

# Florence eLog Management

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

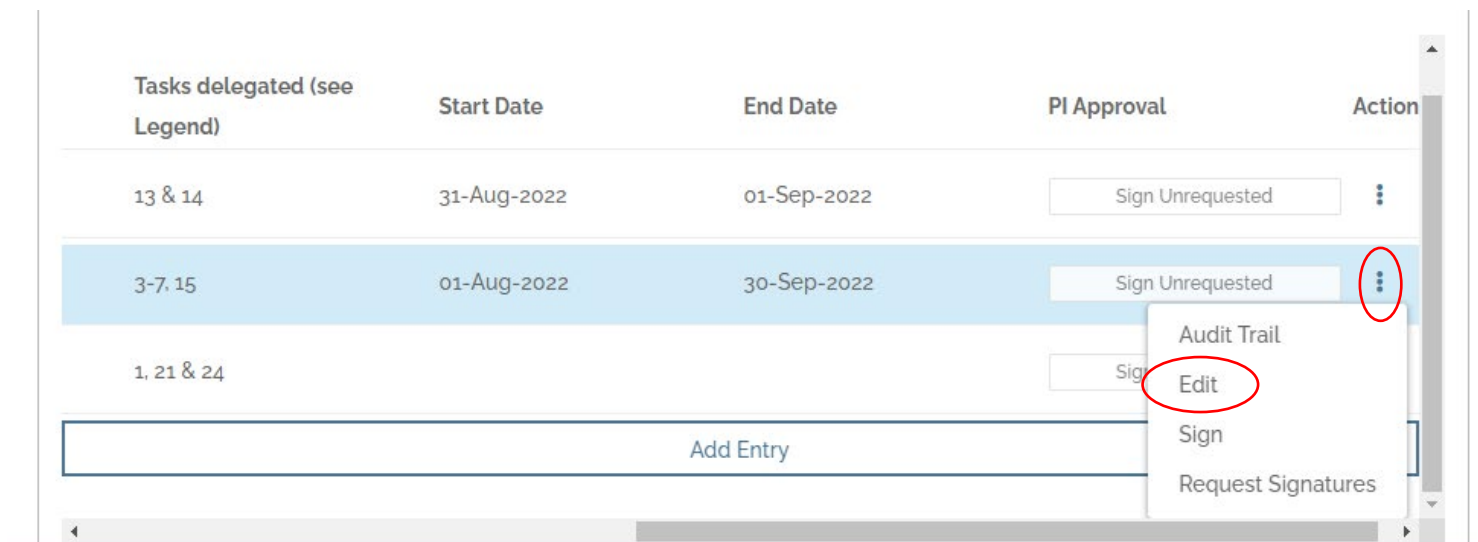
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## 1. Correcting mistakes/Dealing with incorrectly submitted logs

### 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’.



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

Tasks delegated (see Legend)	Start Date	End Date	PI Approval	Actions
13 & 14	31-Aug-2022	01-Sep-2022	Sign Unrequested	⋮
<input type="text" value="3-6   15"/>	<input type="text" value="01-Aug-2022"/>	<input type="text" value="30-Sep-2022"/>	<input type="text" value="PI Approval"/>	<input type="button" value="CANCEL"/> <input type="button" value="SAVE"/>
1, 21 & 24			Sign Unrequested	⋮

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



### Edit Log Row

Training Binder / eLog Management Demo

**\* Please provide a reason for these changes:**

## 1.2. Mistaken/incorrect signature request

- i. If you have accidentally 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	Iona Walton 01-Sep-2022	
3-6, 15	01-Aug-2022	30-Sep-2022	<input type="text" value="Sign"/>	
1, 21 & 24			<input type="text" value="Sign"/>	



Add Entry


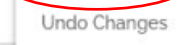
- iii. In 'Pending' tab select the incorrectly chosen person to sign and press 'Action' button that appears top right of pop up.
- iv. Select 'Mark Cancelled' to cancel their signature request and press 'Submit'. This will cancel the signature request and allow you to choose another name in 'Signers'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

### Request Signatures for log row 1

Training Binder / eLog Management Demo

Select 1 or more potential signers. All signers must be assigned to a column. View the Pending tab to send reminders or modify existing requests. Hover over column headings and icons for details.

