TRAINING COURSE CATALOG

BIOVIA NOTEBOOK
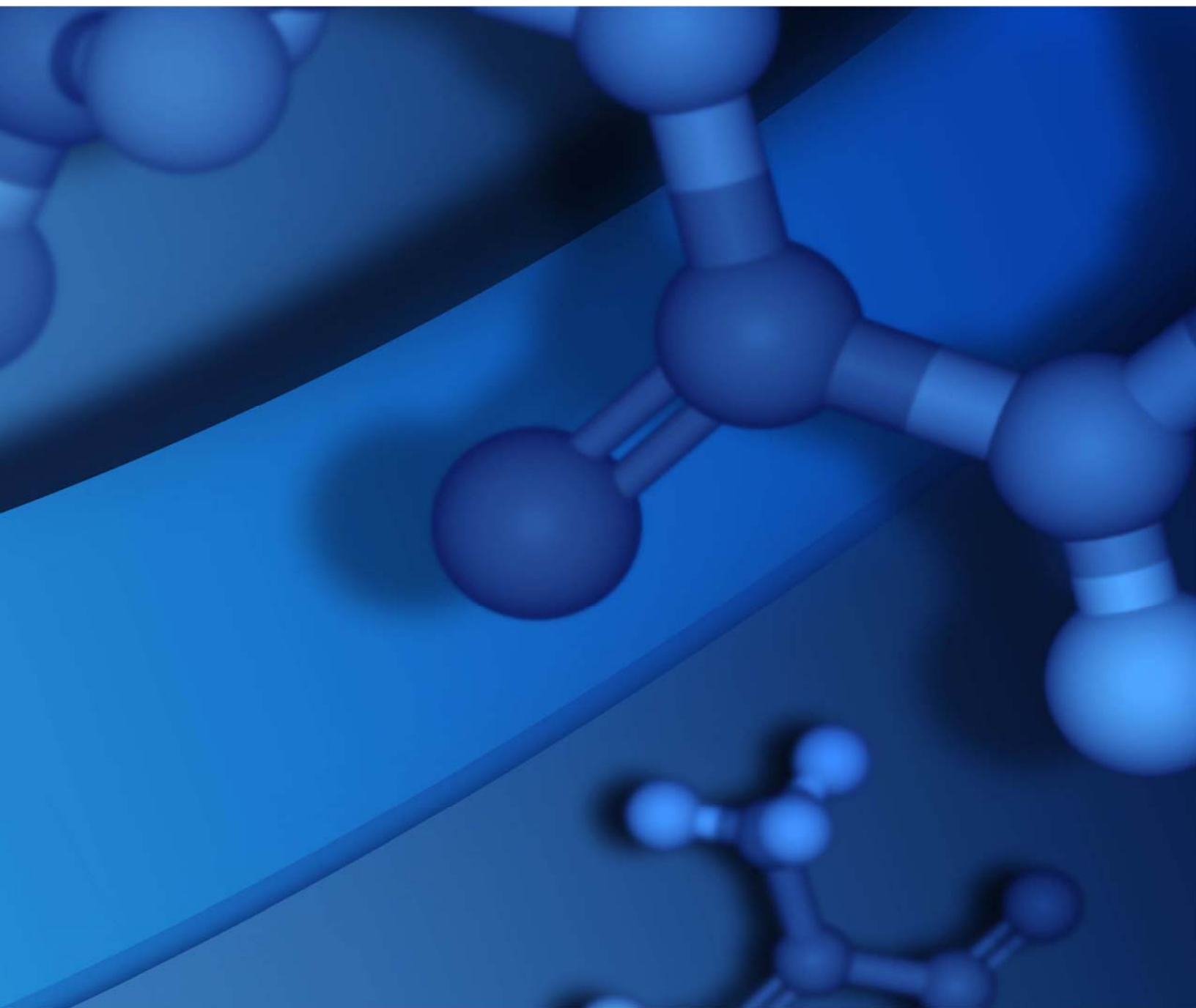
Acknowledgments and References

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Contents

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 Notebook and are available at any time from a web browser. They are also a useful tool when you want a quick reminder of BIOVIA Notebook 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 Course

Learning Experience for BIOVIA Notebook

The Learning Experience for BIOVIA Workbook eLearning video bundle contains the course BIOVIA Notebook Exploration.

BIOVIA Notebook Exploration

In this course, you will learn how to view existing experiments and create new experiments. Additionally, you will learn how to add content to experiments in various formats and share your experiments with other authors for collaboration. Finally, you will learn how to submit your experiments to disable further editing and how to co-sign experiments that have been sent to you for review.

Topics	Details
- View Experiments - Search for Experiments - Create Experiments - Add Experimental Information - Share Experiments - Optimize Data Entry - Submit Experiments	**Duration:** 54 minutes **Prerequisites:** None **Videos:** > Log in and Navigate the Home Page > Filter Experiment Lists and View Experiments > Perform Search and Save Search Query > Create an Experiment from a Template > Clone an Experiment > Add Data and Manage Sections > Attach Files > Import Images > Enter Chemical Data > Define Collabortors > Contribute to an Experiment > Use My Sections and Personal Templates > Submit an Experiment > Co-sign an Experiment

Instructor-Led Courses

BIOVIA Notebook Exploration

In this class, you will learn fundamental techniques for daily work in BIOVIA Notebook. You will learn how to view experiments, create and populate experiments, and sign experiments when completed to submit them for witnessing. Additionally, you will discover how to collaborate with colleagues on the same experiment as well as configure your experiments to optimize data entry. Finally, you will examine ways to find experiments in the Notebook based on specific criteria.

Topics	Details
- Navigate to an experiment of interest and view it in detail - Create an experiment from scratch or from a previous experiment - Enter information in different formats into an experiment - Open an experiment for multiple-author modifications - Submit an experiment for review - Define personal configurations to optimize data entry - Find experiments that match specific criteria	**Duration:** ½-day **Prerequisites:** None **Location:** Onsite or Virtual Classroom

BIOVIA Notebook User Administration

In this class, you will learn basic security model principles to assign appropriate access and permissions to end users of BIOVIA Notebook. You will also discover how to define and manage groups and projects in the administration tool. Additionally, you will examine specific, specialized functionality based on user needs.

Topics	Details
• Define access model and group structure hierarchy • Define group privileges and project permissions • Manage group definitions • Manage project definitions • Configure collaboration settings • Configure section locking and extended audit trails • Manage signing policies	**Duration:** ½-day **Prerequisites:** BIOVIA Notebook Exploration **Location:** Onsite or Virtual Classroom