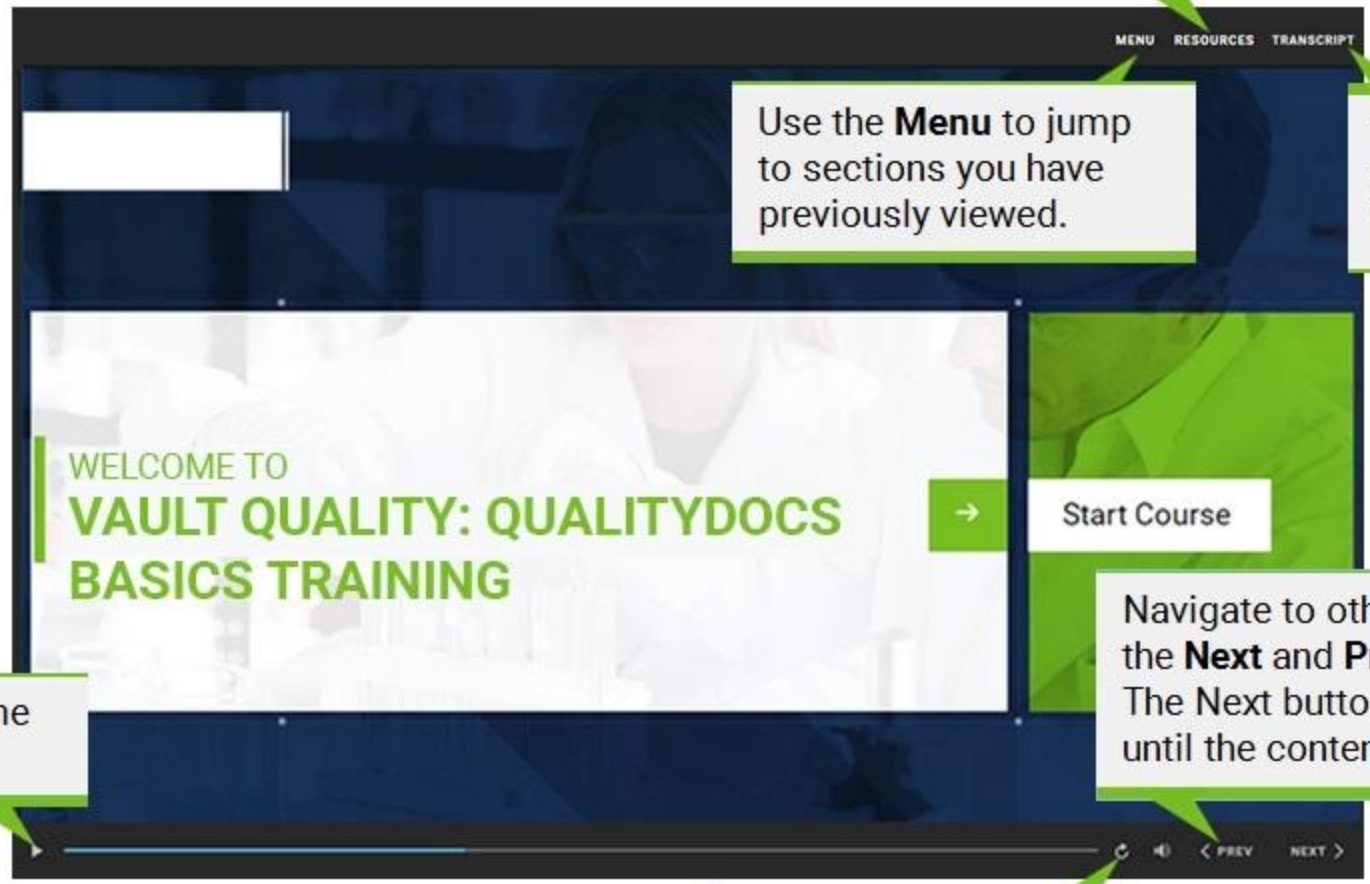
WELCOME TO

VAULT QUALITY: QUALITYDOCS BASICS

Start Course

MODULE INFORMATION

DURATION : xx minutes



Use the **Resource Tab** to download the learning material related to the course.

