Table of Contents

	1.1	Organization Overview	4
	1.2	Background	4
	1.3	Document Scope	5
2	Gett	ting Started	7
	2.1	Resetting Your Password	7
	2.2	Changing Your Password	8
	2.3	Requesting an Account	8
	2.4	Home Page and Navigation	9
	2.4.2	1 Navigation Bar	10
	2.4.2	2 New Search/Retrieve Archived Search Bar	10
	2.4.3	3 News	10
	2.4.4	4 Drug Name Search	10
	2.4.	5 Single Name Direct Search	11
	2.4.6	6 Multiple Name Direct Search	12
	2.4.	7 Manually Add Drug Name to Database	12
	2.4.8	8 USAN Stem search for multiple Drug Names	13
3.	Setting	gs for All Users	14
	3.1	Set your Returned Results Threshold	15
	3.2	Set Your Number of Results per Page	15
4.	Setting	gs for Business and System Administrator Users	16
	4.1	Add/Edit a User	16
	4.2	Add/Edit News Items	19
	4.3	User Access Report (UAR)	20
	4.5	Edit Account Request Email Address	21
	4.6	Edit Feedback Email Address	22
5	Adva	anced Settings – System Administrators	23
	5.1	Data source Maintenance	23
	5.2	Modify Data source Names	23
6	Adva	anced Settings – Business Administrators	24
	6.1	Delete Drug Name	24

	6.2	View SE Drug Names	25
7	Drug	g Name Searches - All Users	26
	7.1	Search Algorithms	26
	7.2	Accessing the Search	27
	7.3	Search View	27
	7.4	Search Results	28
	7.5	Export To Excel	30
8.	USAN I	oading file Procedures to POCA 4.3	32

Table of Figures

Figure 1: Settings Page for Safety Evaluators	5
Figure 2: Settings Page for Business Administrators	6
Figure 3: Settings Page for System Administrators	6
Figure 4: Login Screen	7
Figure 5: Reset Password Screen	8
Figure 6: Change Password Screen	8
Figure 7: Request Account Screen	9
Figure 8: Home page	9
Figure 9: Navigation bar	
Figure 10: News	
Figure 11: Drug Name Search Section in Home Page	11
Figure 12: Single Name Direct Search section in Home Page	11
Figure 13: Multiple Name Direct Search section in Home Page	12
Figure 14: Manually Add Name to Database	12
Figure 15: USAN Stem search	13
rigure 19. 09/14 Stern Seuren	
Figure 16: USAN STEM Search Page Ready for Inputs	
	13
Figure 16: USAN STEM Search Page Ready for Inputs	13 14
Figure 16: USAN STEM Search Page Ready for Inputs Figure 17: Information icon	13 14 14
Figure 16: USAN STEM Search Page Ready for Inputs Figure 17: Information icon Figure 18: USAN STEM Search Page	13 14 14 15
Figure 16: USAN STEM Search Page Ready for Inputs Figure 17: Information icon Figure 18: USAN STEM Search Page Figure 19: Personal Settings for a System Administrator	13 14 14 15 15
Figure 16: USAN STEM Search Page Ready for Inputs Figure 17: Information icon Figure 18: USAN STEM Search Page Figure 19: Personal Settings for a System Administrator Figure 20: Setting the Threshold for Returned Results	13 14 14 15 15 16
Figure 16: USAN STEM Search Page Ready for Inputs Figure 17: Information icon Figure 18: USAN STEM Search Page Figure 19: Personal Settings for a System Administrator Figure 20: Setting the Threshold for Returned Results Figure 21: Number of results per page	13 14 15 15 16 17
Figure 16: USAN STEM Search Page Ready for Inputs Figure 17: Information icon Figure 18: USAN STEM Search Page Figure 19: Personal Settings for a System Administrator Figure 20: Setting the Threshold for Returned Results Figure 21: Number of results per page Figure 22: User Administration Page	13 14 15 15 16 17 18
Figure 16: USAN STEM Search Page Ready for Inputs Figure 17: Information icon Figure 18: USAN STEM Search Page Figure 19: Personal Settings for a System Administrator Figure 20: Setting the Threshold for Returned Results Figure 21: Number of results per page Figure 22: User Administration Page Figure 23: Add User Page	13 14 15 15 16 17 18 18

Figure 27: UAR Report	21
Figure 28: Change the Password Policies	21
Figure 29: Edit Account Request Email Screen	22
Figure 30: Edit Feedback Email Address Screen	22
Figure 31: Data Source Maintenance Screen	23
Figure 32: Modify Data Source names	24
Figure 33: Delete a Record Screen (1 of 2)	24
Figure 34: Delete a Record Screen (2 of 2)	25
Figure 35: View SE Drug Names screen	25
Figure 36: Direct Search	
Figure 37: Drug Name Search	28
Figure 38: Search Results Example	29
Figure 39: Product Details Page	30
Figure 40: Export to Excel examples	31
Figure 41: Excel file 'Save as ' in the local drive	31
Figure 42: POCA Setting screen for System Administrator	32
Figure 43: USAN Data load Webpage	32
Figure 44: Datasource display webpage	33
Figure 45: Refreshing/loading Data Source Question webpage	33
Figure 46: Refreshing/loading Data Source in process webpage	34
Figure 47: Home webpage included USAN (United States Adopted Names) Datasource	34

1. Introduction

1.1 Organization Overview

This document is organized into seven main sections.

- Section One (Introduction) discusses the background, scope, and organization.
- Section Two (Getting Started) contains instructions on connecting to the system, logging on, requesting accounts, and navigation from the home page.
- Section Three (Settings for All Users) provides information on system wide settings available to all POCA user roles.
- Section Four (Advanced Settings for Business and System Admin. Users) describes information on system wide settings available to System Administrators and Business Administrators users.
- Section Five (Advanced Settings System Administrators) provides information on system wide settings accessible to the System Administrators user group.
- Section Six (Advanced Settings Business Administrators) provides information on system wide settings accessible to the Business Administrators user group.
- Section Seven (Drug Name Searches All Users) provides information about how to perform drug name searches.

1.2 Background

A vital part of the Food and Drug Administration (FDA) and Center for Drug Evaluation and Research (CDER)'s mission is to develop new standards to prevent medication errors due to proprietary name confusion. The Office of Surveillance and Epidemiology (OSE), Division of Medication Error Prevention and Analysis (DMEPA) contributes to this effort by evaluating all proprietary names submitted to CDER for similarity to other marketed names. In December 1999, the Institute of Medicine (IOM) Report recommended testing of proposed proprietary names to prevent confusion and medication errors with existing drug names. The Quality Interagency Coordination Task Force (QuIC) reporting to the President in February 2000 endorsed the IOM recommendation.

In response to these reports, FDA devoted greater resources to the area of drug name confusion analysis. Proprietary name confusion may stem from the manner in which a name is pronounced or scripted. The Phonetic and Orthographic Computer Analysis System (POCA) is a web application developed to determine written (orthographic) and spoken (phonetic) similarities between proposed drug names.

1.3 Document Scope

This User Guide provides information about all of the features in the application. It is not a technical developer's manual, nor does it provide in-depth information on the database or operating systems.

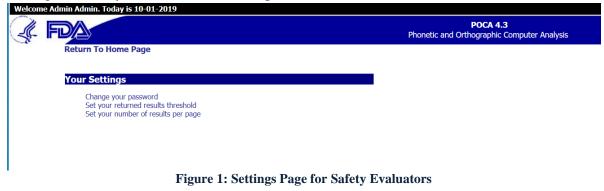
This document was written for the FDA and refers to three types of users, namely *Safety Evaluator*, *Business Administrator*, and *System Administrator*. The scope of their access to the system is as described below.

