



QUMAS Training Modules



# QUMAS Training Modules



## QUMAS DocCompliance Training

QUMAS offers a variety of training options, designed to suit your users and to meet your specific requirements.

MODULE	DOCCOMPLIANCE E-LEARNING EXPERIENCE
Style	Online, Self-paced Learning Available in HTML and SCORM editions
Overview	This online, computer-based training course will give students a general overview of Consumer and Contributor functions in QUMAS DocCompliance.  The student must complete a quiz at the end of each module and attain the set pass mark. The student may attempt this quiz any number of times in order to achieve the desired standard. Once this pass mark has been attained, the student may print a Certificate of Completion.
Topics	<ul style="list-style-type: none"> <li>■ Navigating the User Interface</li> <li>■ Working with Documents</li> <li>■ Authoring Documents</li> <li>■ Reviewing and Approving Documents</li> <li>■ Using Search</li> </ul>
Duration	Unlimited
Maximum Class Size	Not applicable
Prerequisites	None

MODULE	DOCCOMPLIANCE BASIC CONSUMER
Style	Classroom, Instructor-led training
Overview	This course provides an instructor-led overview into using DocCompliance as a Consumer of documents. The course includes hands-on exercises within the application and the opportunity to ask questions of the instructor.
Topics	<ul style="list-style-type: none"> <li>■ Navigating the User Interface</li> <li>■ Navigating the Hierarchy</li> <li>■ Viewing Documents</li> <li>■ Performing Read &amp; Understood Tasks</li> <li>■ Working with Multiple Documents</li> <li>■ Searching / Finding Documents</li> <li>■ Printing Documents</li> </ul>
Duration	2 hours
Maximum Class Size	16 Students
Prerequisites	None

# QUMAS Training Modules



MODULE	DOCCOMPLIANCE ADVANCED CONTRIBUTOR
Style	Classroom, Instructor-led training
Overview	This course provides an instructor-led overview into using DocCompliance as a Contributor to documents. The course includes hands-on exercises in the creation, review, approval, distribution, consumption and retirement of documents. Students have the opportunity to ask questions of the instructor and receive feedback.
Topics	<ul style="list-style-type: none"><li>■ Navigating the User Interface</li><li>■ Authoring Documents</li><li>■ Using the Document Creation Wizard</li><li>■ Reviewing, Editing and Approving Documents</li><li>■ Comparing Documents</li><li>■ Electronic Signatures</li><li>■ Working with Multiple Documents</li></ul>
Duration	1 day
Maximum Class Size	8 Students
Prerequisites	DocCompliance E-Learning Experience or DocCompliance Basic Consumer

# QUMAS Training Modules



## MODULE DOCCOMPLIANCE COORDINATOR

Style	Classroom, Instructor-led training
Overview	This course covers the creation of a workflow and the management of it to completion. It is presented by an instructor in an interactive hands-on session. The instructor will train end users involved in document workflows, the users who coordinate the lifecycle of the documents and their workflows.
Topics	<ul style="list-style-type: none"> <li>■ Understanding Workflows in DocCompliance</li> <li>■ Using the Workflow Creation Wizard</li> <li>■ Managing Workflows</li> </ul>
Duration	4 hours
Maximum Class Size	8 Students
Prerequisites	DocCompliance Advanced Contributor

## MODULE DOCCOMPLIANCE BUSINESS ADMINISTRATOR

Style	Classroom, Instructor-led training
Overview	<p>This course trains the student in understanding and managing the configuration of DocCompliance to meet current and future needs of the business.</p> <p>Students also learn to translate business need into configuration specifications in an interactive, instructor-led workshop.</p>
Topics	<ul style="list-style-type: none"> <li>■ Understanding the Application Architecture</li> <li>■ Configuring Document Types, Workflow Types, and Print Types</li> <li>■ Configuring System Master Data</li> <li>■ Managing System Configuration</li> <li>■ Translating Requirements into Configuration Specifications</li> <li>■ Understanding Impact of Configuration Changes</li> </ul>
Duration	1 Day
Maximum Class Size	8 Students
Prerequisites	DocCompliance Coordinator

# QUMAS Training Modules



## MODULE DOCCOMPLIANCE APPLICATION ADMINISTRATOR

Style	Classroom, Instructor-led training
Overview	This course covers the day-to-day administration of DocCompliance including answering common questions from users and troubleshooting commonly encountered situations.
Tasks	<ul style="list-style-type: none"> <li>■ Understanding the Application Architecture</li> <li>■ Creating and Managing Users, Groups, and Roles</li> <li>■ Managing Services and Product components</li> <li>■ Managing Application Configuration</li> <li>■ Understanding System Logs</li> <li>■ Troubleshooting</li> </ul>
Duration	4 hours
Maximum Class Size	8 Students
Prerequisites	DocCompliance Business Administrator

