IFLEX SETUP INSTRUCTIONS FOR IPAD

BEFORE YOU BEGIN:

CONNECT:

> Ensure you have quality Wi-Fi connectivity to a wireless network (at least 2 or 3 bars).

> **NOTE:** The "Quintiles" Wi-Fi network in the office is not authorized for mobile devices.

CREATE:

If you already have an Apple ID from a previous Apple device or Apple iTunes account you've used, you may skip this step.

> **NOTE:** Your Apple ID is a personal account and as such, corporate credit cards and corporate e-mail addresses should _not_ be used for your Apple ID. Any discretionary purchases made are billed to and owned by the customer. Likewise, these purchases will follow your account, should you choose to use your Apple ID on another device.

> On your device, go to the **Settings** app, tap iTunes & App Stores

> At the bottom of the window, tap **Create New Apple ID.**

> Follow the prompts on the screen to create your Apple ID.

> **NOTE:** Remember to use a personal e-mail address and personal credit card as Quintiles is not responsible for this account. If you have trouble with your Apple ID, please contact Apple by clicking here.

UPDATE:

It is important that your device is updated to the most recent operating system version before setting up iFlex. Please follow the steps below:

> On your device, please go to **Settings** > **General** > **Software Update**

> If a newer version of software is available, it is recommended that you update the device before proceeding. If an update is not available for your device, proceed to the next section.

INSTALLING CITRIX REVEIVER ON YOUR IPAD:

1. Open the App Store

2. Tap the "Search" entry field at the top right of the screen:
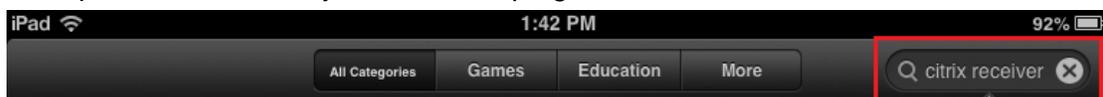
3. Search for "Citrix Receiver" and then tap the [Search] button on the keyboard
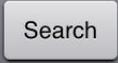
4. Look for the app displayed below and then tap the [FREE] button and then tap

5. If this is the first time you've installed an app on this device, you may receive a prompt to sign in or create an [Apple ID](#). If this prompt does not appear, please skip to step #6.

a. If prompted to sign in, tap "Use Existing Apple ID"

b. On the prompt that follows, enter your Apple ID e-mail address and the Apple ID password you created previously by following the steps found in the "Before You Begin" section above.

> **NOTE:** Quintiles IT does not supply or maintain your Apple ID credentials. If you have trouble with your Apple ID, please contact Apple by clicking [here](#)

c. On the following prompt, enter your Apple ID e-mail address and the Apple ID password.

d. Once accepted, the prompt will disappear and Citrix Receiver will begin installing.

6. After installation, the icon will appear on your device on a free tile space. You may need to swipe between pages to find the new app. You can also tap OPEN from the App Info screen where you first downloaded the App to proceed.

CONFIGURING IFLEX ON YOUR IPAD:

1. On your iPad, open the following link: [iOS Configuration](#)

2. The link will redirect you into the Citrix Receiver app. Tap **Add Account**

3. The next screen tap on "Options"
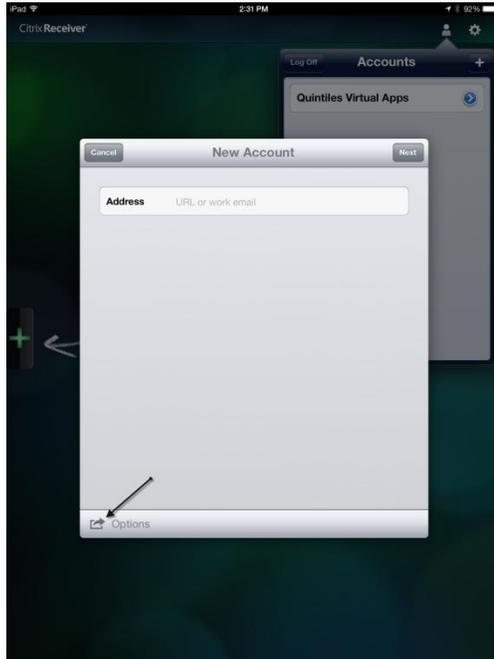
4. Tap Manual Setup

5. Type in the address field https://iflex.quintiles.com

6. In the description field type in "iFlex"

7. Make sure "Web Interface" is selected and click "Save"

    Example
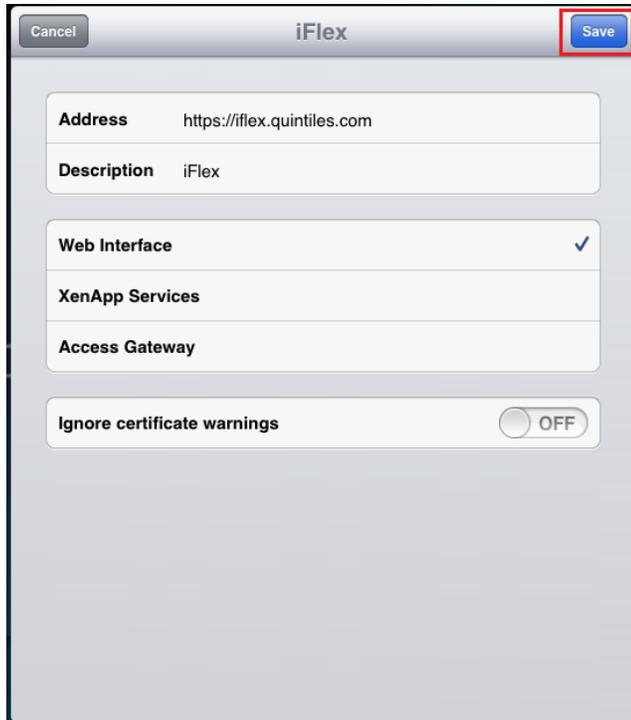
8. On the main screen tap the "iFlex" option under accounts

