# T-1114 - How to Upload Documents to Florence

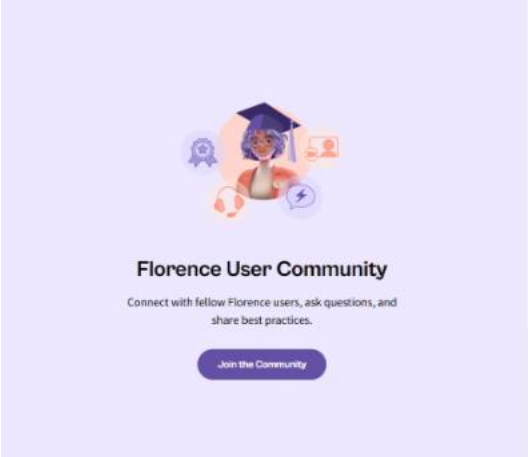
*This guide shows how to upload documents directly to a Florence study folder.*

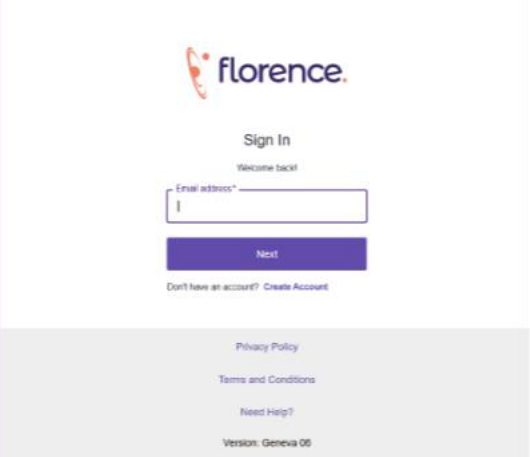
## Step 1: Logging in to Florence eISF

1. Go to the Florence Login Page: https://login.v2.researchbinders.com/u/login/identifier

2. Enter your NHS.net or le.ac.uk email address and click 'Next'

3. Enter your password and click 'Sign In'

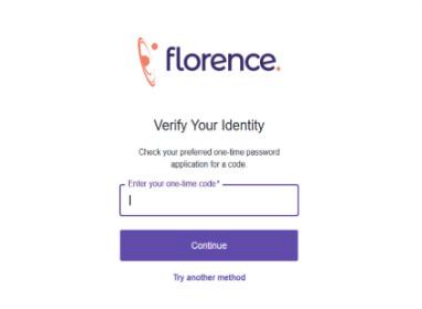



## Step 1a: Verifying account

You will next have to 'Verify your identity'

Enter the number displayed on your mobile device and click 'Continue



Click ‘Continue’. You’ll be taken to your Florence Dashboard

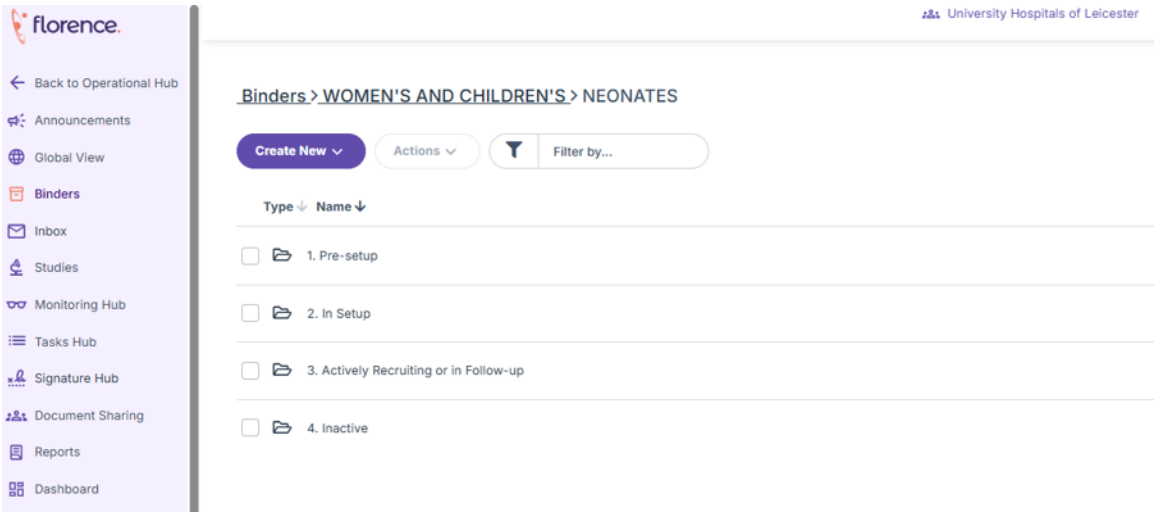
***(NOTE: You will need access to the Authenticator app to complete this step)***

