PEN Content Management System (PCMS) – Author's Assignment

1. Invitation to create an account in PCMS
- If you are a first time user of PCMS you will receive an email asking you to update the password to your PCMS account. You will receive an email like this:

Sample email received by User added to PCMS:

Dear Sammie Gill:

We have created a new account for you in the PEN® Workflow system. Your email used to log into the system is: S.Gill@abd.uk.com

To start using the system, you must reset your password. Use the following link to reset your password:

http://admin.pennutrition.com/password_reset.aspx?t=18446D3E08945

Sincerely,
The PEN® Global Team

2. Invite to be an author to create new or to update existing PEN Content
- This is an example of the invite you will receive. **Note**: the highlighted sections below are automatically filled by the system for each assignment:

Sample email:

Dear Beth Armour:

Being an author of PEN® content is a vital role in contributing to and building the dynamic PEN® System. We are looking for an author to develop new content on: the ketogenic diet for weight loss. As an expert in this area would you be interested in this role? Details will be discussed upon acceptance of this invitation. The anticipated date that this content should be ready for external review is: 2016-08-31.

As part of the PEN International Collaboration, all content is to be written from an international perspective if applicable. We will ask our partners to provide you with relevant guidelines.

You can include your contribution to the PEN System on your curriculum vitae. In many jurisdictions, contributing to the PEN System qualifies for continuing education credits towards competency attestation or ongoing credentialing.

We would appreciate your response at the link below by: <mark>2016-01-31</mark>.

If you have any questions please contact: <mark>Beth Armour: beth.armour@dietitians.ca</mark>.

Sincerely,
The PEN Global Team

Please open the following link to respond to this invite
http://uat.admin.pennutrition.com/work_assignment_invite.aspx?t=22BD8110D5

3. Responding to Invite - screen seen by Author once logged into the PCMS
You must answer Yes or No, and add any applicable comments in the Comment box and click on the Submit button.

Assignment Invitation	
Contributor Name	Beth Armour
Assignment Type	AUTHOR
Assignment Name	calcium and bone health
Due Date	2016-08-31
	● Yes, I can author the requested content in the deadline indicated above – please send me the link to create my account.
	○ No, I am unable to participate in authoring PEN® content at this time. (Suggestions of an alternate author would be appreciated)
Comment	I am happy to do this in the time frame proposed.
	Submit

Once Author clicks on Submit they will see this screen:

PEN | Dashboard Requests Tasks Author Review Editor Keywords Social Media Alerts Users Reports ▾

Thank you for accepting the invite. A coordinator will be in touch with you soon with further information about the assignment. Please remember that you can see current information about this assignment by logging into your account.

Login

4. Email to author who has accepted the assignment
You will receive and email which contains some links to some training materials, a link to the Author Assignment. <mark style="background:#00ff00">This is an important link</mark>.
Note: the <mark>highlighted sections</mark> below are automatically filled with information specific to the assignment.

Sample email:

Dear: ==Beth Test,==

Thank you for accepting this PEN assignment on: ==the ketogenic diet for weight loss==.

Please click the following link which takes you to the PEN Content Management System where you can view this assignment: Link

You will be asked to sign a Statement of Work and Declaration of Affiliations and Interests forms. Later in the process you will be asked to sign the Waiver form. Please check your Dashboard in the PCMS to see when they are available for signature.

If you have any questions please contact: ==Beth Armour: beth.armour@dietitians.ca==

Sincerely,
The PEN® Global Team

5.   Signing legal documents

Contract Service Agreement
Once either the Statement of Work (SOW) /Contract Service Agreement (CSA) has been prepared by the Responsible Administrator, the next time you log in, you will see this in the **Legal Documents** section of your Dashboard. - The following notice is red:
Please open and sign the Service Agreement to proceed. It must be signed before you can submit content.