Safety Evaluator User Group

Access Level includes:

- Conduct Searches
- Retrieve Archived Searches
- Personal settings

Settings for safety evaluators include as per the screen below:



Business Administrator User Group

Access Level includes:

- Conduct Searches
- Retrieve Archived Searches
- Personal settings
- Manually Add Drug Names To Database
- Delete Drug Names from Database
- Add/Edit users
- UAR Report

Settings for business administrators include menu options as shown in Figure 2 below:

 Vectores demin Admin. Today is 10-01-2019

 POCA 4.3

 Ponetic and Orthographic Computer Analysis

 Ponetic and Policy

 Policy Policy

 <td colsp

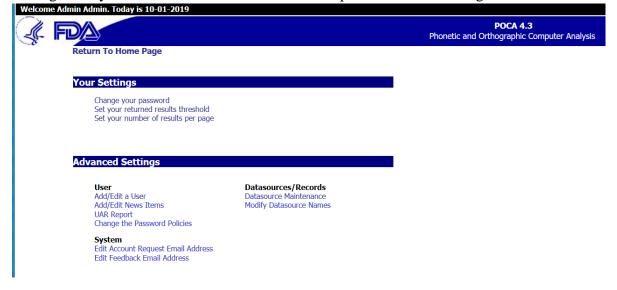
Figure 2: Settings Page for Business Administrators

System Administrator User Group

Access Level includes:

- Conduct Searches
- Retrieve Archived Search
- Personal settings
- Data sources Maintenance
- Add/Edit users
- UAR Report

Settings for System Administrators include menu options as shown in Figure 3 below:





2 Getting Started

To access POCA, open your web browser (Internet Explorer, Chrome, Firefox or any other browser). Internet Explorer is opened by double clicking on the IE browser icon on your desktop or by selecting Start, Programs, and Internet Explorer from the start menu. In the address bar of your web browser, type the universal resource locator (URL) for POCA as http://poca.pub.com/. The Login screen will appear as shown in Figure 4 below.

	FDA Automated Method of Minimizing Medication Errors Due to Similar Proprietary and Established Names
User ID:	
Password:	
Reset Password	Change Password Request Account

Disclaimer

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all use of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Food and Drug Administration, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Food and Drug Administration personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By using this system you indicate your awareness of and consent to these terms and conditions of use.

Figure 4: Login Screen

You will need a user account to access POCA. If an account has been created for you, enter your user ID and password and left click the Login button.

2.1 Resetting Your Password

If you do not remember your password, click the "Reset Password" link. The *Reset Password* screen, shown below, will be displayed as shown in Figure 5 below.

(FDA	Reset Password
Return to Login S	Green
	me below and hit submit to recieve a temporary password. You will use that password to login where I be asked to change that password.
Please	e enter your username:
	Submit

Figure 5: Reset Password Screen

Type your username and click "Submit." POCA will assign a temporary password to your account and send you an automated e-mail message with the temporary password. You will be required to change your password upon login.

2.2 Changing Your Password

If you wish to change your password, click on the "Change Password" link on the POCA login page. The *Change Password* screen will be displayed, as shown in Figure 6 below.

Change Pas	sword	
Return to Login Screen		
User ID:		
Old Password:		
New Password:		
Confirm New Password:		
		Submit

Figure 6: Change Password Screen

Enter your current login credentials in the text boxes labeled "User ID" and "Old Password" to allow POCA to verify your identity. Enter your desired password into the textboxes labeled "New Password" and "Confirm New Password," and click the "Submit" button. If the current login information you entered is incorrect, your passwords do not match, or your new password does not comply with POCA password requirements, you will be asked to correct your inputs.

2.3 Requesting an Account

If you do not have a POCA account, you may request the POCA account by clicking

on the "Request Account" link on the login screen. The *Request an Account* screen will be displayed as shown in Figure 7 below.

J.	Request an Account	
	Return to Login Screen	
	If you would like to request an account, enter your n with login information.	name and email address. The system administrator will contact you shortly
	Please enter your name:	
	Please enter your email address:	
		Submit

Figure 7: Request Account Screen

Enter your name and email address in the text boxes provided and click the "Submit" button. An email will be sent to a POCA administrator stating that a POCA account is being requested for you. The POCA administrator will add your account to POCA with the Safety Evaluator user role unless a different role is requested. You will receive an email from POCA application after your account is created. At that point, you may log in by typing http://poca.pub.com in your browser. Upon successful log in, the home page is displayed as shown in Figure 8 below.

2.4 Home Page and Navigation

The home page is the main control panel for the system. From the homepage users can access all of the functionality of the system. Specific sections of the home screen and their purpose are described below.

DA				POCA 4.3 Phonetic and Orthographic Computer Analysis			
New S	earch	Retrieve Archived Search					
Drug	Name	Search				News	
		* % For wildcard searching _ For single character searching				POCA Version 4.3 POCA Version 4.3 is deployed	
Search	Text:					·· · · · · · · · · · · · · · · · ·	
Search	Туре:	 ✓ Orthographic ✓ Phonetic ☐ Text* 		Include USAN Stem Sea	arch		
Dataso	ources:					USAN Stem Search for Multiple Drug Names	
		ource	Date Updated	Product Count		On an USAN County Dava	
\checkmark	Drugs A		07-25-2019	21,467		Open USAN Search Page	
\checkmark	RxNorm		07-09-2019	28,850	0		
	Suffixes	in proper name of biological products	08-29-2019	49	0	Multiple Name Direct Search	
USAN	Stem Dat	asources:				Multiple Name Direct Search	
	Datas	ource	Date Updated	Product Count		Open Direct Search Page	
\checkmark	United S	States Adopted Names	09-09-2019	608	0	opon Birott ocuron r ugo	
Res	et	Submit				Single Name Direct Search	
						Candidate Drug:	
						Comparator Drug:	
						Reset Submit	

Figure 8: Home page

2.4.1 Navigation Bar

As illustrated in Figure 9 below, in the top right-hand portion of the home page you will find a navigation bar with links for accessing major parts of the POCA application, such as the home page, search page and settings page. The navigation bar has links for comments and help. This navigation bar is accessible on all POCA pages.

Welcome Admin Admin. Today is 10-01-2019		Home Search Se	ttings Comments	Help Logout
	POCA 4.3 Phonetic and Orthographic Computer Analysis			
	Figure 9: Navigation bar			

2.4.2 New Search/Retrieve Archived Search Bar

Another option to navigate to the search page is the "New Search" link located at the top left side of the home page, below the FDA banner as illustrated in the image below.

Welcome Admin Admin. Today is 10-01-2019		Home Search Settings Comments Help Logout
	POCA 4.3 Phonetic and Orthographic Computer Analysis	
New Search Retrieve Archived Search		

The *New Search link* is available for all users. This will allow you to search for a drug name.

The *Retrieve Archived Search* link is available for all users. Clicking the link will display a search page that can be used to search for previously conducted searches.

2.4.3 News

News and announcements are displayed for all users. To view more information about the news item, users can click on the news title as shown in Figure 10 below.



Figure 10: News

2.4.4 Drug Name Search

Drug Name Search is displayed for all users as illustrated in Figure 11 below. Users can perform Orthographic, Phonetic or Text searches for any drug name within the selected data sources. More about how to use the *Drug Name Search* feature is described in section 7.

