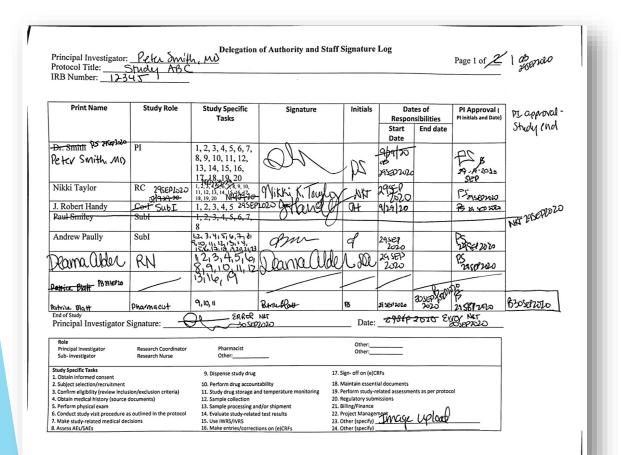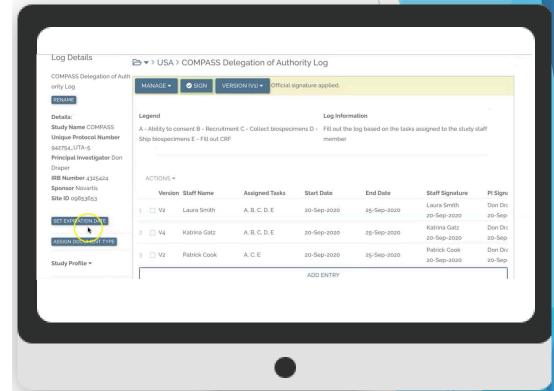# eLogs

Florence's solution to fillable logs
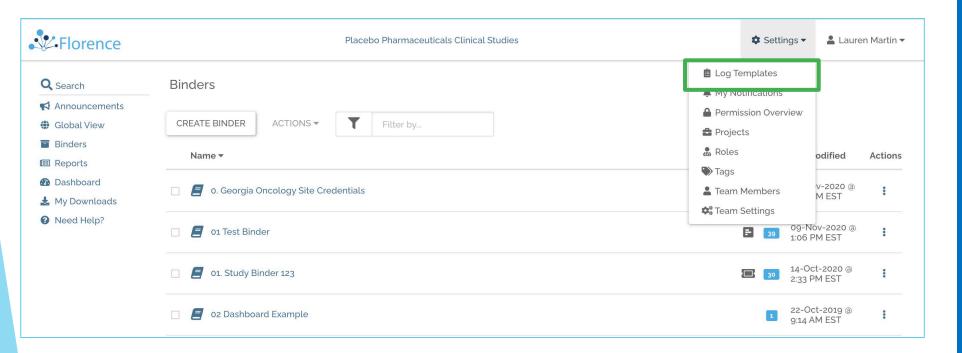
Solving the DOA Workflow

eLogs allows you to create and maintain logs within Florence so you can track your research activities. You can create log templates for your team so that everyone has a standardized way of recording and storing data. With eLogs, you can create entries, edit entries, request signatures, and sign (both entries and the entire log).

Getting Started

Tip: There are permissions required to use and create eLogs.
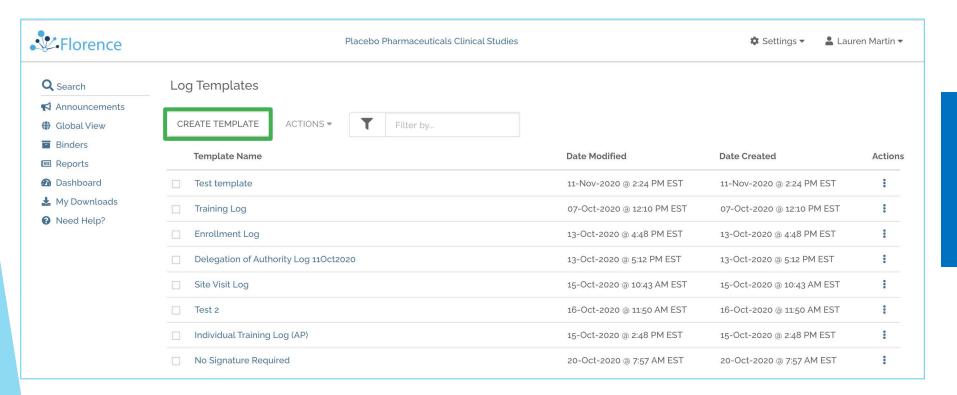
How?

