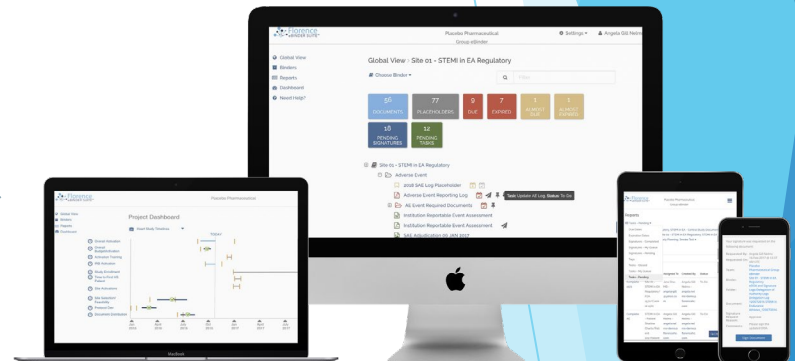


What is Florence ePrinter?



Examples of what to digitally “print”

EHR records (e.g., laboratory results, clinic notes, concomitant meds list, etc.)



Web browsers records:

- BSA calculations
- EKG conversions
- EDC (e.g., eligibility assignment/verification)
- IWRS (e.g., IP logs, bottle/lot numbers)
- RECIST reports



Adobe or Microsoft (e.g., templates, SOPs, etc.)

Technical Requirements

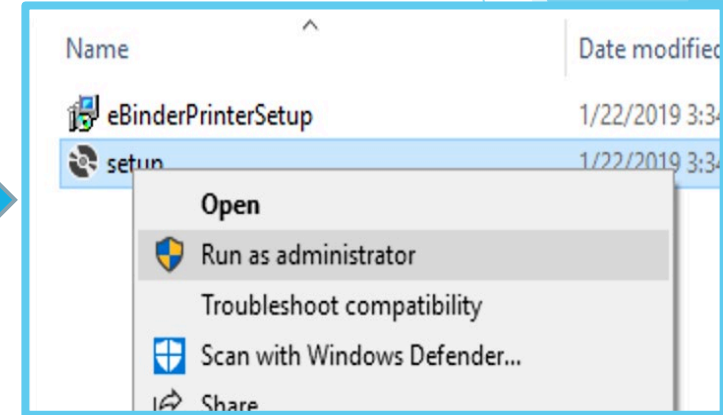
Windows 10+ Operating System

Administrator privileges on computer

Active login/Role in Florence



Use your Florence username/password.
No need for a separate account.



Permissions Needed to Print



View Binder



Import/Upload Document



View Documents Without PII



Replace a Document or Fill a Placeholder

First, install and setup Florence ePrinter™

- 1 Uninstall previous version, if applicable.
- 2 Open provided zip file
- 3 Save downloaded file.
- 4 Extract Zipped Folder.
- 5 Run "setup.exe" file as an Administrator
- 6 Allow and follow installation wizard steps.
- 7 Restart your computer (this is key!).
- 8 Pin printer to your taskbar.



Detailed instructions with screenshots are in the user guide, which is available on our Help Page.