					Pho	POCA 4.3 netic and Orthographic Computer Analysis
New S	earch	Retrieve Archived Search				
Drug	Name	Search				News
		* % For wildcard searching _ For single character searching				POCA Version 4.3 POCA Version 4.3 is deployed
Search	Text:					· · · · · · · · · · · · · · · · · ·
Search	Type:	 ✓ Orthographic ✓ Phonetic □ Text* 		Include USAN Stem Se	arch	
Datas	ources:					USAN Stem Search for Multiple Drug Names
	Datas		Date Updated	Product Count		Open USAN Search Page
✓	Drugs A		07-25-2019	21,467	0	Open USAN Search Page
✓	RxNorm		07-09-2019	28,850		
	Sumixes	in proper name of biological products	08-29-2019	49	U	Multiple Name Direct Search
USAN	Stem Dat	tasources:				Marchie Marie Direct Search
	Datas		Date Updated	Product Count		Open Direct Search Page
\checkmark	United S	States Adopted Names	09-09-2019	608	0	
Res	set C	Submit				Single Name Direct Search
						oligio nallo broccocaren
						Candidate Drug:
						Comparator Drug:
						Reset Submit

Figure 11: Drug Name Search Section in Home Page

2.4.5 Single Name Direct Search

The direct search functionality is available to all users. This feature provides users the ability to perform direct searches between Candidate Drug Names and Comparator Drug Names. After entering those 2 drug names and pressing the Submit button, the Combined, Phonetic and Orthographic search result scores will be displayed for those 2 drug names as illustrated in Figure 12 below.

Single Name Direct Search			
Candidate Drug:	Tinactin		
Comparator Drug:	Zilactin		
Reset Submi			
Combined Score:	77		
Phonetic Score:	73		
Orthographic Score:	81		

Figure 12: Single Name Direct Search section in Home Page

2.4.6 Multiple Name Direct Search

The multiple name direct search functionality is available to all users. This feature provides users the ability to perform direct searches between Candidate Drug Names and multiple Comparator Drug Names. After entering the Candidate drug name and multiple Comparator Drug names, click the Submit button. The Combined, Phonetic and Orthographic search result scores will be displayed for Multiple Name Direct Search as illustrated in Figure 13 below.

D/A			P	POCA 4.3 Phonetic and Orthographic Comp	outer Ana
Return	To Home Page				
Multipl	e Name Direct S	earch			
Candidate	Drug: Tinactin				
Comparate	or Drugs: Zilactin,Ben;	zocaine,Benzyl Alcohol,Oxybenzone			0
Reset	Submit	Export To Excel			
Reset	Submit	Export To Excel			
		Export To Excel			
Total Dru	Submit ug Name Pairs: 4 Name Pair	Export To Excel Orthographic Score %	Phonetic Score %	Combined Score 9	
Total Dru Drug I	ug Name Pairs: 4		Phonetic Score %	Combined Score of 46	Yo
Total Dru Drug I Tinactin -	ug Name Pairs: 4 Name Pair	Orthographic Score %			Ую
Total Dru Drug I Tinactin - Tinactin -	ug Name Pairs: 4 Name Pair Benzocaine	Orthographic Score %	40	4 6	%

Figure 13: Multiple Name Direct Search section in Home Page

2.4.7 Manually Add Drug Name to Database

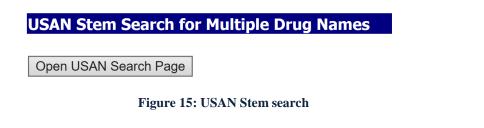
This functionality, illustrated in Figure 14 below, is only available to users with the designated role of business administrator. It allows business administrators to add drug names manually to "Name Entered by Safety Evaluator" data source. Please see Section 6.1 for more information.

Manually Add Name to Database			
	bbA		
	Add		

Figure 14: Manually Add Name to Database

2.4.8 USAN Stem search for multiple Drug Names

The USAN stem search functionality, illustrated in Figure 15 below, is available to all users. This feature provides users the ability to perform direct searches for the presence of USAN stems within multiple drug names. Click on "Open USAN Search Page" under the "USAN Stem search for multiple Drug Names" section.



A new page will appear with a *Proposed Drug Names* text field illustrated in figure 16 below.

Welcome Admin Admin. Today is 10-01-2019	
	POCA 4.3 Phonetic and Orthographic Computer Analysis
Return To Home Page	
USAN Stem Search for Multiple Drug Names	
Proposed Drug Names:	0
Reset Submit Export To Excel	

Figure 16: USAN STEM Search Page Ready for Inputs

To use this search function, follow the instructions below:

Enter multiple drug names in the Proposed Drug Names field, and separate each name with a comma. Users may also click on the **i** icon located to the right of the Proposed Drug Names text field to display a popup message explaining the correct format for entering multiple drug names as illustrated in Figure 17 below:

PA	POCA 4.3 Phonetic and Orthographic Computer Analysis	
Return To Home Page		
UCAN Chain Converting Multiple During Names		_
USAN Stem Search for Multiple Drug Names		
Proposed Drug Names: sodium, magnesium		0
	×	
	This site says	
Reset Submit Export To Excel	Use commas between drug names in the Proposed Drug Names textbox. Do not include drug names that have a comma within the name.	
	ОК	

Figure 17: Information icon

Once all names have been entered in the text field, click on the 'Submit' button.

The search results will be displayed as illustrated in Figure 18 below:

				POCA 4.3
F	POCA 4.3 Phonetic and Orthographic Cor			
	Return To Home Page			
	USAN Stem Search for Multiple D)rug Names		
	Proposed Drug Names: sodium,magnesium			
	Reset Submit Export To Ex	ccel		
	Total USAN Stem Results for Propose			
	Drug Name	Affix	Optional Charact	
	magnes <mark>ium</mark>	-ium	NA	9/9/2019 1:56:11 PM
	sodium		NA	9/9/2019 1:56:11 PM

Figure 18: USAN STEM Search Page

3. Settings for All Users

All personal settings for your POCA account can be accessed from *Your Settings* section on the *Settings* screen as illustrated in Figure 19 below. To access the *Your Settings* screen, click on the "Settings" link found in the navigation bar. Each role will see

different functionality in Settings page as described in section 1.3.

Welcome	Admin Admin. Today is 10-01-2019		
	FDA		POCA 4.3 Phonetic and Orthographic Computer Analysis
	Return To Home Page		
	Your Settings		
	Change your password Set your returned results threshold Set your number of results per page		
	Advanced Settings User Add/Edit a User Add/Edit News Items UAR Report Change the Password Policies System Edit Account Request Email Address Edit Feedback Email Address	Datasources/Records Datasource Maintenance Modify Datasource Names	

Figure 19: Personal Settings for a System Administrator

The following settings are available to all users.

3.1 Set your Returned Results Threshold

Users can set the threshold for returned results by clicking the "Set your returned results Threshold" option under *Your Settings* as illustrated in Figure 20 below.

Enter a threshold for returned results per module:	50	%
	Sub	omit

Figure 20: Setting the Threshold for Returned Results

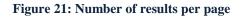
The threshold is the percentage match required for a result to be returned by the search engine. For example: If the threshold is set to 50%, only results with a match percentage of 50% or higher will appear in the result set.

