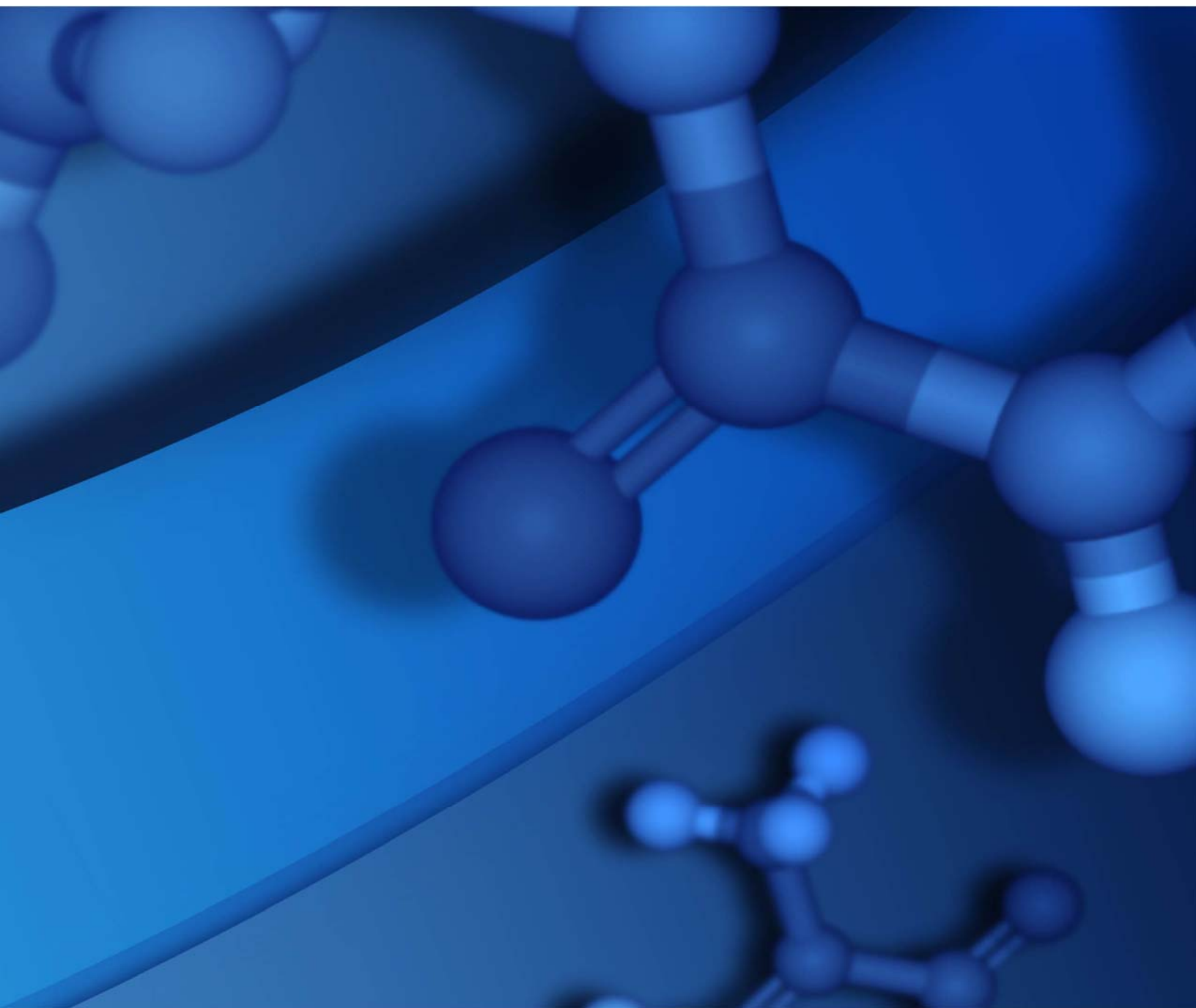


TRAINING COURSE CATALOG

BIOVIA WORKBOOK



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Summary

We are pleased to offer a variety of courses to help you reach productivity quickly and increase the value of your investment in BIOVIA software. A range of training options and delivery methods is available so you can choose a format that best meets your needs. We use structured training materials developed by certified instructional designers and include extensive examples and exercises to maximize practical skills that you can put to use immediately.

