

INTRODUCTION AND QUICK GUIDE

IFlex Training Center

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IMS Health & Quintiles are now



SECTION 1

Welcome to iFlex!

- Thank you for accessing the iFlex Training Center. 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 an IQVIA computer.
- iFlex enables you to remotely access such popular tools as:
 - IQ Homepage
 - Learning Edge
 - Outlook
 - SharePoint
 - NGA – Paystub System
 - And many more!
- Continue to the next section for some helpful **Quick Tips** to follow while using iFlex.

SECTION 2

iFlex Quick Tips

- **Save Often.** Saving often is a highly recommended practice rather you are in iFlex or not, however in iFlex it is essential. Please save often to prevent any data loss in case of an interrupted connection.
- **Utilize the benefits of iFlex.** iFlex allows you to access resources only available on the IQVIA internal network. If you do not have an IQVIA laptop, are on the road, or just need an easy solution to view and manage emails on a personal device, look no further - iFlex is here to help!
- **Log off when you're done.** When you're finished for the day and everything is saved, it is advised to log off from iFlex. This is done by opening the **Start Menu** in iFlex and clicking **Log off**. Logging off releases your session from the server and can help prevent errors from occurring on your next logon attempt.
- **Requesting Software in iFlex.** Software requests are handled through the VIA system. You must be logged into iFlex before accessing VIA. To access VIA, you can use the link found at the top of the IQ homepage, or manually access <https://quintiles.service-now.com/via>. Within VIA access the **Quick Actions** menu, and then choose the **Software Self-Service** link. Use the **Software Self Service** like an online store. Search for software already available in the catalog, add it to your cart and checkout, or add a General Software request and complete the required fields for new software.



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