**GMP-X Administrator Manual**
Versie 1.3

01-04-2007

# **I**ntroduction

Reading this manual probably means you will start working with MediaVision's GMP-X system. We're honoured that you are going to do so and hope you will like working with the system. With the knowledge of training systems we've had for many years, we tried to develop an environment that had a lot of possibilities, but was flexible and easy to use for both students and instructors. This idea lead to GMP-X. So what exactly is GMP-X? GMP-X is a unique multi functional on-line training platform. It:

- gives access to all interactive MediaVision courses
- helps you to manage student information and training data
- allows you to adapt existing courses
- and much more.

This manual will provide the administrator of the GMP-X account with an overview of the various functions and possibilities of this system.
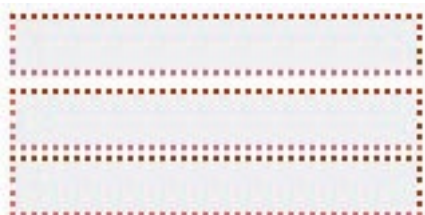

# **G**etting started

You have probably received an e-mail with logon information for GMP-X. Going to the website www.gmpx.nl will allow you to enter the access data and enter the system.

**Company account:**

**E-mail:**

**Password:**

*If you lost this e-mail or the password, Click on "Forgot your password?", fill in the Company account and your e-mail address and a mail with the password will be sent to that address.*

**Forgot your password?**

When all data is filled in click on enter or click on the OK button: . You will now see the home page of GMP-X.


## *Navigation*

GMP-X has both a top navigation bar and function buttons on the left side of the screen. The top navigation bar shows the main sections of GMP-X. With the function buttons on the left side of the screen a number of actions can be performed. Often an item has to be selected first before a function button can be clicked.
Some actions are presented in the middle screen. These are blue and underlined and can simply be clicked on.

Entries can be confirmed or aborted with the buttons at the bottom of the entry screens. Navigating back in Windows explorer also aborts the entry and no data is stored.

With menu's can be dropped down and with you can go to a sublevel.


## *Setting up account*

Before inviting all of your students to GMP-X, some preparations might have to be made:
- Departments have to be entered
- Authorisation profiles have to be drawn up
- Learning paths have to be defined

## Managing Departments

Go to [Users] on the top function bar and on the next page to [Department] on the left side of the screen. Here you see an overview of the existing departments.
You can add new departments, simply by clicking [add] on the left side of the screen.
For new sub departments you first have to locate the place of the sub department with help of the ▷ and then click [add]. You can also edit existing departments by selecting a department and clicking [edit] on the left side of the screen.

In the following screen the departments can be entered:

| | |
|---|---|
| Name: | *Name of the department* |
| Index: | *An abbreviation or code to distinct (sub)departments (optional)* |
| Division of: | *Shows the department to which this (sub) department belongs* |
| Billing address: | *If your account has multiple billing addresses you can select which department belongs to which billing address* |
| Introduction: | *Here you can enter some information about training in general which all students of this department see at the top of their homepage (optional)* |

## Authorisations

Authorisations in GMP-X are used to give others access to all or certain sections of the system and let them operate a (limited) number of functions.
In the [Users]-section click on [Authorisation] on the left side of the screen.
Here you see an overview of the existing authorisation profiles. The Administrator profile has already been set up, with all possible functions active.

**! As an administrator, beware not to deselect options in your own profile, because once clicked on ✓ : the data is saved and these options can't be re-activated by yourself (not even when you log out and log in).**

A new profile can be made out off all options that the person that is logged on himself has. Please see for a list of all available authorisation options Appendix II.

## Groups

Besides departments and authorisations you can optionally also define groups. By clicking [group] on the left side of the [Users]-section you can create different groups by function or team. With help of this you can later on easily select target groups for training.

## Learning paths

In the section [Trainings] the available trainings are shown.
By clicking "add learning path" an overview appears with all the chapters, modules or subjects of which the training consists. A selection of these parts can be made to make a specific training (i.e. learning path) for a group of students.

