



ICON Clinical Research

Assessing Applications Training

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Senior Training Manager

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- **Assessing Application Training**
 - System Vendor provides initial training to:
 - Core Team
 - Training representatives
 - Core Team and Training group determine ongoing training requirements



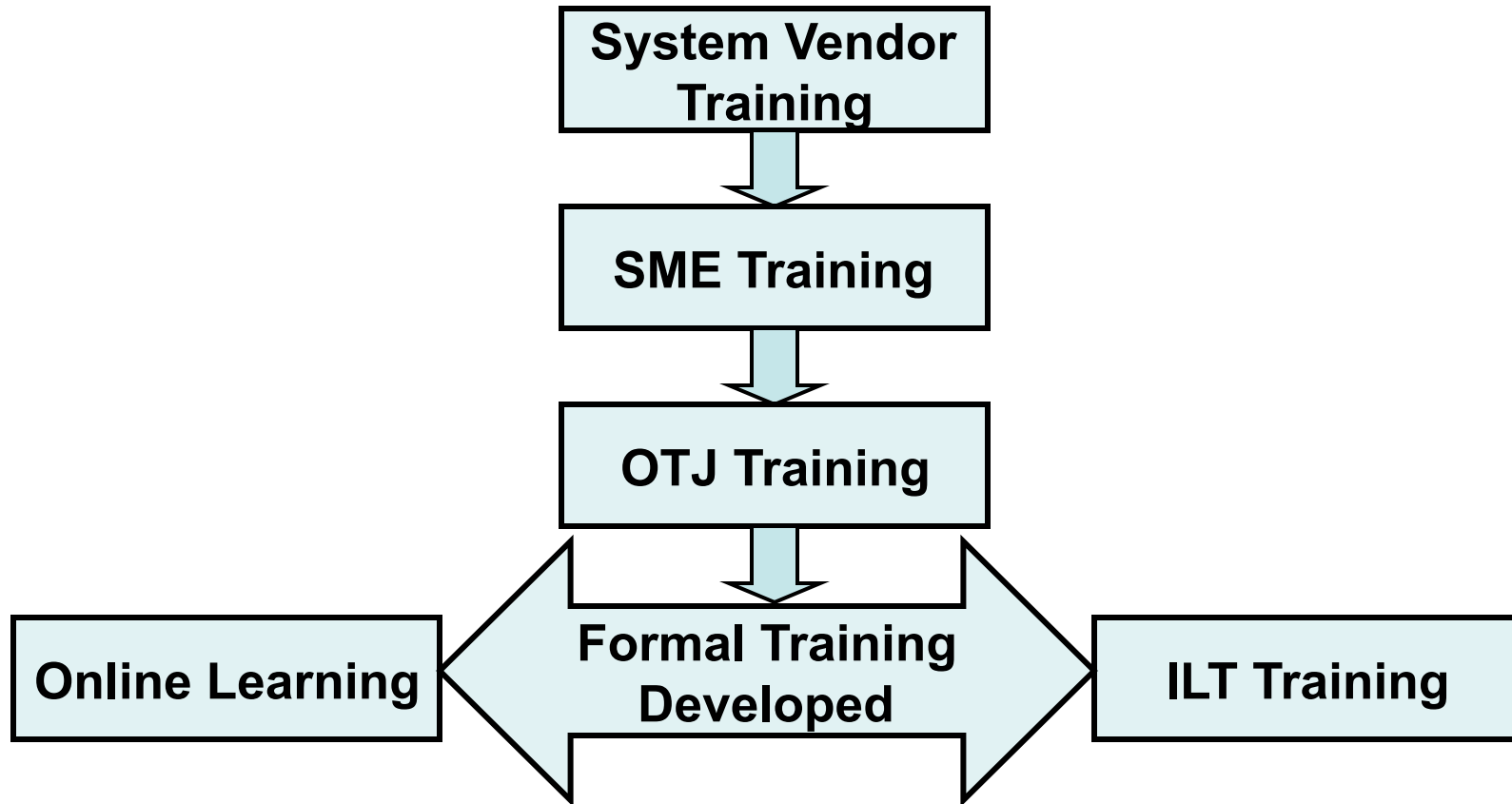
- iLearn ICONs LMS
- ILT Instructor Led Training
- LMS Learning Management System
- OTJ On the Job
- OLL Online Learning
- SME Subject Matter Expert