When you open the Services Agreement Document it will be either a Consulting Services Agreement or a Statement of Work document – **this will be noted in the upper left hand corner in a grey shaded section of the online agreement.**

Read it and if you agree to the terms, click the box beside the **Agree**
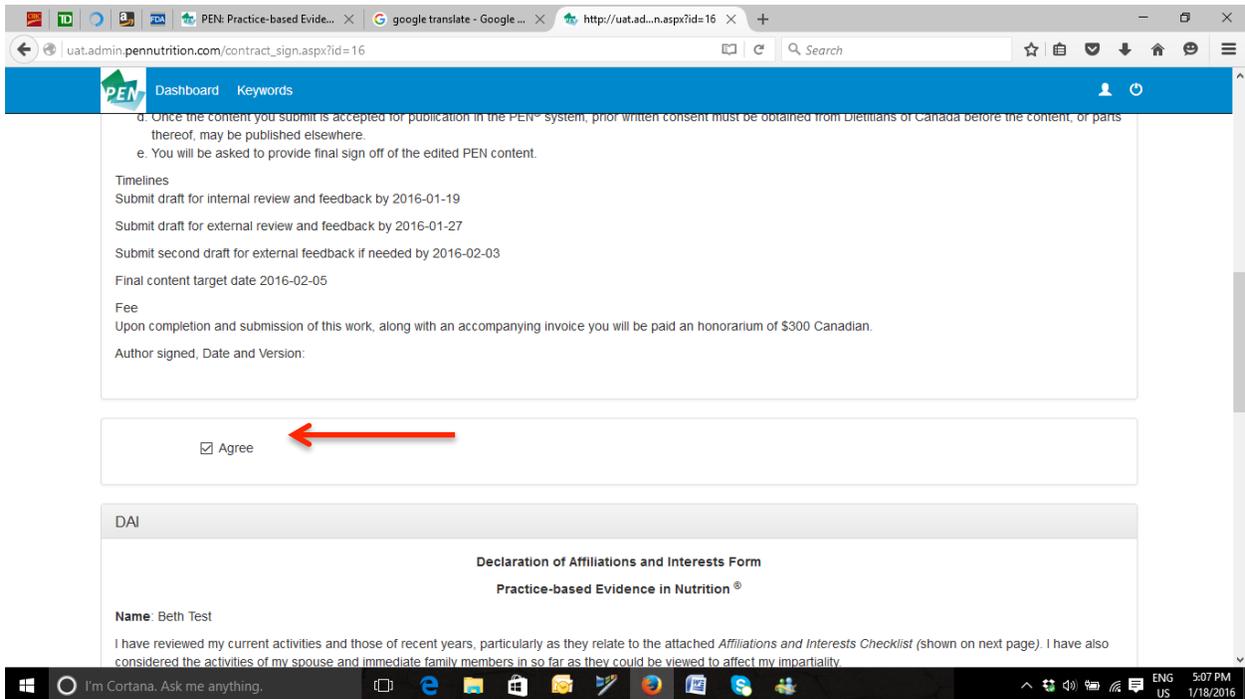