You can fill in the following information:

| | |
|---|---|
| Pathname (coordinator): | *This is the name that the instructors will see.* |
| Pathname (student): | *This is the name that the students will see in their study plan.* |
| Description: | *Information about the training that the students get when they click on the information button: ⓘ (shown on the homepage where the trainings that need to be followed (study plan) are listed).* |

| Time limit: | *You can set a maximum study duration of the learning path which a student may not exceed. When the time is up students can complete sections they are in at the moment. Once they are inside a menu, they can't select a new section.* |
|---|---|
| Min. score: | *Set the score percentage for the learning path which the student has to have to succeed the training.* |

Beneath this the complete outline of the training is shown. You can (de)select whole modules or parts of a module. Clicking on the OK button saves the learning path.

*The students' study plan contains only learning paths (not complete trainings). So when students should follow a complete training it is necessary to make a learning path.*

# T raining

In order to let people on the system, so they can follow a training, the following steps have to be completed:
- Entering the student in the system
- Drawing up a study plan
- Letting the student know about the training

## Student data

Student data, study plans and other managing functions are part of the [Users]-section. In this section you will see an overview of all the people that have been entered in the system.

Browsing and shortening the list is possible with help of:
- the page numbers below the overview
- the alphabet at the top of the overview
- the list headers, for sorting on: "name", "employee nr." "department" or
  "status".
- departments selection; pull down the department selection box and
  choose one or more departments by clicking the "department list"-button
- group selection; pull down the group selection box and choose one or
  more groups. Click on the ➡ to show only the persons within the selected group.
- search; pull down the search selection box and fill in a query. Click on
  the ➡ to show all persons that match your query.

The green/red dots in the status column indicate whether that student has completed all trainings in his/her study plan. The number behind the red dots show how many trainings are not started yet or are not entirely finished.

To enter new users click on [Add] on the left side. A screen appears where the personal data of this person can be entered:

| Employee number: | *An employee number or sequential number can be entered.* |
|---|---|
| Last Name:/First Name: | *The name can be entered. Also special characters in different writing systems (e.g. Cyrillic, Chinese) can be entered.* |
| E-mail: | *E-mail address (as well as log on name) of this person.* |

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| | |
|---|---|
| Password: | *Passwords are automatically generated. If however a new random password is necessary click on "Change password" to generate a new password (the word 'new' appears).* |
| Department: | *Assign to which department this person belongs by dropping down the department box and clicking the 🖼️→🖼️ button.* |
| Access to: | *If this person has the authorisation to see the section [Users], indicate which departments he is able to view. Do this also by clicking the 🖼️→🖼️ for each department. When selecting a higher level department, access is also granted for all sub departments. Remove departments from the access list with the the ✖.* |
| Group: | *Select to which group(s) the person belongs.* |
| Status: | *Indicate if this person should be blocked i.e. should no longer have access to the system.* |
| Authorisation: | *Select the authorisation profile that this person should have. Selecting none will give the person the opportunity to access the system and follow trainings. So normal students will not need an authorisation profile.* |

Confirm the entries by clicking on the OK-button.

Note: only after clicking on the OK-button all data is saved and password changes are applied. Now you are back on the [User]-page.

*Study plan*

First select a person by clicking on their name in the list. Then click on [Study plan] on the left. On the following screen you will get an overview of the trainings this person has done or should do. It shows how far their progress on the training is (Status) how many times they accessed the training (#) and on which date they last did (Logon date). Also shown is the overall score (Score), the time and date of this score (Date) and the used time in minutes (Duration) and, if set, the time limit.
Clicking on the name of a learning path shows in detail which section of the learning path has been completed at what time.

