

FLORENCE QUICK REFERENCE: Document View

Search 0.0 To be Filed > WL2_3_39 Chest freezer test cert 01JUL20

Document Details

WL2_3_39 Chest freezer test cert 01JUL20

[RENAME](#)

Tasks:

- Please remove previous Cert. from freezer

Status: Todo

Related Documents: 1

[View Related Document Details](#)

Expiration Date: 30-Jun-2022

[UPDATE EXPIRATION DATE](#)

Document Creation: 30-Mar-2021

Document Imported Via: Email attachment

Original File Name: chestfreezer test cert 01JUL20.pdf

File Attachment Date: 30-Mar-2021

Last Modified: 30-Mar-2021 @ 11:43 AM AEDT

[VIEW FULL AUDIT TRAIL](#)

Signers:

Stephanie Firth for Certified Copy on 30-Mar-2021 @ 11:14 AM AEDT

[VIEW ALL SIGNERS](#)

Signature(s) Required: 14

- Natalie Rose: Acknowledge by 30-Apr-2021 via Stamp (+) Click to Expand 1 Comment

Tags:

- Imported Via Email

MANAGE
VERSION (V2)

ANNOTATE
SIGN

Test Certificate



Test Conducted By: MCRI
On Behalf Of: ,

Site: LABS
Location: WL2_3_39

Asset & Test details

| | | |
|----------------------|--------------------------------------|----------------------------|
| Asset: 024559 | Description: minus 80 freezer | Testcode: |
| Make: PHCBI | Model: mdf-c8v1-pe | Serial No: 18100310 |

| Test | Result | Unit | Status |
|--------------------|---------|------|-------------|
| Plugs | | | Pass |
| Flexible cord | | | Pass |
| Cover / Guards | | | Pass |
| Earth Continuity | 0.06 | ohm | Pass |
| Insulation Voltage | 250 | V | Information |
| Insulation | > 19.99 | MOhm | Pass |

Comments:
Previous certificate Make and Model updated due to faulty entry. Original test and asset setup date was 12/02/2020

Overall Status: Pass **Date Of Test:** 1/07/2020
Next Test Due: 1/07/2022

Test Instrument: Seaward PrimeTest Elite 20L-1231 **Tested By:** admin

Electronic Certified Copy by: Stephanie Firth - stephanie.firth@mcri.edu.au

Tools

[1. Search Bar](#)

Search all areas of Florence which you have access to by document or folder name

[3. Manage Document](#)

Drop down with multiple action options for the selected file(s) – This may change depending on your Role permissions.

- Assign Tags
- Assign to Timelines
- Create Task
- Delete
- Download
- Duplicate
- Move
- Mark document as PHI
- Request Signatures

[5. Annotate](#)

Highlight, redact, or add text to the document.

[6. Sign Document](#)

Sign by Addendum or Stamp on the document

[7. Document Navigation](#)

Rotate the document, zoom in, or skip to a specific page.

[9. Tasks](#)

View and manage all open tasks connected to this file.

[11. Expiration Date](#)

See and update the expiration / due date for this file.

File Information

[2. File Tree / Navigation Bar](#)

Click on the downward triangle to quickly view and navigate to all parent folders, as well as key Florence features including:

- Announcements
- Global View
- Binders (home screen)
- Reports
- Dashboard
- My Downloads

[4. Version History](#)

Drop down menu which displays the option to upload a new version, as well as a document version history with brief description of changes. Click the version you which to view.

[8. Document Name](#)

View and update the file name

[10. Related Documents](#)

Links to shortcuts to the open document, and/or the email body and other attachments for files imported by email.

[12. Upload details](#)

Displays the original file name, as well as when and how the document was uploaded.

[13. Audit Trail](#)

View all actions that have been taken on the document. Download to excel to filter by User, action type, date, etc.

