



PHRC Member SharePoint Instructions

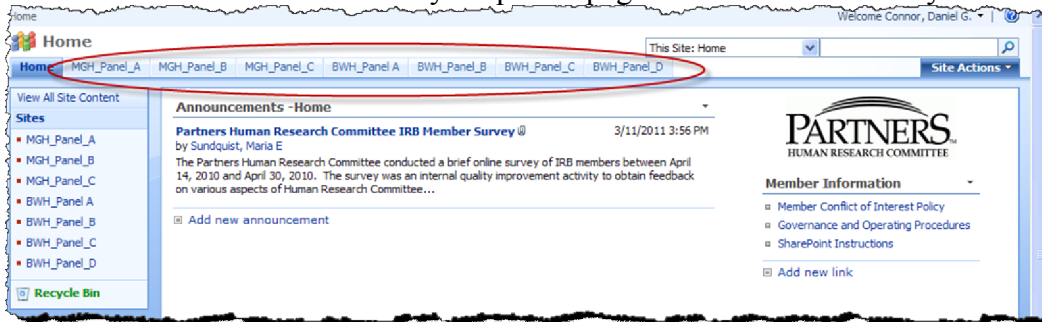
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PHRC Member SharePoint

You may access the PHRC SharePoint site from any computer that is connected to the Internet. The SharePoint site will be updated with meeting specific documents one week before the scheduled IRB meeting. Members will receive an email notification when the meeting specific documents have been posted. A copy of the agenda will be included in the email sent.

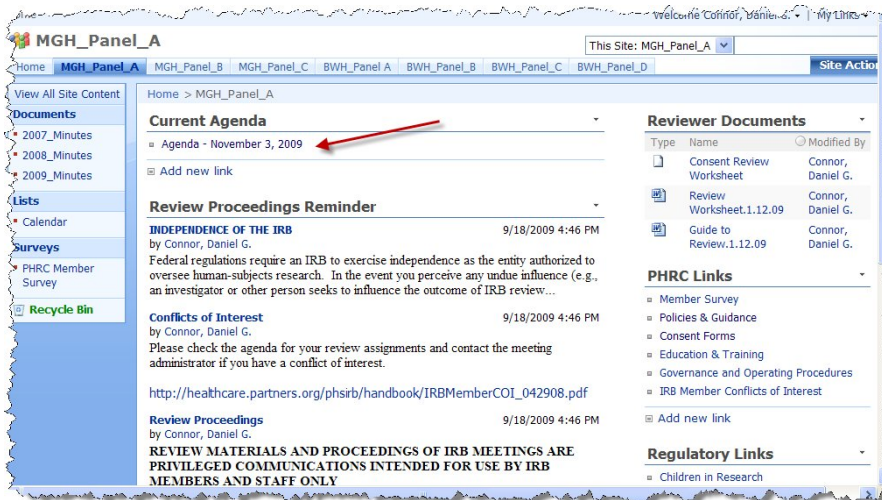
To view the meeting agenda/ submission documents.

1. Go to the PHRC Member SharePoint site: <https://phrc.partners.org> (main page)
2. Click on the panels tab. If you are only a member of one panel you will only see one panel tab. You can also bookmark your panels page for future accessibility.

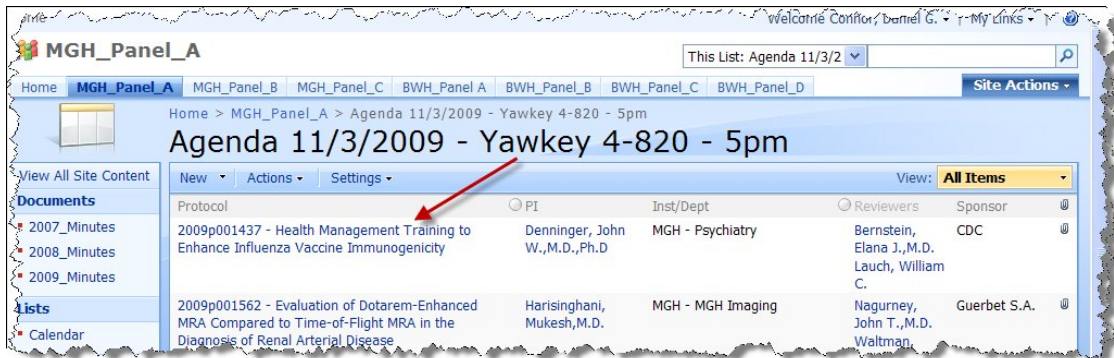


Note: to access via a mobile device type '/m' after the panel name in the address. So for panel MGH A, it would be https://phrc.partners.org/MGH_A/m/