Next, on the same page, you need to complete the **Declaration of Affiliations and Interests (DAI)** form by adding in the text box, any activities you or your family are involved in which might affect your impartiality.
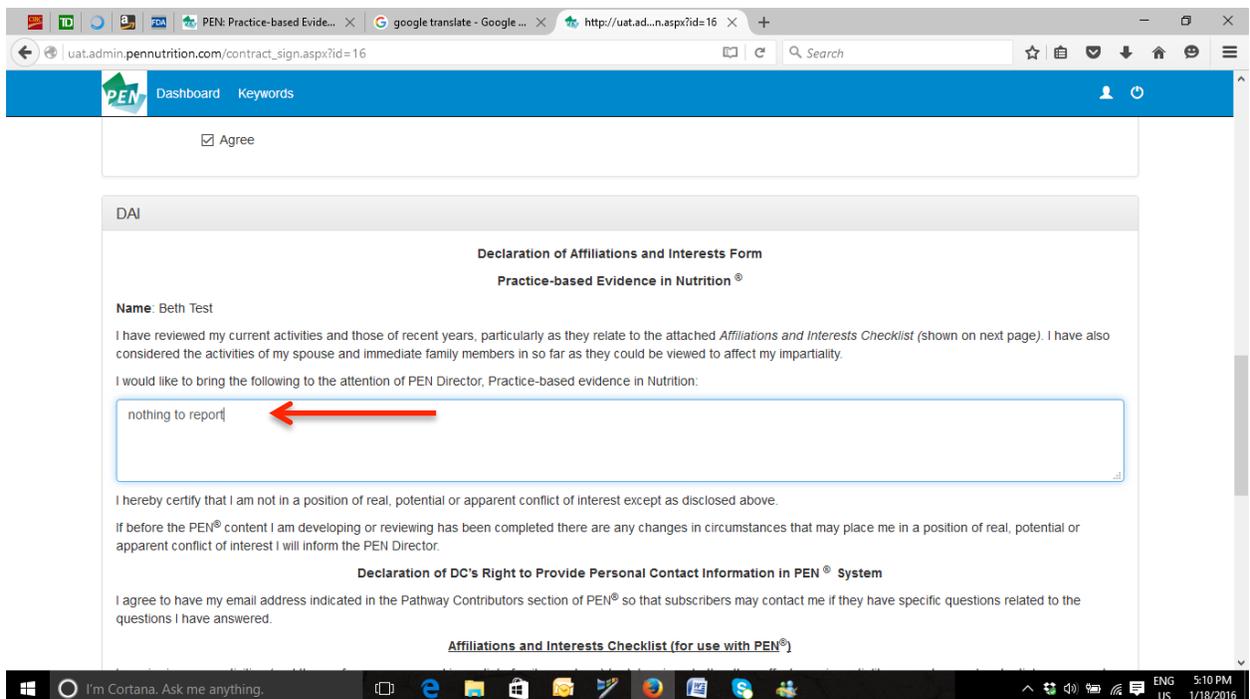
Finally you need to "sign" the Service Agreement and the DAI by scrolling to the bottom of the screen and typing your name into the text box beside

You need to type your name into the **Name** box (this is your signature) and then click on the word **Agree**. This will submit the document to the assignment and notify the Responsible Administrator the DAI it is complete.
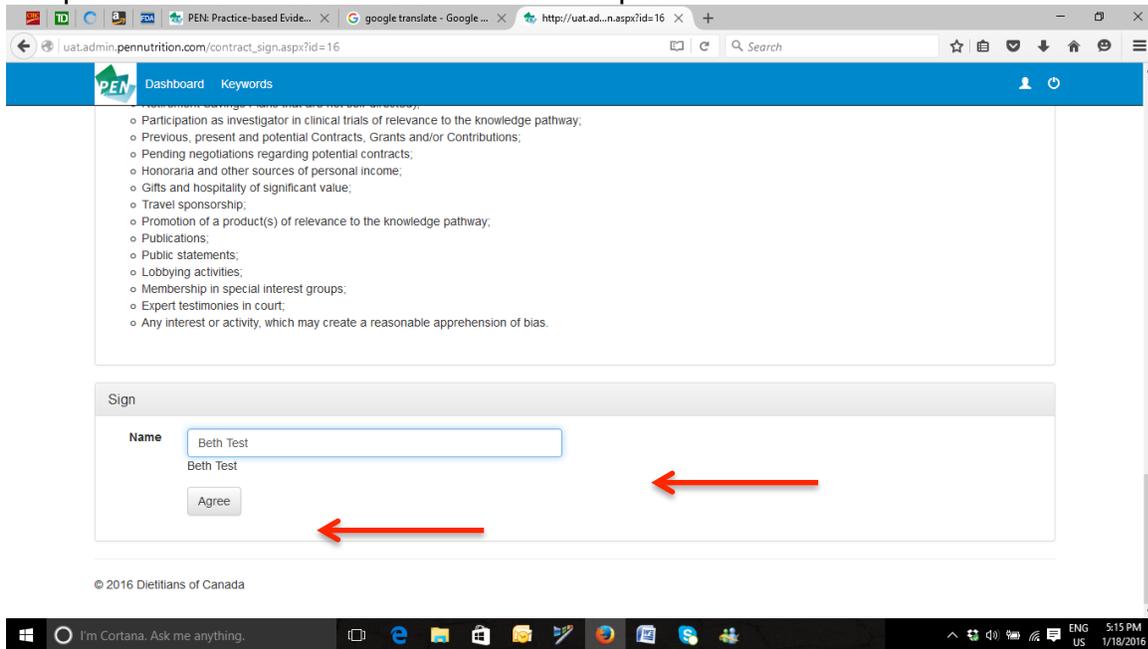