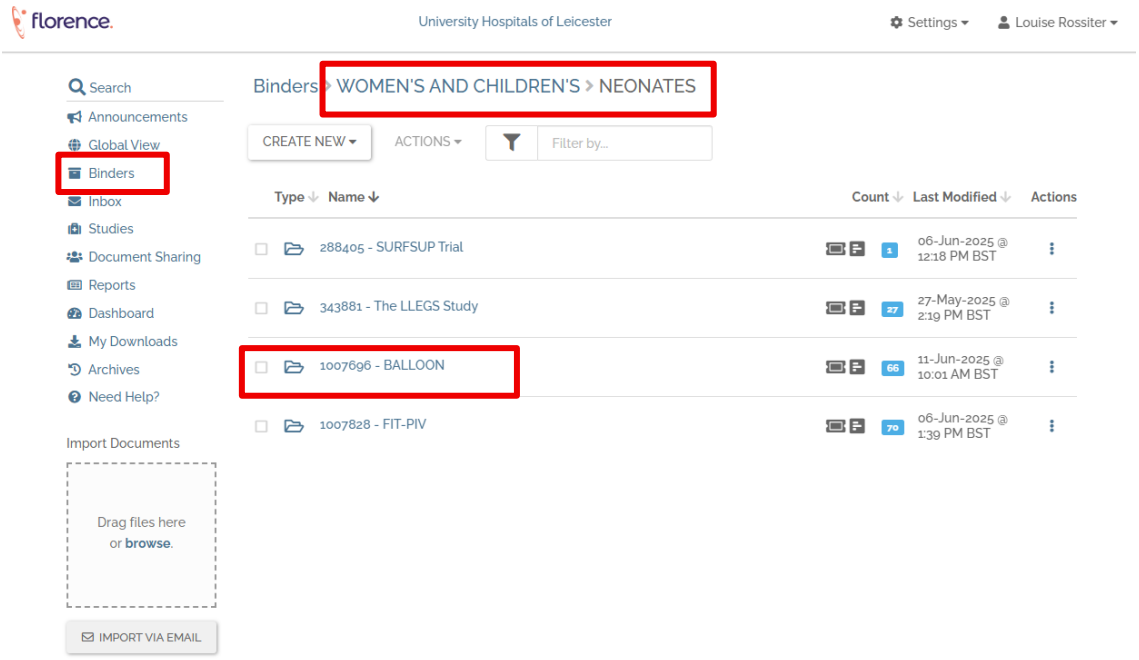
## Step 2: Locate Your Study

There are two ways to locate a study in Florence depending on what you know:

Option 1: If you know where your study lies:

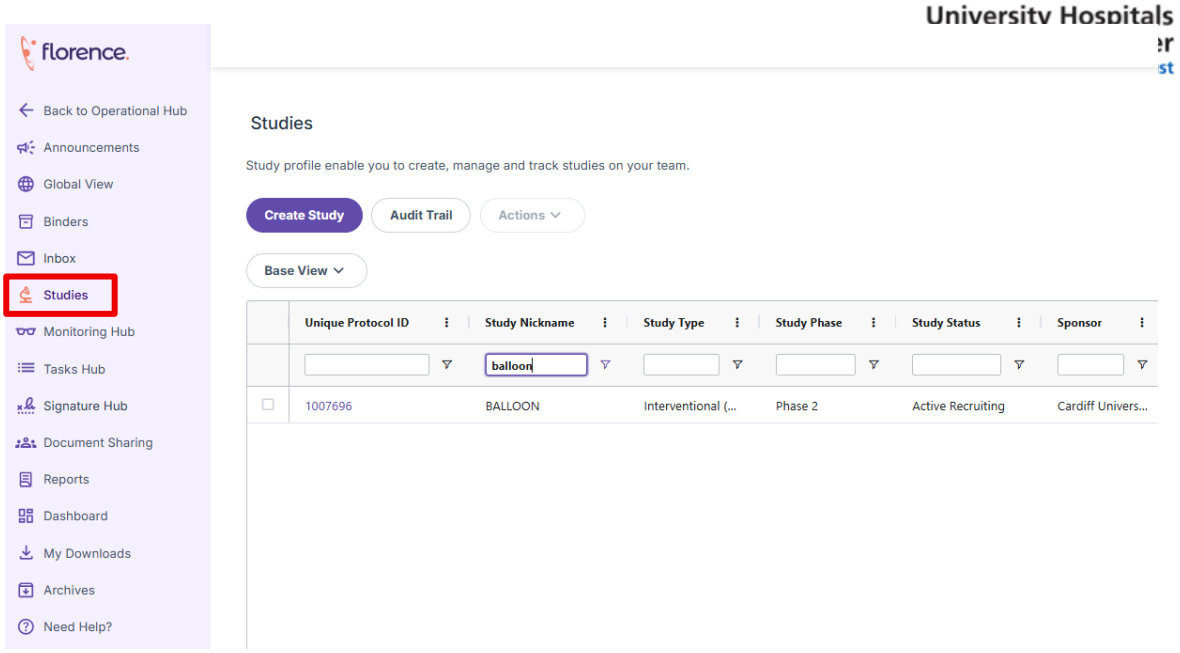
- Click on Binders from the left-hand menu.
- Navigate to the correct CMG (e.g. Hope, ITAPS, Women’s and Children’s)
- Click on the relevant Binder for study status
- Open the relevant specialty (e.g. Genetics, Neonates, Obstetrics)
- Scroll through the list of studies and click the appropriate study binder






Option 2: If you are unsure where your study is located:

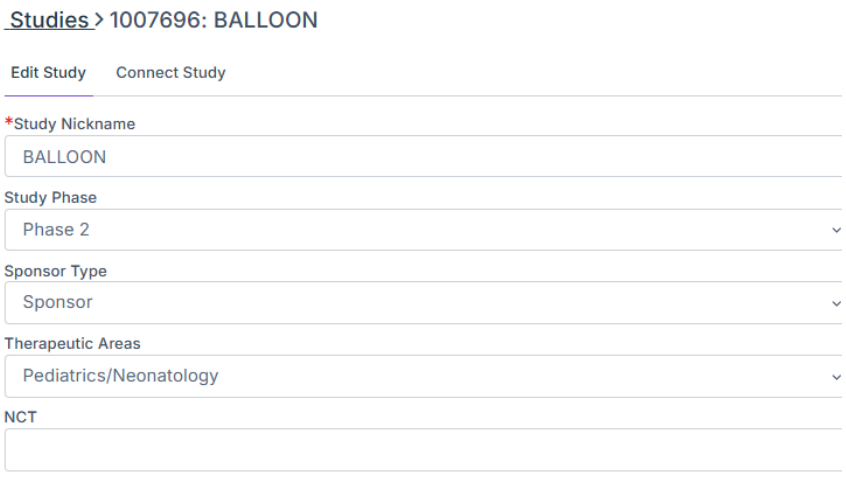
- Click on Studies from the left-hand menu.
- Use the search bars to enter the IRAS number into the Unique Protocol ID field or Study Nickname.
- Once found, click the study to view its profile and navigate to the binder.