First, create a log template

- Locate "Log Templates" under the settings tab at the upper right as shown in red.

Note: if you do not see this - your site admin will need to grant you the permission to create logs!
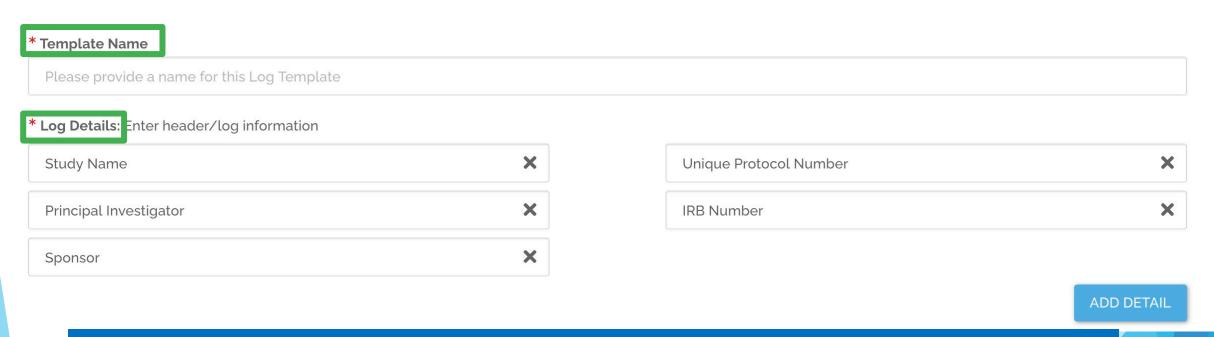
Create your Templates

Next, click on 'CREATE TEMPLATE' as shown highlighted. You are ready to build your template

Build your Template part 1

Log Templates > Create Log Template

* Template Name

Please provide a name for this Log Template

* Log Details: Enter header/log information

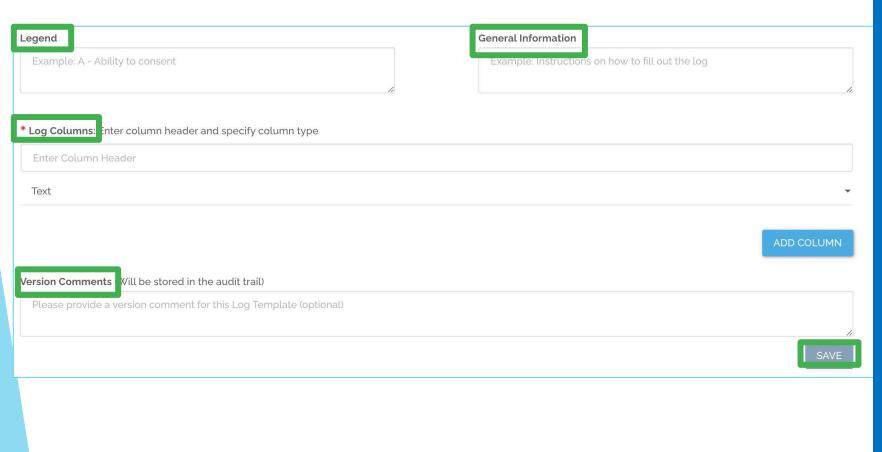|	
Study Name ✖	Unique Protocol Number ✖
Principal Investigator ✖	IRB Number ✖
Sponsor ✖	

