HOW TO ACCESS IFLEX ON IPAD

IFlex Training Center

July 17, 2019

SECTION 1

Before you Begin

- iFlex is a virtualized desktop that is connected to the IQVIA network.

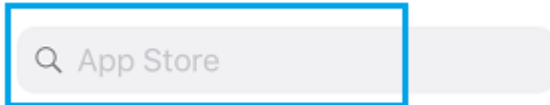- When using iFlex, please ensure you have a quality network connection.

SECTION 2

Installing Citrix Workspace on iPad

- To begin, Open the **App Store** from the iPad's home screen by tapping the App Store icon from the home-screen.

- At the bottom right of the App Store home screen, tap **Search.**

- Locate the search field under the word **Search.**

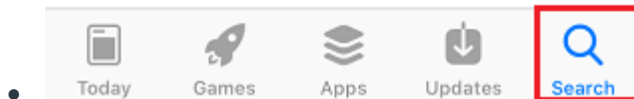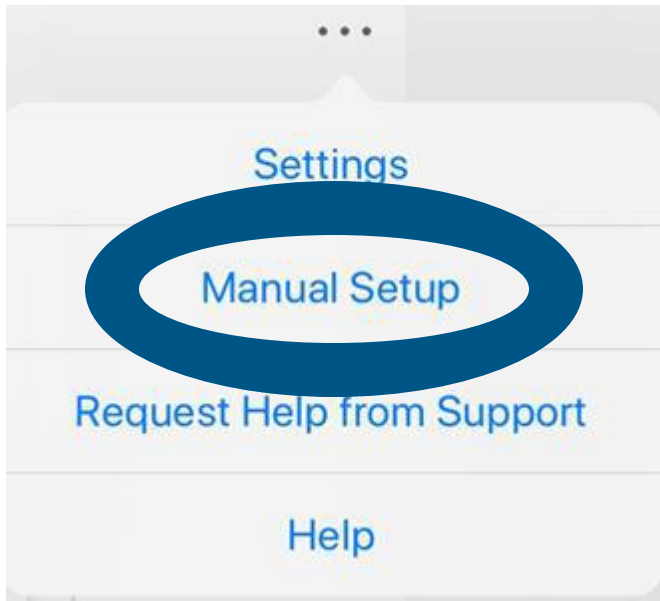- Type **Citrix Workspace** into the Search field.

- Select the **Citrix Workspace** search result.

- Find the **Citrix Workspace** app on the next page, press **GET**.

  o If you see a cloud instead of **GET**, press the cloud.

- Enter your Apple ID or thumb print if prompted.

- Once the app install is complete, select **Open**.

SECTION 3

Configuring iFlex in the Citrix Workspace App

- In the Citrix Workspace App, tap the **Get Started** button.

- Tap the 3 dots located at the top right of the screen and tap **Manual Setup**.

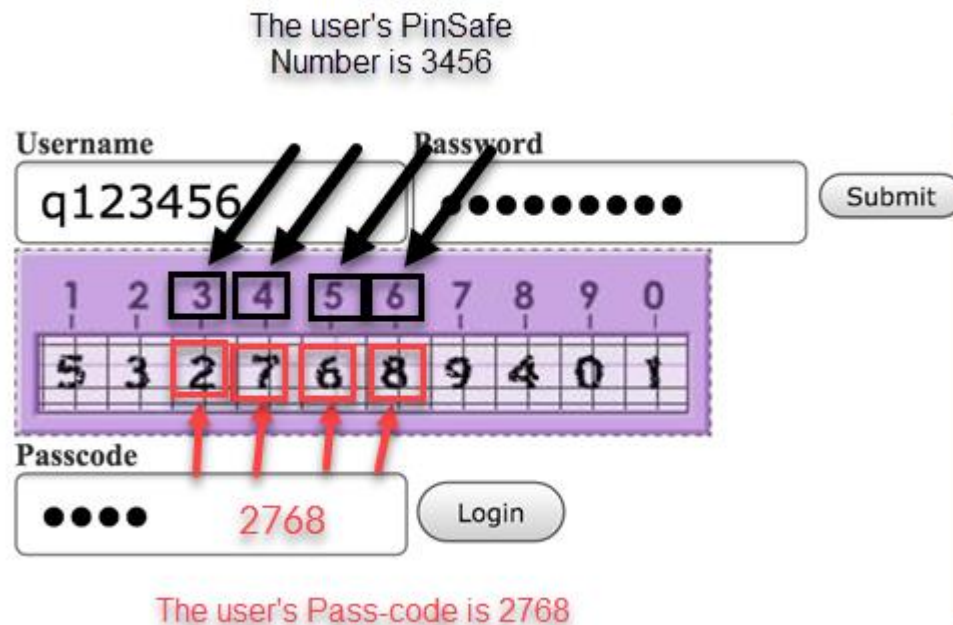- On the **New Account** screen, adjust the following values:

    - Address: https://iflex.quintiles.com

    - Description: iFlex

    - Tap Web Interface

    - Tap **Save** at the top right of the screen.

- You will now see the iFlex logon screen.

