iFlex | QUINTILES

Welcome to iFlex!

Quintiles Global IT is pleased to offer you a new flexible way of working. iFlex enables you to work from your Internet connected device, your way – remotely and securely providing access to the applications and tools you use regularly without the need to use a Quintiles computer.

Login instructions:

1. On a Quintiles provided computer that is connected to the Quintiles network open your web Browser and type "iflex" into the web address bar
2. You'll then be presented with a window showing this icon:

iFlex

3. Click the icon to launch your virtual desktop session and start using iFlex!
4. Once iFlex is launched you can login to Lync and navigate back and forth between iFlex and your Quintiles computer.

iFlex Quick Tips:

• **Save files to the "My Documents" folder:** This folder is backed up every night.

• **Save often:** This will prevent losing changes if your connectivity would be interrupted or you leave your session unattended for longer than 2 hours.

• **Save your open files and close your programs before you exit:** This ensures that all your work is available when you return later.

• **iFlex Gets Accidentally Closed or Internet Stops Working:** If your iFlex session is interrupted by something like a power failure, Internet failure, or accidentally closing iFlex instead of logging off, you're session will remain active on our servers for 1 hour. If you log back in within that time, you can resume your work and save your data. Information that is not saved after 1 hour it will be lost.

• **When You Leave:** Click "Start" and "Log Off" before shutting down your PC or Mac. If you leave your computer online and idle for over two hours, your iFlex session will disconnect (see above). If you don't log back into iFlex to resume your session by the end of the 3rd hour, any unsaved data will be lost.

How to Request Additional iFlex Applications:

• Because iFlex is a virtual system, it's not like your personal computer where software can be installed from a disk or a download

• Additional iFlex desktop applications may be requested here. (You must be logged into iFlex to request software)

iFlex User Community:

Please refer to the iFlex user community for additional information and user forum where you can ask questions and collaborate with other iFlex users.
iFlex User Community

Please contact Global IT Service Desk should you require further assistance.