You can open this agreement at any time by clicking on the green Open button and then at the bottom of the screen you will find button to allow you to print both the Service Agreement and the DAI.

Waiver Document
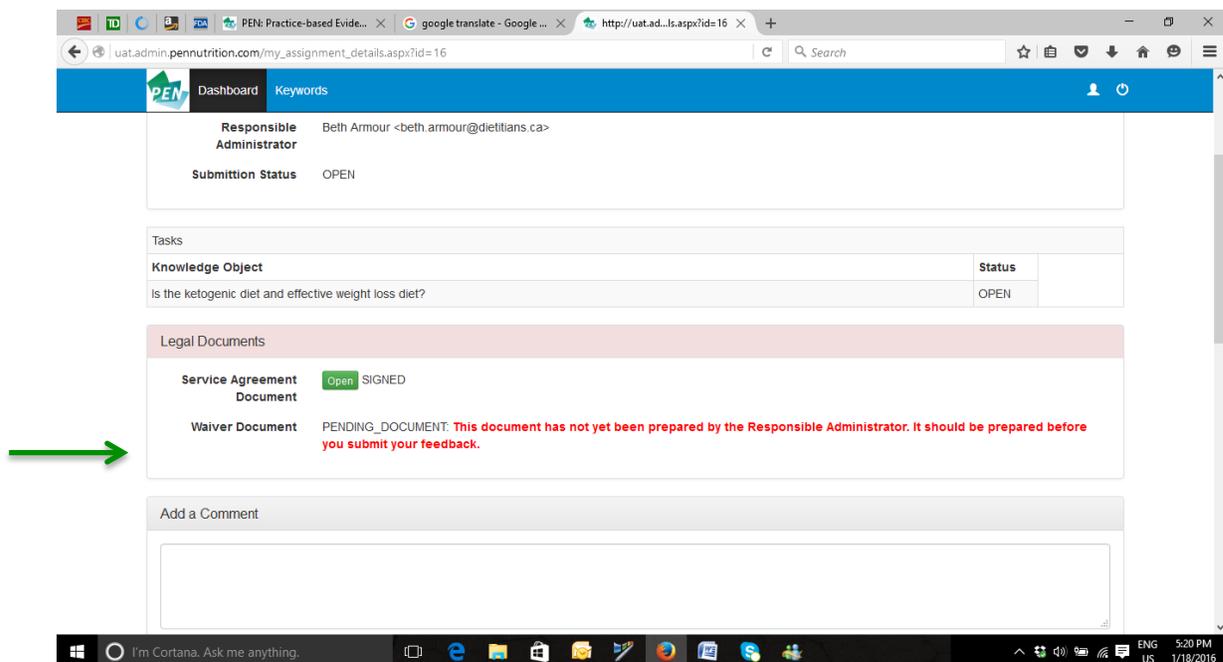
Every time you log in, on your Dashboard under Legal Documents you will see a note in red beside **Waiver Document** saying: This document has not yet been prepared by the Responsible Administrator. It should be prepared before you submit your feedback.