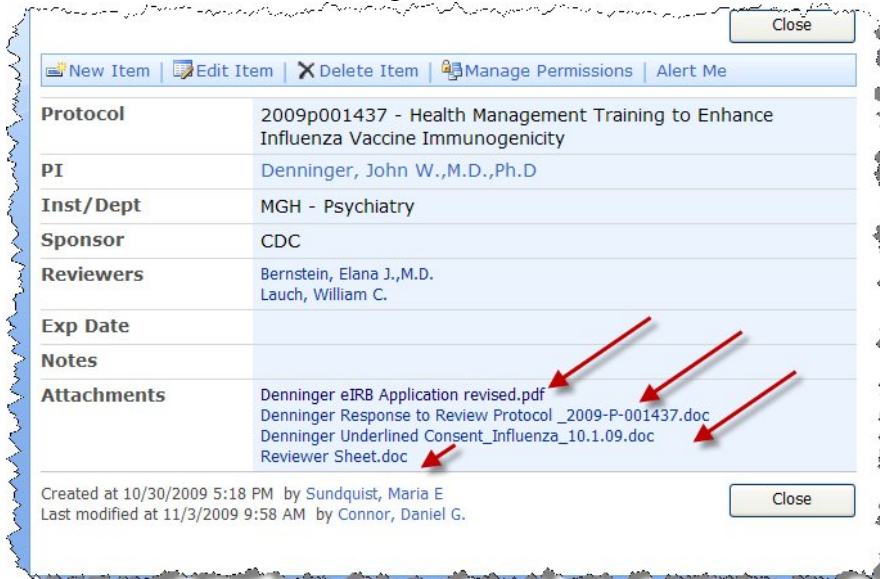
3. Click the Agenda



4. Click on the protocol title to open the record



5. When the record opens, the submission documents are located at the bottom of the page. Click each document title to open. **Click the 'Back' button to return to the record.**



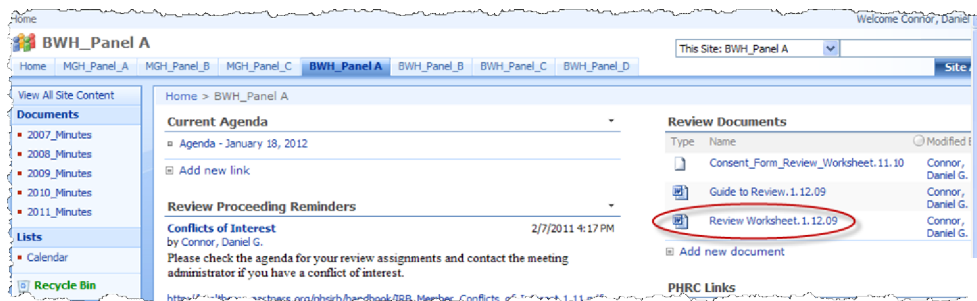
REVIEWING OPTIONS

The majority of documents for a submission should be in single pdf called the ‘full application.’ This pdf will include the application, detailed protocol, protocol summary and consent form (if applicable), as well as other study related documents. There will be times when some of these documents may be separate from the full application but all should be included in the SharePoint record unless otherwise noted by the Administrative Chair. Below are directions to help you review the submission documents online.