ADD DETAIL

Give the template a name, understanding this template can be sent to multiple studies. Name examples: "DOA Log", "Monitor Visit Log", or Sponsor-specific, like "<Sponsor Name> DOA Log"

The Log details are the study-specific details that will be filled out for each study you send this template to. You can add or remove any details needed for the template.
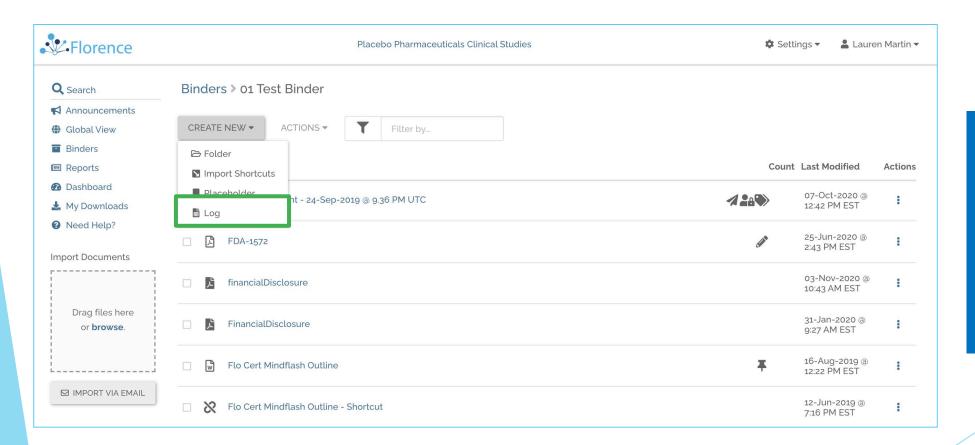
Florence

Build your Template part 2

Legend

General Information

Example: A - Ability to consent

Example: Instructions on how to fill out the log

* **Log Columns:** Enter column header and specify column type

Enter Column Header

Text ▾

ADD COLUMN

Version Comments (Will be stored in the audit trail)

Please provide a version comment for this Log Template (optional)

SAVE

- The legend should be used to reduce the amount of space you need to take up in columns like "Delegation" or "Reason for Monitor Visit".

- Build your legend, and explain how it should be used in "General Information"

- To add and select the parameters for your columns, begin typing in the box that says 'Enter Column Header' then select if it will be text, a date, or a signature. Click the blue 'Add Column' button.

- Finish by providing comments on the version you've created, and click "Save"

Florence

Add Template to Study

- Navigate to the location where the eLog should live

- From "Create New", select "Log"

Naming your Log

* Name (this can be changed later)

Length must be between 1 and 250 characters and may consist of any characters except the following \ / : < > " | ? *.
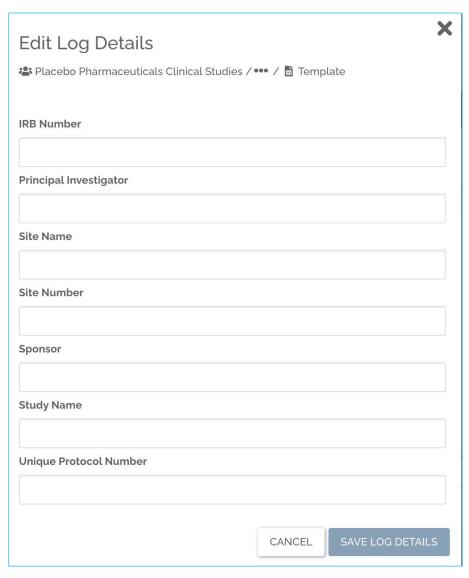
* Template