- Job Focused Training,
 - ILT
 - OLL
 - OTJ
- GCP Regulatory Training
- SOP / Policies
- Client / Study Specific Training
- Professional Skills
- General Management Training
- Project Management Training
- Therapeutic Area Training
- External Training
- Business Applications Training

- Integration Planning
- Core Team
 - Operational departments or End Users
 - IT representatives
 - Training representatives
 - Vendor representatives
 - Others as required



Systems Training Process



- **Training Considerations**

- System set-up
- Programming
- Maintenance
- End User Training

- **Types of Training**

- Face to face
- Remote
- Online



- **SMEs**
 - Qualifications and Experience
 - Intensive Training
 - Key role implementing system
 - ‘Go-to’ team members



- SMEs
- Strong system expertise
- Key set of OTJ requirements identified
 - Formal or informal
 - OTJ codes within iLearn
- Delivery
 - Class room
 - Desk
- Documentation
 - iLearn



- OLL training
 - Presentation Format



Online Learning – Presentation Style

G20107 LSH Data Management End User - Windows Internet Explorer provided by ICON plc

Overview

- Oracle Life Sciences Data Hub (LSH)
- LSH Overview
- Navigation
- Running Jobs and Viewing Data
- Validation Lifecycle
- Account Access
- User Groups and Roles
- Key Learning Points

G20107 LSH Data Management End User

Outline Thumb Transcript Search

Slide Notes

Overview.

This course is designed for Data Management staff using the Oracle Life Science Data Hub, also known as LSH.

We begin with an overview of the LSH system. Next, we cover logging in and general navigation; how to run Jobs and view data stored within LSH; and the role of Data Management in the validation lifecycle. Finally, we discuss how to get access to LSH and the Data Management Project Manager's role of

27 Minutes 9 Seconds Remaining



Slide 2 / 46 | Stopped

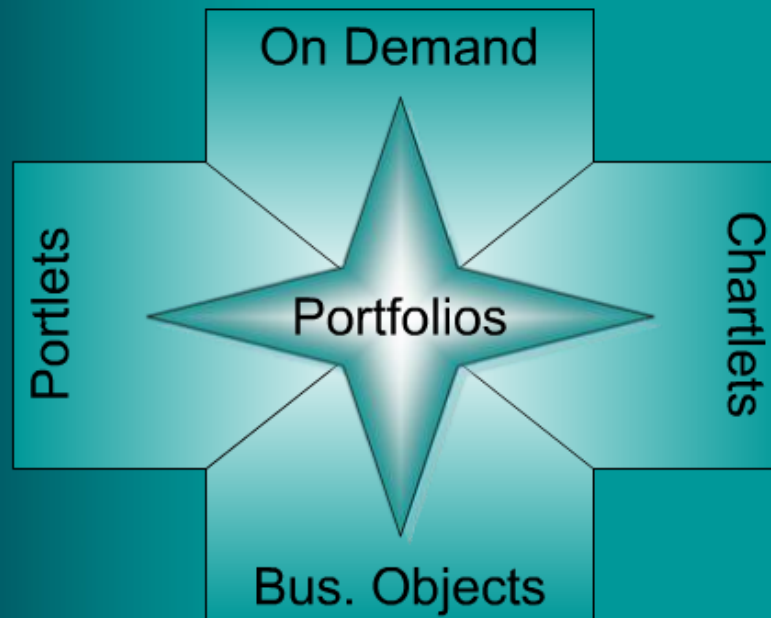
00:01 / 00:52



Online Learning – Presentation Style

Knowledge Review

Click the name of the reporting tool that cannot be used immediately following creation of a portfolio.



Planview Reporting

Outline Thumb Transcript Search

Slide Notes

Knowledge Review.

Click the name of the reporting tool that cannot be used immediately following creation of a portfolio.

Click the Correct answer.

10 Minutes 45 Seconds Remaining



Slide 9 / 35 | Stopped

00:06 / 00:14



- OLL training
 - Presentation Format
 - HTML Format



Online Learning – HTML Style



[Return to Course Page](#)
Oracle iExpense End User - Global

▼ G50069

▼ What is Oracle iExpense?

