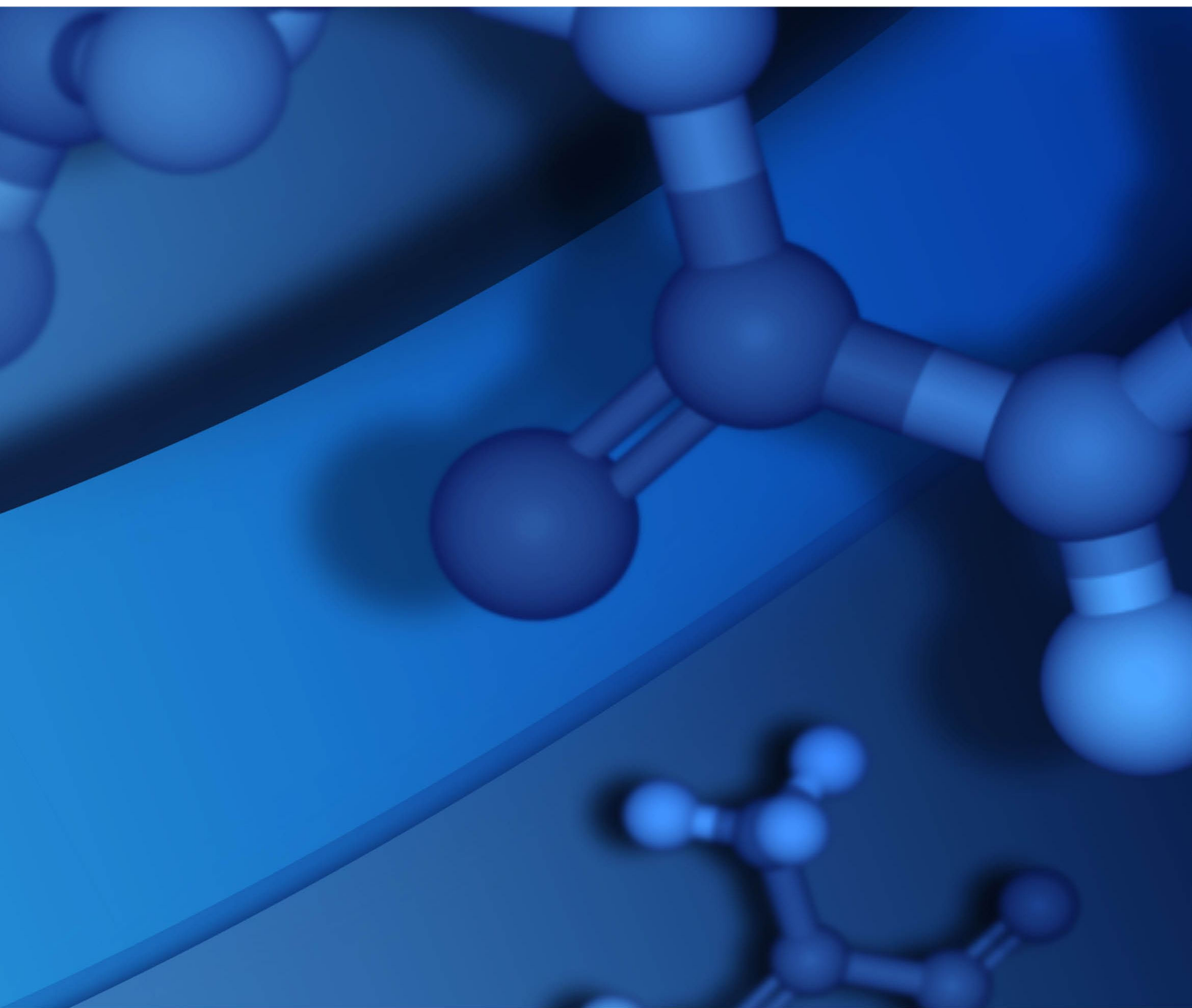


TRAINING COURSE CATALOG

BIOVIA ONE LAB



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Contents

Summary	1
eLearning Courses.....	2
Learning Experience for BIOVIA Laboratory Informatics	2
Managing Inventory using BIOVIA CISPro.....	2
Managing Laboratory Activities using BIOVIA Task Plan	3
Author and Execute Methods Using BIOVIA Compose.....	4
Instructor-Led Courses.....	5
Managing Inventory Using BIOVIA CISPro	5
Managing Laboratory Activities using BIOVIA Task Plan	5
Authoring Recipes using BIOVIA Compose	6
BIOVIA CISPro Configuration.....	6
BIOVIA ONE Lab User Administration	7

