

1. BACKGROUND:

This procedure applies to all DF/HCC studies that require RIO EDC developed Electronic Case Report Forms (eCRFs), principally Investigator Sponsored Trials (ISTs.)

2. ASSOCIATED DF/HCC POLICIES:

2.1. [DATA-101](#) Section 5.2.3

3. PROCEDURE:

3.1. Deployment

- 3.1.1. After the Tester indicates that the study is ready for deployment, the EDC Manager assigns deployment to RIO staff member based on experience and workload.
- 3.1.2. The assigned RIO staff member receives a notification from Salesforce that the study is ready for deployment.
- 3.1.3. RIO staff member enters the master user list in the templated Excel spreadsheet.
- 3.1.4. RIO staff member deploys the study in InForm, completing the following steps (further detail can be found in Appendix 2: Deployment Instructions):
 - 3.1.4.1. Create deployment package in Central Designer.
 - 3.1.4.2. Copy the deployment package to the remote desktop (InForm App Server).
 - 3.1.4.3. Check if the trial already exists.
 - 3.1.4.3.1. If yes, drop the trial by executing the SQL file.
 - 3.1.4.3.2. If no, proceed with creating table space for the production trial.
 - 3.1.4.4. Open the deployment package (.exe file).
 - 3.1.4.4.1. This will open the deployment wizard.
 - 3.1.4.5. Specify the skeletal trial name and password.
 - 3.1.4.6. Click next until the deployment begins.

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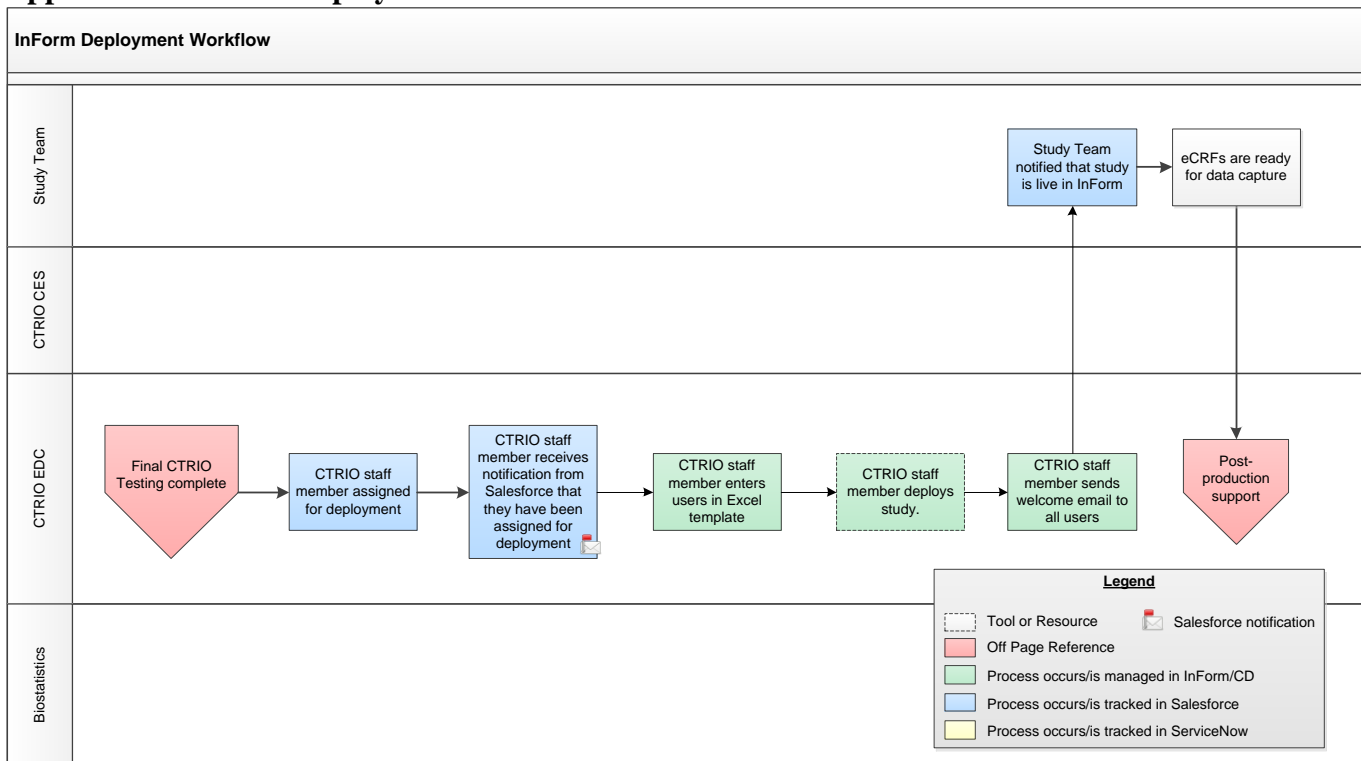
DF/HCC Operations for Human Research InForm Deployment

3.1.4.7. Once complete, click finish. Further detail about the above steps can be found in Appendix 2: Deployment Instructions.

3.1.5. RIO staff member changes the status of the study in Salesforce to “deployed”.

3.1.6. RIO staff member sends welcome email to all users, copying Salesforce on this communication.

Appendix 1: InForm Deployment Workflow



Appendix 2: Deployment Instructions



Deployment
Instructions.doc