

BIOVIA QUMAS TRAINING MODULES

DATASHEET

BIOVIA QUMAS DOCCOMPLIANCE TRAINING

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

Module	BIOVIA QUMAS EDMS 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 BIOVIA QUMAS EDMS.</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"> • Navigating the User Interface • Working with Documents • Authoring Documents • Reviewing and Approving Documents • Using Search
Duration	Unlimited
Maximum Class Size	Not applicable
Prerequisites	None

Module	BIOVIA QUMAS EDMS Basic Consumer
Style	Classroom, Instructor-led training
Overview	This course provides an instructor-led overview into using BIOVIA QUMAS EDMS 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"> • Navigating the User Interface • Navigating the Hierarchy • Viewing Documents • Performing Read & Understood Tasks • Working with Multiple Documents • Searching / Finding Documents • Printing Documents
Duration	2 hours
Maximum Class Size	16 Students
Prerequisites	None

Module	BIOVIA QUMAS EDMS Advanced Contributor
Style	Classroom, Instructor-led training
Overview	This course provides an instructor-led overview into using BIOVIA QUMAS EDMS 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"> • Navigating the User Interface • Authoring Documents • Using the Document Creation Wizard • Reviewing, Editing and Approving Documents • Comparing Documents • Electronic Signatures • Working with Multiple Documents
Duration	1 Day
Maximum Class Size	8 Students
Prerequisites	BIOVIA QUMAS EDMS E-Learning Experience or BIOVIA QUMAS EDMS Basic Consumer

Module	BIOVIA QUMAS EDMS Coordinator
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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"> • Understanding Workflows in BIOVIA QUMAS EDMS • Using the Workflow Creation Wizard • Managing Workflows
Duration	4 hours
Maximum Class Size	8 Students
Prerequisites	BIOVIA QUMAS EDMS Advanced Contributor

Module	BIOVIA QUMAS EDMS Business Administrator
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Style	Classroom, Instructor-led training
Overview	<p>This course trains the student in understanding and managing the configuration of BIOVIA QUMAS EDMS 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"> • Understanding the Application Architecture • Configuring Document Types, Workflow Types, and Print Types • Configuring System Master Data • Managing System Configuration • Translating Requirements into Configuration Specifications • Understanding Impact of Configuration Changes
Duration	1 Day
Maximum Class Size	8 Students
Prerequisites	BIOVIA QUMAS EDMS Coordinator

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

Module	BIOVIA QUMAS Portal E-Learning Experience
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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 BIOVIA QUMAS Portal.</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"> • Navigating the User Interface • Working with Documents • Participating in Workflows • Reviewing, Editing, and Approving Documents • Using Quick and Advanced Search
Duration	Unlimited
Maximum Class Size	Not Applicable
Prerequisites	None

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

Module	BIOVIA QUMAS Portal Consumer
Style	Classroom, Instructor-led training
Overview	This course provides an instructor-led overview into using BIOVIA QUMAS Portal 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"> • Navigating the User Interface • Reviewing, Editing and Approving Documents • Comparing Documents • Electronic Signatures
Duration	2 hours
Maximum Class Size	8 Students
Prerequisites	BIOVIA QUMAS Portal E-Learning Experience or BIOVIA QUMAS Portal Consumer

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

ABOUT BIOVIA

Dassault Systèmes Biovia Corp. (BIOVIA) provides global, collaborative product lifecycle experiences to transform scientific innovation. Powered by Dassault Systèmes' 3DEXPERIENCE® Platform, BIOVIA solutions create an unmatched scientific management environment that can help science-and process-driven companies create and connect biological, chemical, and material innovations to improve the way we live. The industry-leading BIOVIA portfolio integrates the diversity of science, experimental processes and information requirements across research, development, QA/QC and manufacturing. Capabilities include scientific data management; biological, chemical, and materials modeling and simulation; open collaborative discovery; scientific pipelining; enterprise laboratory management; enterprise quality management; environmental health and safety; and operations intelligence. BIOVIA solutions are used by more than 2,000 companies in the pharmaceutical, biotechnology, energy, chemicals, aerospace, consumer packaged goods and industrial products industries, as well as academic and government entities.

Our 3DEXPERIENCE Platform powers our brand applications, serving 12 industries, and provides a rich portfolio of industry solution experiences.

Dassault Systèmes, the 3DEXPERIENCE Company, provides business and people with virtual universes to imagine sustainable innovations. Its world-leading solutions transform the way products are designed, produced, and supported. Dassault Systèmes' collaborative solutions foster social innovation, expanding possibilities for the virtual world to improve the real world. The group brings value to over 170,000 customers of all sizes in all industries in more than 140 countries. For more information, visit www.3ds.com.



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