Use the **Menu** to jump to sections you have previously viewed.

This course is narrated, you can find the **Transcript** in the transcript tab.

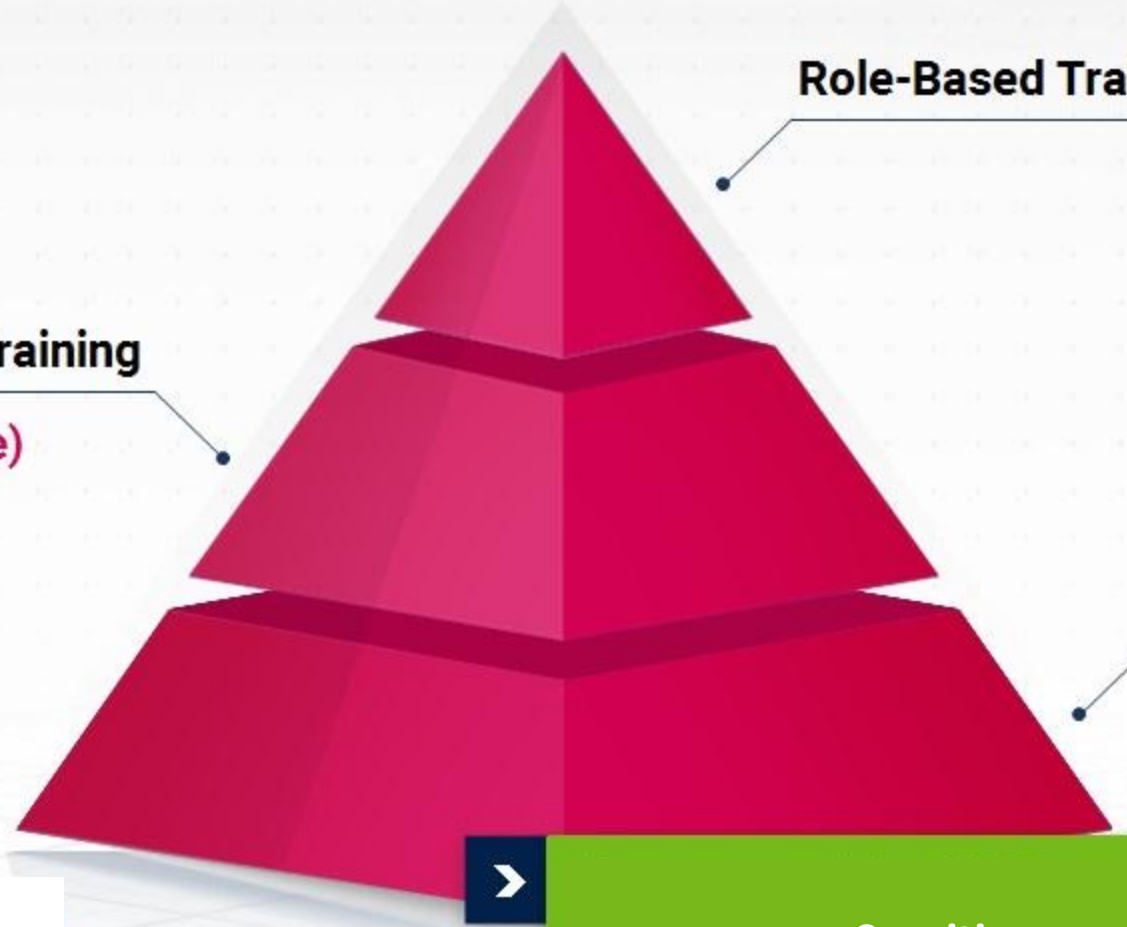
Pause or resume the course.

Navigate to other screens using the **Next** and **Previous** buttons. The Next button will be disabled until the content has been viewed.

Replay the current screen.

