

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: <u>S.Gill@abd.uk.com</u>

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: 2016-01-31.

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

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
0	 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.

Once Author clicks on Submit they will see this screen:

PEN	Dashboard	Requests	Tasks	Author	Review	Editor	Keywords	Social Media Alerts	Users	Reports -	٠	1	٩
Thanl inform Log	k you for acce nation about th	pting the invi	te. A coo	rdinator w ging into y	ill be in tou our accou	uch with y nt.	rou soon with	further information ab	out the as	ssignment. Please remember that you can see cur	rent		

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. This is an important link. Note: the highlighted sections 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.

uat.admin.pennutrition.com/my					_
	_assignment_details.aspx?id=16	C Q. Search	☆	ê 🛡	+
Dashboard Keyw	ords				1 O
Responsible Administrator	Beth Armour <beth.armour@dietitians.ca></beth.armour@dietitians.ca>				
Submittion Status	OPEN				
Tasks					
Knowledge Object			Status		
Is the ketogenic diet and eff	ective weight loss diet?		OPEN		
Legal Documents Service Agreement Document	Open Please open and sign the Service Agreement to	proceed. It must be signed before you can submit	content.	<	
Add a Comment					

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.**

🔟 🔿 📴 🚾 🖻 EN: Practice-based Evide 🗙 G google translate - Google 🗙 http:/	/uat.adn.aspx?id=16 × +	-	٥
uat.admin.pennutrition.com/contract_sign.aspx?id=16	🖾 🤆 🔍 Search	☆ 自 ♥ ↓	â 9
Dashboard Keywords		٩ ٩	
 d. Once the content you submit is accepted for publication in the PEN[®] system, price thereof, may be published elsewhere. e. You will be asked to provide final sign off of the edited PEN content. 	or written consent must be obtained from Dietitians of Can	ada before the content, or parts	
Timelines Submit draft for internal review and feedback by 2016-01-19			
Submit draft for external review and feedback by 2016-01-27			
Submit second draft for external feedback if needed by 2016-02-03			
Final content target date 2016-02-05			
Fee Upon completion and submission of this work, along with an accompanying invoice you	will be paid an honorarium of \$300 Canadian.		
Author signed, Date and Version:			
Agree			
DAI			
Declaration of Affiliat	ions and Interests Form		
Practice-based Ev	idence in Nutrition ®		
Name: Beth Test			
I have reviewed my current activities and those of recent years, particularly as they related the activities of my spouse and immediate family members in so far as they	ate to the attached Affiliations and Interests Checklist (sho	own on next page). I have also	
🔿 I'm Cortana. Ask me anything.	2 👩 😰 😪 🚓	∧ ti d) tia @ ₽	NG 1

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.

🔟 🔵 🛃 🟧 🛛 🇙 PEN: Practice-based Evide 🗙 🛛 G google translate - Google 🗙 🎪 http://uat	.adn.aspx?id=16 × +	- 6
uat.admin. pennutrition.com /contract_sign.aspx?id=16	🖾 🤆 🔍 Search	☆自♥↓余(
Dashboard Keywords		L O
Agree		
DAI		
Declaration of Affiliation	s and Interests Form	
Practice-based Evide	nce in Nutrition ®	
Name: Beth Test		
I have reviewed my current activities and those of recent years, particularly as they relate t considered the activities of my spouse and immediate family members in so far as they cou	o the attached Affiliations and Interests Checklist (Ild be viewed to affect my impartiality.	(shown on next page). I have also
I would like to bring the following to the attention of PEN Director, Practice-based evidence	in Nutrition:	
nothing to report		
I hereby certify that I am not in a position of real, potential or apparent conflict of interest er	xcept as disclosed above.	
If before the PEN [®] content I am developing or reviewing has been completed there are any apparent conflict of interest I will inform the PEN Director.	changes in circumstances that may place me in a	position of real, potential or
Declaration of DC's Right to Provide Person	al Contact Information in DEN [®] Custom	
I agree to have my email address indicated in the Pathway Contributors section of PEN® so	al Contact Information in PEN * System	
questions I have answered.) that subscribers may contact me if they have spec	cific questions related to the

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.