Login to Florence ePrinter™

Login



Sign In to the eBinder Printer

Sign In

Email

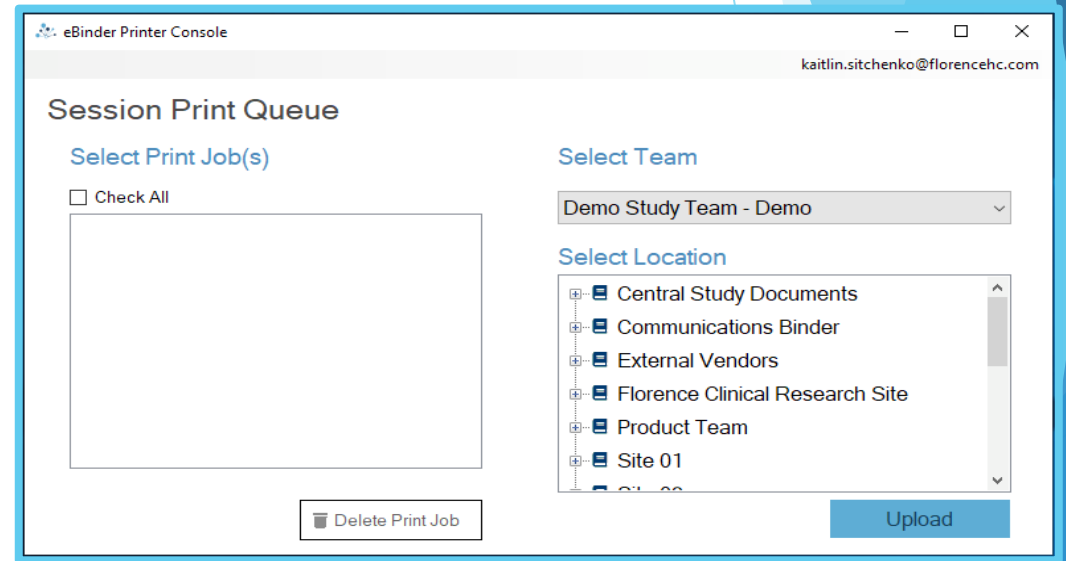
Password

SIGN IN

eBinder Printer
By Florence



Ready to print!



eBinder Printer Console

kaitlin.sitchenko@florencchc.com

Session Print Queue

Select Print Job(s)

Check All

Delete Print Job

Select Team

Demo Study Team - Demo

Select Location

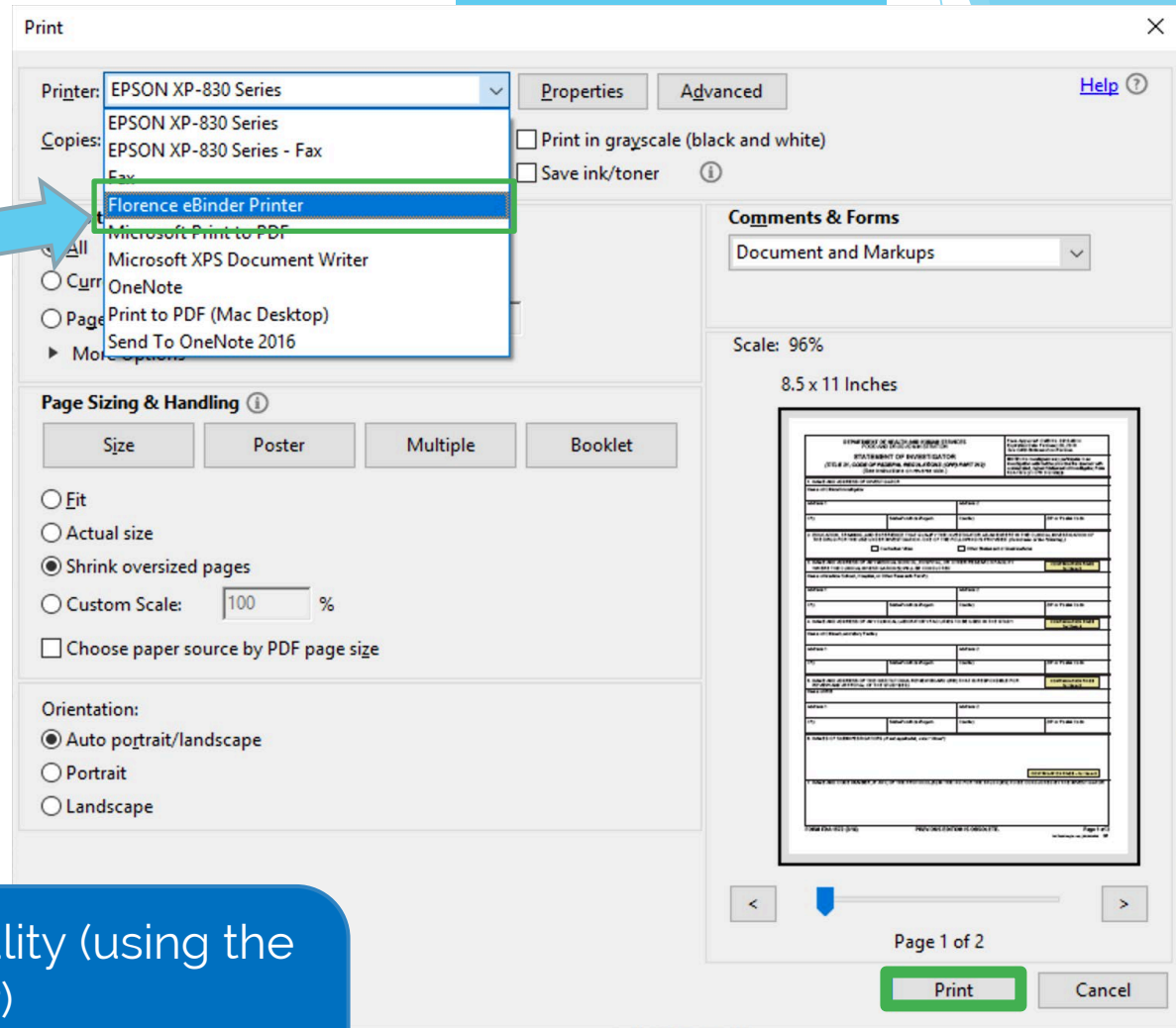
- Central Study Documents
- Communications Binder
- External Vendors
- Florence Clinical Research Site
- Product Team
- Site 01