 Signers (0)  Pending (1)

ACTIONS	Column	Reason	Sign by Date	Notify Me	Email Signer	
 	<input checked="" type="checkbox"/> Iona Walton	<input type="text" value="iona.walton@mcri.edu.au"/> proval	Approval	<input type="text" value="None"/>	<input type="checkbox"/>	<input type="checkbox"/>

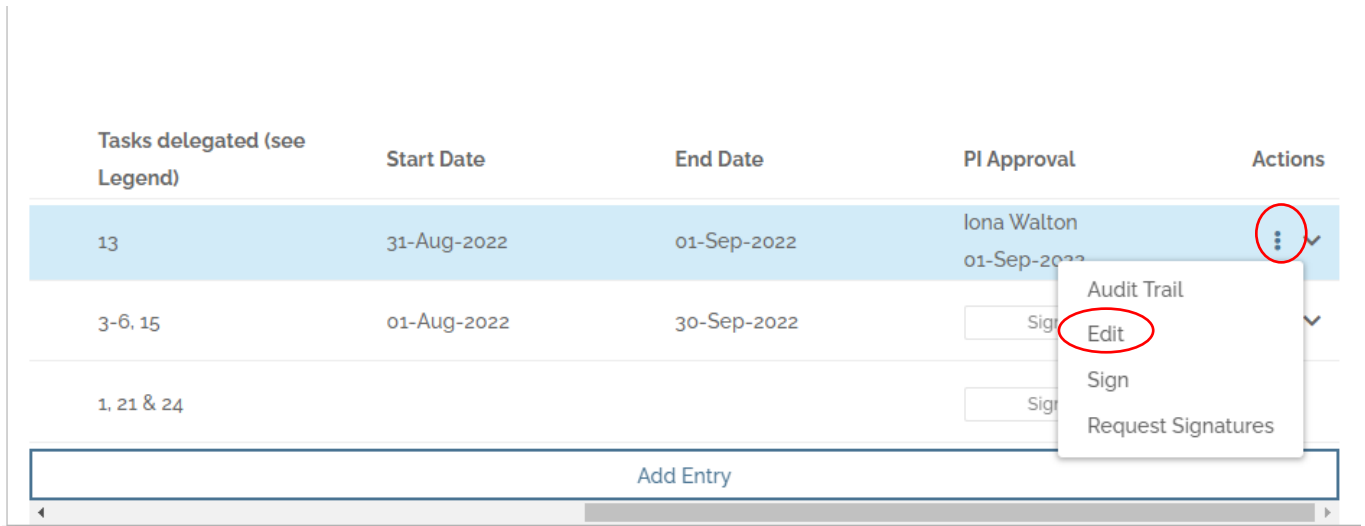
Add Comment

Add your comments here

0/2000

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

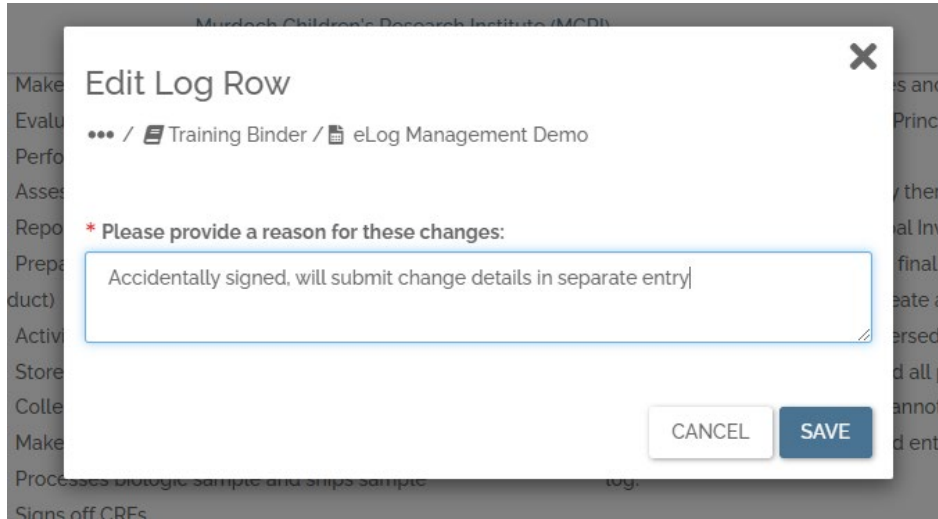
- i. Scroll bottom bar across to 'Actions' column, click on three dots, select 'Edit'.



Tasks delegated (see Legend)	Start Date	End Date	PI Approval	Actions
13	31-Aug-2022	01-Sep-2022	Iona Walton 01-Sep-2022	⋮
3-6, 15	01-Aug-2022	30-Sep-2022	Sign	✓
1, 21 & 24			Sign	✓

Add Entry

- 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.*



Murdoch Children's Research Institute (MCRI)

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### Edit Log Row

⋮ / Training Binder / eLog Management Demo

**\* Please provide a reason for these changes:**

Accidentally signed, will submit change details in separate entry

