

Using multiple teams in Florence

This workflow explains how to switch between different Florence teams. Due to updates in Australian privacy laws and a new Australian Amazon Web Server (AWS) becoming available for Florence eBinders data storage, MCRI now has two different teams in Florence. As of July 2024, binders that will consist of only Australian sites and participants must now be created in the Australian team. For studies using Florence that are, or intend, to go international, they will remain being made in the EU team (with servers in Germany AWS to meet relevant international regulations).

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1. Selecting between two teams

- a. When signing into Florence with access to two teams, you will often be directed to the Teams page where you can select which team to enter based on which binder you need:



Select Team

- MCRI - TEAM 1 - EU
- MCRI - TEAM 2 - AUS

2. Switching between teams

- a. Sometimes Florence will take you back to the last page, or previous Binders tab, you were on. If you aren't in the right team, select 'Settings'

MCRI - TEAM 2 - AUS Settings

Binders > Mock Commercial ISF

CREATE NEW ACTIONS Filter by...

Type	Name	Count	Last Modified	Actions
	00. Table of Contents		01-Jul-2024 @ 8:36 AM AEST	
	00. To be Filled	1	09-Aug-2024 @ 12:14 PM AEST	
	01. Contacts	0	01-Jul-2024 @ 8:36 AM AEST	
	02. Investigator Brochure	0	01-Jul-2024 @ 8:36 AM AEST	
	03. Protocol and Amendments	0	01-Jul-2024 @ 8:36 AM AEST	
	04. Informed Consent Forms and Patient Materials	0	01-Jul-2024 @ 8:36 AM AEST	
	05. Agreements	0	01-Jul-2024 @ 8:36 AM AEST	
	06. HREC and Governance	0	01-Jul-2024 @ 8:36 AM AEST	
	07. TGA Documentation	0	01-Jul-2024 @ 8:36 AM AEST	

- b. In the 'Settings' drop down, select 'Switch Teams' to go to team selection page as shown in 1a.

- Settings
- Switch Teams
- Team Members
- Team Settings
- Structure Templates
- Log Templates
- Permission Overview
- Roles
- Tags