You can add a training by clicking [Add].
In the next screen you can assign a training to this student, with the following options:

| | |
|---|---|
| Course: | *Select the course which the person should do.* |
| Category:/Language: | *On selecting a course the category and language is automatically shown.* |
| Pathname (coordinator): | *Select the learning path of this course that the person should do.* |
| Pathname (student): | *The name of the training the student sees is shown.* |
| Session: | *You can select a session here.* |
| | *One page back [Study plan] you will find the button [Sessions] at the left of the screen. This button allows you to give several names to a certain learning path: normal, session 2006, retest, etc. This way the same learning path is followed more than once and is saved under different names.* |
| Start date: | *Enter the date when the person can start with this training.* |

| | |
|---|---|
| Due Date: | *Enter the before-date when the person should have completed this training.* |
| Show warning after: | *After this date the student's status bar will be red and will show the time he or she has left to complete the course. It can be turned off, set to 90% of the granted time (default) or set on a specific date.* |
| Time limit: | *Increase the time limit for this training. (i.e. when someone reaches the time limit, but should complete the training).* |
| E-Mail: | *Lets the system send an e-mail to the coordinator when:* |
| | *- the training is completed by the student (margins can be entered, to receive only an e-mail from students that score within a certain range).* |
| | *- the course expired i.e. the due date has been reached but the course wasn't completed at that time.* |
| Test feedback: | *When this option is activated the student will see the wrongly answered questions + the correct answers + (possibly) feedback at the end of making the test.* |
| Coordinator: | *Shows your name as the coordinator of this person for this course.* |

Once all has been selected, click OK to confirm. You'll now see the entry in this person's study plan. The start date or due date can be changed by selecting the course and clicking [Edit]. Note that an initial setting of the 90% warning date has been set to a fixed date.

*E-mail*

Now the student has been entered in the system and a training has been assigned to him or her, it's time to let this person know that they can do this training. In the [Users]-section first select this person and then click on [E-mail]. The standard message with the logon information is presented. You can select an other language version of this message by clicking on one of the flags.

There are three types of messages that can be sent:
- [Password]:  Send a person his log on information (this is the default option)
- [Study plan]:  Send a person an overview of his current study plan
- [Results]:  Send a person an overview of the started and/or completed courses plus his/her (final or interim) results.

The message itself and the subject can be changed and extended as you wish, but keep in mind that the important logon or study information is still shown. On clicking OK the message will be sent immediately.

You can use the default e-mail message, but also can make your own standard messages. By rewriting the text and clicking "Set as default" this will be the default e-mail layout. You can also store a number of different e-mail messages.
By means op Open/Save you can save message layouts, open them any other time.
The  ✖  deletes saved layouts.

Select a person in the [Users]-section and click on [E-mail archive]. You can now choose to see an overview of e-mails that have been sent to the selected person or to see an overview of all e-mails that have been sent.

## Study plans and e-mails for a selection of persons

The above description of assigning study plans and sending e-mails was based on a one-person situation. Selecting individual users can simply be done by clicking their name. If you want to assign the same course to more people at the same time, or want to send the same type of e-mail to different people at once, you can do this by making a selection of these persons first.

In the [Users]-section you can click on  behind each person's info. The selected names appear in the box "user list" on the right.
You can also fill the user list with departments or groups. Pull down the department selection box and click on . Now all persons in this department are added to the user list. To select a group, pull down the group selection box, select the group(s) and click on the  symbol.
Selections can be stored or loaded by clicking Open/Save underneath the user list.

When more then one person is selected this way, you can click on either [Study plan] or [E-mail] to make a collective study plan for all the persons in the list or to send all persons an e-mail at once.

By clicking on [Study plan] you'll directly go to the 'add course' part. Here you'll have the same options as with individual study plans. You can now assign a course to the group of selected persons. You can apply the same start and due date for the whole group or you can set a specific start and due date for each person.
You can now go back to the [Users] part to send the group selected persons an e-mail. Click on [E-mail] and you will see the addresses of all the selected persons. By clicking on the OK button every person in this list will receive the same e-mail. Names and e-mail addresses are left out in the preview, but filled in at the moment the e-mails are sent.

Note: if you now want to proceed with activities concerning an individual person you first have to clear the list of selected persons by clicking on "Clear list". After that you can select one single person and make a study plan for/send an e-mail to/etc. this person.