Type to search templates

- Name your log a study-specific name, following your naming convention
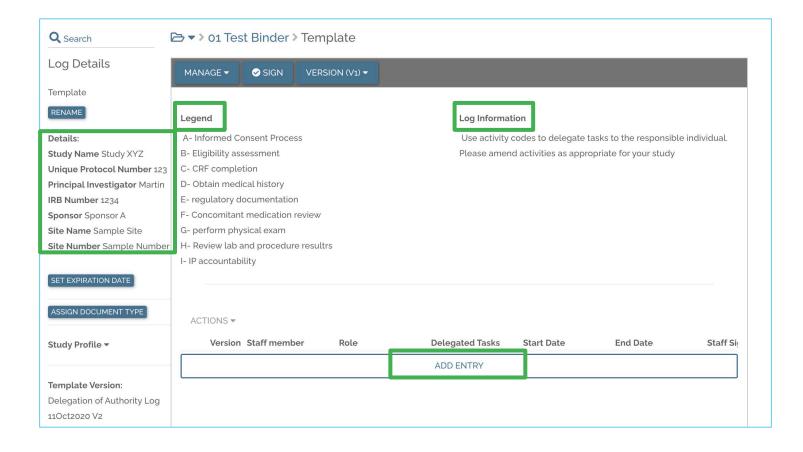
- Enter the Template name you'd like to use for this log

Florence

Complete Log Details

Edit Log Details

👥 Placebo Pharmaceuticals Clinical Studies / ••• / 📄 Template

IRB Number

Principal Investigator

Site Name

Site Number

Sponsor

Study Name

Unique Protocol Number

CANCEL   SAVE LOG DETAILS

- When you open your log for the first time, you'll be asked to enter the log details that were created in the Template creation.

- **Note:** If you skip this step, this pop-up will appear every time someone opens the log until the fields are completed. Florence recommends completing these fields the first time you open the log to avoid confusion.
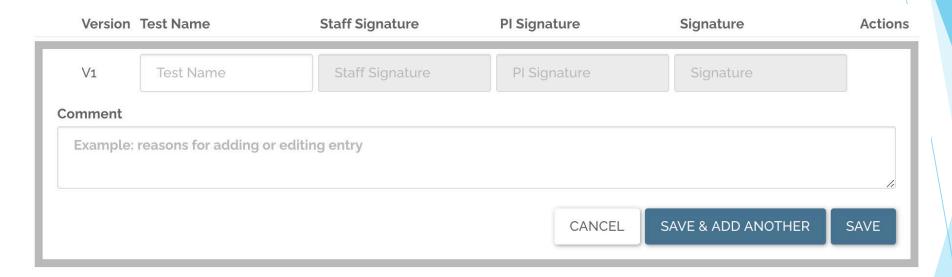
Florence

Build your Logs

- Your log details will show on the left side of the log

- Your legend will appear at the top of the log, to the left of the instructions on how to use the legend

- Start adding log entries by clicking "Add Entry"

Florence

Adding Entries

- Depending on how many columns you have, there may be a horizontal scroll with your log entries.

- Fill out the information you have, and save & add a new row, or just save the row you created.
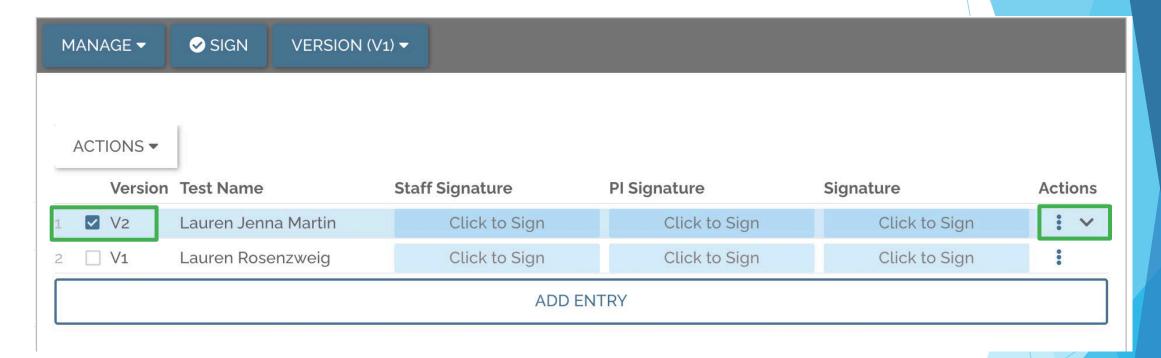
- Continue adding as many rows as you need!