At the appropriate time this document will be prepared by the Responsible Administrator. **Please glance at the Legal section when ever you log in.** You will not receive notification when the Waiver has been posted but you will notice the message beside the Open button has changed to: Please open and sign the Waiver. It should be signed when you submit your feedback. Feedback is the WORD document of PEN content you have prepared for review. You sign this in the same way as the **Service Agreement Document** by typing in your name in the text box and agreeing to the content of the Waiver. **You are reminded that by clicking on the Agree button, you are assigning copyright of the material to Dietitians of Canada. You also agree to execute any further documents that may be needed to evidence this assignment.**
It can be signed later, but must be signed before you can sign off on your assignment.
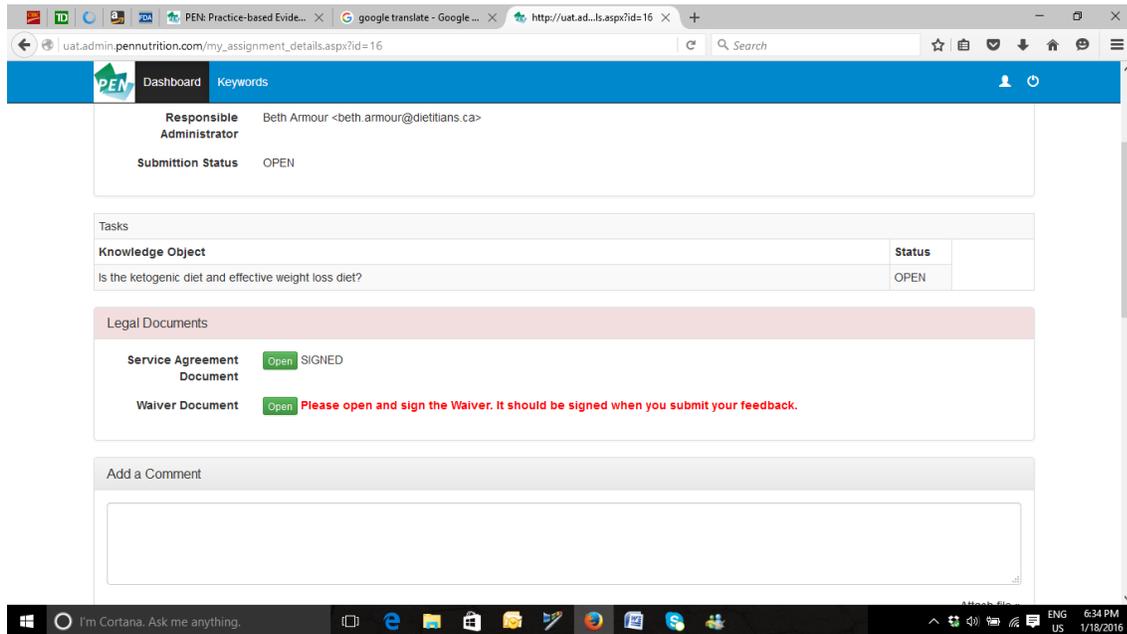

