

Rave CTMS: Configuring ICF Review eLearning Course Outline

Course Description: This course demonstrates how CTMS administrators can configure ICF review for CRAs within Rave CTMS. This includes configuring document types and approved reference document sources.

Approximate Duration: 25 minutes

Module	Topic
Welcome (1 min)	Introduction and Objectives
Information and Tutorials (23 min)	<p>What is ICF Review</p> <ul style="list-style-type: none"> • A brief explanation of what ICF Review is and how it organizes and tracks data for CRAs <p>Add and Edit Approved Reference Documents</p> <ul style="list-style-type: none"> • Add and edit approved reference documents for ICF review (only for studies not using document and submission tracking) • Assign the approved reference documents to particular sites <p>Activate and Inactivate Approved Reference Documents</p> <ul style="list-style-type: none"> • Activate and Inactivate Approved Reference Documents individually or in bulk <p>Add ICF Review Records</p> <ul style="list-style-type: none"> • How CRAs can easily add records to document their review of new ICFs when there is a new version of an ICF available <p>Edit ICF Review Rows</p> <ul style="list-style-type: none"> • Editing ICF review rows in bulk and individually using in-line editing <p>Activate and Inactivate ICF Review Rows</p> <ul style="list-style-type: none"> • Activating and inactivating ICF review rows individually and in bulk • Viewing active, inactive, or all ICF review rows <p>Delete ICF Review Row</p>

	<ul style="list-style-type: none"> • Deleting ICF Review rows individually or in bulk <p>Add New Participants for Manual Studies</p> <ul style="list-style-type: none"> • Add new participants from particular sites • Using 'save and close' and 'save and new' <p>Managing ICF Review for Participants in EDC/Ingestion Sourced Studies</p> <ul style="list-style-type: none"> • Selecting a Document name for an ICF Review row so that the document type, version, version date, and IRB approval date auto populate based on the data from the Approved Reference Documents table • Adding Participant sign dates manually <p>How to Use Filters and Smartfilters</p> <ul style="list-style-type: none"> • Selecting, applying, clearing, editing, and clearing filter options. • Introduction to smartfilters <p>ICF Search Bar</p> <ul style="list-style-type: none"> • How to sort ICF data using the ICF search bar <p>View Audit History for Approved Reference Documents</p> <ul style="list-style-type: none"> • Using audit viewing to see audit records for approved reference documents <p>View Participant Audit History</p> <ul style="list-style-type: none"> • View the participant ID and status change details • View other Participant ICF review audit details
<p>Complete Course (1 min)</p>	<p>Summary</p>