- Overview
- Logging Into and Out of Oracle iExpense
- Working with the Oracle iExpense Home Page
- Knowledge Review

▼ Creating an Expense Report

- Overview
- Creating an Expense Report
- Completing the General Information Page
- Completing the Cash and Other Expenses Page
- Completing the Receipt Based Expenses Page
- Working with Mileage Expenses
- Working with Per Diem Expenses
- Completing the Review Page
- Knowledge Review

▼ Working with Flight Expenses - ICON Research US Users Only

- Overview
- Working with the Credit Card Transactions Page

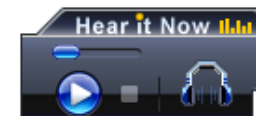
/G50069 /What is Oracle iExpense? /Working with the Oracle iExpense Home Page

Working with the Oracle iExpense Home Page

The Oracle iExpense Home page is the first page you will see when you log into Oracle iExpense.

Click below to learn about each element of the Oracle iExpense Home page.

Rollover the Oracle iExpense Home page for information.



ORACLE Expense Reports Global Policy Home Logout Preferences

Expenses

Expenses Home | Expense Reports | Credit Card Transactions | Expenses Preferences | Projects and Tasks | ICON: Split Credit Card Transactions

Expenses Home Create Expense Report

Track Submitted Expense Reports

The following expense reports are either:

Report Number	Report Submit Date	Current Approver	Receipts Status	Report Total (USD)	Purpose	Duplicate	Withdraw
US11079	12-Oct-2007	Accounts Payable	Required	473.53	Monitoring		
US11078	12-Oct-2007	Williams, Ms. Joanna	Required	437.38	Monitoring		

If the status is Pending Your Resolution, you were sent a notification explaining the required action.

Update Expense Reports

Click an Update icon to make changes to a saved, rejected, or returned expense report.

Report Number	Report Date	Status	Report Total (USD)	Purpose	Update	Duplicate	Delete
US11080	17-Sep-2007	Rejected	298.53	Monitoring			

Notifications

View

Select Notifications:

Select All | Select None

Select	From	Subject	Sent	Due
☐	Fb D, Mr. Josep i	Expense US11080 (298.53 USD) has been rejected	12-Oct-2007	
☐	Fb D, Mr. Josep i	Expense US11079 (473.53 USD) has been approved	12-Oct-2007	
☐	Fb D, Mr. Josep i	More Information Requested: Expense US11078 for Tumber, Mr. Sabinder S (437.38 USD)	12-Oct-2007	12-Oct-2007

Expenses | Global Policy | Home | Logout | Preferences

Create Expense Report

Privacy Statement

Online Learning – HTML Style



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Oracle iExpense End User - Global

▼ G50069

▼ What is Oracle iExpense?

■ Overview

■ Logging Into and Out of Oracle

iExpense

■ Working with the Oracle iExpense

Home Page

■ **Knowledge Review**

▼ Creating an Expense Report

■ Overview

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■ Completing the Review Page

■ Knowledge Review

▼ Working with Flight Expenses - ICON

Research US Users Only

■ Overview

■ Working with the Credit Card

Transactions Page

/G50069 /What is Oracle iExpense? /Knowledge Review

Knowledge Review

Pick One.

Choose the correct answer.