CANCEL SAVE

- 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.

The screenshot shows a table with columns: Staff signature, Study Role, Tasks delegated (see Legend), Start Date, and End Date. The first row shows 'Sign Unrequested', 'Trial Assistant', '13', '31-Aug-2022', and '02-Sep-2022'. Below the table, there is an 'Add Entry' button. A date picker is open, showing 'AUGUST 2022' with the 01st highlighted. The 'CLEAR' button in the date picker is circled in red. Another 'N/A entered in error' text box in the table is also circled in red.

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

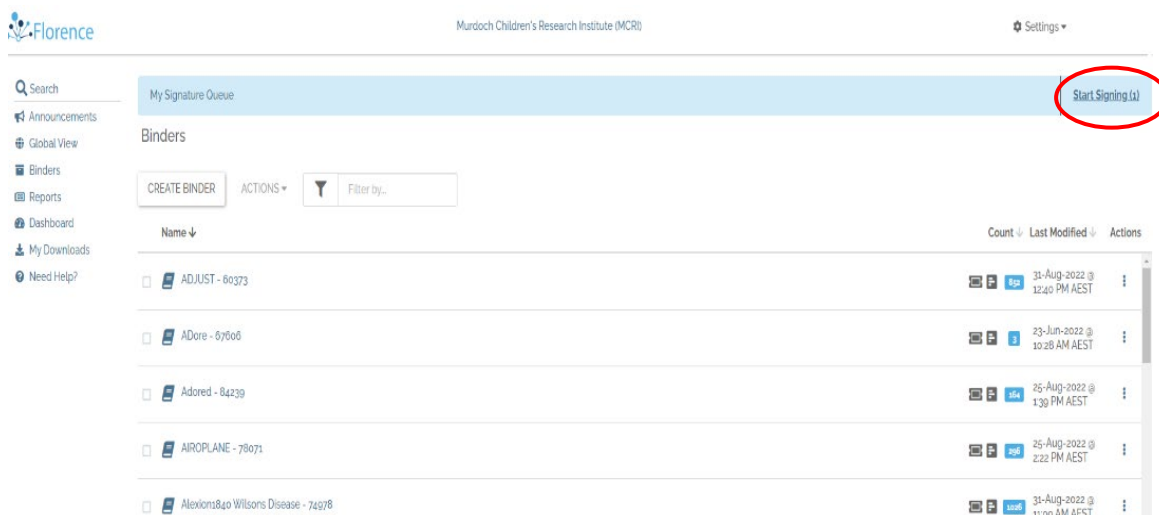
The screenshot shows a dialog box titled 'Edit Log Row' with a close button (X) in the top right corner. The breadcrumb path is 'Training Binder / eLog Management Demo'. A red asterisk indicates a required field: '\* Please provide a reason for these changes:'. The text box contains 'N/A entered in error'. There are 'CANCEL' and 'SAVE' buttons at the bottom right.