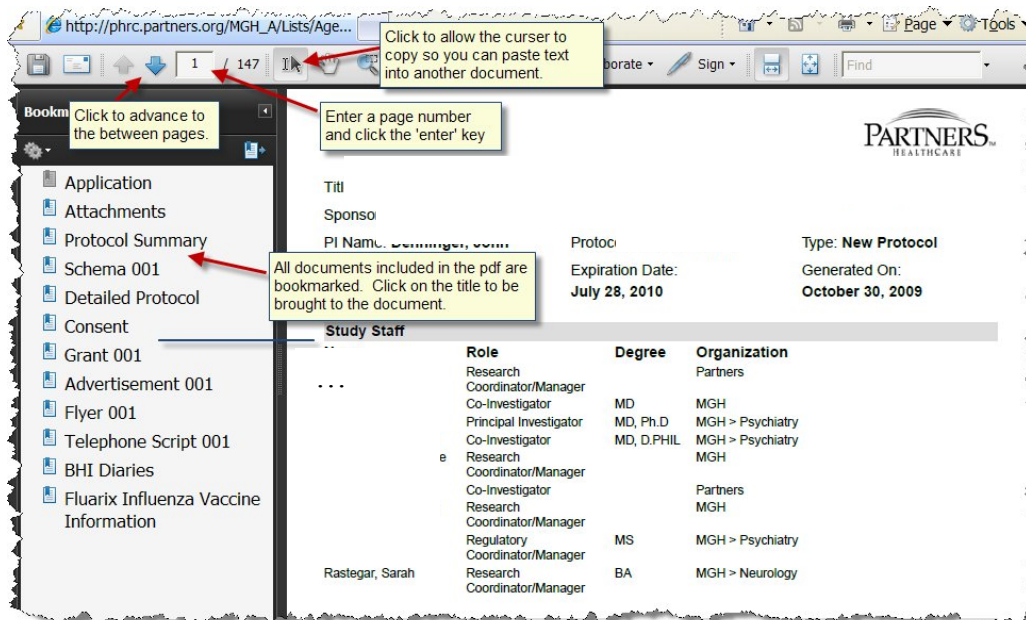
REVIEWING THE ‘FULL APPLICATION’ ONLINE

Copying Text from a PDF

Copy text and paste into the Reviewer Worksheet or other document to which you can add your comments/changes/questions in preparation for the IRB meeting. The Review Worksheet is located in the SharePoint Meeting Panel home page under the ‘Review Documents’ section.