3.2 Set Your Number of Results per Page

POCA allows users to set the default number of results displayed per page by clicking on the "Set Your Number of Results per Page" link under *Your Settings* as illustrated in Figure 21 below. When a user conducts a search, the default number of results will be displayed

per page. If there are more results returned than the default number of results, the user will have the ability to scroll through the pages of results.

Enter the number of results to return per page per module:	20
Sul	omit



4. Settings for Business and System Administrator Users

Business Administrator and System Administrator user groups have the same advanced settings except for their level of access to 'Datasource/Records'. The table below shows the level of access for each type of administrator under Datasource/Records:

Administrator User Group	Datasources/Records Level of Access
System Administrator	Datasource Maintenance
	Modify Datasource Name
Business Administrator	Delete Drug Name
	View SE Drug Names

The following settings are available to all business and system administrator users.

4.1 Add/Edit a User

To add or edit a user profile, click the "*Add/Edit a User*" link under *Advanced Settings* on the *Settings* page. To access the *Advanced Settings* screen, click on the "*Settings*" link found in the navigation bar. The User Administration page will be displayed as shown in Figure 22 below.

Welcome Admin Admin. Today is 10-01-2019			
			POCA 4.3 Phonetic and Orthographic Computer Analysis
Return to Settings			
Edit User:			
Select a user from the list below to ea	dit their details.		
Enabled Users: youremail@domai	in 🗸	Edit User	
Disabled Users: jtoye@ppc.com	\sim	Edit User	
Add a new user:			
User Name:			
First Name:			
Last Name:			
Email:			
User Group: Business Adm	ninistrator User Group \vee		
Add User			
			_

Figure 22: User Administration Page

To add a new user profile, fill out the form that appears under the *Add a new user* heading. All input fields available on the form are described in the table below.

Field Name	Definition/Description	Field Type
User Name	Enter a username for the new account. The username will	Edit
	be used by the user to log in to POCA. This field is required.	
First Name	Enter the first name of the user. This field is required.	Edit
Last Name	Enter the last name of the user. This field is required.	Edit
Email	Enter the email address of the user, and be sure to check for typos. It is important to type this field correctly. The application will use this field to send electronic notifications to the user. This field is required.	Edit
User Group	Select from the list if the user is a <i>Safety Evaluator</i> , <i>Business Administrator</i> or System <i>Administrator</i> .	Pick list

An example of add a *New User* is shown in Figure 23 below:

Add a new user:	
User Name:	pooneh s
First Name:	pooneh
Last Name:	sheini
Email:	niDashtgol@fda.hhs.gov
User Group:	System Administrator User Group 🗸
	Add User

Figure 23: Add User Page

When editing a user profile, please note that there are two pick lists for existing user profiles, one for enabled accounts, and another for disabled accounts as previously illustrated in Figure 22 above. You can choose an account to edit by pressing the dropdown arrow and selecting the user profile you wish to edit so that it displays in the text field and then clicking the "Edit User" button. Once a user is selected for editing, the *Edit User* form, seeded with all available information, will display as illustrated in Figure 24 below..

Welcome Admin Admin. Today is 10-02	2-2019	
(FDA)		POCA 4.3 Phonetic and Orthographic Computer Analysis
Return to User Admini	stration	
<u>Edit User</u>		
User Name: First Name: Last Name: Email: User Group:	Admin Admin Admin youremail@domain System Administrator User Group ~	
	Update User Disable User	

Figure 24: Edit User Screen

The *Edit User* form allows the editing of the First Name, Last Name, Email, and User Group associated with a user. When you are done editing these fields, click "Update User" to submit these changes to the POCA database, as illustrated in Figure 24 above.

In addition, the *Edit User* page can be used to disable user accounts. To disable a user account, select the user account name from the enabled account list and click the "Disable User" button on the *Edit User* page as illustrated in Figure 24 above. A disabled account cannot be used to log in to POCA, but all data associated with the disabled user will be preserved.

Similarly, the *Edit User* form for the disabled user account can be used to enable user accounts. To enable the disabled user account, select the account from the disabled account list and click the "Enable User" button on the *Edit User* page.

4.2 Add/Edit News Items

News Items display on the home page of the POCA system under the News section as illustrated in Figure 25 below. Existing news items can be edited, and additional news items can be created by clicking the "Add/Edit News Items" link in the list of Advanced Settings on the Settings screen. To add a news item, populate the Headline, News Teaser, News Item, and Expire Date fields in the form that appears below, and click the "Submit/Update" button. Click "Reset" to clear the form.

Welcome	Admin Admin. Today is :	0-01-2019			
A.	FDA				POCA 4.3 Phonetic and Orthographic Computer Analysis
	Return to Settings				
	Select a news item fro	n the list to edit it:	\vee	Get News Item	
	Headline:				
	News Teaser:				
	News Item:				
	Expire Date:				
		Submit/Update Reset			

Figure 25: Add/Edit News Item page

The fields on this form are described below table.

Field Name	Definition/Description	Field Type
Headline	This is the title that will identify the news item. This field Is required.	Edit
News Teaser		Edit

News Item	This is the main text of the news item. This field is required.	Edit
Expire Date	The expire date determines when a news item will no longer be displayed on the home and login screens. Enter a date in the format MM-DD-YYYY. This field is required.	Edit

To edit an existing news item, select a news item in the drop down list at the top of the screen, and click the '*Get News Item*' button as illustrated in Figure 26 below. Edit the information that appears in the form, and click "Submit/Update" when you are satisfied with the information you entered.

Welcome	Admin Admin. Today	is 10-01-2019	
J.	FDA		POCA 4.3 Phonetic and Orthographic Computer Analysis
	Return to Settin	ngs	
	Select a news item	from the list to edit it: POCA Version 4.3 V	ws Item
	Headline:	POCA Version 4.3	
	News Teaser:	POCA Version 4.3 is deployed	
	News Item:	POCA Version 4.3 is deployed.	
	Expire Date:	10-30-2019	
		Submit/Update Reset News Item Added/Saved.	

Figure 26: Edit a News Item

4.3 User Access Report (UAR)

Administrator users can view a list of all users, enabled users and disabled users with their full name, e-mail addresses, status, and user group assignment from this feature. Administrators can export the user's list into a Microsoft Excel spreadsheet by clicking on the 'Export to Excel' button as illustrated in Figure 27 below. Administrators can also filter user's lists for a specific time frame.

welcon	e Admin Admin. I	oday is 10-01-2019					
A.	FDA					POCA 4.3 Phonetic and Orthographic Co	omputer Analysis
	Return to S	Settings					
	User Acces	s Report					
	Enter Begin Enter End D		(mm/dd/yyyy) (mm/dd/yyyy)				
		Submit	Export To Excel				
		nabled Disabled					
	Total All Us						
	User Na	me Full Name	Email	User Group	Status	Create/Update Date	
	Admin	Admin Admin	youremail@domain	System Administrators	Enabled	08/07/2019	

Figure 27: UAR Report

4.4 Change the Password Policies

Administrator users can change the password policies as shown in Figure 28 below.

Welcon	ne Admin Admin. Tod	ay is 10-01-2019	
A.	FDA		POCA 4.3 Phonetic and Orthographic Computer Analysis
	Return to Set	tings	
	1	Number of required special characters (!@#\$%^&*).	
	6	Minimum length of password.	
	120	Number of days until passwords are required to change.	
	0	Minimum number of days before password can be changed.	
	5	Number of allowed login attempts.	
	3	Number of changed passwords to be kept in history.	
		Submit	

Figure 28: Change the Password Policies

4.5 Edit Account Request Email Address

When a user account is requested, an automatically generated email is sent to the *account* request email address stored in the POCA database. This email address can be changed using the "*Edit Account Request Email Address*" link in Settings page. It will display the page as shown in Figure 29 below.

