

Rave Site Cloud: End of Study - Tasks for Administrators eLearning Course Outline

Course Description: In this course, you will learn about the role of a client coordinator along with the tasks they perform in Site Cloud: End of Study.

Approximate Duration: 20 minutes

Module	Topic
Welcome (1 min)	Introduction and Objectives
Content Transfer (3 min)	<ul style="list-style-type: none"> ● Transfer new EOS study content to RCM ● Locating study folders in RCM
EOS Import Report (1 min)	<ul style="list-style-type: none"> ● Locating and viewing the EOS Import Report ● Study transfer verification
Reconcile Mismatched Site (1 min)	<ul style="list-style-type: none"> ● How to Identify mismatched site names ● Correct site names
Setup Users and Workflows (5 min)	<ul style="list-style-type: none"> ● Grant users read-only access, download, and acknowledgement task authorization ● Process and revert a workflows request sent by client coordinators. ● Post access provision reports ● Cancel workflows
Access and Acknowledgment Maintenance (4 min)	<ul style="list-style-type: none"> ● Modifying either active and completed acknowledgements ● Identifying users who were assigned the original download and acknowledgement tasks.
Archive EOS Studies (2 min)	<ul style="list-style-type: none"> ● Archive a selected study ● Identify Archived study folders

Regrant Site Users Access to Archived Studies (2 min)	<ul style="list-style-type: none">• Locate archived studies• Select users and provision read-only access
Complete Course (1 min)	Summary