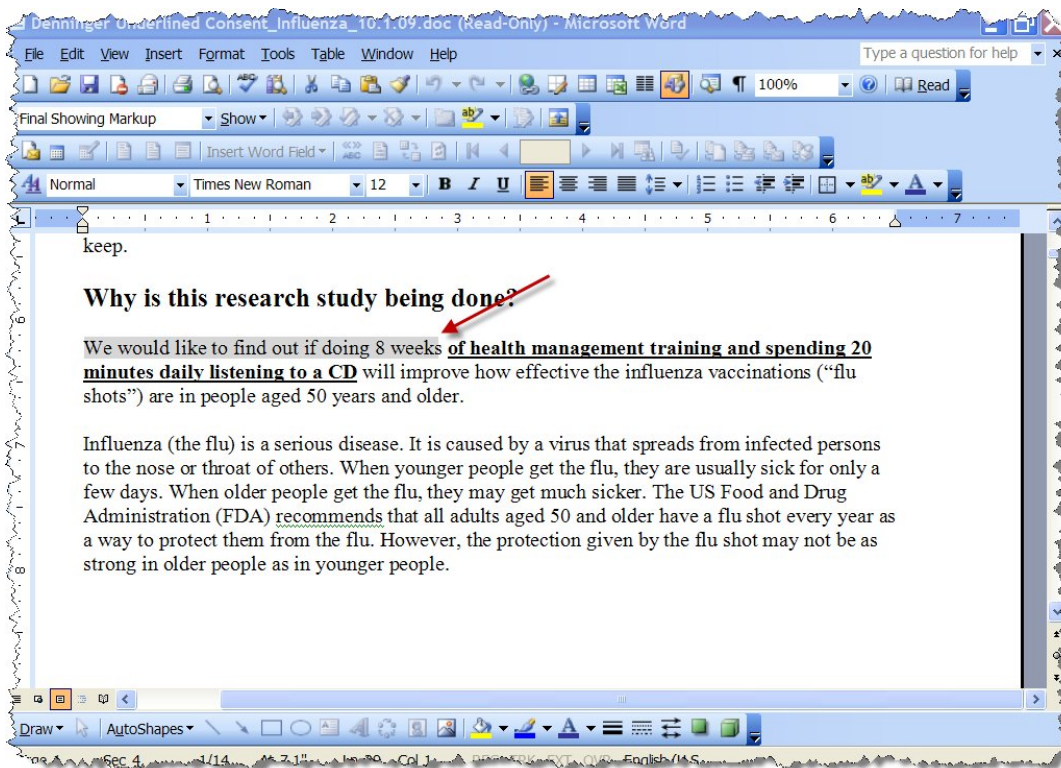




Download Review Worksheet



Copy text from pdf

Copying Text from a WORD Document

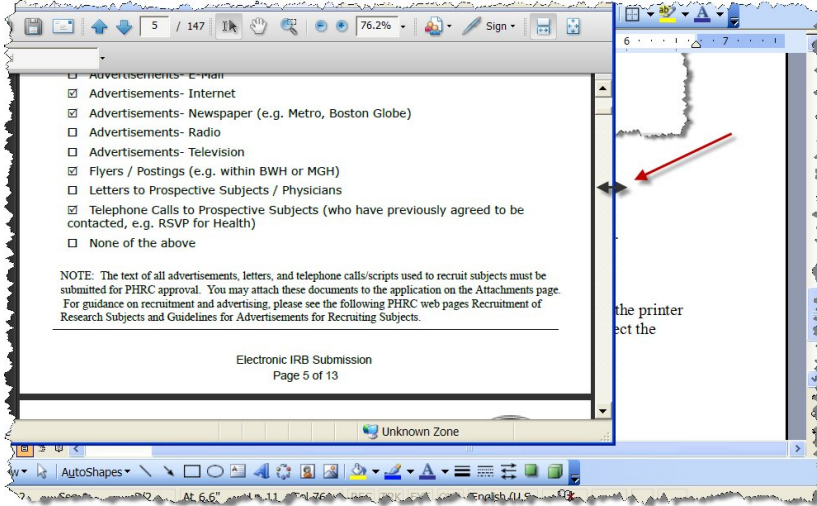


Click and drag to highlight text that you want to copy. Once highlighted, click the  button to copy the text and click the  button to paste the text into the Reviewer Worksheet or other document to which you can add your comments/changes/questions in preparation for the IRB meeting. The Reviewer Worksheet is located in the SharePoint Meeting Panel home page under the 'Reviewer Documents' section.

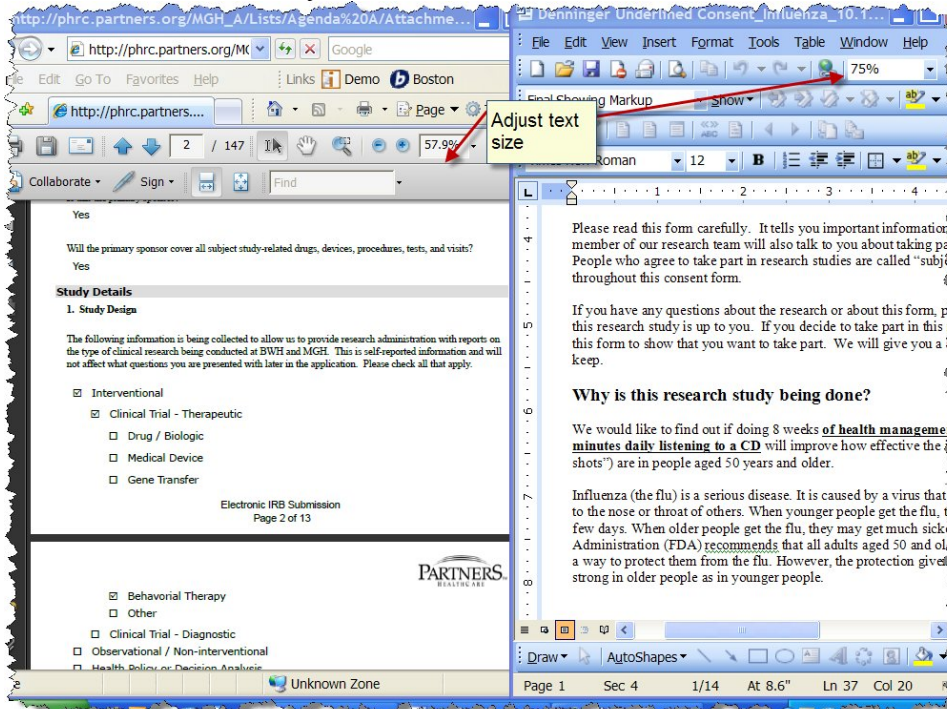
Reviewing Documents Online Side-by-side



1. Click the 'Restore Down' button in the top left of the document window.
2. Hover your cursor on the side of the reduced window until the cursor turns into a double sided arrow. This allows you to reshape the window. Reduce the window to half the size of the screen.