Welcome Admin	Admin. Today is 10-01-2019	
(FD		POCA 4.3 Phonetic and Orthographic Computer Analysis
Re	turn to Settings	
	Enter the email address to send account requests to:	youremail@domain
		Submit
	Figure 29: E	dit Account Request Email Screen

To have POCA send account requests to multiple email addresses, enter the email addresses separated by semicolons (;). Click "Submit" to store your changes to the POCA database.

4.6 Edit Feedback Email Address

When a user fills out and submits the *Comments and Feedback* form, POCA will send an automatically generated email to the *Feedback Email Address* stored in the database. This email address can be changed using the "*Edit Feedback Email Address*" link in Settings page. It will display the page as shown in Figure 30 below.

Welcome Admin Admin. Today is 10-01-2019	
(FDA	POCA 4.3 Phonetic and Orthographic Computer Analysis
Return to Settings	
Enter the email address to feedback comments to	youremail@domain
	Submit
1	

Figure 30: Edit Feedback Email Address Screen

To have POCA send feedback and comments to multiple email addresses, enter the email addresses separated by semicolons (;). Click "Submit" to store your changes to the POCA database.

5 Advanced Settings – System Administrators

5.1 Data source Maintenance

For users designated as *System Administrators*, the POCA system supports capability to identify, load, refresh, and delete data sources from the POCA database. The data access process begins with the *Data source Maintenance* screen, as illustrated in Figure 31 below, which can be accessed by clicking the "Data source Maintenance" link in the *Advanced Settings* section of the *Settings* page.

Welcom	e Admin Admin. Today is 10-01-2019	
A.	FDA	POCA 4.3 Phonetic and Orthographic Computer Analysis
	Return To Settings	
	Will this be a data load or a data refresh? $\textcircled{\sc original}{\sc original} Refresh \ \bigcirc$ L	oad (If a partial data set is used to load, all other records will be deleted.)
	Select the datasource type: Suffixes in proper name of	biological products \checkmark
	Enter the date of this data:	(mm/dd/yyyy)
	Next >>	

Figure 31: Data Source Maintenance Screen

Select the Data Source type, enter the date of the data in the format "MM-DD-YYYY", and check if you wish to load or refresh the data source. Click the "Next" button, and follow the directions provided.

5.2 Modify Data source Names

To rename a Data Source in the POCA database and also to add new data sources, click on the "Modify Datasource Names" link in the *Advanced Settings* section of the *Settings* page., The datasource name screen appears as illustrated in Figure 32 below.. Select the "Edit" button to the left of the Data source Name that you wish to edit. Once the name change is complete, make sure to select the "Update" button to successfully update the data.

Welco	me Admin Admin. Today is 10-01-2019	
Å.		POCA 4.3 Phonetic and Orthographic Computer Analysis
	Return To Settings	
	Select the "Edit" button to the left of the Datasource Name that you wish to edit. Once the name change is complete, make sure to select the "Update" button to successfully update the data.	
	Datasource Name Edit Suffixes in proper name of biological products Edit Drugs At FDA Edit Drugs At FDA Edit RxNorm Edit United States Adopted Names Add a new datasource: Add	



6 Advanced Settings – Business Administrators

6.1 Delete Drug Name

To delete a drug name from the POCA database, click the "*Delete Drug Name*" link under *Advanced Settings* in Settings page. The first screen in the *Delete a Record* wizard, shown in Figure 33 below, allows business administrators to search for a drug name record in the POCA database. Enter the name of the drug you wish to delete in the text box provided and click the "Search" button. In the sample below, we searched for the name *lipitor*.

J.	
	Return to Settings
	Search for the record you would like to delete using the search box below. Once you have found the record you are looking for, select it by clicking the circle next to the name and then clicking the next button.
	Search: lipitor Search
	(Use % for wildcard searching or _ for single character searching)

Figure 33: Delete a Record Screen (1 of 2)

Our search returns a list of records composed of drug names and their associated data sources, as shown in the screen capture in Figure 34 below.

(FDA)		
Return to Settings		
Search for the record you would and then clicking the next butt Search: lipitor (Ues for widdard searching or_for sing	Search	ave found the record you are looking for, select it by clicking the circle next to the name
Name		Datasource
© LIPITOR		DPRF
LIPITOR		DPRF
◎ LIPITOR		DPRF
LIPITOR		DPRF
ILIPITOR		DPRF
LIPITOR		Drugs At FDA
	Figure 34: Delete a Record S	Screen (2 of 2)

Find the record you wish to delete and mark it for deletion by clicking the radio button to the left of the drug name. Click the "Delete" button. At the "Delete Confirmation" page, press the "Yes" button to remove the record from the POCA database or "No" button to not remove the record from the POCA database.

6.2 View SE Drug Names

To view the drugs entered by safety evaluators, click on the "View SE Drug Names" link under *Advanced Settings* in Settings page. A screen appears allowing administrators to for any drug name entered over a select period of time as listed in the dropdown menu of the text box as illustrated in Figure 35 below., Select the date range from the drop down and you will see the drug names entered for that date range as illustrated in the figure below.

Drug Name	Date Entered	Entered By
Abasria	6/3/2013 1:30:04 PM	Walter Fava
Acticlate	6/3/2013 1:32:30 PM	Walter Fava
Aloftyn	6/3/2013 1:29:28 PM	Walter Fava
Avlina	5/31/2013 12:03:26 PM	Walter Fava
Cerinta	6/3/2013 1:31:17 PM	Walter Fava
Elifemme	6/3/2013 1:31:02 PM	Walter Fava
Hemangiol	6/3/2013 1:32:13 PM	Walter Fava
Jarbina	5/31/2013 6:59:35 AM	manizheh siahpoushan
Levemir FlexTouch	6/3/2013 2:07:37 PM	Walter Fava
Lorseva	6/3/2013 1:33:01 PM	Walter Fava
Mitigo	6/3/2013 2:06:28 PM	Walter Fava
Novolog FlexTouch	6/3/2013 2:07:16 PM	Walter Fava

Select the Date Range you	ould like to view from the list t	below.
Show Last Month	-	

Figure 35: View SE Drug Names screen

7 Drug Name Searches - All Users

7.1 Search Algorithms

The POCA system has three search modules, namely *orthographic*, *phonetic*, and *text*.

The orthographic similarity score is calculated using an ALINE algorithm modified for orthographic purposes. The orthographic search engine does not accept wild cards, as the algorithm takes each part of a written name into account when matching against names stored in the POCA database. The orthographic search algorithm was updated in POCA 4.0 to place a greater search weight to the beginning letters of names. The update has been tested thoroughly by FDA team.

The phonetic similarity score is calculated using an ALINE algorithm for phonetic matching. The phonetic search engine does not accept wild cards because each sound of a name is taken into account when matching against names in the POCA database. The phonetic search engine ignores the numeric and special characters in the drug name.

The combined score is calculated as the average of the orthographic and phonetic scores.

Note that both the orthographic and phonetic search engines ignore numeric and special characters included in drug names. For example, the orthographic and phonetic similarity score for 'Drug-2' and 'Drug-25' will be 100%. Examples are provided in Figure 36 below.