Click **NEXT** to Continue

QUALITY DOCS CORE TRAINING CURRICULUM



Sensitive company information

Click **NEXT** to Continue

LEARNING OBJECTIVES

Welcome to QualityDocs Basics Training. After completing this training, you will know:

- What QualityDocs is
- The various roles within QualityDocs and their associated responsibilities
- The QualityDocs structure and layout including tips to improve your user experience
- Common tasks you may be expected to perform while using QualityDocs

Click **NEXT** to Continue

SETTING THE STAGE FOR QUALITYDOCS

Sensitive company information

Click **NEXT** to Continue

WHAT ARE THE BENEFITS OF QUALITYDOCS?

Familiar Vault Interface

Reduces Compliance Risk

Streamlined Content Development, Review, and Approval

Increased Efficiency

Click **NEXT** to Continue

ROLES & RESPONSIBILITIES

Click **NEXT** to Continue

ROLES & RESPONSIBILITIES

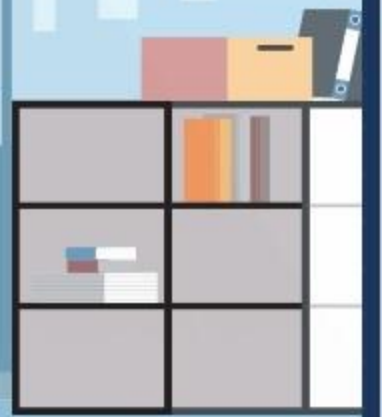
Sam - Reviewer

Felix - Editor

Jared - Process Owner

Sonya - Approver

Alisha - Document User



Click each role to learn more about their responsibilities in QualityDocs.

Click **NEXT** to Continue

ROLES & RESPONSIBILITIES

Sam - Reviewer

THE REVIEWER ROLE

Any user of this application could potentially be assigned a Review task. This course will review annotating a document in a later section.

Continue

Click **NEXT** to Continue

ROLES & RESPONSIBILITIES

Felix - Editor

THE EDITOR ROLE

Any user of this application could potentially be assigned an Edit task. This course will review editing a document in a later section.

Continue

Click **NEXT** to Continue

ROLES & RESPONSIBILITIES

Jared - Process Owner

THE PROCESS OWNER ROLE

Process owners in Global Development will work with the Process and Procedures group for management of controlled documents. In Bioanalytical Sciences (BAS) and Drug Safety & Pharmacometrics (DSP), process owners will be responsible for their own document workflows including initial submission of a Document Change Control for some of their documents.

Continue

Click **NEXT** to Continue

ROLES & RESPONSIBILITIES

Sonya - Approver

THE APPROVER ROLE

Only users in QualityDocs designated as “Process Approvers” will be assigned an Approval task. Those users will receive additional role-based training pertaining to Approval tasks.

Continue

Click **NEXT** to Continue

ROLES & RESPONSIBILITIES

Alisha - Document User

THE DOCUMENT USER ROLE

Document Users in BAS & DSP can suggest changes to documents by submitting a Document Change Request (DCR) directly in QualityDocs. These steps will be reviewed later in the course.

Continue

Click **NEXT** to Continue

QUALITYDOCS EDMS DOCUMENT WORKFLOW

Document Owner/Editor

Initiates a draft document for collaborative authoring

Assigned to annotate the document for requested changes

Reviewer

Decides if the document will move forward or return for additional changes

Approver

Document is Approved!

Upon Approval, the draft is released to Issued and is ready for Training

Document available for Training

After training 14-day lead-in period has elapsed, document will become effective

Document User

Click **NEXT** to Continue

WRAP UP

Click **NEXT** to Continue

SUMMARY

Congratulations! You have completed QualityDocs Basics. In this training, you learned:

- What QualityDocs is
- The various roles within QualityDocs and their associated responsibilities
- The QualityDocs structure and layout and how to improve your user experience
- Common tasks you may be expected to perform while using QualityDocs

Click **NEXT** to Continue

CONGRATULATIONS!

You have completed

VAULT QUALITY: QUALITYDOCS BASICS

- You may now **exit** this course by clicking the **"X"** in the top corner of the browser window.
- Complete the **eSignature** to obtain credit in **REGN U**.