## MODULE MyQUMAS E-LEARNING EXPERIENCE

Style	Online, Self-paced Learning Available in HTML and SCORM editions
Overview	<p>This online, computer-based training course will give students a general overview of Consumer and Contributor functions in MyQUMAS.</p> <p>The student must complete a quiz at the end of each module and attain the set pass mark. The student may attempt this quiz any number of times in order to achieve the desired standard. Once this pass mark has been attained, the student may print a Certificate of Completion.</p>
Topics	<ul style="list-style-type: none"> <li>■ Navigating the User Interface</li> <li>■ Working with Documents</li> <li>■ Participating in Workflows</li> <li>■ Reviewing, Editing, and Approving Documents</li> <li>■ Using Quick and Advanced Search</li> </ul>
Duration	Unlimited
Maximum Class Size	Not applicable
Prerequisites	None

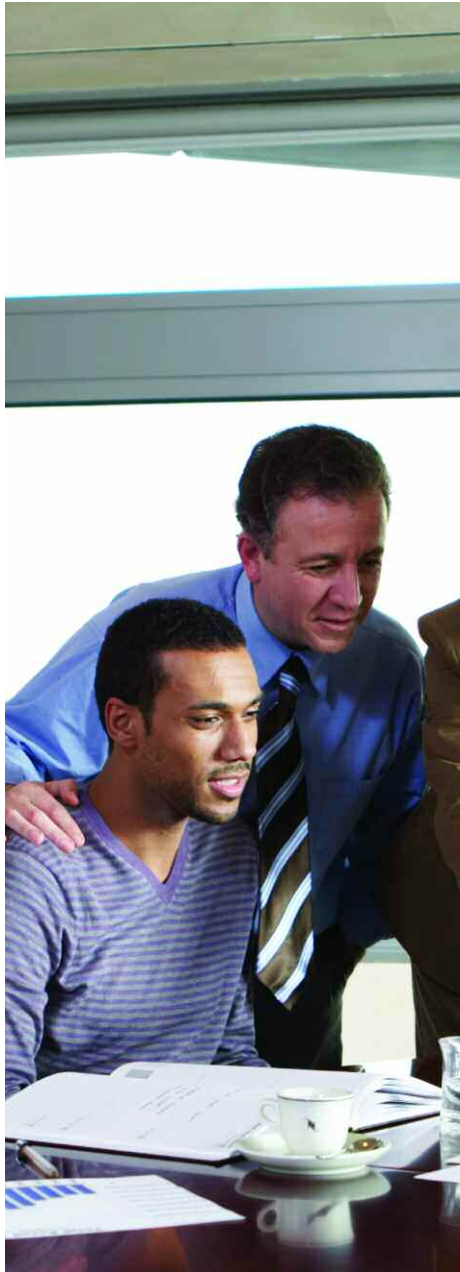
# QUMAS Training Modules



MODULE MyQUMAS CONSUMER	
Style	Classroom, Instructor-led training
Overview	This course provides an instructor-led overview into using MyQUMAS as a Consumer of documents. The course includes hands-on exercises and the opportunity to ask questions of the instructor.
Tasks	<ul style="list-style-type: none"> <li>■ Navigating the User Interface</li> <li>■ Navigating the Hierarchy</li> <li>■ Viewing Documents</li> <li>■ Read &amp; Understood</li> <li>■ Working with Multiple Documents</li> <li>■ Searching / Finding Documents</li> <li>■ Printing Documents</li> </ul>
Duration	2 hours
Maximum Class Size	16 Students
Prerequisites	None

MODULE MyQUMAS CONTRIBUTOR	
Style	Classroom, Instructor-led training
Overview	This course provides an instructor-led overview into using MyQUMAS as a Contributor to documents. The course includes exercises in the review, approval, distribution, consumption and retirement of documents. Students have the opportunity to ask questions of the instructor and receive feedback.
Topics	<ul style="list-style-type: none"> <li>■ Navigating the User Interface</li> <li>■ Reviewing, Editing and Approving Documents</li> <li>■ Comparing Documents</li> <li>■ Electronic Signatures</li> </ul>
Duration	2 hours
Maximum Class Size	8 Students
Prerequisites	MyQUMAS E-Learning Experience or MyQUMAS Consumer

# QUMAS Training Modules



MODULE	MyQUMAS ADMINISTRATOR
Style	Classroom, Instructor-led training
Overview	This course trains the student in understanding and managing the configuration of MyQUMAS to meet current and future needs of the business.
Topics	<ul style="list-style-type: none"><li>■ Understanding the MyQUMAS Architecture</li><li>■ Configuring MyQUMAS Application</li><li>■ Altering MyQUMAS visual elements</li></ul>
Duration	4 hours
Maximum Class Size	8 Students
Prerequisites	MyQUMAS Contributor



### About QUMAS

With over 15 years experience in highly regulated industries, QUMAS is recognized as a leader in Enterprise Compliance Management. QUMAS works with global leaders in Life Sciences and Financial Services, and has more than 250 customer deployments, some with up to 120,000 users globally. QUMAS is unique in offering solutions that enable these organizations to achieve complete, enterprise-wide compliance with a broad range of regulations and initiatives.

QUMAS provides highly configurable solutions for document and process management, ready for validation and deployment within these regulated environments. Based on open systems platforms, QUMAS technology integrates seamlessly with existing corporate databases, third party applications, operating systems and hardware from most major vendors.

For more information visit [www.qumas.com](http://www.qumas.com).

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