

HOW TO ACCESS IFLEX ON A LAPTOP

IFlex Training Center

July 17, 2019



IMS Health & Quintiles are now



SECTION 1

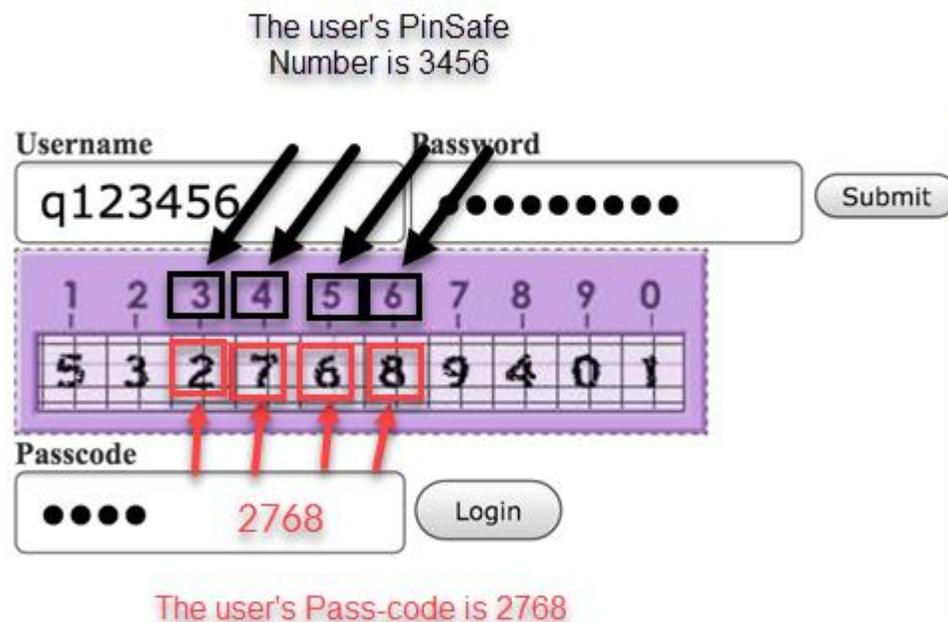
Before you Begin

- It is required to use **Google Chrome, Edge, or Safari browsers** to access iFlex.
- iFlex is a virtualized desktop that is connected to the IQVIA network and can be accessed from a personal or non-IQVIA laptop.
- When using iFlex, please ensure you have a quality network connection.

SECTION 2

How to Use iFlex Light (No Installation Required)

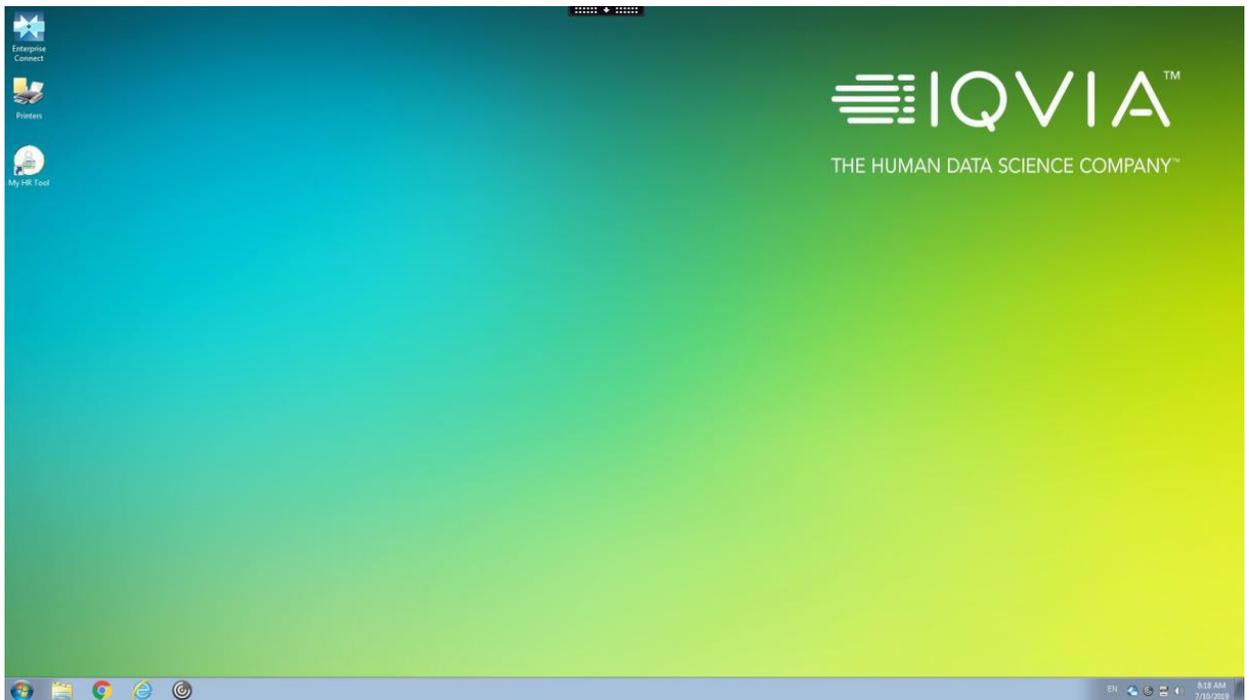
- Open <https://workspace.quintiles.com>
- Logon with your Username, Password and Passcode.
 - Username is your QID (lowercase q + workday id). Example: q123456.
 - The password is the password provided to you with your QID.
 - The passcode is generated from matching numbers with your PINSafe number. Below is a screenshot illustrating the passcode process.



