

TrialWorks Training Sessions

Training Schedule

8:00 am – 9:00 am	<i>Continental Breakfast</i>
9:00 am – 12:30 pm	Course 1: If You Are the Global Administrator...
9:00 am – 12:30 pm	Course 3A: Using the Universal Data Transfer Tool
	<i>Break (10:30 am – 10:45 am)</i>
12:30 pm – 1:30 pm	<i>Lunch</i>
1:30 pm – 5:00 pm	Course 2: Managing Your Finances in TrialWorks
1:30 pm – 5:00 pm	Course 3B: Using the Universal Data Transfer Tool
	<i>Break (3:15 pm – 3:30 pm)</i>
5:00 pm	Training Concludes

Course Training Fees

1 Course:	\$300.00
2 Courses:	\$500.00 (\$100 savings!)

The course fee includes:

- Course materials
- Continental breakfast, lunch and breaks

Payment Information

- Payment for courses can only be made by credit card.
- Fees will be charged to your credit card upon processing of registration.

Prerequisites for Courses

- Courses are “hands-on”, **please bring your own laptop with wireless configured.**
- The following will also be required for training:
 - Wireless internet connection
 - Laptop power adapter
 - IE 6.x or 7.x
 - Adobe Acrobat Reader 7.x or 8.x

NOTE: Courses may not be offered unless a minimum number of attendees are achieved. You will be notified by September 15, 2009 to confirm your course(s).

Course Descriptions

Course 1: If You Are the Global Administrator...

The Global Administration section of TrialWorks allows the Global Administrator to configure the database on company standards and to institute best practices. The Study Administration section configures studies based on the global settings and individual study requirements. Permission Configuration allows the Global Administrator to control the security and access to utilize TrialWorks. This course will provide an in-depth look at the setup of the Administration section of TrialWorks.

Time: 9:00 am – 12:30 pm

Course 2: Managing Your Finances in TrialWorks

TrialWorks allows you to track, manage and report on contract and payment information for study investigators and vendors. Additionally, TrialWorks generates invoices based on work performed and/or payments requested/invoiced by sites and vendors. This course will cover entering contracts, generating invoices based on contract terms and patient visits, generating multiple investigator invoices for a study, how to use TrialWorks vendor functionality and how to obtain finance information from TrialWorks reporting section.

Time: 1:30 pm – 5:00 pm

Course 3: Using the Universal Data Transfer Tool

The Universal Data Transfer (UDT) tool provides a method for importing information into TrialWorks. The UDT assists in transferring patient, patient visit and CRF page status information from either an Excel or a delimited text file. This course will cover how to perform the three transfer types, associated data mappings and troubleshooting transfers using the Status and Errors functionality. **This course will be offered at two different times.**

Times:

9:00 am – 12:30 pm

1:30 pm – 5:00 pm

REGISTER TODAY!

To register, go to:
www.perceptive.com/CTMS/TrialWorks/User-Group
and click on the Registration button.

TrialWorks Training Sessions

Training Policies

The following policies apply to all TrialWorks training sessions.

General Policies

- All training courses are held based on enrollment. Although Perceptive Informatics will do its best to hold all scheduled training courses, no warranty or guarantee of any kind is made regarding holding any training course. If a class is cancelled by Perceptive Informatics, students will be given a full refund.
- Perceptive Informatics reserves the right to dismiss any student from class for disruptive or inappropriate behavior. We understand that in many situations, students may need to be in contact with their offices on an occasional basis. Please be courteous to the other students and the class instructor by making these calls **ONLY** during a break or at lunch. During class all students are required to mute or turn off pagers/cell phones.
- Students who are disruptive or exhibit inappropriate behavior will be removed from class and **NO REFUND WILL BE ISSUED**.
- Courses have maximum registration limits based on room capacity. All registrations are taken based on a first-registered, first-served basis. Any course that reaches the maximum enrollment will be closed to registration. You will be notified if you are closed out of a course and full refund will be issued.

Registration

- All registrations must be submitted via the registration web site.
- Available seats will be filled on a first-come, first-served basis.

Cancellation and Reschedule Policy for Training Sessions

- Cancellation and/or reschedule requests must be received in writing by email or fax. You are responsible for ensuring that Perceptive Informatics receives your written request. Perceptive Informatics will reply with a written acknowledgement.
- Cancellation requests received by September 14, 2009 will receive a full refund.
- Cancellation requests received between September 15, 2009 and September 28, 2009 will result in a 50% refund.
- Cancellations received after September 28, 2009, or failure to appear for the course, will result in forfeiture of the course fee.
- Perceptive Informatics reserves the right to cancel or reschedule courses at any time.
- If Perceptive Informatics cancels or reschedules a course due to weather or unforeseen circumstances beyond the control of Perceptive Informatics, you are entitled to a full refund, but Perceptive Informatics is not responsible for travel arrangements, travel fees, or any expenses incurred by you as a result of such cancellation.
- If Perceptive Informatics cancels a course in which you are enrolled, you will be contacted at the email address you provided when registering, so please be sure to provide a valid email address.

Change Course Policy

- Change requests must be received in writing by email or fax. You are responsible for ensuring that Perceptive Informatics receives the written request. Perceptive Informatics will reply with a written acknowledgement.
- Changing a course will only be permitted if there is space available in newly selected course.
- Changing a course on site will only be permitted if space is available in desired course.

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