Direct Search		Direct Search	
Candidate Drug: Comparator Drug:	tylenol @#\$45	Candidate Drug: Comparator Drug:	Otezla Otezla 4566
Reset Subn	nit	Reset Subm	it
Combined Score: Phonetic Score: Orthographic Score:	100 100 100	Phonetic Score:	100 100 100

Figure 36: Direct Search

The text search module allows users to search for exact text matches using a text matching code built into an Oracle Database Management System. Several wildcards are available for the text search engine as explained below.

The percent sign (%) is a wildcard character that will match any sequence of consecutive characters.

For example: Search Term: flo%in Results: floucin, floxin

The underscore character (_) is a wildcard that will match any single character.

For example: Search Term: flo_in Results: floxin

Wildcard characters can be used in conjunction with each other for matching a wider variety of patterns.

For example: Search Term: fl%x___ Results: flexin, flexon, floxin, fluanxol, flavocoxid

In the above wildcard example, both types of wild cards were used. A '%' character was used to match any sequence of characters after the letter 'l' character and before the letter 'x' character in the search term. Two underscore characters ('_') were used to match any two (2) characters at the end of a name.

7.2 Accessing the Search

The "*Drug Name Search*" section in Home page provides an easy interface to conduct searches in POCA. The Search page can also be accessed by clicking the "*Search*" link in the Navigation Bar or by clicking the "*New Search*" link in the *Options* Bar.

The "*Direct Search*" functionality is available to all users under "Direct Search" section in Home page as well as in Search page. This feature provides users the ability to do direct searches between a Candidate Drug name and a Comparator Drug name. After entering those 2 drug names and pressing Submit button, the Combined, Phonetic and Orthographic score search results will be displayed for the candidate and comparator drug names.

7.3 Search View

The "*Drug Name Search*" view allows users to search the POCA drug databases for a drug name using a combination of Orthographic, Phonetic, and Text algorithms. The *Drug Name Search* is accessible directly from the Home page, or by clicking on the "Search" link in the header.

By default, orthographic and phonetic search type boxes are checked and will run both an orthographic and phonetic search automatically without the user manually checking those search type boxes. The USAN Stem Search box is also checked by default and will run once the search is submitted. However, users may also tailor search types by checking or

unchecking any one or any combination of the orthographic, phonetic, text, and USAN stem searches which appear on the Drug Name Search screen as illustrated in Figure 37 below. When performing a text search, the underscore '_' character may be used to match any single character or the percentage '%' character may be used to match any string of characters.

Drug Name Search										
		* % For wildcard searching _ For single character searching								
Search Text:										
Search Type:		🖂 Orthographic	☐ Include USAN Stem Search							
		🖂 Phonetic								
		Text*								
Datas	ources:									
	Dataso	ource	Date Updated	Product Count						
\checkmark	Drugs At	FDA	07-25-2019	21,467	0					
\checkmark	RxNorm		07-09-2019	28,850	0					
	Suffixes i	n proper name of biological products	08-29-2019	49	0					
	United St	ates Adopted Names	09-09-2019	608	0					
USAN	Stem Data	asources:								
	Dataso	ource	Date Updated	Product Count						
\checkmark	United St	ates Adopted Names	09-09-2019	608	0					
Reset Submit										



By default, the drug name search will run against the Drugs At FDA and RxNorm datasources. You may choose by checking or unchecking any combination of the datasources you wish to include in your search.

Enter the drug name to search in the "Search" Textbox and click on the "Submit" button or press "Enter" key. The "Reset" button is provided to clear the Search Text field and start a new search with the original default settings.

The search results will be calculated and filtered with the scores that are equal to and greater than the "user's results threshold" value. The "Search Results" page will display in a results table with pagination and an "Export to Excel" button.

7.4 Search Results

The *Search Results* page displays the results of every search. It displays a table containing drug names that matched the search criteria for every search type specified in the search.

Note that if the phonetic and orthographic search types are specified for the search, the results will display in a table that contains tabs which will allow users to display scores for each search type separately for the 'combined' results, 'phonetic' results, and 'orthographic' results. There is also a tab that allows user to display all three types of search results on one page. An overview of the result tabs is illustrated in Figure 38 below. It shows the *Search Results* page displaying the results of a search for *lipitor* using the orthographic and phonetic search types.

					POCA 4.3 Phonetic and Orthographic Computer	Analysis
lew Search						
Search Results						
Search Term: lipit	or					
Export To Exc	ol Advance	d Export to Excel				
Export TO Exc	Advance	a Export to Excer				
Combined	Phonetic	Orthographic	All	USAN Stem	n	
Orthographi	c & Phonetic	Matches greater	than 50%	- Results 1 -	20 of 314	
70% and Higher		55% and 69%: 108			20 01 314	
Name of Co	ncern	Match %			Datasource	
LIPITOR		100			RxNorm; Drugs At FDA	
LIPIDRO		78			RxNorm	
LIPIDIL		72			Drugs At FDA	
LIPIODOL		70			RxNorm	
LIPIODOL		70			Drugs At FDA	
EPITOL		68			RxNorm; Drugs At FDA	
ZADITOR		68			RxNorm; Drugs At FDA	
ZIPSOR		68			RxNorm; Drugs At FDA	
CLINITAR		66			RxNorm	
EPICORT		66			Drugs At FDA	
KALBITOR		66			RxNorm; Drugs At FDA	
LIDOCORT		66			RxNorm	
LIDOPRO		66			RxNorm	
		66			RxNorm; Drugs At FDA	
RELISTOR		65			RxNorm	
RELISTOR DOMITOR					RxNorm; Drugs At FDA	
DOMITOR		64			Tottomi, Brago Act BA	
		64 64			RxNorm	
DOMITOR FLECTOR						

Figure 38: Search Results Example

For searches that include a 'Text' search type, the Search Results page will display with a tab at the top of the table containing exact text matches.

All table columns on the *Search Results* page can be sorted by clicking on the column header.

Users can view product characteristic information for names on the search results page by putting the cursor over each name and left clicking on the drug name of concern. A "Product Details" page will be displayed in new window . The Product Details page will be similar to image provided in Figure 39 below. Please be aware that some results identified from RxNorm will not contain any information in Product Details page.

Product Details for LIPITOR

Data Source	Dosage Form	Potency	Route	Active Ingredient
Drugs At FDA	TABLET; ORAL	EQ 80MG BASEN/A	N/A	ATORVASTATIN CALCIUM
RxNorm	SEE ACTIVE INGREDIENT	N/AN/A	N/A	ATORVASTATIN 80 MG ORAL TABLET [LIPITOR]
Orange Book - approved since 1980	TABLET; ORAL	EQ 80MG BASEN/A	N/A	ATORVASTATIN CALCIUM
CernerUS Legend and OTC	TABLET	20MILLIGRAM(S)	ORAL	ATORVASTATIN
Drugs At FDA	TABLET; ORAL	EQ 20MG BASEN/A	N/A	ATORVASTATIN CALCIUM
RxNorm	SEE ACTIVE INGREDIENT	N/AN/A	N/A	ATORVASTATIN 40 MG ORAL TABLET [LIPITOR]
Orange Book - approved since 1980	TABLET; ORAL	EQ 40MG BASEN/A	N/A	ATORVASTATIN CALCIUM
CernerUS Legend and OTC	TABLET	80MILLIGRAM(S)	ORAL	ATORVASTATIN
DPRF	TABLET	EQ 80MG BASE	ORAL	ATORVASTATIN CALCIUM
RxNorm	SEE ACTIVE INGREDIENT	N/AN/A	N/A	ATORVASTATIN 20 MG ORAL TABLET [LIPITOR]
CernerUS Legend and OTC	TABLET	10MILLIGRAM(S)	ORAL	ATORVASTATIN
Orange Book - approved since 1980	TABLET; ORAL	EQ 20MG BASEN/A	N/A	ATORVASTATIN CALCIUM
Drugs At FDA	TABLET; ORAL	EQ 40MG BASEN/A	N/A	ATORVASTATIN CALCIUM
Drugs At FDA	TABLET; ORAL	EQ 10MG BASEN/A	N/A	ATORVASTATIN CALCIUM
CernerUS Legend and OTC	TABLET	40MILLIGRAM(S)	ORAL	ATORVASTATIN
RxNorm	SEE ACTIVE INGREDIENT	N/AN/A	N/A	ATORVASTATIN 10 MG ORAL TABLET [LIPITOR]
Orange Book - approved since 1980	TABLET; ORAL	EQ 10MG BASEN/A	N/A	ATORVASTATIN CALCIUM

