Florence eLog Management

This workflow addresses the two most regular issues in need of trouble shooting for the use of Florence eBinder's eLogs.

1. Correcting mistakes/Dealing with incorrectly submitted logs

1.1. Amend/add to log entry

- i. Scroll bottom bar across all the way until 'Actions' column appears.
- ii. Press the three dots and select 'Edit'.

Tasks delegated (see Legend)	Start Date	End Date	PI Approval	Actio
13 & 14	31-Aug-2022	01-Sep-2022	Sign Unrequested	÷
3-7, 15	01-Aug-2022	30-Sep-2022	Sign Unrequested	
1, 21 & 24			Sig Edit	
		Add Entry	Sign Request Signa	tures

iii. All details (except for signature) can be edited here. Select save once edited.

Start Date	End Date	PI Approval	Action
31-Aug-2022	01-Sep-2022	Sign Unrequested	:
01-Aug-2022	30-Sep-2022	PI Approval	
		CANCEL	SAVE
	31-Aug-2022	31-Aug-2022 01-Sep-2022	31-Aug-2022 01-Sep-2022 Sign Unrequested 01-Aug-2022 30-Sep-2022 Pi Approval

iv. It will then prompt to you explain reason for edit, select 'Save' again once reason written and your log edit will be complete.

	Murdach Childron's Desearch Institute (MCDI)			
11. Evalu	Edit Log Row		×	Principal Inv
12. Perfo	🚥 / 🖪 Training Binder / 🖺 eLog Management Demo			
13. Asses				there is a d
14. Repo				al Investiga
15. Prepa	* Please provide a reason for these changes:			final day or
product)	This reason will be noted in the Audit trail			eate a new S
16. Activi				erseded fina
17. Store			11	d all previou
18. Colle				annotate an
19. Make		CANCEL	SAVE	d enter deta
20. Proce		CANCEL	SAVE	
21. Signs	off CRFs	_	_	
22. Resolv	ves data queries			

1.2. Mistaken/incorrect signature request

- i. If you have accidently requested a signature from the wrong person.
- ii. Scroll across to 'Actions' column, press the three buttons and re-select 'Request Signature'.

	Tasks delegated (see Legend)	Start Date	End Date	PI Approval	Actions
	13 & 14	31-Aug-2022	01-Sep-2022	lona Walton 01-Sep-2022	
	3-6, 15	01-Aug-2022	30-Sep-2022	Sigr Edit	~
	1, 21 & 24			Sign Sigr Request Sig	natures
			Add Entry		
-					• •

- iii. In 'Pending' tab select the incorrectly chosen person to sign and press 'Action' button that appears top right of pop up.
- iv. Select 'Mark Cancelled' to cancel their signature request and press 'Submit'. This will cancel the signature request and allow you to choose another name in 'Signers' tab.

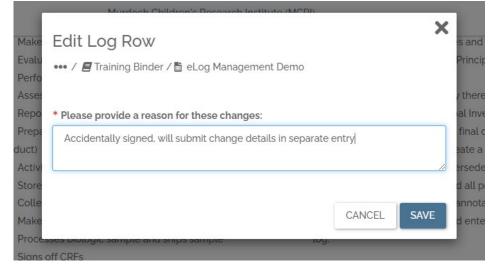
	res for log row				>
🖪 Training Binder / 🛅 eLog	Management Demo				
elect 1 or more potential sig xisting requests. Hover over Signers (o)	r column headings and ic		n. View the Pending tab to :	send reminders or	modify
ACTIONS - Mark Canceled Undo Changes	Column	Reason	Sign by Date	Notify Me	Email Signer
Iona Walton iona.walto	on@mcri.edu.au proval	Approval 🕶	None		
Add Comment					
Add Comment Add your comments here					

1.3. Correcting accidental signing: in the case someone has signed a column they shouldn't have

i.	Scroll bottom bar across to	'Actions'	column,	click on	three dots,	select 'E	dit'.
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Start Date	End Date	PI Approval	Actions
31-Aug-2022	01-Sep-2022	Iona Walton 01-Sep-2022	(<u>;</u>)~
01-Aug-2022	30-Sep-2022	Sigr Edit	~
		Sign Sigr Request S	Signatures
	Add Entry		
	31-Aug-2022	31-Aug-2022 01-Sep-2022 01-Aug-2022 30-Sep-2022	31-Aug-2022 01-Sep-2022 lona Walton 01-Sep-2022 30-Sep-2022 Sig Edit Sign Sign Request S

- ii. Edit any column that has text E.g. if Delegation log, tasks delegated are 2-4, 7. Delete the 7 and save giving reason "Accidentally signed, will submit change details in separate entry".
- iii. Any time a log detail is edited (whether that be study role, delegated task number, date etc.) every signature will be removed from the current version of the row.
 *Audit track will still show previous signatures and reason for edits which reset them.



iv. Submit a second entry with any deleted details of initial log entry, if required.