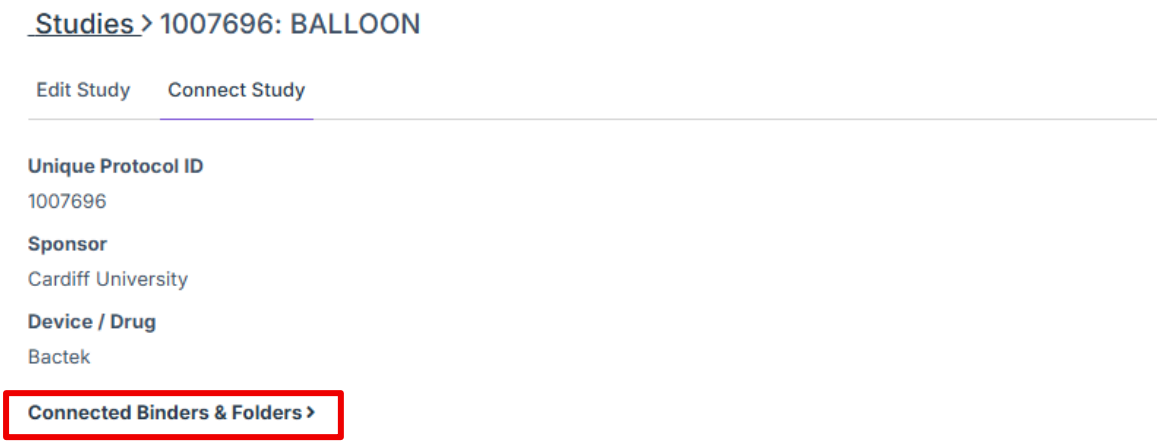

## Step 3: Connect Study

You now need to connect the study to the relevant Binder.