Upload



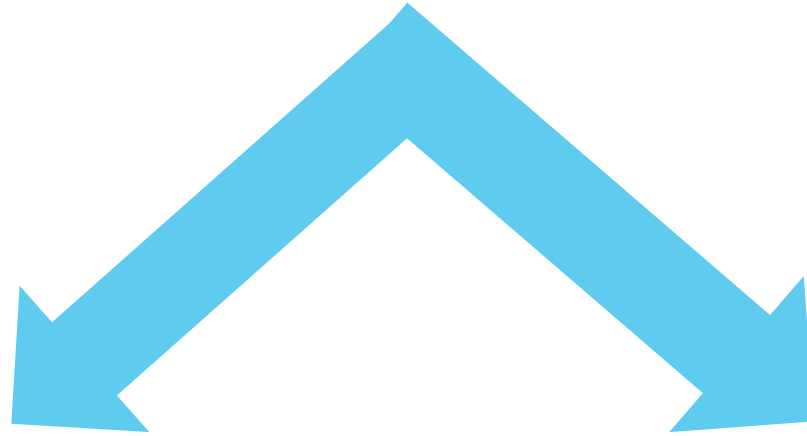
Login with your Florence username/password.
No need to create separate credentials!

Click Print



Use your computer's usual print functionality (using the Florence ePrinter™ as the selected printer)
This method converts the printed file's native format into a flattened (non-Form) PDF..

Create a Flat PDF or Maintain Native Filetype



Print

Flattened PDF



(.xps file)

Drag & Drop

Maintains filetype



(same extension)

Printing Creates Flattened PDFs



(Shows .xps file)

The image shows two overlapping windows. The top window is the Windows 'Print' dialog box. The 'Printer' dropdown menu is open, showing a list of printers with 'Florence eBinder Printer' highlighted in blue. Other printers listed include 'EPSON XP-830 Series', 'Microsoft Print to PDF', and 'Send To OneNote 2016'. The 'Page Sizing & Handling' section is visible, showing options for 'Size', 'Poster', 'Multiple', and 'Booklet'. The bottom window is the 'Session Print Queue' window. It has a 'Select Print Job(s)' button highlighted in green. Below it is a list of print jobs: 'FORM FDA 1572.pdf.xps', 'Microsoft Word - Study 001 Main ICF AM2_24Jan2019.xps', and 'Study 001 PSP AM2_24Jan2019.docx'. To the right, there are sections for 'Select Team' (set to 'Demo Study Team - Demo') and 'Select Location' (a tree view with 'Central Study Documents' selected). An 'Upload' button is highlighted in green at the bottom right.