Figure 39: Product Details Page

7.5 Export To Excel

On the Search Results page, the 'Export To Excel' button appears above the search results table as illustrated in Figure 38 above. Users can transfer results to a Microsoft Excel spreadsheet by clicking on the 'Export to Excel' button. This feature will export the combined scores, the phonetic scores, the orthographic scores, and USAN stem results, as well as any product information from the product details into the Excel spreadsheet.

Also, please note that when the tab for combined search results is selected and the results are exported to Excel, then the Excel spreadsheet will contain the combined, phonetic, and orthographic scores for all of the combined results as illustrated in Figure 40 below.

Be Home	1.0	rt Page	Layout Formula	s Data	a Review	View	Acrobat Team	ot	tezla_Com	binedSe	earchResu	ilts_50Perce	ntage	ds - Micros	soft Exc	cel			-		-	-	-			- 0 -
Cut		Calibri	- 11 -	A' a'	= =	₩)-	📑 Wrap Text	Gener	al				N	irmal	В	Bad		Good	*	-	7		Σ AutoSum	· 27	A	0
ste 🦪 Forma		BI	ш - 🖂 - 🌺	· <u>A</u> ·		详读	🚟 Merge & Center ·	s -	% ,	31 -32		nal Format ng * Table		utral	c	alculation		Check Cell	Ŧ	Insert *	Delete *	Format *	2 Clear *	Sort & Filter	Find & Select *	Share 1 This File
Clipboard	15		Font	6		Alignme	nt r		Number	15					Style	5					Cells		1	diting		Web
A1		(m	f Combine	d Searcl	h Result																					
	А		В		C		D				E					F						G				}
Combined !	Search R	tesult			Search Terr	n: otezla	le se me	S	earch Dat	e: 09/0	07/2016	10:14 AM	8						100							
Name of	f Conce	ern O	rthographic	Score	Phonetic	Score	Combined Sc	ore [Data So	urces				Active	e Ingr	edient			Stren	gth				Dos	age Fo	orm
Otezla			100		100)	100	R	xNorm; E	rugs Al	t FDA			APREMI	ILAST				10MG 20MG 30MG					TABL	ET	
Zotex La			85		60		72		xNorm															1		
Otovel			71		67		69	R	xNorm; E	rugs At	t FDA					IN HYDROO		DE;	EQ 0.3	% BASE	;0.0255	6		SOLU	TION/D	ROPS
Teslac			67		70		68	R	xNorm; E	rugs At	t FDA			TESTOL	ACTON	1E			100MG 250MG 50MG					TABL	ET ET	
Motazol			73		57		65	R	xNorm					3 MG/M		LE 10 MG/N DMETASON	NE 1 M									
Atreza			71		57		64		lame Ente xNorm	ered by	Safety B	ivaluator;		ATROPII		LFATE 0.4 N	MG OR	AL TABLET								
Teflaro			69		52		60	R	xNorm; [rugs At	t FDA			CEFTAR	ROLINE	FOSAMIL			400MG					POW	DER	
Telazol			81		40		60	R	xNorm							0 MG/ML / TABLE SOL										
Entex La			65		55	1	60	R	xNorm																	
Savella			54		64		59		lame Ente xNorm; E			valuator;		MILNAC	CIPRAN	I HYDROCH	ILORID	E	100MG 12.5MG 25MG 50MG					TABL	ET	

Ĉ	🔏 Cut Calibri	· 11 · A' A' = =	= 🗞 - 📑 Wrap Text	General			Normal	Bad	Good	-	3	Σ AutoSum *	A 🔾 🗖
ste "	I Format Painter	<u>□</u> • <u>△</u> • <u>▲</u> • ≡ ≡	a i i ginege e contr	5 - % ,	00. 0.* 0.* 00.	Conditional Format a Formatting * Table *	Neutral	Calculation	Check Cell 💡	Insert *	Delete Format	Clear * Sort & Filter * 1	
	Clipboard 1 Fo		Alignment 7%	Numbe	r. 5			Styles			Cells	Editing	WebE
_		Orthographic Search Res				1000							
4	A	В	C			D			E			F	
	Orthographic Search Result		Search Term: otezla					Search Date: 09/0	7/2016 10:13 AM	_			
1	Name of Concern	Orthographic Score	Data Sources		Active	Ingredient		Strength		Dosa	ge Form		Route
0	Otezla	100	RxNorm; Drugs At FDA				10MG		TABLE	т		ORAL	
								20MG					
								30MG					
	Zotex La Telazol	85	RxNorm							-			
	Telazoi	81	RxNorm			INE 50 MG/ML / ZO							
					INIG/INIC I	NJECTABLE SOLUTI							
	Terazol 3	77	RxNorm; Drugs At FDA		TERCON	AZOLE		0.80%		CREAN	Л		VAGINAL
								80MG		SUPPO	SITORY		
1	Terazol 7	77	RxNorm; Drugs At FDA		TERCON	AZOLE			0.40%	CREAN	Л		VAGINAL
(Oxtellar	75	RxNorm			CARBAZEPINE 150							
						D RELEASE ORAL TA	ABLET						
					[OXTELU								
						CARBAZEPINE 300							
						D RELEASE ORAL TA	ABLET						
					[OXTELL	ARJ (CARBAZEPINE 600							
					OXTELL	D RELEASE ORAL TA	ABLET						

Figure 40: Export to Excel examples

When users click on the 'Export to Excel' button, a pop up window appears at the bottom of the screen asking if you want to open or save your search results. Click on the dropdown arrow next to the 'Save' tab, then select 'Save as' from the dropdown menu and the data will be saved in a

ome Admin Admin. Today is 1							
	0-01-2019				Home Search Set	ttings Commer	nts Help Lo
FDA		Phonetic and	POCA 4.3 Orthographic Computer Anal	vele			
New Search			orthographic compater Anal	100			
Search Results							
Search Term: lipitor							
Export To Excel	Advanced Export to Excel						
Export To Excel	Advanced Export to Excel						
Combined	Phonetic Orthographic All	USAN Stem					
70% and Higher: 5	& Phonetic Matches greater than 50 Between 55% and 69%: 108 54% a	%: Results 1 - 20 of 314 and Lower: 201					
Name of Conc		Datasource					
LIPITOR	100	RxNorm; Drugs At FDA					
LIPIDRO	78	RxNorm					
LIPIDIL	72	Drugs At FDA					
	70	RxNorm					
LIPIODOL	70	Drugs At FDA					
EPITOL	68	RxNorm; Drugs At FDA					
ZADITOR	68	RxNorm; Drugs At FDA					
ZIPSOR	68	RxNorm; Drugs At FDA					
CLINITAR	66	RxNorm					
EPICORT	66	Drugs At FDA					
KALBITOR	66	RxNorm; Drugs At FDA					
LIDOCORT	66	RxNorm					
	66	RxNorm					
LIDOPRO	66	RxNorm; Drugs At FDA					
LIDOPRO RELISTOR		RxNorm					
	65						
RELISTOR	65 64	RxNorm; Drugs At FDA					
RELISTOR DOMITOR FLECTOR		RxNorm; Drugs At FDA RxNorm					
RELISTOR DOMITOR FLECTOR GLISTER	64						
RELISTOR DOMITOR FLECTOR	64 64		Save a	s			

