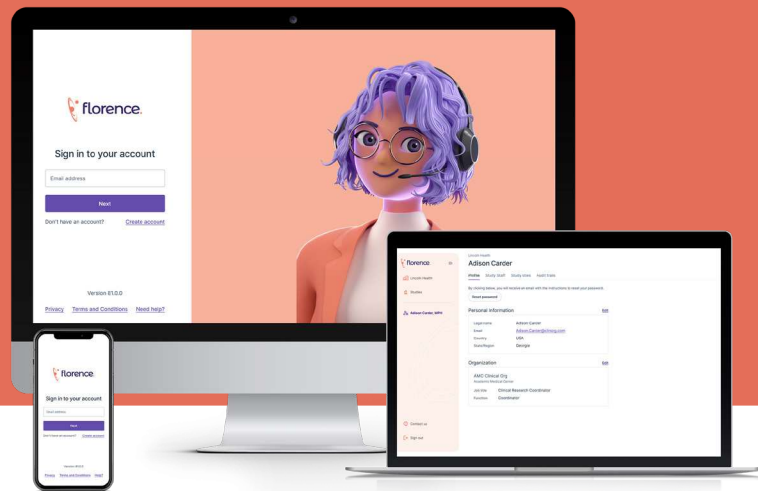


Florence ePrinter™

Digitally Exchange Encrypted Study Documents Between Clinical Systems



Florence ePrinter enables research teams to maintain digitally native records in an encrypted digital format for seamless document delivery into the Florence eBinders™ platform

How does it work?

Florence ePrinter replaces a standard paper printer with secure digital printing of sensitive documents into a specified Florence eBinders location.

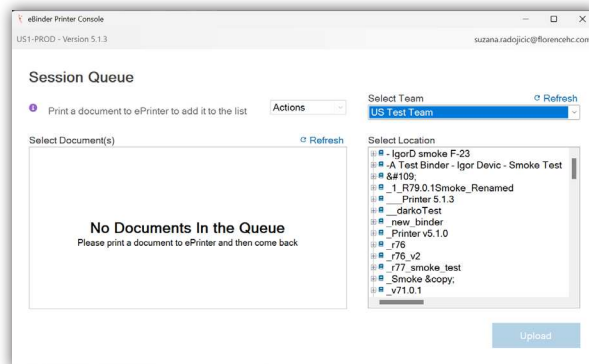
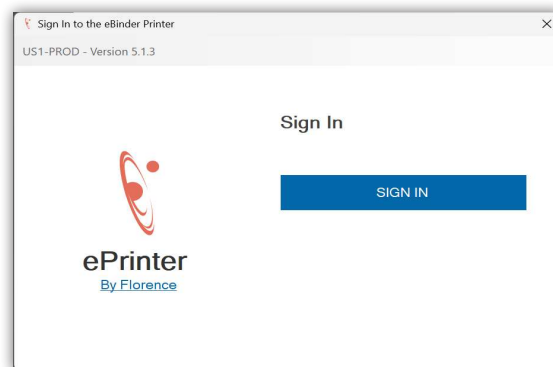
In addition to streamlining document delivery to the eRegulatory Binder, this process eliminates printing and saving documents with sensitive information onto shared desktops and printers.

Digitally Deliver Encrypted Documents and Records Including:

- Electronic Health Records (EHR)
- Laboratory Results
- Clinic Notes
- Concomitant Medicines List
- BSA Calculations
- EKG Conversions
- EDC Documents
- Eligibility Assignments
- IRT/IWRS Information
- IP Logs
- Bottle/Lot Numbers
- RECIST Reports
- SOPs
- Templates

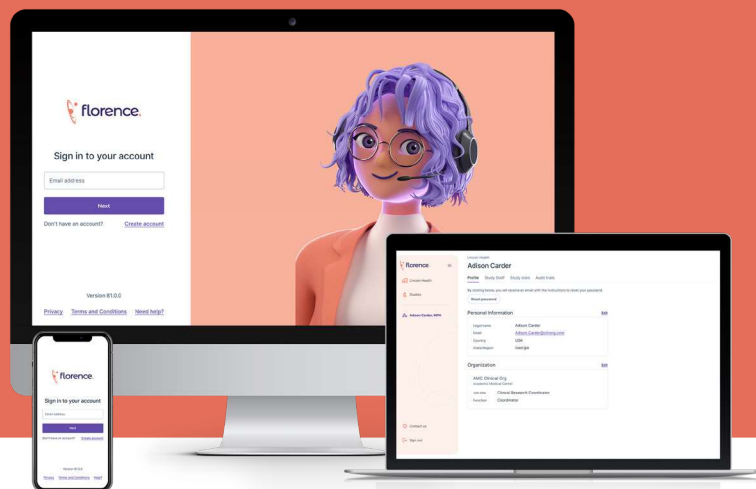
Easy Steps for using Florence ePrinter

- 1 Log into Florence ePrinter
- 2 Open the print job (e.g., Patient Chart in EHR) on your desktop computer
- 3 Click “Print” (print job automatically appears in the Florence ePrinter)
- 4 Select print job(s) and specify the desired location (Binder, Folder, or Placeholder)
- 5 Click upload
- 6 View in Florence eBinders to confirm printout displays correctly and is not truncated



Florence ePrinter

Technical Considerations and Basic Installation Instructions



Key Operating System Requirements

Windows 7, Windows 10 | 64-bit Machines

Compatible with any program on Windows that allows you to print

IT/Administrator privileges on the computer

For step-by-step instructions, refer to the User Guide, available on the Florence Help Page

Note: If you don't have these privileges on your computer, reach out to your Team Admin/IT Team

Basic Installation Steps

- 1 Uninstall the previous version, if applicable
- 2 Open the provided URL (zip file) available on the Florence Help Page
- 3 Save downloaded file and extract zipped file from folder
- 4 Run "setup.exe" file as an Administrator (*this is key!*)
- 5 Allow and follow the installation wizard
- 6 Restart your computer (*this is key!*)
- 7 Pin the ePrinter to your taskbar

Printing with Florence ePrinter

- 1 Requires Active login/Role to Florence eBinders (SAML compatible)
- 2 Clicking "Print" creates the print job into a flat PDF for upload
- 3 Using Drag-n-drop preserves the print job's file type for upload

Florence eBinders Consideration

Florence ePrinter actions are recorded in the Audit Trail and Document Details (sidebar)

Available Print Locations:

Can send print jobs in bulk to a Binder or Folder
Can send a single print job into a Placeholder

Required User Permissions:

View Binder
Import/Upload Document
View Documents Without PII
Replace a Document or Fill a Placeholder