Click on ‘Connect Study’ just below the study details at the top

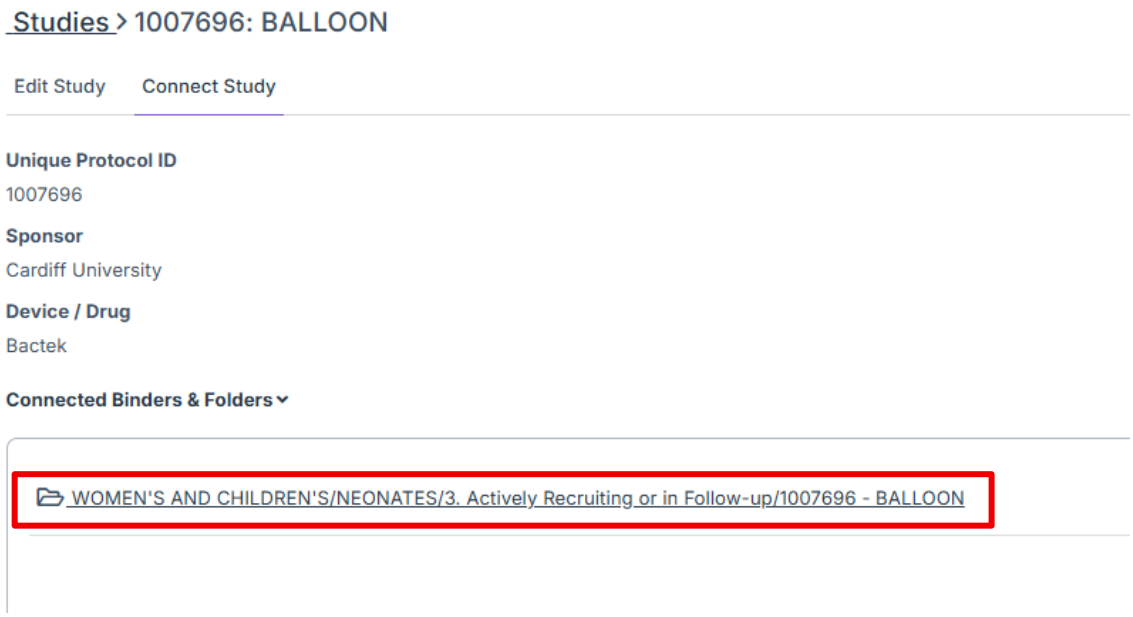



Here it will bring up a link to ‘Connect Binders & Folders’, click this link.



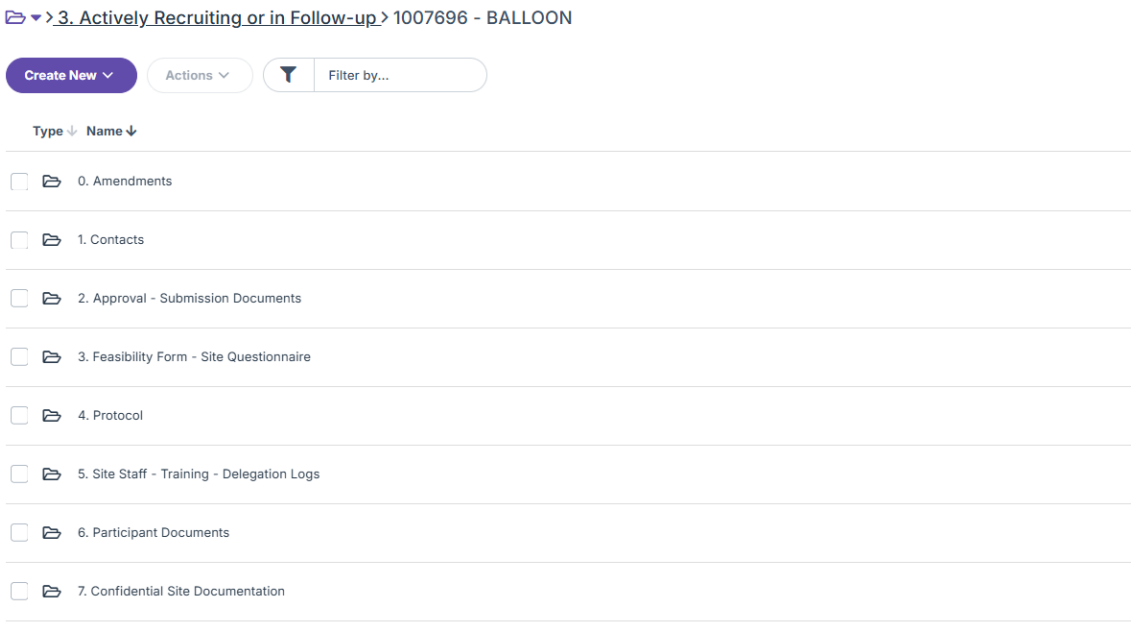

## Step 4: Connect Binders & Folders

Halfway down the page you will see **Connected Binders & Folders,** click on this link and it will bring up the study folder link.




When you click on the study folder link this will take you to the study binder, where you can access the study folders. Click the appropriate folder based on the document you are uploading.

If you are unsure which folder to use, refer to your department's guidance or contact the R&I team.