iFlex | ◯ QUINTILES®
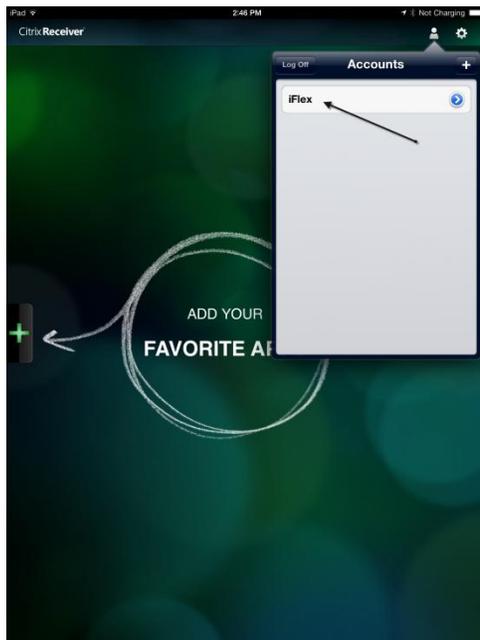
9. Log in to iFlex using your qID and password and select **Submit**. Then enter your assigned Pin for your Passcode and tap **Login**
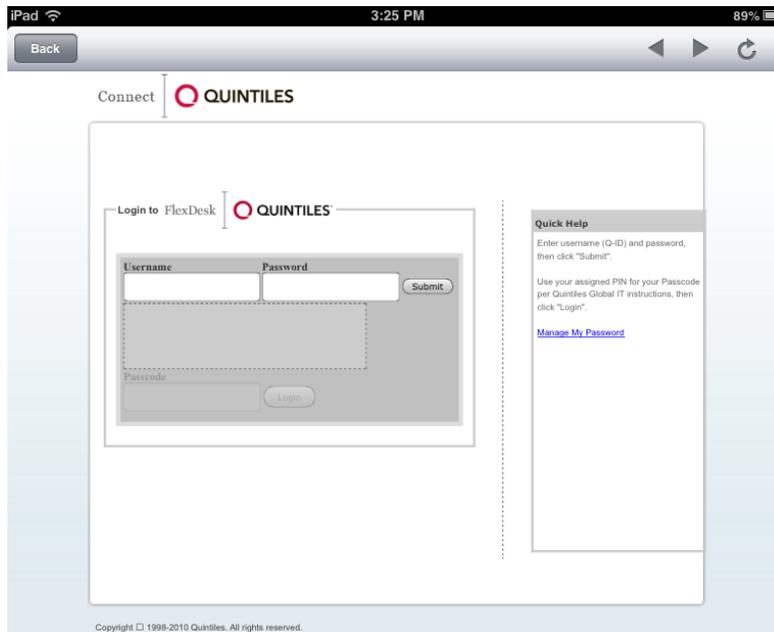
10. Once your logged in, tap the **iFlex** icon
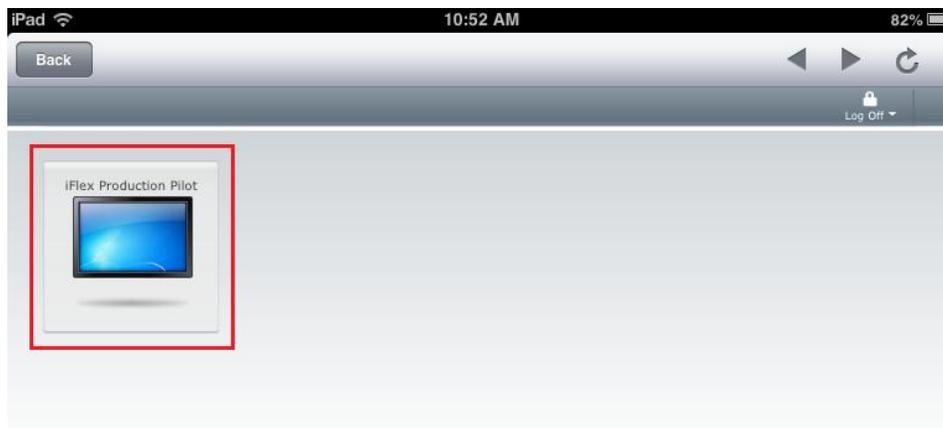
11. iFlex will then proceed to launch and the installation of iFlex will now be complete

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LAUNCHING IFLEX FROM THE CITRIX RECEIVER ON IPAD

Now that iFlex is installed, you will simply need to log in before each session. To do this simply:

1. Tap the Citrix Receiver icon on your iPad home screen

2. Tap the icon in the top right of the page to view a drop down menu of Accounts

3. Select iFlex from the drop down menu and enter your login credentials
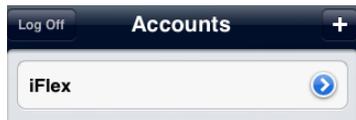
4. Tap iFlex Production Pilot to launch iFlex

NOTE: It is recommended that you activate the Caffeine feature of Citrix Receiver to prevent the screen from going to sleep on its own and disconnecting you from iFlex. To do this, simply:

- Tap the icon in the top right of the page

- Select *Advanced* and scroll down and tap *Caffeine*

- Turn *Stay Awake* to On