6.   Submitting content for review

Once you have completed the various drafts of your assignment, they can be uploaded to the **Add a Comment** section of your Dashboard. Check off the: **check this box if you are submitting content or feedback or for review.**
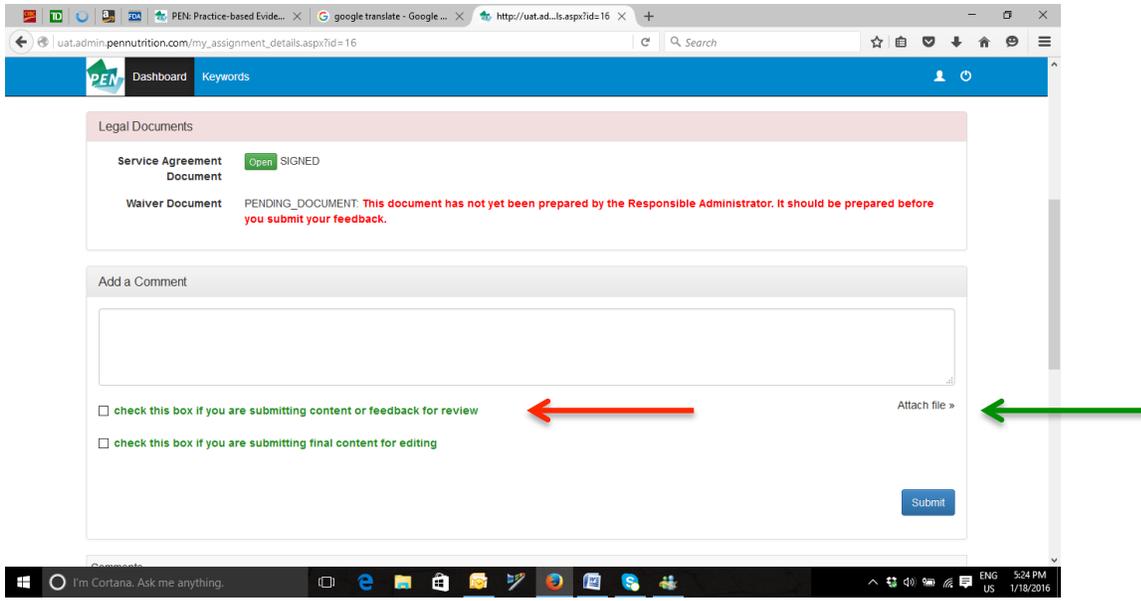
7. Submitting content for editing and Author's Submission Form

- Once you have completed your assignment and it is ready for editing by the PEN Editor and you are ready to upload it to PCMS, you log into your Dashboard / Assignment.
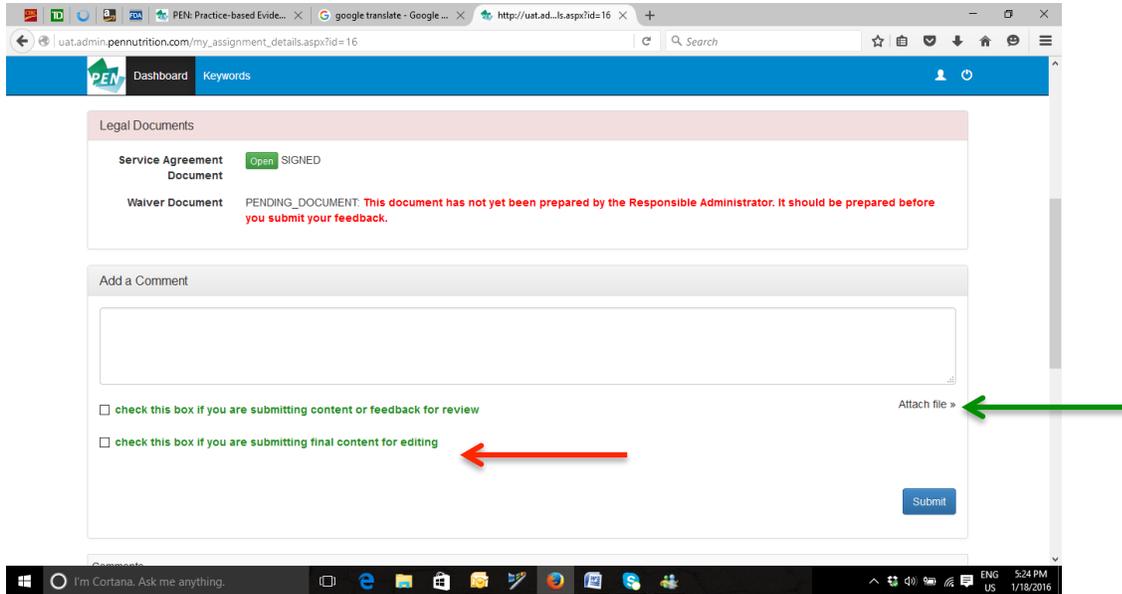
- In the **Add a Comment** section you can attach your final WORD document and check off the box beside the statement: **check this box if you are submitting final content for editing**. By checking this box an email notification is sent to the PEN Editor.
- When submitting your final content you will be asked to complete the online **Author's Submission Form** in PCMS. This involves listing your credentials,