SECTION 4

Logging onto iFlex

- At the iFlex logon screen, logon with your Username, Password, and Passcode.

    o Username is your QID (lowercase q + workday id). Example: q123456.

    o The password is the password provided to you with your QID.

    o The passcode is generated from matching numbers with your PINSafe number. Below is a screenshot illustrating the passcode process.
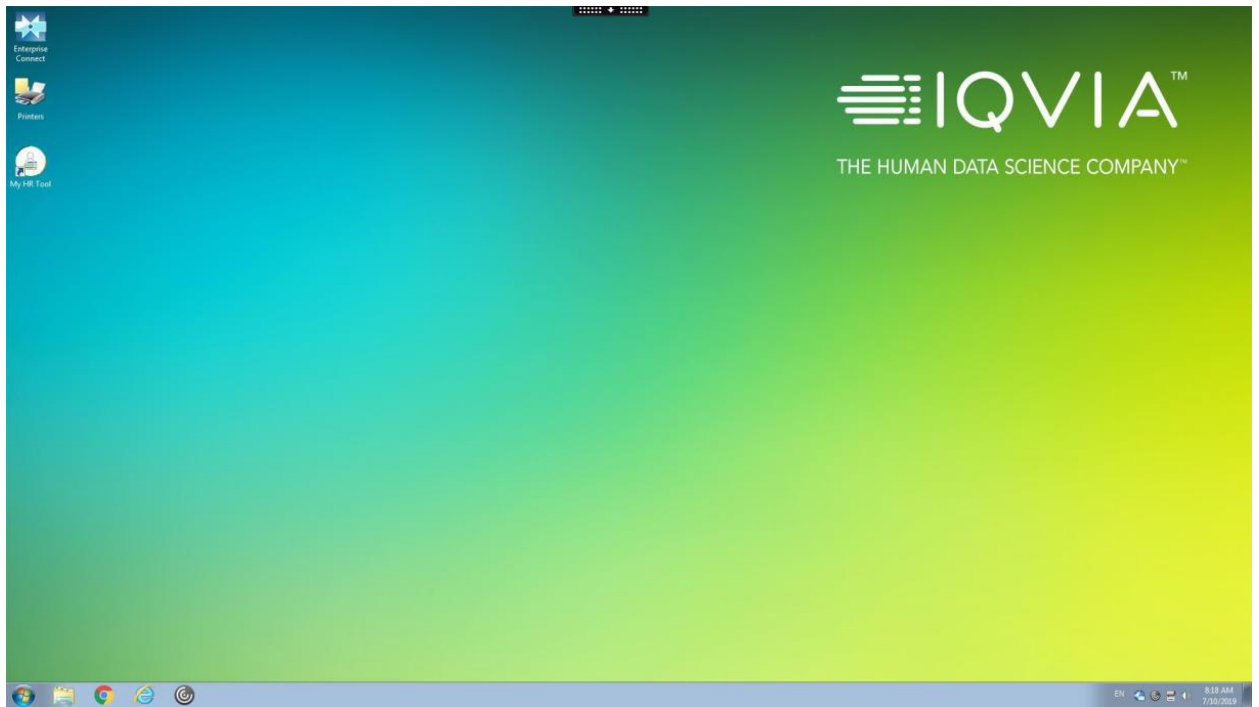

The user's PinSafe Number is 3456

The user's Pass-code is 2768

- Once all values have been entered, tap **Login**.

- If the screen changes and you see a loading bar, wait for iFlex to load. If not, locate and

iFlex - O365

tap the **Desktops** tab and tap the iFlex – O365 screen.

- You may need to tap the screen more than once if you receive an error.

- Wait for iFlex to Load.

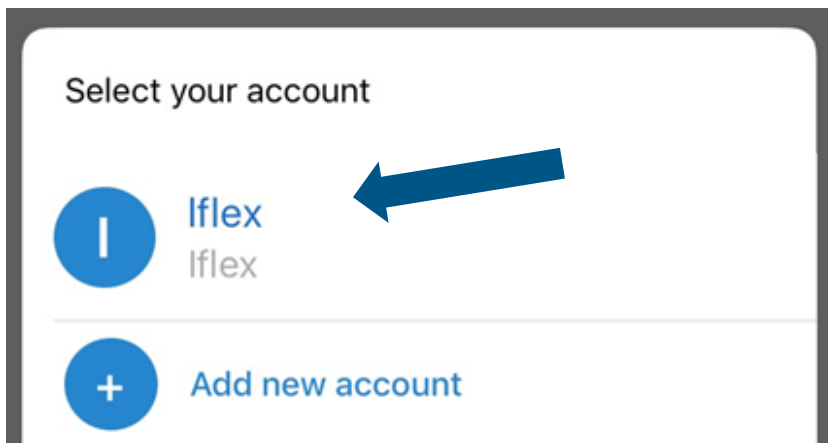- When iFlex is completely loaded, you will see a Windows desktop.

SECTION 4

Logging off iFlex and Returning to IFlex

- When you are done using iFlex for the day, please log off the session. To log off, click the **Start** button in iFlex and click **Log off**.

- To return to iFlex, open the **Citrix Workspace** application and select the iFlex account from the **Select your account** menu.

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