Delivery Methods:

- **eLearning Videos:** These self-paced, micro-learning videos introduce you to BIOVIA Workbook and are available at any time from a web browser. They are also a useful tool when you want a quick reminder of BIOVIA Workbook functionality.
- **Instructor-Led Training:** Facilitated by a BIOVIA certified instructor, this training takes place onsite at your location or through a virtual classroom. These courses offer hands-on exercises to enhance the learning experience.

eLearning Courses

Learning Experience for BIOVIA Workbook

The Learning Experience for BIOVIA Workbook eLearning video bundle contains five parts: View Experiments; Create Experiments and Add Experimental Information; Search for Experiments and Generate Reports; Use the Home Page and Experiment Workflow; and Building Forms, Templates, and Tables in BIOVIA Workbook.

View Experiments

In this course, you will learn how to log in to BIOVIA Workbook, navigate to an experiment of interest, and open an experiment to view it in detail. Additionally, you will learn how to configure lists of experiments within a notebook or search results for easy viewing.

Topics	Details
<ul style="list-style-type: none">• View Experiments• Customize Experiment Lists	<p>Duration: 17 minutes</p> <p>Prerequisites: None</p> <p>Videos:</p> <ul style="list-style-type: none">> Log in and Navigate the Notebook Explorer> Define Shortcuts> View and Experiment & Modify Experiment Layout> Customize Column Display> Sort, Group and Filter Experiments

Create Experiments and Add Experimental Information

In this course, you will learn how to create an experiment from scratch and from an existing experiment to document their research, as well as how to modify the structure of an experiment. Additionally, you will learn how to add content to an experiment in various formats and how to link experiments in BIOVIA Workbook.

Topics	Details
<ul style="list-style-type: none"> • Create Experiments • Add Experimental Information • Import Materials • Enter Reaction Data • Create a Sample Preparation • Create a Formulation 	<p>Duration: 1 hour 7 minutes</p> <p>Prerequisites: View Experiments</p> <p>Videos:</p> <ul style="list-style-type: none"> > Create an Experiment from a Template > Clone and Experiment > Manage Sections > Fill in forms and Enter Table Data > Enter Free Text > Add Files and Enter Spreadsheet Data > Add References > Import Materials from Datasources > Import Materials from Other Experiments > Manage Materials Table > Draw Reaction Scheme and Specify Materials > Enter Material Amounts > User Materials Quick Text > Designate a Multi-Step Synthetic Scheme > Create a Preparation > Create Dilutions > Create a Solid Formulation > Create a Liquid Formulation > Replicate and Delete Formulations

Search for Experiments and Generate Reports

In this course, you will learn how to use various search types to find experiments that meet specific criteria, as well as how to save and re-use search queries and search results. Additionally, you will learn how to create a report from an experiment, you they can print or export to a file to have access to experimental information outside of BIOVIA Workbook.

Topics	Details
<ul style="list-style-type: none"> • Search for Experiments • Generate Reports 	<p>Duration: 21 minutes</p> <p>Prerequisites: View Experiments</p> <p>Videos:</p> <ul style="list-style-type: none"> > Perform a Standard Search > Perform a Full Text Search > Perform a Properties Search > Perform an Advanced Search > Perform a Chemistry Search > Save a Search Query and Search results > Create, Configure, and Export a Report > Create a Multi-Experiment Report

Use the Home Page and Experiment Workflow

In this course, you will learn how to work with the Home page to access frequently used functionality in the Workbook, such as creating a new experiment or opening experiments you are working on. Additionally, you will learn about the various components that make up an experiment workflow and how they are applied in BIOVIA Workbook.