## Courses

A student that logs on to GMP-X sees their study plan on the homepage. For instance:



They can see the status of the training in the status bar behind the course name. This is either 'Not Started', 'Completed', 'Too late" or a percentage of the course that has been done. It can also show the number of days before the course will expire.

Students can click on the  to get extra information about the course, start and due date, progress and their coordinator.
They can start the course simply by clicking on the course name.

A list of all available trainings with a brief outline can be found in Appendix III.

# **R**egistration

When students follow a training the data is being registered.
All course registration data is shown in detail in the [Registration]-section.
By selecting a training a list appears of students who have completely done this course.
The scores are presented as pass/failed when the "Privacy" protection is active or as percentages. You can shorten the list by selecting one or more departments, by selecting one or more courses, learning paths or sessions (hold the <Ctrl>button while clicking on more sections to select more than one section). Click on 'Update selection' to apply the filtering.

In the list with students, individual students can be selected by clicking on the learning path. You can now see the student's results of all the tests he or she made (not available for accounts with "Privacy" protection).
The answers he or she gave are shown as well. By selecting one of the tests in the box on the left and clicking on 'Update selection' only the answers of the selected test are shown (below the box).
For each test question the name of the question is shown plus the student's answer.
The number indicates which alternative the student chose when making the test.
Next to this you will see if the answer was correct '+' or incorrect '-'. So if the answer list states 2+ it means the student answered alternative 2 and that it was the correct answer.
By clicking on the name of the test question the content of this question appears.
You will now see the question, the corresponding picture and the alternatives.
The correct alternative is shown in green and the wrong alternatives are shown in red.

## *Certificate*

For each student certificates can be printed. Click on ; a .pdf-file will be generated and you will see a message box with the options to save or open the .pdf-file. The certificate will be in the same language as the course that was followed.
The certificate shows not only the students name, score, time and date, but also shows all the topics that have or have not been done within a certain learning path.

## *Analysis*

Besides a detailed overview of each person's test questions, all questions in every program can be studied in detail in the analysis part of the system.
In the [Registration]-section, click on [Analysis]. In the next screen you can select a course and optionally select departments and sessions.

Now you can see all test and non-test questions of the chosen program, with a status bar, indicating which percentage of all the people answering this question answered correct (in green) or false (in red).

Click on the name of the question to see its content. If one alternative in the yellow box is green this is a multiple-choice question. In case of a multiple-choice question for every alternative you will see (in a table underneath the yellow box) how many students chose this alternative and if this answer is correct or not. For example: alternative 2 was the correct answer and 2 of the in total 2 students clicked on alternative 3 , the table then shows:

| Alternative | Right | Score | Wrong |
|---|---|---|---|
| 3 | 0 | 100% | 2 |

If more than one alternative is green in the yellow box this is a yes/no question.
In case of a yes/no question a student has to answer each alternative with 'yes' or 'no'.
For example: 2 of the in total 2 students have answered
alternative 1 and 3 correctly. 1 of the 2 students gave a
correct answer to alternative 2, the other student gave
an incorrect answer to this alternative,
the table then shows:

| Alternative | Right | Score | | Wrong |
|---|---|---|---|---|
| 1 | 2 | 100% | | 0 |
| 2 | 1 | 50% | 50% | 1 |
| 3 | 2 | 100% | | 0 |

The analysis can be used to evaluate the training content. If a question is often answered incorrectly it might say something about the difficulty of the question or perhaps the complexity of the sentences. Note that a question that is often answered incorrectly isn't necessarily bad. It could be a greater learning experience than a question that is too easy and always answered correct.


## Exporting data

The overview of student data i.e. the study plans of all the users with their data, such as dates, progresses and scores, can be exported from the GMP-X system to a local drive or server. In the section [Users] click on [Export]. A .csv-file is made, that can be opened or saved. Please note when opened directly in Microsoft Excel the data is presented in a single column. If the file is saved first and then opened in Microsoft Excel with File -> Open, then all data is presented in separate columns.