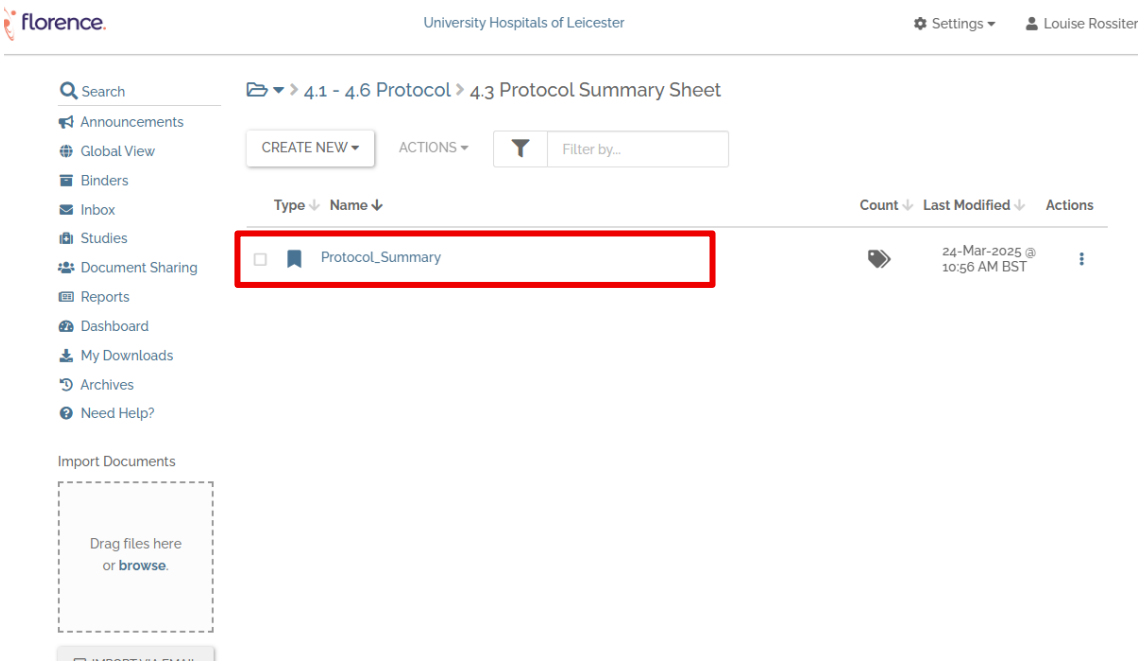


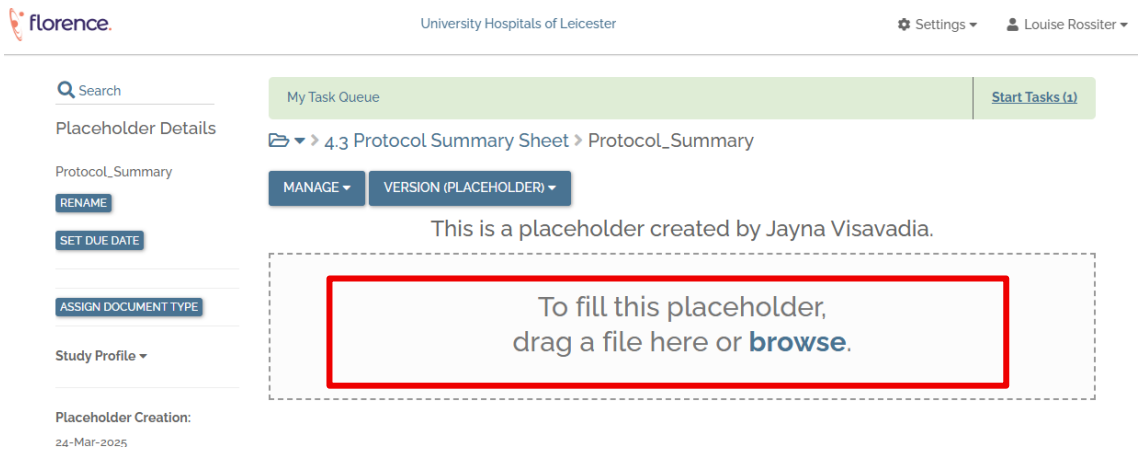

## Step 5: Upload a New Document

There are two ways to upload a document in Florence, depending on whether a placeholder has already been created in the folder:

Option 1: Uploading to a Placeholder

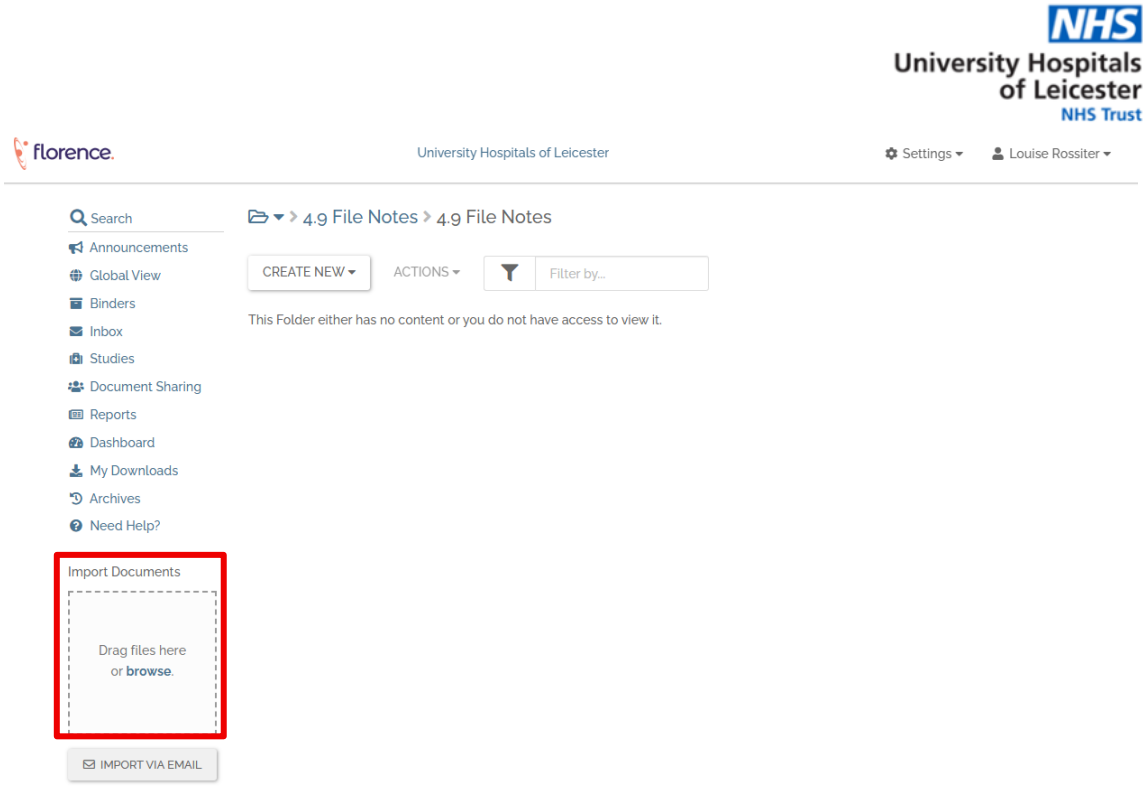
- Look for placeholders, indicated by a bookmark icon.
- Click the placeholder to open the upload screen.
- Drag your file into the dashed box or click 'browse' to upload.




Option 2: Uploading Without a Placeholder

- Use the 'Import Documents' panel on the left-hand side of the screen.
- Drag and drop your file or click 'browse' to upload.


florence.
University Hospitals of Leicester
Settings
Louise Rossiter
Search
Announcements
Global View
Binders
Inbox
Studies
Document Sharing
Reports
Dashboard
My Downloads
Archives
Need Help?
4.9 File Notes
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CREATE NEW
ACTIONS
Filter by...
This Folder either has no content or you do not have access to view it.
Import Documents
Drag files here
or browse.
IMPORT VIA EMAIL