Drag and Drop Maintains Native Filetype

The image shows two overlapping windows. The top window is a file explorer showing a list of files with columns for Name, Date modified, and Type. The bottom window is a software interface with a 'Session Print Queue' section containing a 'Select Print Job(s)' button and a list of files with checkboxes. To the right, there are sections for 'Select Team' (with a dropdown menu) and 'Select Location' (with a tree view of folders). An 'Upload' button is at the bottom right of the software interface.

Name	Date modified	Type
Study 001 FDA-1572 New Central Lab AM...	10/12/2018 3:12 PM	Adobe J
Study 001 IB Acknowledgment AM2_24Ja...	1/24/2019 6:01 PM	PNG Fil
Study 001 IB AM2_24Jan2019	1/24/2019 5:40 PM	DOC Fil
Study 001 Main ICF AM2_24Jan2019	1/24/2019 5:36 PM	DOC Fil
Study 001 Optional ICF AM2_24Jan2019	1/24/2019 5:36 PM	DOC Fil
Study 001 Package Insert AM2_24Jan2019	1/24/2019 6:00 PM	PNG Fil
Study 001 Promotional Material-KickCan...	1/24/2019 5:44 PM	JPG File
Study 001 Protocol AM2_24Jan2019	11/5/2018 2:33 PM	Adobe J
Study 001 PSP AM2_24Jan2019		
Study 001 Study Attestation		
Study 001 Summary of		

Session Print Queue

Select Print Job(s)

Check All

- FORM FDA 1572.pdf.xps
- Microsoft Word - Study 001 Main ICF AM2_24Jan2019.xps
- Study 001 PSP AM2_24Jan2019.docx

Delete Print Job

Select Team

Demo Study Team - Demo

Select Location

- Central Study Documents
- Communications Binder
- External Vendors
- Florence Clinical Research Site
- Product Team
- Site 01
- Site 02
- Site 03
- Site 04

Upload



(Shows same extension)

Print Job(s) and Destination Location

Select print job(s)

Select location

eBinder Printer Console
kaitlin.sitchenko@florencchc.com

Session Print Queue

Select Print Job(s)

Check All

- Study 001 FDA-1572 New Central Lab
- Study 001 IB Acknowledgment AM2_2
- Study 001 IB AM2_24Jan2019.doc
- Study 001 Main ICF AM2_24Jan2019.
- Study 001 Optional ICF AM2_24Jan20
- Study 001 Package Insert AM2_24Jan
- Study 001 Promotional Material-KickCa
- Study 001 Protocol AM2_24Jan2019.p
- Study 001 PSP AM2_24Jan2019.docx
- Study 001 Study Attestation Form AM:

Select Team
Demo Study Team - Demo

Select Location

- Central Study Documents
- Communications Binder
- External Vendors
- Florence Clinical Research Site
- Product Team
- Site 01

Delete Print Job Upload

eBinder Printer Console
kaitlin.sitchenko@florencchc.com

Session Print Queue

Select Print Job(s)

Check All

- Study 001 FDA-1572 New Cer
- Study 001 IB Acknowledgment
- Study 001 IB AM2_24Jan2019
- Study 001 Main ICF AM2_24Ja
- Study 001 Optional ICF AM2_2
- Study 001 Package Insert AM2
- Study 001 Promotional Materia
- Study 001 Protocol AM2_24Ja
- Study 001 PSP AM2_24Jan20
- Study 001 Study Attestation F
- Study 001 Summary of Change

