



Work instructions

Title: EPITT user registration and management – Assessment of eligibility for an EPITT account		
Applies to: EPITT Business Team administrators in the Surveillance and Epidemiology Service		
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1. Changes since last revision

This WIN has been updated to reflect the new link to access the File Maker license keys database.

2. Records

The decision and reason to reject an EPITT access application is saved in the folder "EPITT applications rejected":

Cabinets/03. Pharmacovigilance/PhV - Human/3.1 Data collection management/03 EPITT/02 EPITT Documentation and Users Support/Helpdesk Support for EPITT/EPITT applications rejected

3. Instructions

This WIN refers to SOP/H/3341 – EPITT User Registration and Management.

It provides instructions on how to log into EPITT through the File Maker licences database, review the number of licences pertaining to a National Competent Authority (NCA) and grant or not an additional licence in accordance with a request for EPITT account.



This WIN is divided into 3 chapters:

1. Logging into "File Maker license keys database"
2. Searching for the Member State to which the applicant belongs
3. Assessing the eligibility for an EPITT account

1. Logging in to "File Maker license keys database":

1.a. To log into the database use the following link:

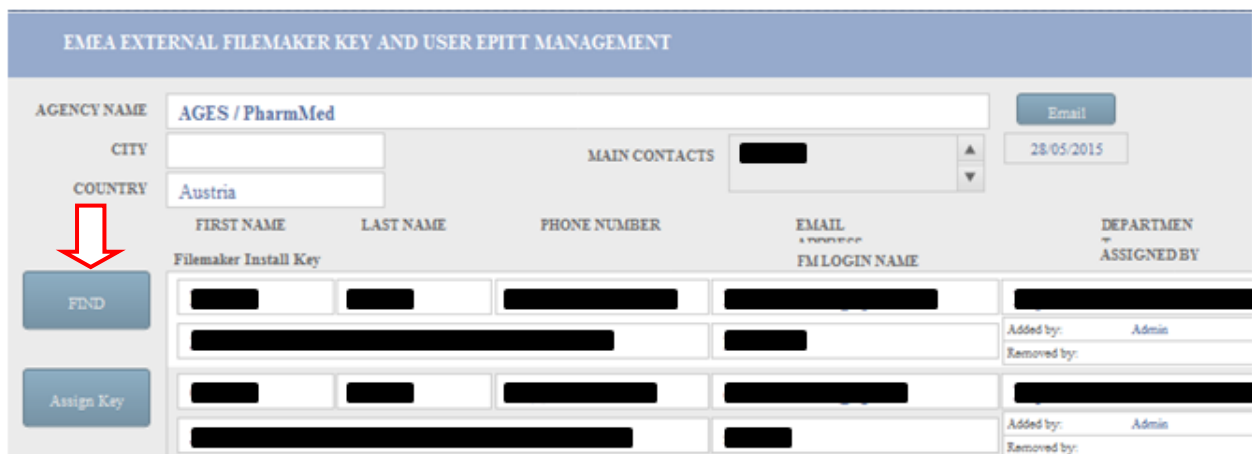
fmp://fmapps3.emea.eu.int/FM%20License%20keys_v4.fmp12

Enter user name and password provided by the EPITT Business Team.

Note: if the password for EPITT is different from that used to access the File Maker licenses database, the system may prompt to enter both, one at a time. However, if the same password is used for both databases, it will only have to be entered once.

2. Searching for the Member State to which the user belongs:

2.a. Click on the button 'FIND' on the left hand side to clear the screen (Image 1).



AGENCY NAME	AGES / PharmMed	MAIN CONTACTS		28/05/2015	
CITY					
COUNTRY	Austria				
FIRST NAME	LAST NAME	PHONE NUMBER	EMAIL	DEPARTMEN	ASSIGNED BY
Filemaker Install Key			FM LOGIN NAME		
					Added by: Admin
					Removed by:
					Added by: Admin
					Removed by:

Image 1

Note: Always click on 'FIND' to clear the screen before selecting a country from the drop down list. If this step is omitted, the users and the related countries will be mixed up.

2.b. Select the country of the user using the drop down list 'Country' (Image 2).

Image 2

2.c. Click on Enter in order to display the names and number of users from the country selected (Image 3).

Image 3

3. Assessing the eligibility for an EPITT account

Access to EPITT can be granted to applicants working in the scientific departments dealing with medicinal products for human use of the NCAs.

Up to 10 File Maker licenses can be provided by the EMA to each NCAs. After that, the NCAs should arrange for their own licenses to be installed on the computers of their staff members who require access to EPITT.