Topics	Details
<ul style="list-style-type: none"> • Work with the Home Page • Use the Experiment Workflow 	<p>Duration: 18 minutes</p> <p>Prerequisites: View Experiments; Create Experiments and Add Experimental Information</p> <p>Videos:</p> <ul style="list-style-type: none"> > Work with the Home Page > List Workflow Components > Transition an Experiment > Witness an Experiment

Building Forms, Templates, and Tables in BIOVIA Workbook

This course is designed for advanced users of BIOVIA Workbook. You should be familiar with creating new experiments, adding information to experiments, and checking experiments into versioned repositories. You will learn to develop components that can be made available for everyday users to create their own experiments and add essential information to them.

Topics	Details
<ul style="list-style-type: none">• Create Property Sets• Build Forms• Build Templates• Build Tables	<p>Duration: 34 minutes</p> <p>Prerequisites: Create Experiments and Add Experimental Information; Use the Home Page and Experiment Workflow</p> <p>Videos:</p> <ul style="list-style-type: none">> Define a Property Set> Define Property Attributes> Preview and Save a Property Set> Create a Form> Define Form and Widget Properties> Preview and Check in a Form> Create an Experiment Template> Define Template and Section Properties> Preview and Check in a Template> Create a Section Template> Insert a Table Section

Instructor-Led Courses

Entering Data and Accessing Information in BIOVIA Workbook

This course is designed for beginning users of BIOVIA Workbook. The content is based on standard workflows used by research scientists. Exercises focus on entering important experimental data into repositories and accessing experimental information that has been stored in the Workbook.

Topics	Details
<ul style="list-style-type: none">• Navigate in BIOVIA Workbook• Create experiments• Record essential experimental information• Update experiments and register changes• Generate reports• Search for experiments	<p>Duration: ½-day</p> <p>Prerequisites: None</p> <p>Location: Onsite or Virtual Classroom</p>

Building Forms, Templates, and Tables in BIOVIA Workbook

This course is designed for advanced users of BIOVIA Workbook. You should be familiar with creating new experiments, adding information to experiments, and checking experiments into versioned repositories. You will learn to develop components that can be made available for everyday users to create their own experiments and add essential information to them. Exercises focus on the creation and management of forms, templates, and tables.

Topics	Details
<ul style="list-style-type: none">• Create and manage property sets• Create and manage forms• Create and manage experiment templates• Create table sections within templates• Make templates available for use within BIOVIA Workbook	<p>Duration: 1 Day</p> <p>Prerequisites: Entering Data and Accessing Information in BIOVIA Workbook</p> <p>Location: Onsite or Virtual Classroom</p>

BIOVIA Workbook User Administration

This course is for individuals tasked with the administration of BIOVIA Workbook to provide required user access to BIOVIA Workbook.

Topics	Details
<ul style="list-style-type: none"> • Create groups and define group permissions • Creating users and assign users to groups • Create folders and assign folder permissions • Manage vocabulary lists 	<p>Duration: ½-day</p> <p>Prerequisites: Entering Data and Accessing Information in BIOVIA Workbook</p> <p>Location: Onsite or Virtual Classroom</p>

Workflow Designer

This course is designed for advanced users and administrators of BIOVIA Workbook. This course teaches you how to develop workflows using Workflow Designer to define a specific collaboration, review, or approval process for an experiment in BIOVIA Workbook.

Topics	Details
<ul style="list-style-type: none"> • Examine workflow elements: stages, transitions, actors, and signatures policies • Create a workflow • Compile and publish a workflow • Associate a workflow with experiments • Test a workflow 	<p>Duration: 1 Day</p> <p>Prerequisites: Entering Data and Accessing Information in BIOVIA Workbook; BIOVIA Workbook User Administration</p> <p>Location: Onsite or Virtual Classroom</p>