Completed Rows

- Once you've created your rows, you can utilize the Actions dropdown by selecting the row you want to act on. View the audit trail, edit, sign a row or request signatures on a particular row. All actions you can take on a row will take place using this Actions dropdown.

- Note: This is a new workflow! Request signatures on rows using the Actions dropdown, NOT the "Manage" dropdown

Versioning Rows

After editing a row, you'll automatically create a new version for that row specifically. You can view changes made to that row by clicking the caret on the right side of the row.

Viewing Changes

Changes made will show as bold in previous versions

Requesting Signatures

Potential Signer(s)

If you would like the selected user(s) to receive an email now, select the "Email" checkbox for each User. If you would like to be emailed an alert once the user signs this document, select the "Alert" checkbox for each User.

lau

	Name	Column*	Reason*	Sign By Date	Alert	Email
☐	Lauren Martin	Select a column ▾	Select a Reason ▾	None	☐	☐

Staff Signature

PI Signature

Signature

Add Comment

You are receiving this notification because...

0 / 500

CANCEL   SAVE

- Requesting signatures will pull up the same familiar module, with one change: You'll select the column you're requesting the signature on.

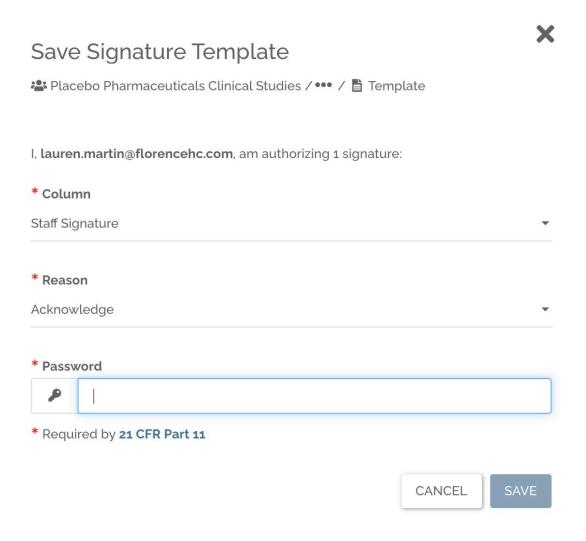- Even if you only have one signature column, you need to select the signature column field.

Florence

Signing the Log

When the user signs in to view the log, their requested signature column will show as yellow. The user will simply click their yellow column to sign the log.
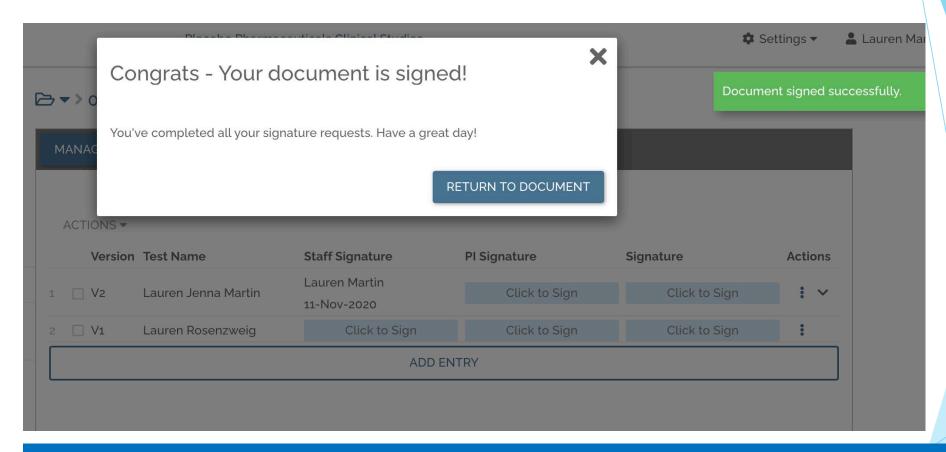
Signing the Log

Save Signature Template

👥 Placebo Pharmaceuticals Clinical Studies / ••• / 📄 Template

I, **lauren.martin@florencehc.com**, am authorizing 1 signature:

* Column

Staff Signature ▼

* Reason

Acknowledge ▼

* Password

🔑 |

* Required by **21 CFR Part 11**

CANCEL   SAVE

- Once you click the yellow signature field, you'll confirm the column you're signing as well as the reason.