- Once all values have been entered, click **Login**.
- On the next page, find and click the **Use light version** link.
- On the next page, find and click the **Desktops** tab at the top of the page.



- Find the iFlex – O365 screen.
 - To add the iFlex – O365 screen to your Favorites tab, click the **Details** link and then **Add to Favorites**.
- Open iFlex by clicking onto the iFlex – O365 screen or using the open button under the **Details** link.
- Wait for iFlex to load.
- When iFlex is completely loaded you will see a Windows Desktop.



- For basic access needs, you can stop here. However, if you need to print from iFlex or are experiencing poor performance, please continue reading for instructions on using the full iFlex experience.

SECTION 3

How to Use iFlex (Install Required)

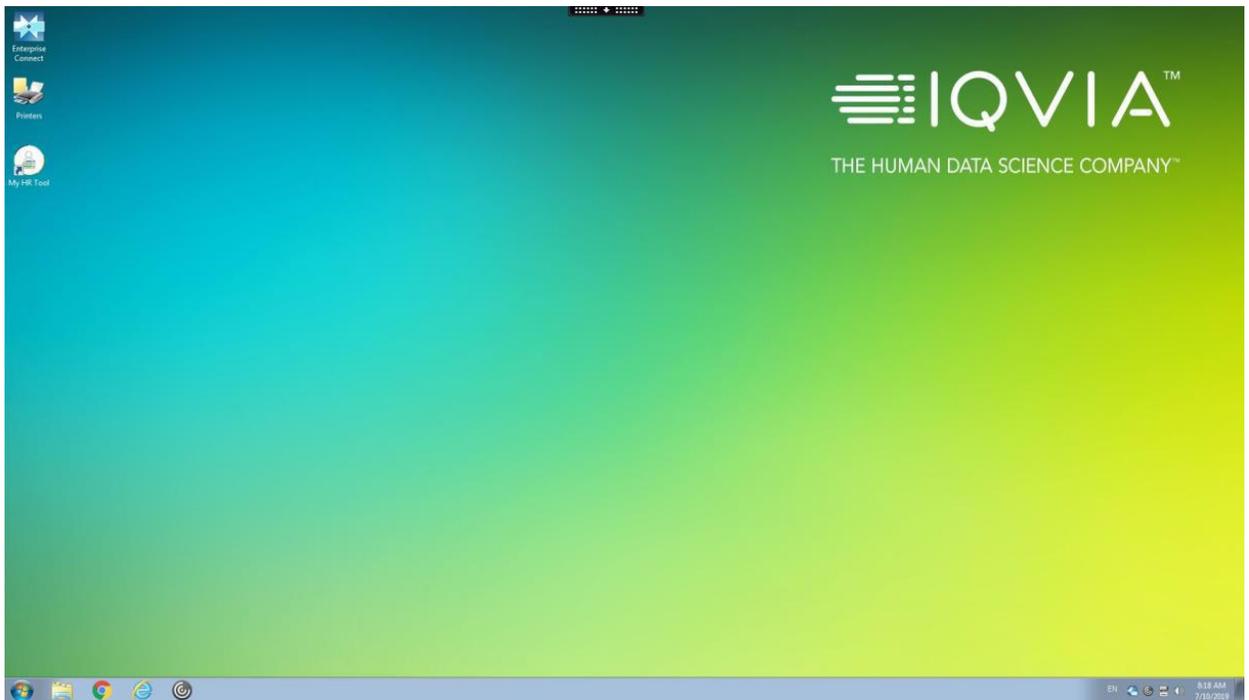
- To begin setting up iFlex, open <https://www.citrix.com/downloads/workspace-app/>
- Locate the appropriate Citrix Workspace download link for your system and click the link to proceed.
- Click the download button.

Download Citrix Workspace app for Windows

- The download will begin. When the download completes, open the file.
- Follow the on-screen prompts to install the Citrix Workspace app.
- When the install is complete, you may close the Citrix Workspace install window. You **do not** need to add an account.
- To use and access iFlex, open <https://workspace.quintiles.com>.
- Logon with your Username, Password, and Passcode.
 - Username is your QID (lowercase q + workday id). Example: q123456.
 - The password is the password provided to you with your QID.
 - The passcode is generated from matching numbers with your PINSafe number. (Reference [Section 2](#) for a screenshot with details on the process)
- Once all values have been entered, click **Login**.
- On the next page, click **Detect Receiver**. If after clicking **Detect Receiver** the button turns to a **Download button**, please locate and click the **Already Installed** link below it.
- On the next page, find and click the **Desktops** tab at the top of the page.



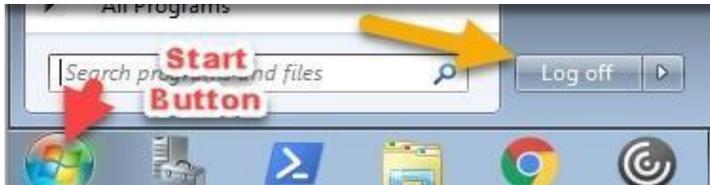
- Find the iFlex – O365 screen.
 - To add the iFlex – O365 screen to your Favorites tab, click the **Details** link and then **Add to Favorites**.
- Open iFlex by clicking onto the iFlex – O365 screen or using the open button under the **Details** link.
- Wait for iFlex to load.
- When iFlex is completely 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, access <https://workspace.quintiles.com>. You will need to enter your Username, Password, and Passcode for each new iFlex session.



GLOBAL IT SERVICE DESK

Direct: +1 913-708-7473

Email: GlobalITServiceDesk@iqvia.com