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

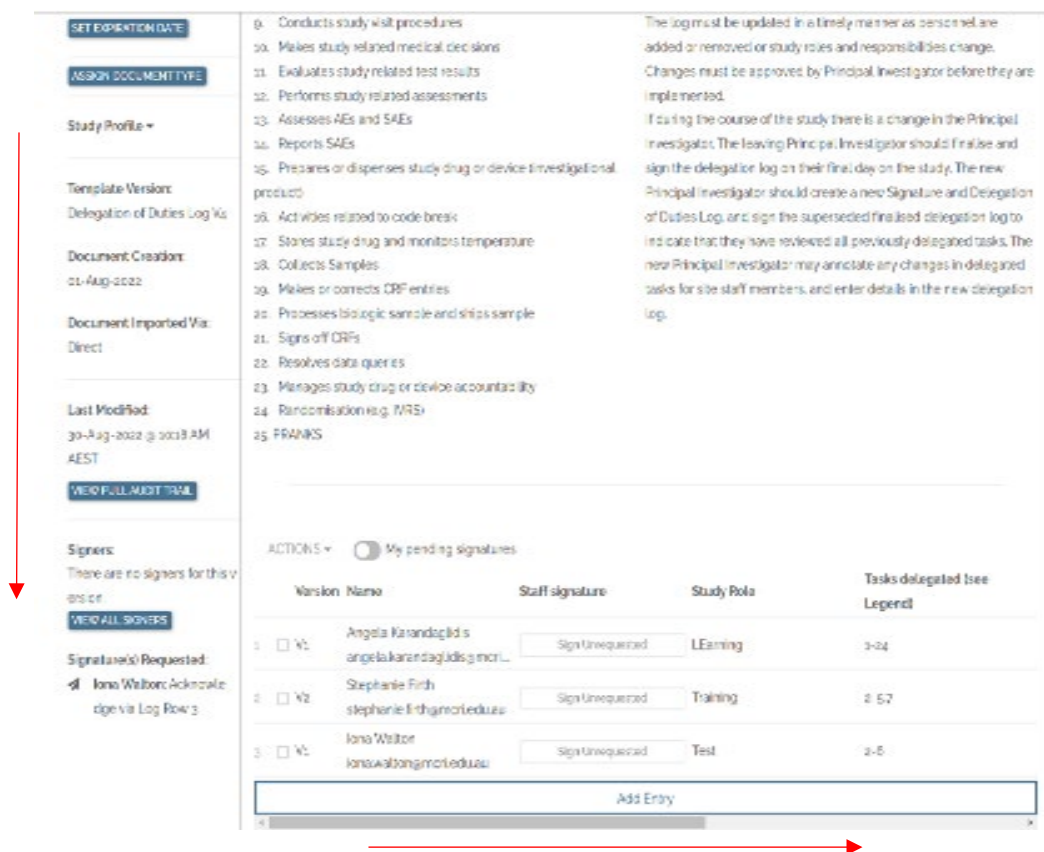
2	<input type="checkbox"/> V3	Iona Walt	<input type="text" value="Sign Unrequested"/>	<input type="text" value="N/A entered in error"/>	<input type="text" value="N/A entered in error"/>
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## 2. Signing eLog Signature Requests

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).



- 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.



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			<b>→ SIGN HERE</b>	⋮
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.