## W hat else should I know?

Here are some general things that might be useful to know:

## Language

Languages can be selected manually, by going to the [Settings]-section and clicking on the flag of your choice. You have to click on the OK-button to see GMP-X in the selected language. Initially GMP-X is always presented in the preferred language of Internet Explorer (Extra -> Internet Options -> Languages). GMP-X looks at the first preferred language and if not available to the second or third preferred language.
If you click on "save settings" on the left side, your preferred language will be remember for your next visits. By clicking on "default settings", GMP-X will look again at the preferred language of Internet Explorer (from your next visit on).


## Costs

Go to the [cost overview]-part of the [Users]-section. Here you can see the hours and cost that have been made on your account in certain periods. By clicking on a period, you will get more details about the costs of that period divided per department and by training course.

Note: The costs that someone sees are dependant from departments he or she is allowed to see. So, a department head, who only is allowed to see people from his own department, can also only see costs that have been made by his people.
When departments are deleted the costs made in that department will also no longer be visible.

## Privacy (Datenschutz)

For some companies results from trainings from employees are restricted under privacy laws or Datenschutz. For these companies we can set your account in a Datenschutz-compliant mode. There will be now scores visible and no training details can be viewed. Results will only be showed by means of passed/failed.

## Back-ups

Back-ups are made of all data within GMP-X and stored for one year. Should there be a loss of data or unwanted changes have been made, contact MediaVision. Putting back a back-up requires at the utmost 1 workday.

## Version history

To see which changes in GMP-x have been made at what time, you can see an overview of all major changes in the [version history]-section under [settings]

## Helpdesk

MediaVision has a free of charge helpdesk during office hours. You can contact us by e-mail, fax or telephone:
Tel:+31 35 5312637
Fax:+31 35 5389767
E-mail: mediavision@mediavision.nl

## Improvement

We constantly try to improve the quality and functionality of GMP-X. Should you have any problems, remarks, questions or suggestions, do not hesitate to contact us. We are always eager to hear in which ways we can improve our services.

# Appendix I          Errors, warnings and messages in GMP-X

*General:*

## E-mails don't arrive at their destination.
It is possible that your company's e-mail server doesn't support receiving of company e-mail addresses from other sources. Please let us know if this is the case, so we can set a generic return address for the entire account i.e. noreply@gmpx.nl

## Server Error in '/' Application.
This can happen if you want to resume a session after more than 20 minutes. After 20 minutes of inactivity the connection with the server will be lost. Please log on again. If you cannot log on again it is possible that the system has made an unforeseen error. Please contact MediaVision. If you can make a screen capture of this error message, please do and send it to us. If known please explain us where and when the error occurred.

## Invalid input, please try again!
Your entry didn't match the requirements for that field, please try again.

## Fill out please!
There was no entry in this field, please enter the requested data.

*Log on screen:*

## The logon name and/or password specified are invalid.
The combination of company account, e-mail and password was not entered correctly. You can try again or have your password resent with the "Forgot your password?" option. Capitals (Caps lock) have no influence on your entry.

## This account has expired!
This account is not yet active, or no longer active. Please contact MediaVision.

## This account is no longer accessible.
The user is blocked and can no longer log on. (See page 3: 'Student data - Status')

*Home page:*

## Status bar showing "Inactive"
This course is no longer accessible on the entire account due to time limit or credit limit. Please contact MediaVision.

*Add / edit users:*

## This user has access to more departments
## They couldn't be shown with your authorisation
Your authorisation doesn't allow you to see all the departments this user has access to.

## This user has more access rights
## They couldn't be shown with your authorisation
Your authorisation doesn't allow you to see all the authorisation profiles other users have access to.