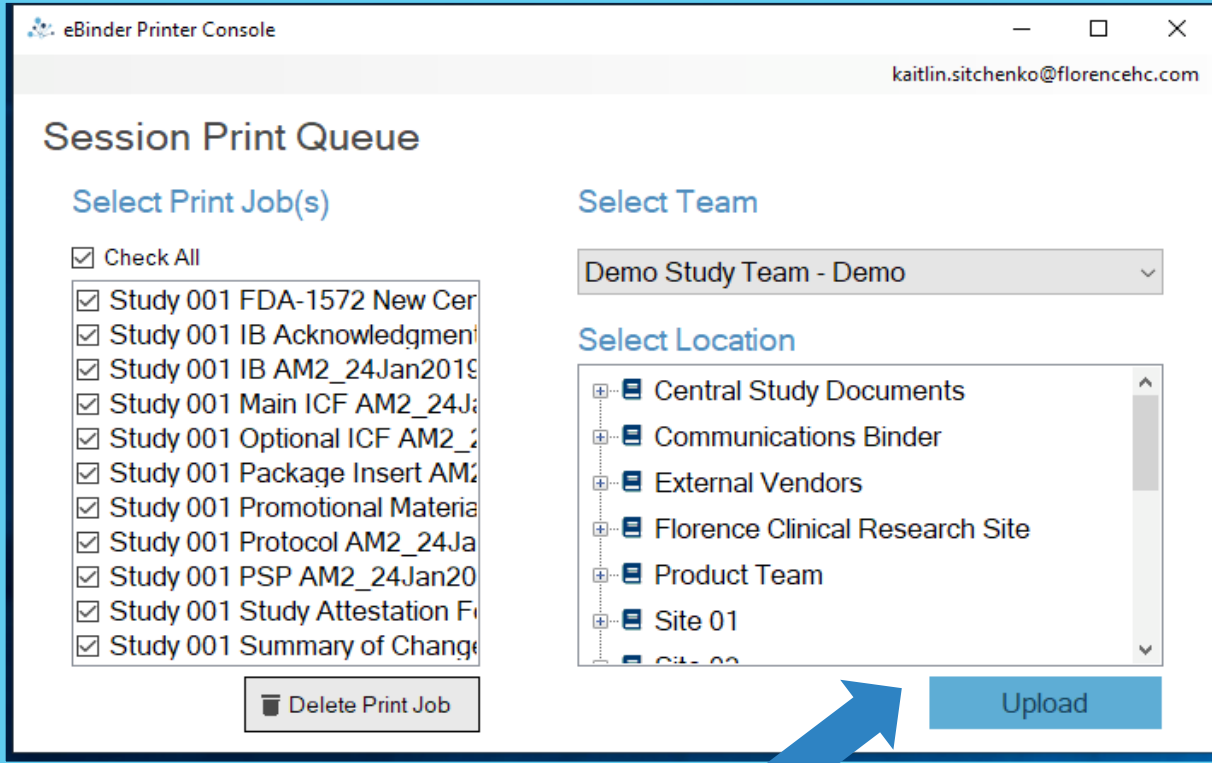
Select Team
Demo Study Team - Demo

Select Location

- Central Study Documents
- Communications Binder
- External Vendors
- Florence Clinical Research Site
- Product Team
- Site 01

Delete Print Job Upload

Click Upload



The screenshot shows the 'eBinder Printer Console' window. At the top, it displays the user's email: kaitlin.sitchenko@florencehc.com. The main section is titled 'Session Print Queue' and contains two columns of options:

- Select Print Job(s):** Includes a 'Check All' checkbox and a list of 11 study-related print jobs, all of which are checked. A 'Delete Print Job' button is located below this list.
- Select Team:** A dropdown menu currently set to 'Demo Study Team - Demo'.
- Select Location:** A list of folders including 'Central Study Documents', 'Communications Binder', 'External Vendors', 'Florence Clinical Research Site', 'Product Team', 'Site 01', and 'Site 02'.

An 'Upload' button is positioned at the bottom right of the console. A large blue arrow points from the bottom of the console towards the 'Upload' button.



In a pinch? Send in bulk to a Binder/Folder and move later.

When printing into a Placeholder.