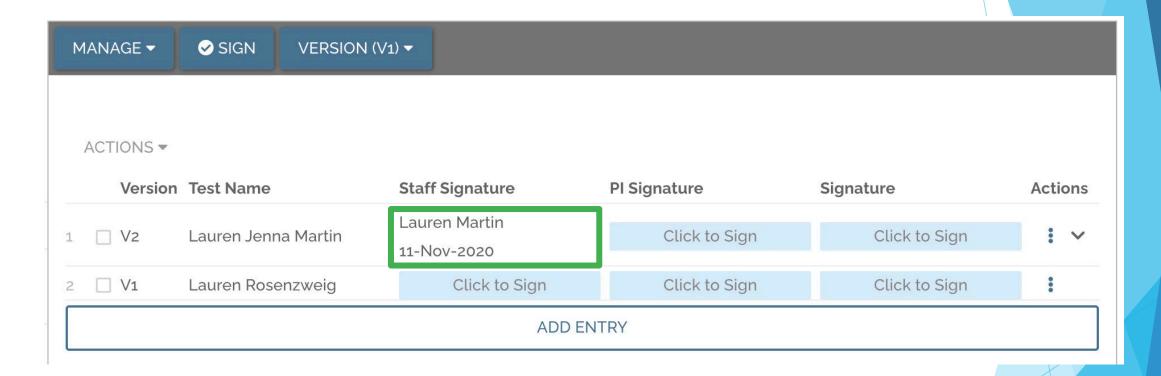- Enter your password or signing PIN and click Save to store your signature on the log

Florence

Confirming Signature

You'll still receive the familiar Green and White confirmation of success popups you've grown used to while using Florence!

Signatures

Signatures will fit neatly under the column header, without needing to resize or guess where to place the signature.

Signature on a Row

Audit Trail

Audit Trail

👥 Placebo Pharmaceuticals Clinical Studies / 📕 01 Test Binder / 📄 Template

✕

[⏷ NAME ▾] [Filter by...]

⬇ **Download as CSV** 📄 **Download as PDF**

Name	Action	Who	When ▾
01 Test Binder/Template Log Entry Row: 1	Log Entry Signed	Lauren Martin - lauren.martin@florencehc.com	11-Nov-2020 @ 2:31 PM EST
Reason: Signed for Acknowledge			
01 Test Binder/Template Version: 1	Log Viewed	Lauren Martin - lauren.martin@florencehc.com	11-Nov-2020 @ 2:30 PM EST
01 Test Binder/Template Log Entry Row: 1	Log Entry Signature Requested	Lauren Martin - lauren.martin@florencehc.com	11-Nov-2020 @ 2:30 PM EST
01 Test Binder/Template Log Entry Row: 1	Log Entry Updated	Lauren Martin - lauren.martin@florencehc.com	11-Nov-2020 @ 2:29 PM EST
01 Test Binder/Template Log Entry Row: 1	Log Entry Created	Lauren Martin - lauren.martin@florencehc.com	11-Nov-2020 @ 2:28 PM EST
01 Test Binder/Template Version: 1	Log Details Updated	Lauren Martin - lauren.martin@florencehc.com	11-Nov-2020 @ 2:27 PM EST
01 Test Binder/Template Version: 1	Log Viewed	Lauren Martin - lauren.martin@florencehc.com	11-Nov-2020 @ 2:26 PM EST

View the audit trail of the entire log or select a row to view a specific audit trail as needed.

Florence