Figure 41: Excel file 'Save as ' in the local drive

file with a '.xls' extension appearing after the file name. This format will allow you to

easily edit the information in your spreadsheet. If you choose only to open the spreadsheet, be aware that when you decide to save it, you will need to click on the 'File' tab in the upper left hand corner of toolbar, select 'Save as' and from the dropdown menu, choose the version of Excel with the file extension, '.xls' or 'xlsx'.

8. USAN Loading file Procedures to POCA 4.3

In order to upload the USAN data to POCA 4.3, go to settings in the tool bar of the home page and under Advanced Settings click on "Datasource Maintenance" as shown in Figure 42 below. A new webpage will open with a text field labeled, 'Select datasource type' as illustrated in Figure 43 below.. Using the dropdown menu, select the United States Adopted Names datasource.

Welcome Admin Admin. Today is 09-04-2019			Home Search Settings Comments Help Logout
		POCA 4.3 Phonetic and Orthographic Computer Analysis	
Return To Home Page			
Your Settings			
Change your password Set your returned results threshold Set your number of results per page			
Advanced Settings			
User Add/Edit a User Add/Edit News Items UAR Report Change the Password Policies	Datasources/Records Datasource Maintenance Modify Datasource Names		
System Edit Account Request Email Address Edit Feedback Email Address			

Figure 42: POCA Setting screen for System Administrator

In figure 43, we will select the United States Adopted Names as Data Source type, select Load radio button and also, we enter the Date for the data (e.g. 06/29/2019) and click on Next Button to pen the next webpage to select the DataSource file.

Welcom	ne Admin Admin. Today is 10-25-2019	
A.	FDA	POCA 4.3 Phonetic and Orthographic Computer Analysis
-	Return To Settings	
	Select the datasource type: United States Adopted Name	d (If a partial data set is used to load, all other records will be deleted.)
	Next >>	

Figure 43: USAN Data load Webpage

In figure 44 (Datasource display webpage), we chose the "Usan-20190628-New.txt file from the data sources list as shown in the figure 40 below.

Select the file t	hat will be used to refresh/load the dataso	urce.
File Name	File Size	File Date
cbersuffix_013119_New.txt	1 KB	02-14-2019
cbersuffix_013119_New.zip	1 KB	02-26-2019
bersuffix_071019_New.txt	2 KB	07-10-2019
latafiles_public_version.zip	14 KB	09-04-2019
lata_source_template.bxt	3,308 KB	09-05-2017
ugsatfda_20161031_New.txt	3,854 KB	11-14-2016
rugsatfda_20170108_New.txt	3,888 KB	01-26-2017
drugsatfda_20170224_New.txt	KB	05-08-2017
rugsatfda_20170826_New.bxt	4,053 KB	09-10-2017
rugsatfda_20170928_New.txt	4,041 KB	10-02-2017
rugsatfda_20180127_New.bd	4,116 KB	03-20-2018
rugsatfda_20190124_New.txt	4,354 KB	04-08-2019
rugsatfda_20190124_New.zip	513 KB	02-26-2019
rugsatfda_20190207_New.bd	4,368 KB	04-12-2019
rugsatfda_20190725_New.bd	4,440 KB	07-25-2019
rangebook_20170120_New.bxt	4,326 KB	01-26-2017
OCA_DPD.bxt	36,964 KB	04-28-2017
xnorm_20161110_New.bxt	4,625 KB	11-30-2016
xnorm_20170117_New.txt	4,604 KB	01-26-2017
xnorm_20170208_New.bxt	KB	05-08-2017
xnorm_20170812_New.txt	4,691 KB	09-10-2017
xnorm_20170917_New.bxt	4,666 KB	10-02-2017
morm_20170918_New.bd	2 KB	03-29-2019
xnorm_20180117_New.txt	4,696 KB	03-20-2018
xnorm_20190108_New.txt	4,471 KB	04-12-2019
xnorm_20190108_New.zip	483 KB	02-26-2019
xnorm_20190709_New.txt	4,467 KB	07-09-2019
XSTUDY_01232017.dmp	556,928 KB	01-23-2017
uffix_20190131_New.bxt	2 KB	03-29-2019
affix_20190329_New.bd	1 KB	04-12-2019
isan_20190222_New.bxt	39 KB	04-12-2019
an_20190628_New.bd	42 KB	07-10-2019

Figure 44: Datasource display webpage

After clicking on selected Data source file ("Usan-20190628-New.txt), the webpage with question will appear that it asked you "Do you want to continue refreshing/loading this DataSource? "and you click on "Yes" to proceed with loading the selected Data Source.

Welcome Admin Admin. Today is 09-04-2019		Home Search Settings Comments Help Logout
	POCA 4.3 Phonetic and Orthographic Computer Analysis	
Return To Settlings		
Do you want to continue refreshing/loading this datasource?		
•		

Figure 45: Refreshing/loading Data Source Question webpage

After click on "Yes" to proceed with loading the selected Data Source, the below webpage (Figure 46) will be appear that shows Refreshing /loading of USAN Data which is dated on 06-28-2019 is in process.

dmin Admin. Today is 09-09-2019	Home Search Settings Comments
	POCA 4.3 Phonetic and Orthographic Computer Analysis
Return To Settings	
Refreshing/Loading " United States	Adopted Names " dated 06-28-2019.
The refresh process may take some time to	complete. An email will be sent to the team when the process has been completed. You may still use the system while this refresh/load is taking place in the background.
	·

Figure 46: Refreshing/loading Data Source in process webpage

After loading Datasource, when we go to POCA 4.3 home page, we will see the USAN Datasource added to Datasource section in homepage as shown in the Figure 47.

Drug	Name	Search				News
Search 1	Text:	* % For wildcard searching _ For single character searching				No News Available.
Search 1	Туре:	Orthographic Phonetic Text*	Include U	JSAN Stem Search		USAN Stem Search for Multiple Drug Name
Dataso	ources:	5000 8000 899 4 U				Open USAN Search Page
	Datas		Date Updated	Product Count		
	Drugs A		10-22-2019	7,315	0	
	RxNorm		10-22-2019	24,460		Multiple Name Direct Search
	Suffixes	in proper name of biological products	10-22-2019	49	0	
USAN S	Stem Dat	asources:				Open Direct Search Page
	Datas	ource	Date Updated	Product Count		
\checkmark	United S	States Adopted Names	10-24-2019	608	0	Single Name Direct Search
Rese	et	Submit				
nea						Candidate Drug:
						Comparator Drug:

Figure 47: Home webpage included USAN (United States Adopted Names) Datasource

NOTE: This data load processes applies for all other data sources