Are you sure you wish to leave without saving?

Selecting  returns you to the form to save your changes; selecting  navigates you away from the form **without** saving the changes.



5.4.4 Entering Information on Forms

5.4.4.1 Data Entry Formats

Information may be captured on screens using the various data entry formats detailed below.

- **Checkboxes** are used when one of several pre-specified codes or options must be chosen (e.g., “Yes” or “No” or one of several easily displayed, short responses). Unless otherwise specified, only one choice may be selected. Refer to figure below.
- **Dropdown lists** (sometimes called “pick boxes,” “pull-down lists,” or “combo boxes”) are also used when a pre-specified list of options is provided for a data field. Depending on where the data field is located on the screen, the dropdown list may display upward or downward. Clicking on the appropriate option within the list displays that response in the box. Only one option may be selected. Refer to figure below.
- **Textboxes** are used when data must be typed in, rather than selected from a list. Textboxes are commonly used to capture text fields (e.g., “specify” fields), numeric values (e.g., phone numbers) and dates. Refer to figure below.

Textboxes requiring a numeric value, date or time often specify the required data format within the textbox (e.g., “mm/dd/yyyy”). The data format indicates the necessary separator characters, the maximum number of characters allowed and/or the maximum number of numerical characters that may be entered to the left and right of a decimal point. Entering an incorrect format in a field generates a “Format Error” message.

Most textboxes that require a date are designed to use a calendar “date picker,” which appears when the cursor is placed in the textbox. It initially displays the current month. To navigate to other months and years, use the dropdown boxes provided for month and year or use the  and  arrows.

No Yes

- No
- Yes
- Don't know
- Refused to answer

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| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

Checkbox

Dropdown list

Textbox

5.4.5 Date and Numeric Field Format Errors

Most date and numeric fields require a specific format and this format is indicated within the textbox, as seen below.

10 Telephone number (including area code, no hyphens):

Format Error messages notify the user that an invalid format (e.g., 301-123-4567) has been entered.

Format Error



Invalid numeric format. Correct format is [xxxxxxxxxx].
Please re-enter using the correct format.

OK

Select **OK** to return to the form and re-enter the data using the correct format.

5.4.6 Field Icons

Unless otherwise specified, all data items on all forms are required each time a form is due. Field icons are used to indicate whether data for a required field are missing or completed.

| | |
|---|----------------------------------|
| | No Icon: Data not required. |
|  | Required data missing. |
|  | Required data have been entered. |

5.4.7 Skip Logic

Skip logic may be used on screens to direct the user to complete the appropriate fields. Skip logic prevents the user from entering data in a field (sometimes referred to as the “child” field) if another field (sometimes referred to as the “parent” field) has been answered in a certain way.

In the example below, the answer to the “parent” question (Ex. “Do you currently have sufficient grant support or other funding support for the proposed study?”) determines which “child” question(s) are available for entry. If 'No' the following two questions are not required.

20 Do you currently have sufficient grant support or other funding support for the proposed study? No Yes

a If Yes, does funding include NIH grant support? No Yes

b Provide the NIH grant number(s):

If 'Yes' is selected, then Questions 20a is required. And similarly if Question 20a is answered 'Yes' then Question 20b will become required.

20 Do you currently have sufficient grant support or other funding support for the proposed study? No Yes

a If Yes, does funding include NIH grant support? No Yes

b Provide the NIH grant number(s):

5.4.8 Modifying Fields with Skip Logic

In some cases, a change to one field (the “parent” field) may blank out another field (the “child” field). If this occurs, the system displays the following alert:

Changing this value will blank out the value of other questions. Do you want to continue?

Selecting stops the change request and keeps the information as entered. Selecting confirms that the system may move forward with the changes, including the removal of data from the “child” fields.

5.5 Printing Records

You can print a form for your records if desired. The button, located in the upper and lower right corners of the screen. You can select either option **Print with audit history** or **Print without audit history**

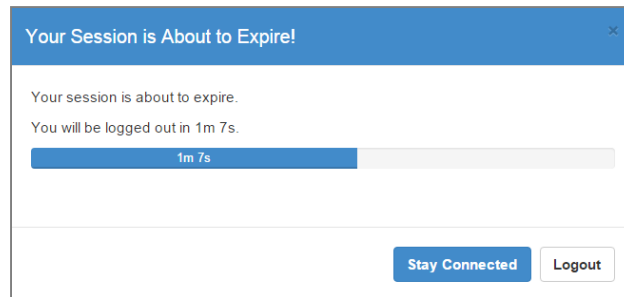
which will yield the same printout result (audit history is not maintained for this system). Once an option is chosen, the print option box displays and directs the user to select a printer and or the job.

5.6 System Messages

5.6.1 Timeout Warning

To protect the sensitive data collected in the PACT Application System, the system automatically terminates your session if you remain on the same page longer than 20 minutes without saving your work or navigating to another screen.

After 18 minutes of inactivity, the system displays a **Your Session is About to Expire!** message to warn the user they have less than 2 minutes left before timing out.



Click to reset the time to 20 minutes or select to logout of the system.