

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

**Course Description:** This course covers various tasks and actions that administrators can perform in site cloud end of study.

Approximate Duration<sup>1</sup>: 20 min

Module	Topics
Welcome	<ul style="list-style-type: none"> <li>● Introduction &amp; Objectives</li> </ul>
Tenant Setup	<ul style="list-style-type: none"> <li>● Disable Autonaming</li> <li>● Rename and update acknowledgment documents</li> </ul>
Upload Study Content Folders to the FTP Server	<ul style="list-style-type: none"> <li>● Overview of the study content folder structure</li> <li>● Uploading Subject CRFs to the FTP server</li> </ul>
Content Transfer	<ul style="list-style-type: none"> <li>● Transfer new EOS study content to RCM</li> <li>● Locating study folders in RCM</li> </ul>
EOS Import Report	<ul style="list-style-type: none"> <li>● Locating and viewing the EOS Import Report</li> <li>● Study transfer verification</li> </ul>
Setup Users and Workflows	<ul style="list-style-type: none"> <li>● Granting users read-only, download, and acknowledgement access</li> <li>● Using the proper users and workflows configuration method</li> </ul>
Update User Roles	<ul style="list-style-type: none"> <li>● Granting sponsor users with power user access (or other roles)</li> <li>● Using reports to verify that RCM processed the provisions accurately.</li> </ul>
Access and Acknowledgment Maintenance	<ul style="list-style-type: none"> <li>● Modifying either active and completed acknowledgements</li> <li>● Identifying users who were assigned the original download and acknowledgement tasks.</li> </ul>
Study Removal	<ul style="list-style-type: none"> <li>● Enabling study removal</li> <li>● Hard deleting studies from RCM</li> </ul>
Conclusion	Summary

<sup>1</sup> Duration listed is approximated, and does not reflect activities, simulations or assessments

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