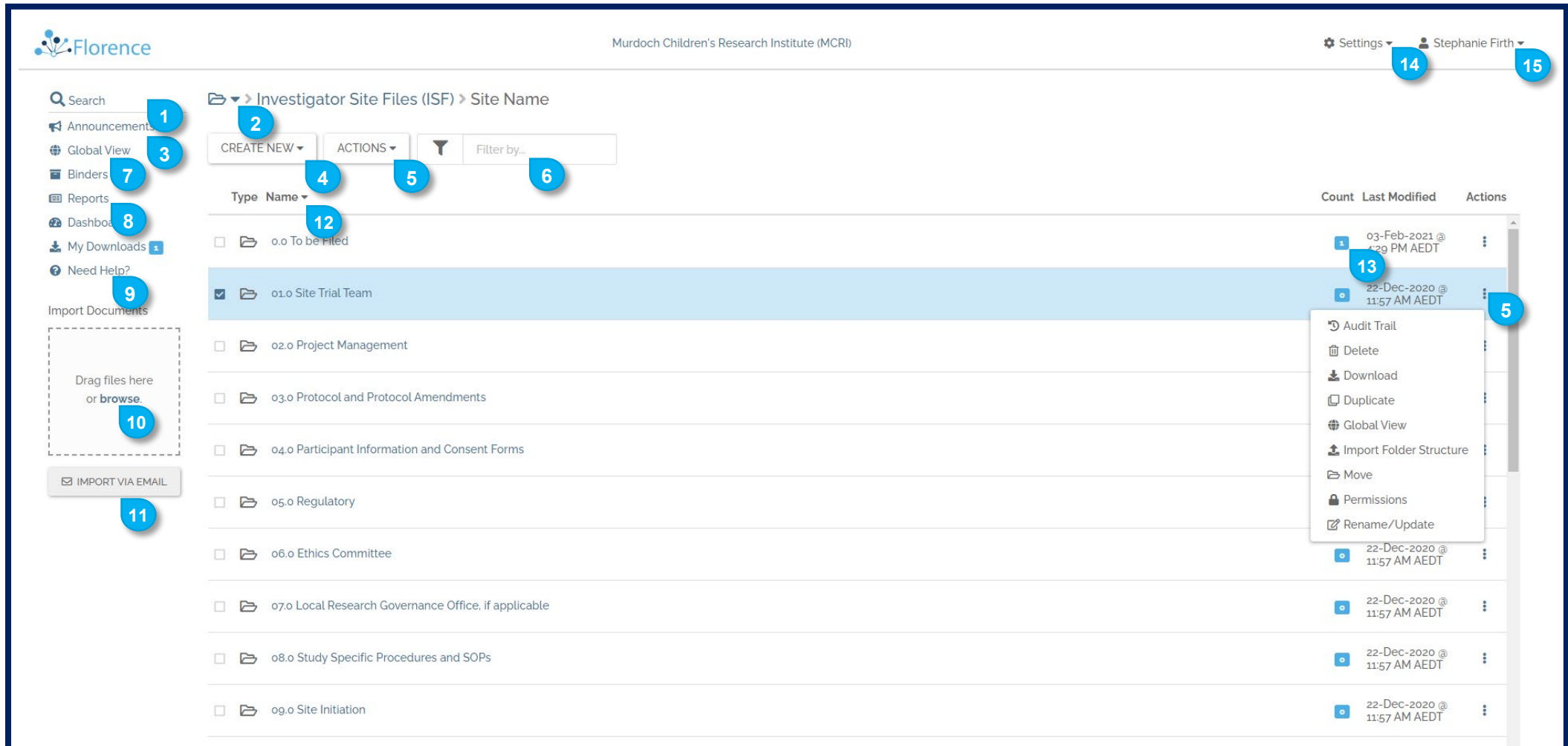
[14. Signature information](#)

Displays all current signatures on the document, as well as outstanding signature requests.

[15. Tags](#)

All 'Tags' which have been connected to the document.

FLORENCE QUICK REFERENCE: Navigation Screen



The screenshot shows the Florence interface for the Murdoch Children's Research Institute (MCRI). The navigation screen is titled "Investigator Site Files (ISF) > Site Name".

Numbered Callouts:

- 1: Search bar
- 2: Folder navigation (Investigator Site Files (ISF) > Site Name)
- 3: Global View button
- 4: CREATE NEW button
- 5: ACTIONS button
- 6: Filter by... input field
- 7: Binders button
- 8: Reports button
- 9: Need Help? button
- 10: Import Documents area (Drag files here or browse)
- 11: IMPORT VIA EMAIL button
- 12: Type Name dropdown
- 13: Table row (01.0 Site Trial Team)
- 14: Settings icon
- 15: User profile (Stephanie Firth)

Table Data:

| Count | Last Modified | Actions |
|-------|-----------------------------|---------|
| 1 | 03-Feb-2021 @ 4:29 PM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |
| 0 | 22-Dec-2020 @ 11:57 AM AEDT | ... |

Context Menu (for 01.0 Site Trial Team):

- Audit Trail
- Delete
- Download
- Duplicate
- Global View
- Import Folder Structure
- Move
- Permissions
- Rename/Update

Navigation

[1. Search Bar](#)

Search all areas of Florence which you have access to by document or folder name.

[2. File Tree](#)

Click on the downward triangle to quickly view and navigate to all parent folders

[6. Filter](#)

View files in the currently open location which contain a specific word or phrase

[7. Global View](#)

An overview of all folders, documents, and placeholders viewable to you in Florence

[12. Sort By](#)

Sort by type, name, no. of documents, or when the file was last modified by clicking on the bolded headings.

Tools

[3. Announcements](#)

Send messages to Florence Users which link directly to a File. Messages can be sent in bulk based on Role.

[8. Reports](#)

Generate Reports based on a range of in-built metrics such as due dates, expiry dates, pending signatures, outstanding tasks, and assigned tags and labels.

[9. Need Help?](#)

Who to contact for support, along with a repository of resources to help you use Florence.

[14. Settings](#)

Drop down with multiple action options for the selected file(s) – This will change depending on your Role Permissions.

- Manage Notifications
- Permissions Overview (by User or Role)
- Manage Florence Roles
- Manage Tags
- Invite and Manage Florence Team Members

[15. User Profile](#)

Manage your Signing PIN, marketing communications from Florence, and view your audit trail within Florence

File Management

[4. Create New](#)

Create a folder, placeholder, Log, or shortcut to a document filed elsewhere in Florence

[5. Actions](#)

Drop down with multiple action options for the selected file(s) – This will change depending on the type and number of file(s) selected, and your Role Permissions.

- Assign Tag
Document / Placeholder only
- Assign to timeline
Document / Placeholder only
- Create a Shortcut
Document / Placeholder only
- Create a Task
Document / Placeholder only
- Request Signatures
Document only
- Update Expiration Date
Document / Placeholder only
- Update Due / Expiry Date
Document / Placeholder only
- View audit trail
- Delete
- Download
- Duplicate
- Rename/Update
- Move
- View Overview of contents in 'Global View'
Folder only
- Import Folder Structure
Folder only
- Mark as containing PHI
Document only

[10. Upload Documents](#)

Drag and drop files into this square, or click 'Browse' to search your computer

[11. Email to Folder](#)

See the open locations unique email address, which you can use send files via email.

[13. File count](#)

Shows how many documents and placeholders are in the folder