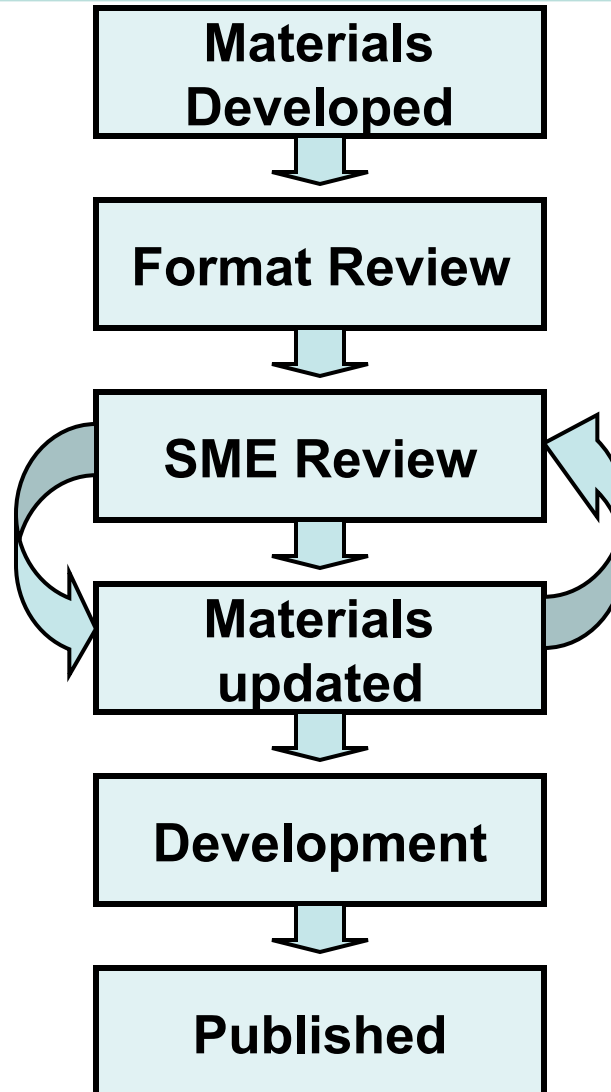
Which of the following is false?

- ☐ a) Oracle iExpense is a web-based Employee Expense submission and approval system.
- ☐ b) Only project related expense reports can be processed in iExpense. Non-project related expense reports cannot be processed in iExpense.
- ☐ c) Once an expense claim is approved, Finance will bill all project related expenses to the client.

Submit

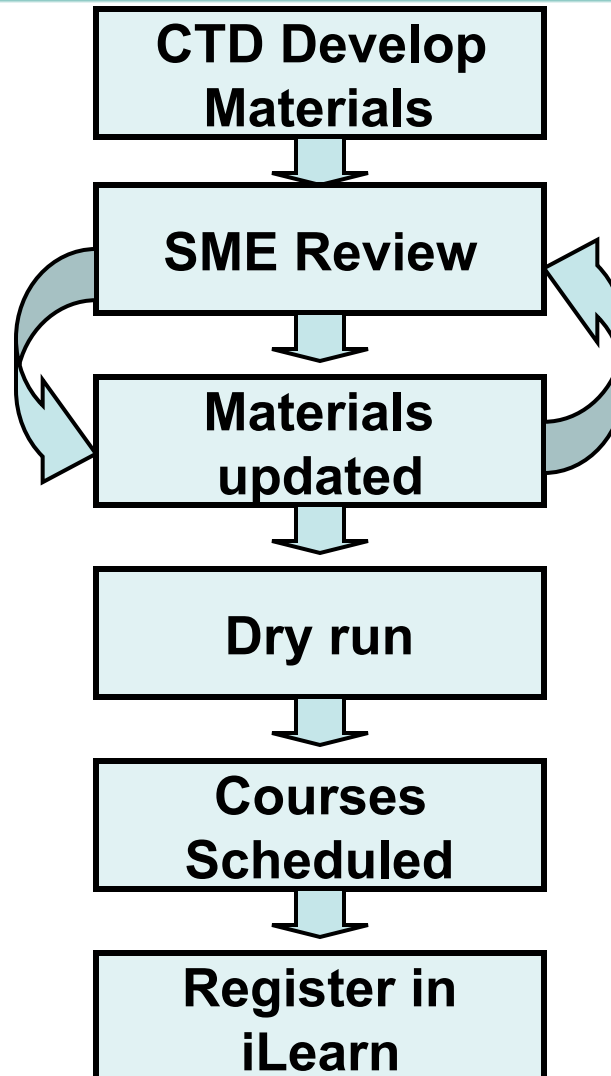
- OLL training
 - Presentation Format
 - HTML Format
- Core Team and Training identify requirements
 - End users
 - Levels of training





- **ILT may be implemented where**
 - Detailed demonstration needed
 - Supervised system use
 - Q&A Sessions
- **Core Team and Training identify requirements**
- **ILT Sessions**
 - Classroom
 - Remote
- **Training Instructor signs off all attendees**





Questions