Document Imported Via: Placeholder

Document Details

Study 2

You have 1 Document to sign

MANAGE VERSION (V1)

ANNOTATE SIGN DECLINE

PROTOCOL SIGNATURE PAGE

Protocol Title:

Protocol Number:

Protocol Version/ Date:

Sponsor Name:

Document Creation: 05-Nov-2018

Document Imported Via: Placeholder

Original File Name: Study 001 PSP AM2_24Jan2019.docx

File Attachment Date: 30-Jan-2019

Last Modified: 30-Jan-2019 @ 5:32 PM EST by Kaitlin Sitchenko

VIEW FULL AUDIT TRAIL

Audit Trail Event: Placeholder Filled Via Printer

Audit Trail

Today's Demo/Florence eBinder Printer V3/Fillable Form via Printer Drag and Drop

Download as CSV Download as PDF

Name	Action	Who	When
Today's Demo/Florence eBinder Printer V3/Fillable Form via Printer Drag and Drop Version: 1	Document Viewed	Kaitlin Sitchenko - kaitlin.sitchenko@florencehc.com	30-Jan-2019 @ 5:35 PM EST
Today's Demo/Florence eBinder Printer V3/Fillable Form via Printer Drag and Drop Version: 1	Placeholder Filled Via Printer	Kaitlin Sitchenko - kaitlin.sitchenko@florencehc.com	30-Jan-2019 @ 5:35 PM EST
Today's Demo/Florence eBinder Printer V3/Fillable Form via Printer Drag and Drop Version: 1	Document Created	Kaitlin Sitchenko - kaitlin.sitchenko@florencehc.com	30-Jan-2019 @ 5:34 PM EST

When printing into a Binder or Folder

Document Imported via: Printer connector

Document Details
Florence eBinder Printer V3 > FORM FDA 1572.pdf

FORM FDA 1572.pdf
529,74 KB

You have 1 Document to sign
START SIGNING VIEW QUEUE

MANAGE VERSION (v1)
ANNOTATE SIGN DECLINE

Document Creation:
30-Jan-2019

Document Imported Via:
Printer connector

Original File Name:
FORM FDA 1572.pdf.xps

File Attachment Date:
30-Jan-2019

Last Modified:
30-Jan-2019 @ 5:26 PM EST
by Kaitlin Sitchenko

VIEW FULL AUDIT TRAIL

DEPARTMENT OF HEALTH AND HUMAN SERVICES
FOOD AND DRUG ADMINISTRATION
STATEMENT OF INVESTIGATOR
(TITLE 21, CODE OF FEDERAL REGULATIONS (CFR) PART 312)
(See instructions on reverse side.)

Form Approved: OMB No. 0910-0014
Expiration Date: February 28, 2019
See OMB Statement on Reverse.

NOTE: No investigator may participate in an investigation until he/she provides the sponsor with a completed, signed Statement of Investigator, Form FDA 1572 (21 CFR 312.53(c)).

1. NAME AND ADDRESS OF INVESTIGATOR
Name of Clinical Investigator
Sally Florence
Address 1
1234 Florence Avenue
Address 2
City
Atlanta
State/Province/Region
Georgia
Country
United States of America
ZIP or Postal Code
30308

2. EDUCATION, TRAINING, AND EXPERIENCE THAT QUALIFY THE INVESTIGATOR AS AN EXPERT IN THE CLINICAL INVESTIGATION OF THE DRUG FOR THE USE UNDER INVESTIGATION. ONE OF THE FOLLOWING IS PROVIDED (Select one of the following.)
 Curriculum Vitae
 Other Statement of Qualifications

3. NAME AND ADDRESS OF ANY MEDICAL SCHOOL, HOSPITAL, OR OTHER RESEARCH FACILITY

Audit Trail Event: Document Imported Via Printer

Audit Trail

Today's Demo/Florence eBinder Printer V3/FORM FDA 1572.pdf

Download as CSV Download as PDF

Name	Action	Who	When
Today's Demo/Florence eBinder Printer V3/FORM FDA 1572.pdf Version: 1	Document	Kaitlin Sitchenko - kaitlin.sitchenko@florencehc.com	30-Jan-2019 @ 5:30 PM EST
Today's Demo/Florence eBinder Printer V3/FORM FDA 1572.pdf Version: 1	Document	Kaitlin Sitchenko - kaitlin.sitchenko@florencehc.com	30-Jan-2019 @ 5:27 PM EST
Today's Demo/Florence eBinder Printer V3/FORM FDA 1572.pdf Version: 1	Document Imported Via Printer	Kaitlin Sitchenko - kaitlin.sitchenko@florencehc.com	30-Jan-2019 @ 5:26 PM EST