# TPM - Toxikon Protocol Manager

1. **Purpose:**

This application is designed to improve the protocol request process using Lotus Notes. It helps sales/client relation department keeps track of their requests statuses. It also helps document control department manage protocol requests easier than managing them in Excel sheet like before.

1. **System Overview:**
   1. **Features for Sales/Client Relation:**

* Submit Protocol Request.
* See all Protocol Request submitted by everyone on their dashboard.
* View Comments, View Events, and Download Protocol file provided by Doc Control.
* Edit original comments from the request form.
* Lookup old requests from History tab.
  1. **Features for Doc Control:**
* Submit Protocol Request. This is used only when they receive requests from Europe, they will submit request into the system on behalf on the user in Europe.
* See all Protocol Request came from everyone on their dashboard.
* Update protocol request (Guidelines, Compliance, Sponsor Contact…)
* Add additional protocol template if needed.
* Remove protocol template.
* Add protocol event such as Put Up Draft, Sent Out Draft, Sent Out Protocol…
* View Events
* View Comments and Add Comments.
* Assign Protocol Number and Revise Protocol Number.

Protocol Number is auto generated by the system.

Example: P15-1416-00A

P15: Protocol 2015

1416: sequence number.

00: original version of protocol, if the protocol is revised then it’ll be increase to 01, 02, 03…

A: protocol type is File Copy. B is for protocol type Single Copy.

* Assign Department and Project Number to protocol.
* Update protocol file location and open the protocol file.
* Create Protocol.
* Lookup old requests from History Tab.
* Update protocol number (for example if Protocol Type changed from File Cope to Single Copy, Protocol Number would be P15-1414-00B instead of P15-1414-00A.)

Update -> Protocol Number.

* Add protocol template into template list if new template is created. Templates are group by department. Update -> Templates.
* Add new template group if needed. It’s under Update -> Template Groups.
  1. **Features for Department Director:**
* See all protocol requests are assigned to their department only.
* View Events, View Comments and Download Protocol file provided by Doc Control.
* Lookup old requests from History tab.
  1. **Features for Admin:**
* Admin has all features as Doc Control.
* ADMIN tab allows you to add new department, department director, role, user, list name, list item, protocol events, template groups, and templates.
* List Name and List item are used when you want to create a new list of options.

Example: List Name Guidelines.

List Items: AAMI, ASTM, FDA….

* Protocol Events contains all the event options that Doc Control see when using Add Event button.
  1. **Web version:**

TPM is also available on website at <http://toxx.toxikon.com/tpmweb/ProtocolRequest>

This is for read only purpose for everyone in the network to see.

1. **Database:**

TPM data is stored on TOXX\DB1TOXX server, database is TPM. There’s also TPMTest for testing purpose.

Username: TPMUser

Password: Misto0615

The application is also connected with LIMS and TMS for Sponsor information and Toxikon user information.

1. **Installation:**

TPM can be downloaded at <http://toxx.toxikon.com/toxikonprotocolmanager/publish/>

Requirements: .NET Framework 4.5 and Excel 2013 installed to be able to use Download Report feature.

1. **Source Codes:**

Original source code for Windows app: C:\Users\BMcCulley\Source\toxxwinapp\ProtocolsWF

Original source code for Web app: C:\Users\BMcCulley\Source\toxxwebapp\Toxikon.Web.ProtocolManager

Git repository for Windows app: [\\toxx\c$\Source\Repos\Misto](file:///\\toxx\c$\Source\Repos\Misto)

Git repository for Web app: [\\toxx\c$\Source\Repos\ProtocolManager-Web](file:///\\toxx\c$\Source\Repos\ProtocolManager-Web)

Publish folder for Windows app: [\\toxx\c$\www\ToxikonProtocolManager\publish](file:///\\toxx\c$\www\ToxikonProtocolManager\publish)

Publish folder for Web app: [\\toxx\c$\www\ToxikonProtocolManager\web](file:///\\toxx\c$\www\ToxikonProtocolManager\web)