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# Appendix II          Authorisation options

*Administrative tasks:*

| | |
|---|---|
| Administrator - Assign Authorisation | *The right to give other users an authorisation profile* |
| Administrator - Authorisation: Add | *The right to add a new authorisation profile.* |
| Administrator - Authorisation: Edit | *The right to change an authorisation profile.* |
| Administrator - Authorisation: View | *The right to view the available authorisation profiles* |
| Administrator - E-mail Archive | *The right to see all e-mails that have been sent.* |
| Administrator – Finance view | *The right to see the [Cost overview] section.* |
| Administrator – Version history | *The right to see the GMP-X version history at [Settings]* |

*Coordinator tasks:*

| | |
|---|---|
| Coordinator – Analysis: | *Delete The right to delete (parts of) the analysis data.* |
| Coordinator - InCourse Skip | *The right skip questions and videos during the courses* |
| Coordinator – Learning path: | *Add The right to add a learning path.* |
| Coordinator – Learning Path: | *Delete The right to delete a learning path.* |
| Coordinator – Learning Path: | *Edit The right to edit a learning path.* |
| Coordinator – Learning Path: | *Time limit The right to set time limits  for learning paths.* |
| Coordinator – Learning Path: | *View The right to see the available learning paths.* |
| Coordinator - Registration: View | *The right to see the [Registration]-section* |
| Coordinator - Study Plan: Add | *The right to add a course to the study plan.* |
| Coordinator - Study Plan: Delete | *The right to delete a course from the study plan.* |
| Coordinator - Study Plan: Edit | *The right to edit a course from the study plan.* |
| Coordinator - Study Plan: View | *The right to view a persons study plan.* |
| Coordinator - Trainings: Edit | *The right to use the course editor.* |
| Coordinator - Trainings: View | *The right to see the [Trainings]-section.*<br>*(Must be active to be able to manage learning paths and access the course editor)* |

_Editor tasks:_

| | |
|---|---|
| Editor – CBT Editor: | _Edit The right to change the content of courses_ |
| Editor - CBT Editor: courses | _View The right to see the detailed content of_ |
| Editor – InCourse CBT Editor | _The right to change the texts during the courses_ |

_Managing tasks:_

| | |
|---|---|
| Manager - Department: Add | _The right to add a new department._ |
| Manager - Department: | _Delete The right to delete a department._ |
| Manager - Department: Edit | _The right to change a department._ |
| Manager - Department: View | _The right to see the departments._ |
| Manager - Group: | _Add The right to add new groups._ |
| Manager - Group: | _Delete The right to delete groups_ |
| Manager - Group: | _Edit The right to edit groups._ |
| Manager - Group: | _View The right to view the [groups]-section._ |
| Manager - Users: Add | _The right to add new users._ |
| Manager - Users: Edit | _The right to make changes in users data._ |
| Manager - Users: Send E-mail | _The right to send access information to users._ |
| Manager - Users: View | _The right to see the [Users]-section._ _(Must be active to be able to manage users, departments and authorisations)_ |

**Appendix III　　　　Available trainings**


*GMP 1*

GMP 1 is the basic level GMP training.
In module 1 the emphasis lies on the principle: 'need to know'. The student has to give their opinion about several practical cases. This stimulates the student to become aware of GMP. The emphasis lies on coming to a GMP attitude (not on hammering in procedures or confronting the trainee with the GMP regulations).
Module 2 shows the main issues of the SOP's concerning protective clothing, cleaning, warehouses, laboratories and clean areas. The approach is 'drill and practice'.
Module 3 makes the trainee GMP-aware. Practical cases are shown and the trainee 'reacts' when something goes wrong. If the reaction is too late, the consequences are being shown to the student and he will receive extra information.
Each module and practical case ends with a test.

Duration:　　　　*4 to 5 hrs.*
Available in:　　　*English, German, French, Chinese (Mandarin), Romanian, Dutch, US English, Spanish, Italian, Portuguese, Danish and Swedish.*


*GMP Bulk*

GMP Bulk is like GMP 1 a basic level GMP training, but it's completely focused on the production of active pharmaceutical ingredients.
The modules increase in difficulty. In each module 'right' and 'wrong' is shown on the basis of practical video fragments.
In Module 1 GMP is explained casually with the principle: "Need to know".
Module 2 partly contains a repetition of the subject matter of Module 1. After that this module supplies more details about sudden aspects. The emphasis lies on 'instruction'.
Module 3 contains three filmed reports of GMP incidents, which have happened recently. During these reports the trainee has to give his/her opinion about the incidents and the decisions that have been taken.
Module 1 en 2 each have a test. Module 3 is a test itself.