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 ONE Lab and are available at any time from a web browser. They are also a useful tool when you want a quick reminder of BIOVIA ONE Lab 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 Laboratory Informatics

The Learning Experience for BIOVIA Laboratory Informatics eLearning video bundle contains three parts: BIOVIA CISPro, BIOVIA Compose, and BIOVIA Task Plan in BIOVIA One Lab.

Managing Inventory using BIOVIA CISPro

In this course, you will learn how to create, view, edit and delete containers and materials in CISPro. Any number of Chemical or Biological materials can be created in CISPro and information such as hazards, storage compatibility, minimum and maximum inventory levels and much more are tracked within CISPro for each material. Permission to create, view, edit and delete items with CISPro can be crafted very specifically to as many different user Roles as needed so that each user has access to the items they need within CISPro to complete their particular tasks.

Topics	Details
<ul style="list-style-type: none">• CISPro Overview• Navigate the Homepage• Create Material• Edit Material• Report Material Information• Receive Inventory• Manage Containers• Reconcile Inventory• Report Container Information	<p>Duration: 2 hours</p> <p>Prerequisites: None</p> <p>Videos:</p> <ul style="list-style-type: none">> What is CISPro?> Explore the Homepage> Use the Menubar> Select Views> Search the CISPro and DataMart> Use Create Material Form> Import Material from DataMart> Use Create Material Form> Update Material Information and Define Synonyms> Add or Remove Materials from Regulatory Lists> Assign SDS Documents> Add Sizes and Define Inventory Levels> Examine Material Information> Receive Inventory> Update Container Information and Dispense Containers> Use Kiosk Mode> Multi-edit Containers> Collect Scans> Set Parameters and Update Container Records> Examine Container Information and Report Containers by Location> View Deficient Inventory> Report Total Quantities

Managing Laboratory Activities using BIOVIA Task Plan

In this course, you will learn how to manage samples and tasks in a laboratory environment. You will learn how to create a task plan with samples and activities of your choosing; assign a task plan to yourself or request that it be executed by someone else; execute individual tasks or an entire task plan; display results from a task plan; and manage samples from creation to disposal.

Topics	Details
<ul style="list-style-type: none"> • Manage Samples • View Sample Information • Execute Tasks • View Task Information • Examine Results • Access Widgets 	<p>Duration: 2 hours and 45 minutes</p> <p>Prerequisites: None</p> <p>Videos:</p> <ul style="list-style-type: none"> > Create Samples > Print Labels and Collect Samples > Receive Samples > Split Samples > Dispose Samples > Edit Samples > Filter Samples > Configure Display > View Chain of Custody > Export Samples > Create Task Plan > Edit Task Plan Details > Generate Tasks with Samples > Generate Tasks without Samples > Edit Tasks > Split Tasks > Request Tasks > Change Lifecycle State > Execute Tasks > View My Tasks > View Available Tasks > Import Tasks > Filter Tasks > Configure Display > Export Results > Review Results > Access Samples Widget > Access Task Widget

Author and Execute Methods Using BIOVIA Compose

In this course, you will learn how to create recipes and procedures while using built-in operations and actions within Compose. You will also view, modify, and/or execute standardized recipes and methods, view procedures with an intuitive process flow diagram, enforce limits and tolerances. Users will also review data by exception.