3. Open the document you want to compare and repeat the steps above until both documents are on the screen side-by-side



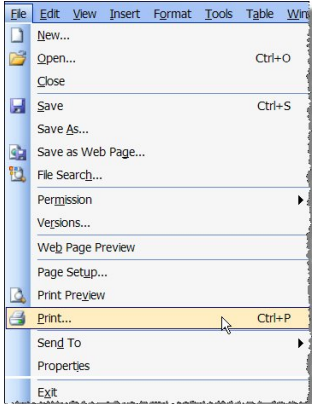
Printing Documents

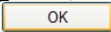
You can print an entire document or just certain pages.

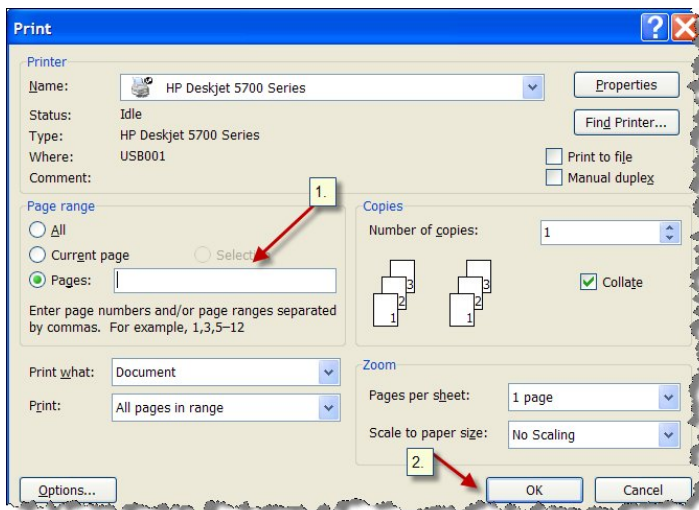
To print an entire document, click  icon to send the document to your printer.

To print certain pages, find the page numbers of the document you want to print.

1. Click the File menu and Print.

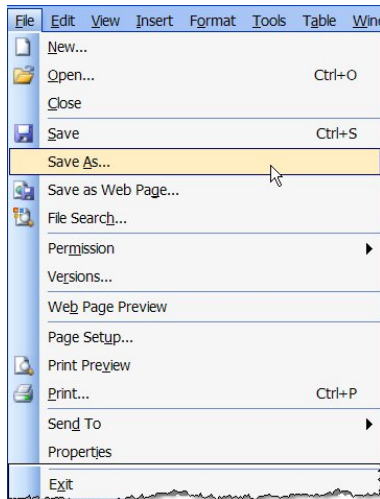


2. Under 'Print Range' in the printer dialog box, select the 'Pages from and to'. Enter the appropriate page numbers and click the  button.



Saving Documents

You may save some or all of the submission documents in preparation for a meeting. To save a document, click the File menu and Save As...



Members should only save investigator submission documents on a secure password protected computer. All laptops/netbook/tablet computers, external hard drive, flash/USB drives or other mobile devices must also be full disk encrypted.

All investigator submission documents must be **permanently deleted** (empty computer trash/recycle bin) after every IRB meeting. Contact your panel Chairperson if you think someone has gained access to any investigator submission documents that you have saved for your meeting preparation.

