EMA Service Desk portal

For requests related to specific EMA applications from 1 February 2016
The EMA Service Desk portal


- The EMA Service Desk portal should be used to report an issue, request a service or ask a question about EMA systems.

- The portal is expected to increase effectiveness and transparency throughout EMA’s IT Service Management processes and improve service quality.

- The portal offers the following benefits:
  - user-friendly online portal with simple, self-explanatory steps;
  - single point of contact;
  - ability to track the status of requests.
# Functional mailboxes replaced by the EMA Service Desk

- From 1 February 2016, the EMA Service Desk portal replaces the below functional email addresses which were previously used to support users of the associated EMA systems:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art 57</td>
<td><a href="mailto:art57@ema.europa.eu">art57@ema.europa.eu</a></td>
</tr>
<tr>
<td>CorpGxp</td>
<td><a href="mailto:CorpGxP@ema.europa.eu">CorpGxP@ema.europa.eu</a></td>
</tr>
<tr>
<td>eAF</td>
<td><a href="mailto:eAF@ema.europa.eu">eAF@ema.europa.eu</a></td>
</tr>
<tr>
<td>EU CTR</td>
<td><a href="mailto:euctr@ema.europa.eu">euctr@ema.europa.eu</a></td>
</tr>
<tr>
<td>EPITT</td>
<td><a href="mailto:Epitt@ema.europa.eu">Epitt@ema.europa.eu</a></td>
</tr>
<tr>
<td>EudraCT</td>
<td><a href="mailto:EudraCT@ema.europa.eu">EudraCT@ema.europa.eu</a></td>
</tr>
<tr>
<td>EudraGMP</td>
<td><a href="mailto:EudraGMP@ema.europa.eu">EudraGMP@ema.europa.eu</a></td>
</tr>
<tr>
<td>Eudralink</td>
<td><a href="mailto:Eudralink@ema.europa.eu">Eudralink@ema.europa.eu</a></td>
</tr>
<tr>
<td>EudraNET</td>
<td><a href="mailto:Eudranet@ema.europa.eu">Eudranet@ema.europa.eu</a></td>
</tr>
<tr>
<td>EudraPharm</td>
<td><a href="mailto:EudraPharm@ema.europa.eu">EudraPharm@ema.europa.eu</a></td>
</tr>
<tr>
<td>Eudraportal</td>
<td><a href="mailto:Eudraportal@ema.europa.eu">Eudraportal@ema.europa.eu</a></td>
</tr>
<tr>
<td>Eudraservice</td>
<td><a href="mailto:EudraService@ema.europa.eu">EudraService@ema.europa.eu</a></td>
</tr>
<tr>
<td>Eudravigilance</td>
<td><a href="mailto:EudraVigilance@ema.europa.eu">EudraVigilance@ema.europa.eu</a></td>
</tr>
<tr>
<td>EUTCT</td>
<td><a href="mailto:EUTCT@ema.europa.eu">EUTCT@ema.europa.eu</a></td>
</tr>
<tr>
<td>EVDAS</td>
<td><a href="mailto:EVDAS-helpdesk@ema.europa.eu">EVDAS-helpdesk@ema.europa.eu</a></td>
</tr>
<tr>
<td>EXPERTS</td>
<td><a href="mailto:Experts@ema.europa.eu">Experts@ema.europa.eu</a></td>
</tr>
<tr>
<td>Gateway support</td>
<td><a href="mailto:GatewaySupport@ema.europa.eu">GatewaySupport@ema.europa.eu</a></td>
</tr>
<tr>
<td>IT Service Desk</td>
<td><a href="mailto:ITServiceDesk@ema.europa.eu">ITServiceDesk@ema.europa.eu</a></td>
</tr>
<tr>
<td>MMD</td>
<td><a href="mailto:MMD@ema.europa.eu">MMD@ema.europa.eu</a></td>
</tr>
<tr>
<td>MMSe</td>
<td>no email, it is mail disabled</td>
</tr>
</tbody>
</table>

- The contact details of EMA systems previously supported by these mailboxes will be updated to provide users with a link to the EMA Service Desk Portal.
Accessing the EMA Service Desk


- Users already registered with a system hosted by the EMA (except Eudravigilance) can use their existing username and password to log in.