Duration:　　　　*3 to 4 hrs.*
Available in:　　　*English, German, French, Chinese (Mandarin), Dutch, Spanish, Danish and Swedish.*


*Microlife*

In Microlife the basics of microbiology are explained. It consist of a number of topics presented in videos with thereafter several questions. On answering the questions an elaborate explanation is given.
At the end of the course there is a test.

Duration:　　　　*1 hour.*
Available in:　　　*German and Dutch (English on request).*

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## GMP 2

This course is a follow-up of the basic program GMP-1. This course consists of 15 different cases. Each case analyses a production incident such as a mix up, a contamination and a FDA-warning. The trainee must find the GMP-violation(s) causing the incident by using a checklist during the investigation. The trainee is given access to extra video fragments and documents, which might contain the mistakes. After each case an instruction is given about the GMP rules which have been violated. Each case ends with a test.

Duration:          *6 to 8 hrs.*
Available in:      *English, German, French, Dutch, Italian.*


## GMP +

This course is a follow-up of GMP Bulk. In module 1 the 10 GMP-Golden rules are explained.
Module 2 consists of 20 practical cases. In each practical case a GMP rule is violated. The trainee has to discover the mistake. He/she also has to determine the cause of the mistake. He/she also should determine which Golden rules should have been adhered to more. In the sequel to the practical case the trainee has to discover another mistake. He/she also has to answer questions about acting correctly according to GMP. The case ends with a video fragment that shows the correct way of acting according to GMP.
Module 3 is a test.

Duration:          *3 to 4 hrs.*
Available in:      *English, German, Dutch.*


## GMP-R

GMP-R is a GMP-lesson package for the pharmaceutical industry about GMP. It contains 7 courses/modules which can be used separately as well as combined. Important GMP items like validation, the importance of GMP, Change Control, deviations, maintenance, cleaning and administration are treated. All GMP-R modules aim at 'knowledge' and 'conduct'.
The use of lively video images makes the lesson material very interesting for the target groups. Through the use of both video and questions the employees are addressed on their GMP-conduct. The courses can be use for both new as well as experienced employees. There are 10 test questions per course. When a student follows more than one course he gets 15 questions maximal.

Duration:          *3 to 4 hrs.*
Available in:      *German and Dutch.*


## Analytik

The Analytik course has been drawn up specially for employees in the analytical laboratories. Parts from GMP-1, GMP-2 and GMP-Bulk are selected, put together and extended with further specific information. Each module ends with a test.

Duration:          *2 to 3 hrs.*
Available in:      *German.*

## Visie+

Visie+ is a health, safety and environment course that is aimed at employees working in the pharmaceutical industry. The course has a number of so-called "risk profiles" drawn up. Each risk profile focuses on the specific risk for each kind of work, such as maintenance, chemical and pharmaceutical production, warehouse, laboratory and office. Each risk profiles has a test.

Duration:      *1 to 1,5 hrs.*
Available in:    *Dutch.*


## GDP

The GDP (Good Distribution Practices) course aims at all employees responsible for the storage and distribution of pharmaceuticals. It consists of two introduction modules and five instruction modules.
The complete way of pharmaceutical products from the production company via the wholesaler to the retailer is shown. There is a test at the end of the training.

Duration:      *1 to 1,5 hrs.*
Available in:    *Dutch.*


## GDP 2 / Cold Chain

Cold Chain is an in-depth study of GDP. The training makes clear what during the route from manufacturer to customer the Cold Chain's impact on the quality of the product is. In multiple situations along the line the necessity of keeping products at the correct temperature is shown. A test concludes this program.

Duration:      *1 hour.*
Available in:    *Dutch.*


## GMP-Z

An adaptation of the GMP 1 course for employees working in a hospital pharmacy. New topics have been added as well as a number of new practical cases. Each module and case ends with a test.

Duration:      *4 to 5 hrs.*
Available in:    *Dutch.*