

Florence

Florence
Icon Guide









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Introduction

This guide lists and defines all icons found in Florence. Icons are listed by the section in which they appear online. If an icon has more than one use, the definition listed will match that section.







Navigation Pane

	Search
	Announcements
	Global View
	Binders
	Reports
	Dashboard
	My Downloads
	Need Help?

Settings

	Settings
	Log Templates
	My Email Notifications
	Permission Overview
	Projects
	Roles
	Tags
	Team Members
	Team Email Notifications
	Team Settings












Binders and Folders

	Binder, Create Binder
	Audit Trail
	Delete
	Download
	Global View
	Import Folder Structure
	Permissions
	Rename/Update
	Folder, Create Folder, Move
	Placeholder, Create Placeholder


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	Import Shortcuts
	Log, Create Log
	Tags, Assign Tags
	Assign to Timelines
	Create Shortcuts
	Task, Create Task
	Duplicate
	Request Signatures, Signed
	Mark Document(s) as PHI
	PDF (Document Type)
	Word (Document Type)
	Graphic (Document Type)
	Shortcut
	Broken Shortcut
	Request Signatures, Signed







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	Pending Signature
	Update Expiration Date
	Expiration Date Set
	Expiration Date Passed
	Study Profile
	Labels
	Due Date Set
	Due
	Monitor Review
	Monitor Review - Open Query
	Monitor Review - Approved
	Search
	Expand
	Collapse






Manage Team Members

	Audit Trail
	Access Dates Report
	Manage Access
	Remove Member, Cancel Invitation
	Permission Overview
	Remove ALL Permissions
	Resend Invitation
	No Roles Assigned

Manage Projects



	Project, Create Project
	Import Project Structure
	Delete
	Duplicate
	Edit
	Timeline

Manage Roles

	Create Role
	Manage Access
	Audit Trail
	Delete
	Duplicate

	Manage Role Permissions, Permission Overview
	Rename



Manage Tags

	Edit Tag
	Delete





Permission Overview

	Role
	Binder
	Team
	Folder

User Account

	User, Edit Profile
	Session Activity Log

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	Need Help?
	Switch Teams
	Contact Us
	Sign Out
	Switch to eConsent