- Users without EMA login credentials can create a new EMA Service Desk account when they first use the portal.
Using the EMA Service Desk

- To report an issue, request a service or ask a question click on ‘Service Desk’.
To ask a question

- Click on ‘Ask a Question’ and fill in the requested information.
- In the subject or description of your query, include the name of the system or business area to which your question is related.
To request a service

- Click on ‘Request a Service’ and fill in the requested information.
- You can select the name of the system to which your request is related.
To report an issue

- Click on ‘Report an issue’ and select the most appropriate sub-category for your request.
Tracking your enquiries (1/5)

- Once you have submitted your enquiry, you will shortly receive an email notification with a reference number for your enquiry (to the email address you provided on registration).

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Dear Customer

Thank you for contacting the Service Desk.

We have reviewed your case and assigned Priority 3.

Please click on your case number - **SD-2855** at any time for the latest status, or to add any additional information. To review all your cases, click on “**my requests**”.

Kind regards

Service Desk team

**European Medicines Agency**
30 Churchill Place
Canary Wharf
London E14 5EU

Please do not reply to this email as the mailbox is not monitored.
Tracking your enquiries (2/5)

- An overview of all your raised enquiries can be viewed in ‘My requests’.
- Users can view their “Open requests”, “Closed requests” or “All requests”: 

![My requests section](image)
Tracking your enquiries (3/5)

- When your enquiry is updated, you will receive an email notification (to the email address you provided on registration).

Dear Customer

Your action is required to progress your case.

Please click on your case number - SD-2855 - for more detail.

Kind regards

Service Desk team

European Medicines Agency
30 Churchill Place
Canary Wharf
London E14 5EU

Please do not reply to this email as the mailbox is not monitored.
Tracking your enquiries (4/5)

- To view the details and progress of your raised enquiries, click on the title of your request.
Tracking your enquiries (5/5)

- When an answer was provided (i.e. the request is resolved):
  - an email notification is sent to the email address provided at the time of registration:
    
    Dear Customer,
    
    We have Resolved your case SD-2855, test
    Please click here to log into the portal to confirm if the case has been Resolved to your satisfaction.
    If you would like to re-open your case you can do so through the same portal.
    
    We would like to hear from you about the service you received.
    Your feedback is really important to us and helps us improve our service to you. Please click here to complete a survey.
    
    Thank you,
    
    Service Desk team
    
    European Medicines Agency
    30 Churchill Place
    Canary Wharf
    London E14 5EU
    
    Please do not reply to this email as the mailbox is not monitored.
  
  - the requests is flagged as “Request fulfilled” in the portal:
Closing of enquiries

- If the user is satisfied with the answer provided by the EMA Service Desk, he/she can close the query.

- If the user does not close the enquiry, it is closed within five calendar days.
Follow-up of closed enquiries

- Closed enquiries can be re-opened by the user within five calendar days. After this period they can no longer be re-opened.

- Queries should only be re-opened if further clarification is requested or an action related to the originally raised enquiry is needed.
**Enquiries raised before 1 February 2016**

- Enquiries that were raised before 1 February 2016 (via email to any of the functional mailboxes listed on slide 2) are not affected. They will be handled using the former process in place, and will not appear on the EMA Service Desk portal under “My Requests”. Answers to these enquiries will be provided to the user by email.

**Transition period**

- Until 1 March 2016, any requests submitted by email to the functional mailboxes listed on slide 2 will be transferred by EMA to the EMA Service Desk portal on the requestor’s behalf. The requestor will receive an email with a reference number for their enquiry. If the requestor is not already registered for an EMA system (excluding Eudravigilance), they will also receive login credentials for the EMA Service Desk. They will be able to track the status of their request on the EMA Service Desk.

- From 1 March 2016, the functional mailboxes listed on slide 2 will no longer be used by EMA. An automatic reply will be implemented to direct users to the EMA Service Desk portal.