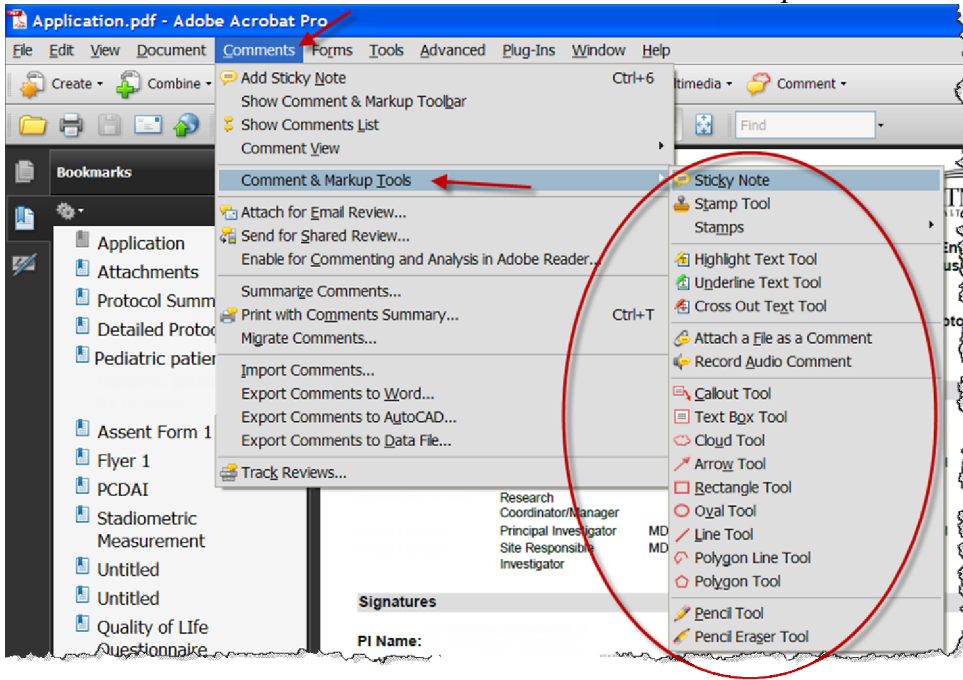
As a reminder, distribution of confidential and proprietary documents is prohibited without prior written approval of the Chairperson of Partners Human Research Committee.

Using Comment & Markup Tools in Adobe Acrobat for PDFs

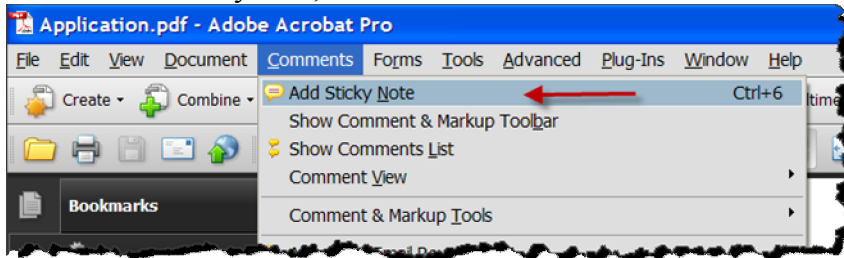
The full version of Adobe Acrobat allows users to add sticky notes/comments, highlight, cross out text, and add arrows and shapes to pdf documents.

To begin:

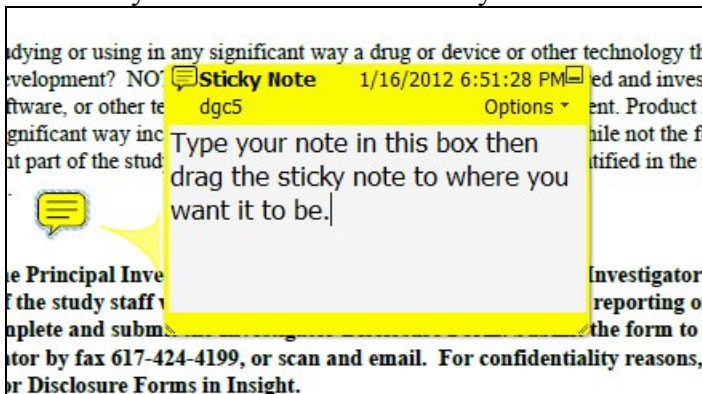
1. Save the protocol submission documents to your computer
2. Open the PDF you want to mark up in Adobe Acrobat.
3. Click the Comments menu and click Comment & Markup Tools