Topics	Details
<ul style="list-style-type: none"> • View Recipes • Create Recipes • Build Recipes • Use Recipe Workflow • Execute Recipes • Manage Compose Libraries 	<p>Duration: 2 hours and 10 minutes</p> <p>Prerequisites: None</p> <p>Videos:</p> <ul style="list-style-type: none"> > Navigate in Compose > Recipe Types > Create New Recipes > Clone Recipes > Add Materials and Equipment > Add Process Elements > Add Process Step Details > Define Calculated Values > Attach Files > Annotate Recipes and Specify Repeatable Steps > Define Conditional Branching > Assign Signature Requirements > Submit Recipe > Approve Recipe > Assign Recipe > Execute Recipe and Modify Values > Generate Recipe Reports and Review Capture Sessions > Process Element Library and Manage Folders > Manage and Edit Process Elements > Manage Recipe Library

Instructor-Led Courses

Managing Inventory Using BIOVIA CISPro

In this course, you will learn to search for materials and containers in onsite inventory and external databases. You will also learn to create new materials and receive inventory of existing materials. Additionally, you will learn to manage containers of inventory to update locations, amounts, and owners. No prior experience with BIOVIA CISPro is necessary.

Topics	Details
<ul style="list-style-type: none">• Navigate the Home Page• Create Materials• Edit Materials• Report Material Information• Receive Inventory• Manage Containers• Reconcile Inventory• Report Container Information	<p>Duration: ½-day</p> <p>Prerequisites: None</p> <p>Location: Onsite or Virtual Classroom</p>

Managing Laboratory Activities using BIOVIA Task Plan

This course teaches you how to manage samples and tasks in a laboratory environment. You will learn how to create a task plan with samples and activities of your choosing; assign a task plan to yourself or request that it be executed by someone else; execute individual tasks or an entire task plan; display results from a task plan; and manage samples from creation to disposal.

Topics	Details
<ul style="list-style-type: none">• Create Task Plan• Add Samples and Tasks• Submit Tasks to Lab• View Available Tasks• Execute Tasks• Manage Samples	<p>Duration: ½-day</p> <p>Prerequisites: None</p> <p>Location: Onsite or Virtual Classroom</p>

Authoring Recipes using BIOVIA Compose

This course teaches you how to create reusable recipes that can be executed in a laboratory environment. You will learn to view existing recipes; generate recipes from scratch or from existing recipes; approve recipes and assign them for execution; and execute recipes that have been assigned to you.

Topics	Details
<ul style="list-style-type: none">• View Recipes• Create Recipes• Add Recipe Information• Use Recipe Workflow• Execute Recipes	<p>Duration: 1 Day</p> <p>Prerequisites: None</p> <p>Location: Onsite or Virtual Classroom</p>

BIOVIA CISPro Configuration

In this course, you will learn to define user roles and assign required permissions to CISPro user accounts. Additionally, you will learn to configure inventory locations and system settings. Finally, you will learn to manage views, reports, and regulatory lists in BIOVIA CISPro. You should have experience with the topics in the Managing Inventory Using BIOVIA CISPro course.

Topics	Details
<ul style="list-style-type: none">• Manage Roles• Manage Work Units• Configure Location Settings• Manage Inventory Groups• Configure System Settings• Manage Views and Reports• Manage Regulatory Lists	<p>Duration: ½-day</p> <p>Prerequisites: Managing Inventory Using BIOVIA CISPro</p> <p>Location: Onsite or Virtual Classroom</p>

BIOVIA ONE Lab User Administration

This course is designed for administrators who configure user access to BIOVIA ONE Lab functionality and information. You will learn to define groups and users and assign required permissions. Additionally, you will learn to manage master data, such as locations, parameter templates, and vocabularies. Finally, you will learn to manage lifecycle policies and signature policies used in BIOVIA ONE Lab.

Topics	Details
<ul style="list-style-type: none">• Manage Groups and Users• Manage Roles and Collaborative Spaces• Assign Permissions• Manage Activities and Activity Plans• Manage Master Data• Configure System Settings	<p>Duration: ½-day</p> <p>Prerequisites: Managing Laboratory Activities using BIOVIA Task Plan; Authoring Recipes using BIOVIA Compose</p> <p>Location: Onsite or Virtual Classroom</p>