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



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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 Teamlevel permission: "View Announcement"

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Plorence eBINDERS™		🌣 Settings 🔻 🔹 Kaitlin Sitchenko	ŕ
Q Search			
Announcements	Announcements		
Global View			
Binders	🗊 Send Announcement		
💷 Reports			
🕐 Dashboard	My Inbox Team Inbox		
🛓 My Downloads			
I Need Help?	Title	Date Sent 🔻	
	Study 001 new study is approved	29-Jul-2019 (a) 12:40 PM EDT	



Announcements: How to Send

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		 Search by User, Role, or email address Previous button – Maintains the Title, Message, Related It Clicking "Add Details" at the top returns you to the previou 	

Send Announcement

red Fields

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Florence

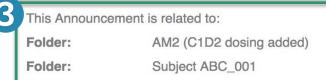
Announcements: How to Receive



Hi Kaitlin Sitchenko,

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

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).



Folder: Subject DEF_002



- **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
- Clicking the "View Announcement" button navigates you to the Florence login page to enter credentials



Announcements: Viewing in Florence



Florence Cancer Institute

🕸 Settings 👻 💄 Kaitlin Sitchenko 👻

Q Search

- Announcements
- Global View
- Binders
- I Reports
- Dashboard
- 🛓 My Downloads
- O Need Help?

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





Role: Study 001 Alerts

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

Binders > 2. Central Binder

🖻 Create Folder 🛛 Create Placeholder 🔄 Import Shortcuts 🌐 Global View

This Binder either has no content or you do not have accessing imaging drence 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		Download Documents with PII	
_ Manage Team and its Contents		🛛 🔳 Manage Team and its Contents	
Create Binders			Create Binders
Create Tags			Create Tags
Delete Tags			Delete Tags
Download All Audit Trail Events for the Team			
Invite Users to the Team			Download All Audit Trail Events for the Team
Manage Access and Permissions for the Team			Invite Users to the Team
Assign Roles (Off) for the Team			Manage Access and Permissions for the Team
 Manage Access Dates for the Team Manage Roles and Permissions for the Team 			Manage Binder
Run Role Manager for the Team			Manage Form Field Placeholders
✓ View Users, Roles and Permissions for the Team			Manage Projects
H Manage Binder			Manage Tasks on a Team
Manage Form Field Placeholders			Rename Team
→ → Manage Projects	Extra Permission(s) Needed		Send Announcement
Manage Tasks on a Team	To save these permissions, the following permission(s) must also be granted to Study 001 Alerts :		Remove Users from the Team
Rename Team	• View Users, Roles and Permissions for the Team		
Send Announcement			Update Tags
Remove Users from the Team	Would you like to include the above permission(s)?		Update Team Profile
Update Team Profile	CANCEL INCLUDE AND SAVE	⊡	View Announcement
			View All Audit Trail Events for the Team
View All Audit Trail Events for the Team			View Team Profile
View Team Profile			uments With PII
View Documents With PII			

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To View the Team Inbox:

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.