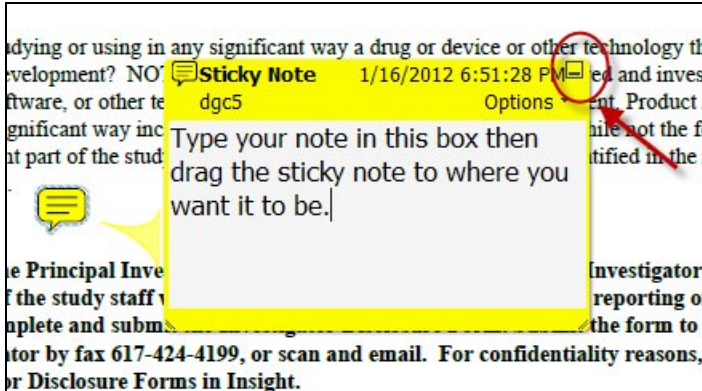
4. To add a sticky note, click the 'Comments' menu and select 'Add Sticky Note'



5. Enter your comments in the sticky notes text box.

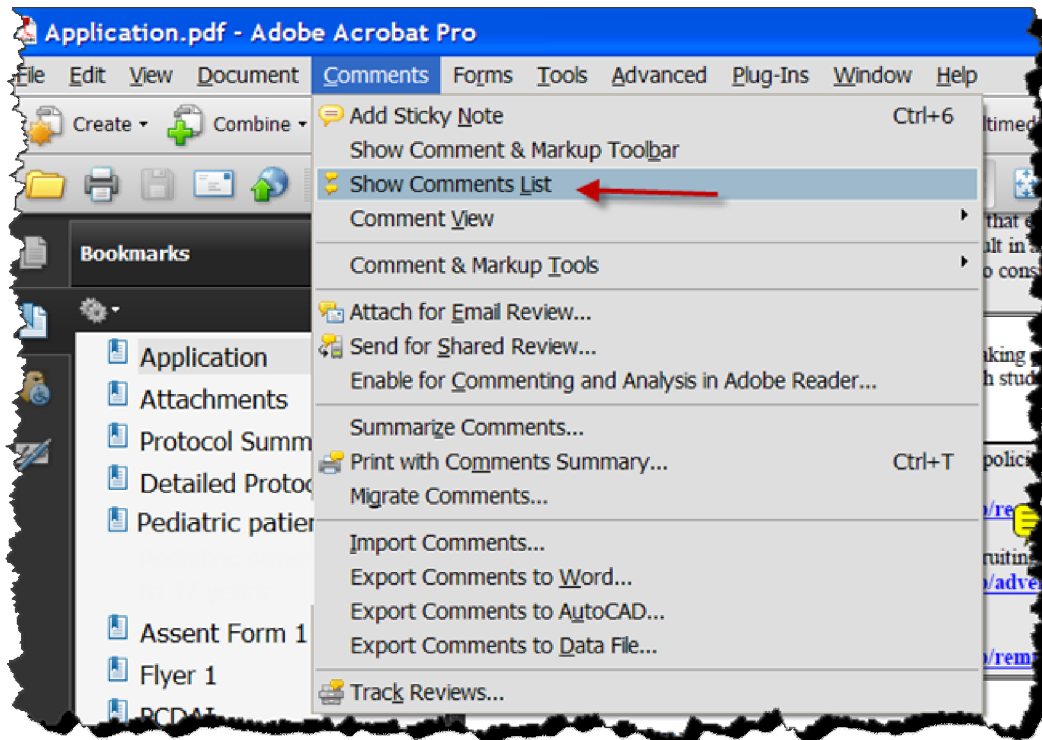


- When done, drag the sticky note to where you want it in the document and click the minimize icon to hide the note.

