

Announcements: Use Cases

Send communications to User(s) and/or Role(s) directly from Florence with related items



- ▶ **Amendments/IRB Approvals** – Share submissions and study materials to billing, legal, and other units
- ▶ **Enrollment Changes** – Quickly share ICFs with investigators to approach/consent new patients
- ▶ **New Studies** – Share Binders/Folders during study startup so everyone knows where to go for what
- ▶ **Organizational Updates** – Share lab ranges, CITI, CAP/CLIA, IRB rosters, etc. to all monitors at once
- ▶ **New Employees** – Share Folders/Placeholders to submit their credentialing documents for review

Announcements: Page Layout

View Announcement:

- Click the title to open

Send Announcement:

- Requires having Team-level permission: "Send Announcement"

My Inbox:

- Lists all Announcements sent to you (the logged in User). No permission is required to receive an Announcement

Team Inbox:

- Lists all Announcements sent to the entire Team Requires Team-level permission: "View Announcement"



Florence Cancer Institute

Settings ▾

Kaitlin Sitchenko ▾

Search

Announcements

Global View

Binders

Reports

Dashboard

My Downloads

Need Help?

Announcements

Send Announcement

My Inbox

Team Inbox

Title	Date Sent ▾
Study 001 new study is approved	29-Jul-2019 @ 12:40 PM EDT

Announcements: How to Send



Florence Cancer Institute

Settings

Kaitlin Sitchenko

- Search
- Announcements
- Global View
- Binders
- Reports
- Dashboard
- My Downloads
- Need Help?

Send Announcement

1 Add Details — 2 Select Users

* Send To

Kaitlin Sitchenko REMOVE

Study 001 Alerts REMOVE

Search for a Role or User:

Begin typing to search for a Role or User...

PREVIOUS CANCEL SEND

Click Send Announcement

Required Fields

- Title
- Message
- User(s) and/or Role(s)

Optional Field

- Related Items (binder, folder, document, shortcut, placeholder)



- Search by User, Role, or email address
- Previous button – Maintains the Title, Message, Related Items, Users, and Roles
- Clicking “Add Details” at the top returns you to the previous step, too

Announcements: How to Receive



1

Study 001 AM2 IRB Approved - Revised ICF

Hi Kaitlin Sitchenko,

Kaitlin Sitchenko on Team Florence Cancer Institute wants you to know:

2

Re-consent our two active subjects on the Main and Optional (Sub-Study) ICFs (AM2). Remember to put the signed ICFs in their subject folders (related below).

3

This Announcement is related to:

Folder: AM2 (C1D2 dosing added)

Folder: Subject ABC_001

Folder: Subject DEF_002

4

[View Announcement](#)

1. **Title of Announcement**

2. **Message of Announcement**

3. **Related Items (optional)** – if no items are related, this section will not be displayed in email

4. Clicking the **“View Announcement”** button navigates you to the Florence login page to enter credentials

Announcements: Viewing in Florence

Announcements > Study 001 AM2 IRB Approved - Revised ICF

Message

Re-consent our two active subjects on the Main and Optional (Sub-Study) ICFs (AM2). Remember to put the signed ICFs in their subject folders (related below).

Sent By

Kaitlin Sitchenko on 31-Jul-2019 @ 4:52 PM EDT

Related Item(s)

1

- AM2 (C1D2 dosing added)
- Subject ABC_001
- Subject DEF_002

Note: Name(s) or version(s) may have changed since the announcement was sent.

Sent To

2

Role: Study 001 Alerts

User: Kaitlin Sitchenko - kaitlin.sitchenko@florencehc.com

Binders > 2. Central Binder

Create Folder Create Placeholder Import Shortcuts Global View

This Binder either has no content or you do not have access to view it

Confidential Florence HC

1. Related Items:

- These are hyperlinks
- If renamed, changes show here
- If moved, redirects to new location
- If User doesn't have permission to view, they will be directed to our default page and cannot view

2. Sent To:

- Everyone who can view an announcement sees which Role(s) and/or User(s) received it

Announcements: Permissions Involved

To Send an Announcement:

- Download Documents with PII
- Manage Team and its Contents
 - Create Binders
 - Create Tags
 - Delete Tags
 - Download All Audit Trail Events for the Team
 - Invite Users to the Team
 - Manage Access and Permissions for the Team
 - Assign Roles (Off) for the Team
 - Manage Access Dates for the Team
 - Manage Roles and Permissions for the Team
 - Run Role Manager for the Team
 - View Users, Roles and Permissions for the Team
 - Manage Binder
 - Manage Form Field Placeholders
 - Manage Projects
 - Manage Tasks on a Team
 - Rename Team
 - Send Announcement
 - Remove Users from the Team
 - Update Tags
 - Update Team Profile
 - View Announcement
 - View All Audit Trail Events for the Team
 - View Team Profile
- View Documents With PII

Extra Permission(s) Needed

To save these permissions, the following permission(s) must also be granted to Study 001 Alerts:

- View Users, Roles and Permissions for the Team

Would you like to include the above permission(s)?

To View the Team Inbox:

- Download Documents with PII
- Manage Team and its Contents
 - Create Binders
 - Create Tags
 - Delete Tags
 - Download All Audit Trail Events for the Team
 - Invite Users to the Team
 - Manage Access and Permissions for the Team
 - Manage Binder
 - Manage Form Field Placeholders
 - Manage Projects
 - Manage Tasks on a Team
 - Rename Team
 - Send Announcement
 - Remove Users from the Team
 - Update Tags
 - Update Team Profile
 - View Announcement
 - View All Audit Trail Events for the Team
 - View Team Profile
- View Documents With PII

Announcements: Tips and Tricks

You can send an Announcement to a specific Role (group of users), or to an individual user.

- ▶ **Study 001 Team** – Include investigators, coordinators, budget/legal analysts, Sponsor contacts, and more!
- ▶ **Site 001 Monitors** – Include all monitors with access to your central (non-study specific) files to share updates like CAP/CLIA, Lab Normal Ranges, Laboratory Director CV, etc.

Examples of how you can use Announcements to communicate registration/ access requirements

- ▶ **Registration:** *“Welcome to eBinders! Once you register, this will be your Study Binder.”*
- ▶ **Access Reminder:** *“Reminder: Your next IMV is scheduled next week. Your access will be turned on the first day of your visit.”*