your email address that you want to have in the PCMS, and a short Bio of yourself that can be typed in or copied from a WORD document and pasted into the Bio text box.
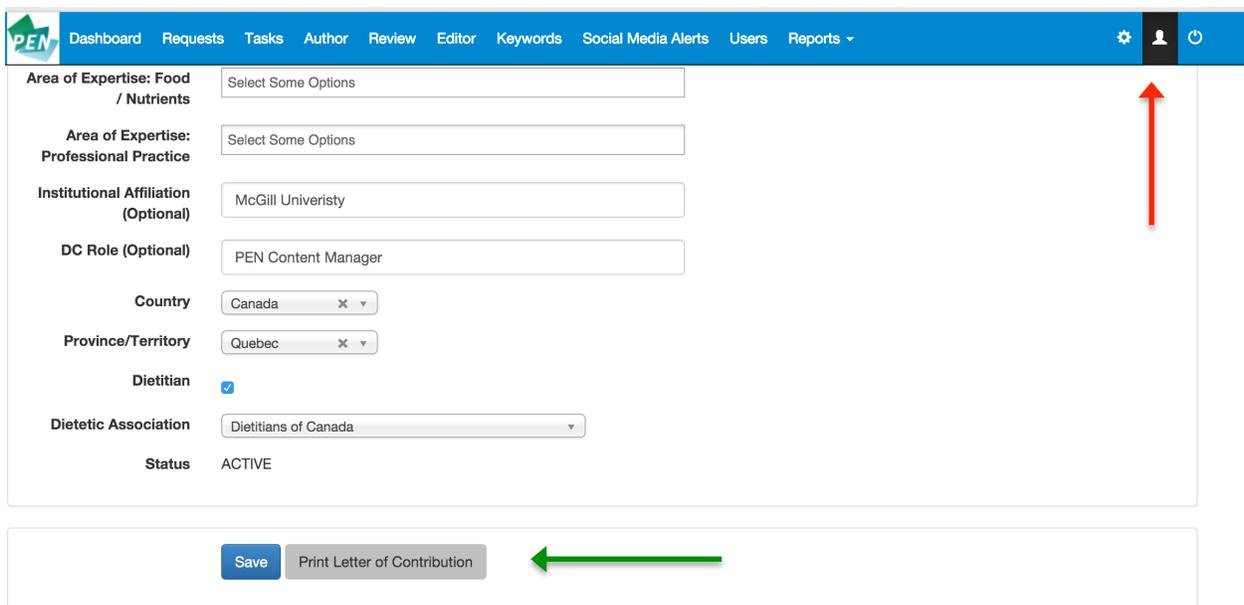 • The PEN Editor may ask for some clarification of the content you have submitted and they will be asked to take one last look at it once it has been loaded into the PEN system and to give final sign-off for their work.

8.   Thank you letter
  • Once everything is complete an automated thank you letter is sent to you and sign by the PEN Director – Jayne Thirsk.

9.   Letter of contribution
  • Once you contribution is complete, you may print out a letter of contribution from your profile page. You go to your Profile – human icon - upper right hand corner, click on it and you will see at the bottom of the page a button Print Letter of Contribution. By clicking on this button a letter will be generated listing all of your contributions.