1.4. Log entry created in error

- i. If a log entry has been created by accident or is no longer needed there is **NO WAY TO DELETE A SINGLE ENTRY.**
- ii. **Do not delete anything** in an eLog as that will likely result in entire eLog's being deleted.
- iii. To signify a row/entry should not be there, go to 'Edit' the entry.
- iv. In edit, remove/clear all details (except for 'Team Member' you need to leave this for row to save) and in all empty text sections input 'N/A entered in error' and save.

taff signature	Study Role	Tasks delegated (see Legend)	Start	Date				E	nd Date	9
Sign Unrequested	Trial Assistant	13	31-Au	g-202	22			0	2-Sep-	2022
Staff signature	N/A entered in error	N/A entered in error	01-	Aug-:	2022				30-Se	p-2022
			<		AUC	GUST 2	022		>	
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			31	01	02	03	04	05	06	
Sign Unrequested	Trial Manager	1, 21 & 24	07	08	09	10	11	12	13	
			14	15	16	17	18	19	20	
		Add Entry	21	22	23	24	25	26	27	
			28	29	30	31	01	02	03	
			04	05	06	07	08	09	10	
			CLE	AR	>			CI	OSE	

v. When asked reason for changes submit: 'N/A entered in error' as well.

r	Murdoch Childron's Desearch Institute (MCDI)		
alu	Edit Log Row		×
fo	🚥 / 📕 Training Binder / 🖺 eLog Management Demo		
00			
pa	* Please provide a reason for these changes:		
) Vi	N/A entered in error		
e			//
e			
(e			
CE		CANCEL	SAVE
15 0	off CRFs		

vi. This row will then continue to exist in log but represents a null entry.

	Iona Walt			
2 🗌 V3	Iona wate	Sign Unrequested	N/A entered in error	N/A entered in error

2. Signing eLog Signature Requests

When an individual requests your signature on any document or log it will appear in a blue bar at the top of your screen upon logging on to Florence (you may also be notified by email).

Florence		Murdoch Children's Research Institute (MCRI)	Settings •	
Q Search	My Signature Queue		Start	Signing.(1)
Announcements	Binders			_
 Binders Reports 	CREATE BINDER ACTIONS - Tilter by			
 Dashboard My Downloads 	Name 🗸		$Count \Downarrow Last Modified \Downarrow$	Actions
Need Help?	ADJUST - 60373		I 240 PM AEST	1
	Dore - 67506		23-Jun-2022 (1) 1028 AM AEST	1
	Adored - 84239		■ 🖬 🗾 25-Aug-2022 @ 138 PM AEST	1
	AIROPLANE - 78071		■ ■ 25-Aug-2022 (a) 222 PM AEST	I
	🗌 📕 Alexion1840 Wilsons Disease - 74978		Image: 100 and 2002 (a) 1000 and AM AEST	1

- i. Select the 'start signing' button to go to any signature requests
- ii. When you come across an eLog in your requests, you will need to scroll to the bottom of the page with the right-hand side bar. At the bottom you need to scroll the bottom bar all the way to the left.

There are no signers for this v escor Versional Listoness Signature(s) Requested: 4 Iona Waltor: Acknowle cige via Log Row 3	Varsio	Angela Karandagildis angelakarandagildisginori Steptanle Firth stephanie Firth stephanie Kithgmonteduau Jana Walton	Staff signature Sign Unvequence Sign Unvequence		Legend -24 8 57
There are no signers for this v ers of MERCALL SIGNERS Signal Lare(s) Requested:		Angela Karandagildis angela karandagildisgincri			Legend
There are no signers for this v ersion	Warsio	n babw	Staff signature	Study Pola	
Seres	ACTIONS +	9.11.11			Tasks delegated (see
Last Modified: 30-Aug-2022 (3 2023) AM AEST WENFULL MODIFIEM.		study drug or device accountas action (e.g. MRE)	: iky		
Document Imported Via. Direct	an Processe at. Signs off az. Resolves		rple	ing.	
Document Creation ou-Aug-acce	58. Collects ! 59. Makes pr	corrects CRF entries		new Principal Investigator m	wed all previously delegated tasks. Th ay annotate any changes in delegated and enter details in the new delegatio
Template Version: Delegation of Duties Log Va		related to code break		of Outles Log, and sign the s	Create a new Signature and Delegation uperseded finalised delegation log to
	12. Reports 5 15. Prepares	iAEs ar dispenses study drug ar devi			repail investigator should finalise and heir final day on the study. The new
Study Profile *		AEs and SAEs			udy there is a change in the Principal
ASSIGN DOCUMENTTYPE		study related assessments		inplamented.	nà Lunchar avena 2 ava revae o et a
		s study related test results			over and responsion designed thange. by Principal, investigator before they ar
	and the base of	study visit procedures udv related medical decisions		The log must be updated in	roles and responsibilities change.

Once scrolled across, the area to be signed will be highlighted in yellow

Tasks delegated (see Legend)	Start Date	End Date	PI Approval	Actions
1-24	16-May-2022	14-Jun-2022	Stephanie Firth 12-May-2022	:
2, 5,7	28-Jul-2022		Sign Unrequested	: ~
2-6			→ SIGN HERE	:
		Add Entry		

iii. Click on the yellow button and sign (using signing PIN). This will sign the log entry, once submitted it will tell you it is signed to confirm.

	Congrats - Your documen	×	
Q Search Log Details	You've completed all your signature request	You've completed all your signature requests. Have a great day!	
Example deleg log	Legend	RETURN TO DOCUMENT	
Details: Study Name sf.ikjasdfjkl Principal Investigator	 Coordinates HREC communications Screens or recruits study participants Obtains Informed Consent (inc. sign off) 	All persons who have been delegated significant study related duties or tasks, must be listed on the log. Use the study task key to assign the tasks delegated. Record the numbers corresponding to	