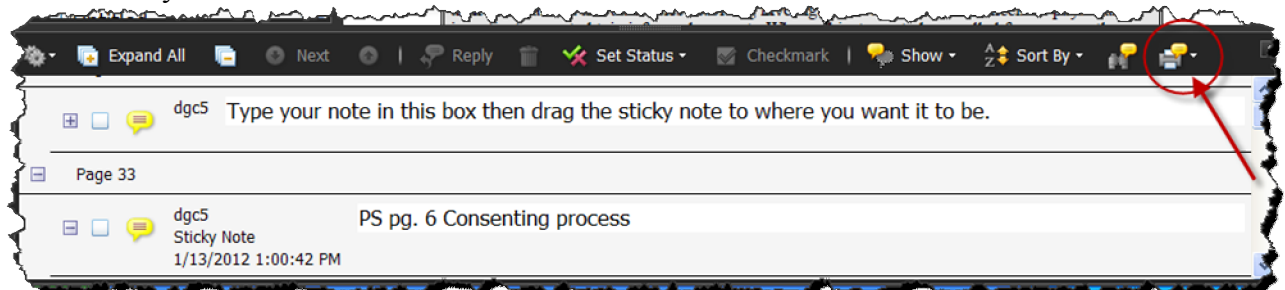


Compiling Comments to Print or export

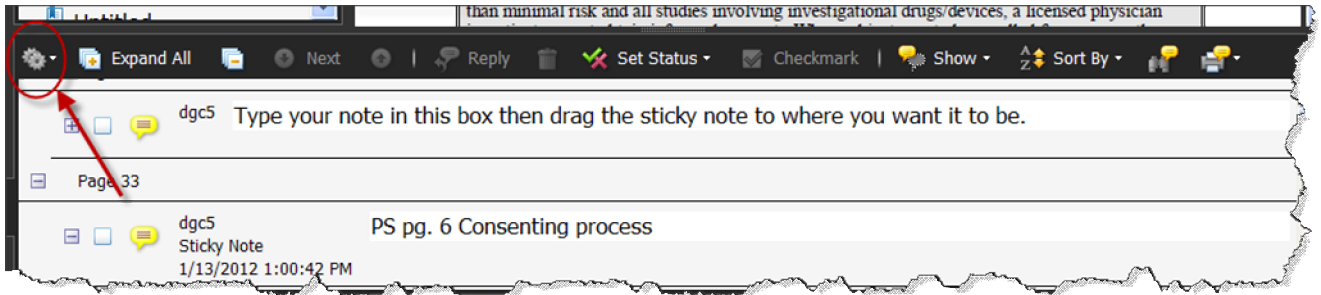
- Click Comments menu and select 'Show Comments List.' This will compile your comments in a list that you can print or export to Word.



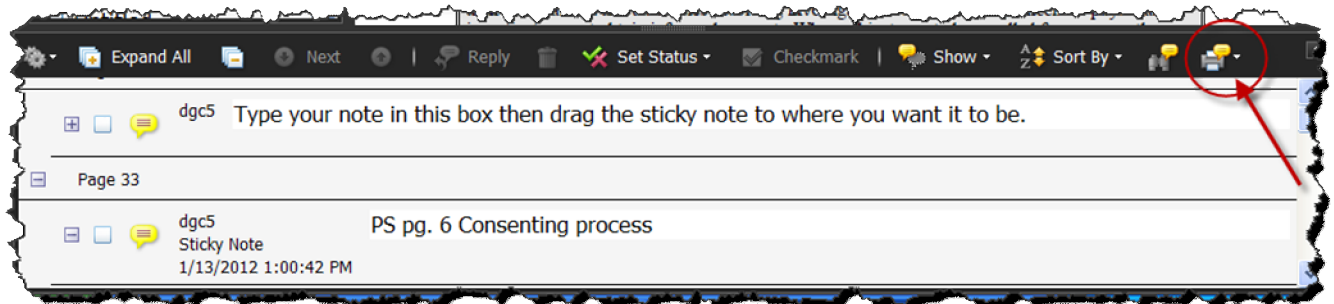
- To print your comments, click the 'Print Comments' icon and select 'Print Comments Summary.'



9. To export your comments to Word, click the 'Options' icon and select 'Export your Comments to Word.' Note: You may need to add tags to the document first. To do this click the 'Advanced' menu and select 'Accessibility' then 'Add Tags to Document' menus.



10. To create a pdf that lists all of your comments, click the 'Print Comments' icon and select 'Create PDF of Comments Summary.'



Using an iPad Tablet Computer

1. Save the protocol submission documents to your computer
2. **Open iTunes** and connect your iPad to your computer.
3. **Click on iPad or iPad 2** in the left navigation bar. Then click on the Apps tab (it's the third option).
4. **Scroll past Sync Apps** to File Sharing.
5. **Select the app** that can transfer documents between your iPad and your computer. In this case, we chose GoodReader.
6. **At the bottom right of the screen click Add.** Browse your file library to select the document you would like to synchronize.
7. **Click Sync.**
8. **Disconnect your iPad**, and open GoodReader.
9. **In GoodReader, select the document** you just synced to review and markup.