Dashboard Keywords • Participation as investigator in clinical trials of relevance to the knowledge pathway: • Previous, present and potential Contracts, Grants and/or Contributions; • Pending negolitations regarding potential contracts; • Honorana and other sources of personal income; • Gits and hospitality of significant value; • Travel sponsorship; • Production of a product(s) of relevance to the knowledge pathway; • Problexistatements; • Dublic statements; • Dubbying activities; • Membership in special interest groups; • Expert testimonies in court; • Any interest or activity, which may create a reasonable apprehension of bias.		10
Participation as investigator in clinical trials of relevance to the knowledge pathway; Previous, present and potential Contracts, Grants and/or Contributions; Pending negotiations regarding potential contracts; Honoraria and other sources of personal income; Gifts and hospitality of significant value; Travel sponsorship; Promotion of a product(s) of relevance to the knowledge pathway; Public statements; Lobbying activities; Membership in special interest groups; Expert testimonies in court; Any interest or activity, which may create a reasonable apprehension of bias.		
Sign Name Beth Test Beth Test		
Name Beth Test Beth Test		
Agree	←──	
© 2016 Dietitians of Canada		

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

	🛃 🏧 🎰 PEN: Practice-b	ased Evide $ imes \mid G$ google translate - Goo	ogle 🗙 🍖 http://uat.a	adls.aspx?id=16 \times -	÷				-	٥	l
🗲 🕲 uat.adm	nin.pennutrition.com/my_assig	nment_details.aspx?id=16		c	Q Search	5			ŀ ∧̂	Ø	
1	Dashboard Keywor	rds						•	Q		
	Responsible Administrator	Beth Armour <beth.armour@dietitian< th=""><th>s.ca></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></beth.armour@dietitian<>	s.ca>								
	Submittion Status	OPEN									
	Tasks										
r	Knowledge Object					Status					
1	Is the ketogenic diet and effect	tive weight loss diet?				OPEN					
	Legal Documents										
	Service Agreement Document	Open SIGNED									
→	Waiver Document	PENDING_DOCUMENT: This docum you submit your feedback.	ent has not yet been p	prepared by the Res	ponsible Administrator. It sho	uld be prepar	ed befor	e			
	Add a Comment										
								.:			
O ľm		• 2	🗎 🔯 🏏	🕘 🕅 😒	-		🛟 🕼 9			5 5:2	ł

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.

🗾 🔟 🕻 🖉 🔤 🚾 🐿 PEN: Practice-based Evide 🗙 🔓 google translate - Google 🗙 🏚 http://uat.adls.aspx?id=16 🗙 +				-	٥	\times
C C C Search		☆ 🗎	◙	∔ กิ	ø	≡
Dashboard Keywords				ف		^
Responsible Beth Armour beth armour@dietitians.ca> Administrator						I.
Submittion Status OPEN						
Tasks						
Knowledge Object	Status					
Is the ketogenic diet and effective weight loss diet?	OPEN					
Legal Documents						
Service Agreement Open SIGNED Document						
Waiver Document Open Please open and sign the Waiver. It should be signed when you submit your feedback.						
Add a Comment						
🔹 🔿 l'm Cortana. Ask me anything. 🔹 🔁 📄 🛱 😒 🧚 🌚 🖉 😵 🚓		, ∧ 🐯 ↔) to	(iii: ■ EN	G 6:34 1/18,	4 PM /2016

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.**

min peoputrition com/my, assic	inment details asny?id=16	C Q Search	◇ 白 ☑ ♣ 余	0 =
Dashboard Keywo	rds	Country Country	1 0	ŕ
Legal Documents				
Service Agreement Document	Open SIGNED			
Waiver Document	PENDING_DOCUMENT: This document has not yet been prep you submit your feedback.	pared by the Responsible Administrator. It	should be prepared before	
Add a Comment				
			ii.	
Check this box if you a	re submitting content or feedback for review		Attach file »	
check this box if you a	re submitting final content for editing			
			Submit	

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.

.admin. pennutrition.com /my_assig	nment_details.aspx?id=16	C Q Search	☆ 自 ♥	+ 1	â 9	=
Dashboard Keywo	rds			0 ۱		
Legal Documents						
Service Agreement Document	Open SIGNED					
Waiver Document	PENDING_DOCUMENT: This document has not yet been prep you submit your feedback.	ared by the Responsible Administrator. It show	uld be prepared before			
Add a Comment						
Check this box if you a	re submitting content or feedback for review		Attach f	ile » 🧲		-
☐ check this box if you a	re submitting final content for editing					
			Subr	nit		

- 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.

Dashboard Reques	ts Tasks Author Review	Editor Keywords	Social Media Alerts	Users	Reports -	• ٩
Area of Expertise: Food / Nutrients	Select Some Options					1
Area of Expertise: Professional Practice	Select Some Options					
Institutional Affiliation (Optional)	McGill Univeristy					
DC Role (Optional)	PEN Content Manager					-
Country	Canada 🗙 🔻					
Province/Territory	Quebec 🗶 🔻					
Dietitian						
Dietetic Association	Dietitians of Canada		•			
Status	ACTIVE					
	Save Print Letter of Con	tribution				