

## Rave CTMS End User Training

### Instructor-Led Training Course Outline

**Course Description:** Medidata Global Education has developed training modules in support of the Rave CTMS platform solution. This end-user training is designed to present the practical benefits of Rave CTMS and to prepare participants to use any of the applications that form part of the solution. These applications include:

- Study Management
- Site Monitoring
- Issue Management
- Task Management
- Dashboard

To support various client needs, the various training modules that make up this course can be used together as a three-day course, or separately for modularized solutions.

Module	Topics
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Objectives &amp; Course Introduction</li> </ul>
<b>Rave CTMS Introduction</b>	<ul style="list-style-type: none"> <li>Description of Rave CTMS</li> <li>CTMS and Medidata Platform</li> <li>Sample CTMS Roles</li> </ul>
<b>Getting Started</b>	<ul style="list-style-type: none"> <li>Logging in</li> <li>iMedidata Overview</li> </ul>
<b>Study Management</b>	<ul style="list-style-type: none"> <li>Study Management Overview</li> <li>View Study, Country, and Site Details</li> <li>Subject Enrollment</li> <li>Milestones</li> <li>Service Providers</li> <li>Study Management Reports (Overview)</li> </ul>
<b>Task Management</b>	<ul style="list-style-type: none"> <li>Task Management Overview</li> <li>Create Tasks</li> <li>Edit Tasks</li> <li>Task Management Templates</li> </ul>

<b>Site Monitoring</b>	<ul style="list-style-type: none"><li>• Site Monitoring Overview</li><li>• Plan the Visit</li><li>• Confirm the Visit</li><li>• View and Manage Confirmation Letter</li><li>• Conduct the Visit</li><li>• View and Approve Visit Report</li><li>• View and Manage Follow-Up Letter</li></ul>
<b>Issue Management</b>	<ul style="list-style-type: none"><li>• Issue Management Overview</li><li>• Manage Issues and Actions</li><li>• Create New Issues and Actions</li></ul>
<b>Dashboard</b>	<ul style="list-style-type: none"><li>• Dashboard Overview</li><li>• Dashboard Widgets</li></ul>
<b>Final Assessment</b>	<ul style="list-style-type: none"><li>• Final assessment</li></ul>

**Sample Course Agenda:**

- Session 1 (4hrs): All Roles
  - CTMS Overview
  - Study Management
  - Task Management
- Session 2 (4hrs): Monitors
  - Site Monitoring
  - Issue Management
- Session 3 (3hrs): All Roles
  - Dashboard
  - Final Assessment