



Training management software

How Qualio lets you drive, track and
demonstrate training and competence

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Qualio was founded in 2012 with a simple but important mission: to help life science organizations bring their vital products to market with a faster, stronger, more quality-centric approach.

Over 500 life science and healthcare businesses across the globe use Qualio to centralize, optimize and automate their quality management systems.

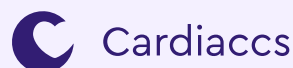
Qualio is a scalable and flexible cloud-based system that grows with your business and makes meeting your quality requirements truly simple, from ISO 13485 and ISO 17025 accreditation to FDA and GxP compliance.



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Life science businesses are among the most heavily regulated in the world. You can expect every layer of your organization to be interrogated in regulatory audits and inspections — and proving your teams are appropriately trained is an obligation you simply can't ignore.

But too many quality managers are suffering from the headache of outdated, manual training processes.

Chasing staff for wet signatures, sifting through Dropbox folders for training records, double-checking if a policy has been properly read and understood, scrambling to determine if your business is 100% compliant and up-to-date - all while more and more of us work remotely across cities, countries and continents.

Sound familiar? Qualio provides a cloud-based training management system that makes driving and demonstrating your workforce's training activities integrated and easy.

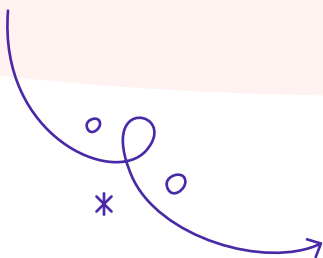
From testing knowledge and plugging cGMP competence gaps to building an incorruptible training archive, Qualio is designed to slice the risk and stress of training management and give you a confident, competent and compliant workforce.

Dive into this datasheet to familiarize yourself with the core benefits and functionality of Qualio's Training system.



Kelly Stanton

Director of Quality, Qualio



Complete training management for life science environments

Qualio's Training area is trusted by hundreds of regulated life science companies to embed quality and compliance into the core of their workforce development. The Training area unlocks the following functional benefits for your business:

1. Quick and simple access to training information

Access records by document, by department, and by individual employee. View % completion for at-a-glance understanding of your compliance landscape.

2. Embed GxP compliance

Plug training gaps, schedule recurring training, and prove to regulators that your staff have the appropriate skills and knowledge for their roles.

3. Workflows

Drive improved communication and higher training completion.

4. Less cost and effort

Eliminate the manual headache and operational costs of managing training with automatic assignment and touch-of-a-button reporting.

5. More security, less risk

A single source of truth with bespoke viewing permissions houses all training information with incorruptible audit trails.

Key system features

Simplified training pathways

Your colleagues don't want to trawl through reams of training requirements. And the more complex and confusing their training pathway is, the less likely they are to complete it.

Qualio sends me reminders when company training is outstanding, ensuring I am never late.

— Qualio mid-market pharma user

From onboarding to retraining and audit preparation, Qualio provides a clean and simplistic breakdown of outstanding training to all users via their personal Dashboard action list.

Email prompts, due dates and the training overview screen keep users informed, reminded and on top of their training responsibilities without overwhelming them.

Your Training Overview

Training Status: 100% of assigned training completed (17 Completed, 0 Due, 0 Overdue)

17 Events Created (All time filter)

Total Overdue: 0

Training Requirements

Include full training history

ID	Title	Version	Assigned at	Due date	Completed
POL-40	Information Security Policy	6.0	Nov 15 2021 4:15 PM	Nov 29 2021 4:15 PM	Nov 16 2021 11:23 AM

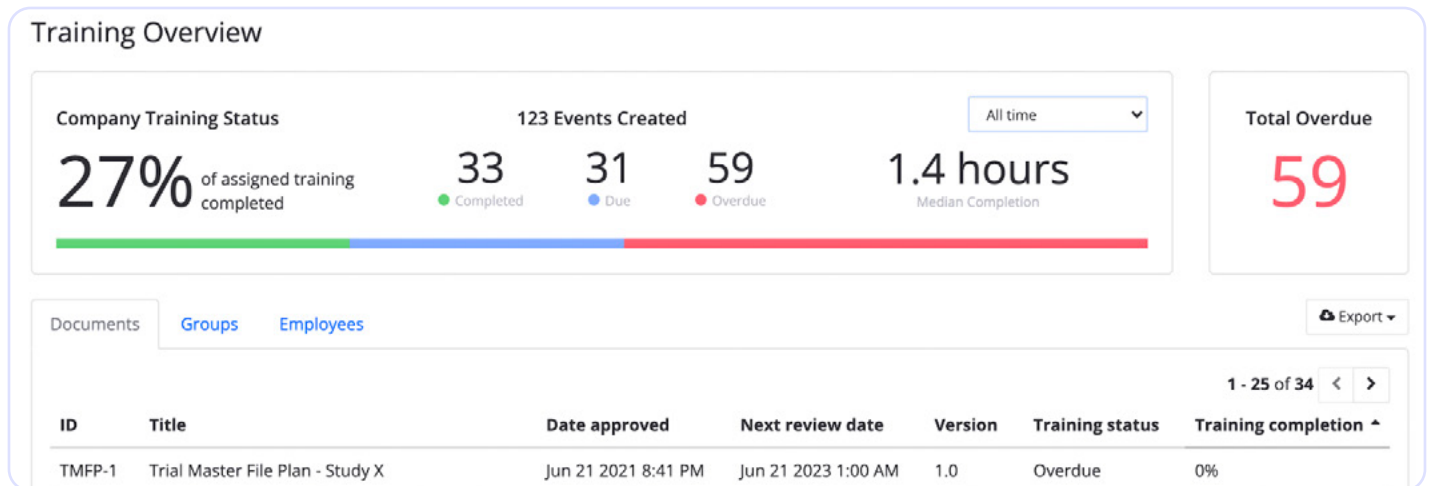
Training Overview screen showing completed and overdue individual training breakdown.

Powerful visibility

We are removing paper and the burden that can have on a company and its QA department. One of Qualio's best features is the ability to see real-time training compliance status.

— Karen Hue

Quality Consultant, 30 Technology



Training Overview screen highlighting overall company training status.

Understanding the state of play with your organization's current compliance status is a vital requirement for quality teams — especially as an incoming audit gets closer and closer on your calendar.

By centralizing all training activity, Qualio allows at-a-glance visibility of training completion status for individual documents, by groups such as departments and teams, and for individual system users.

Documents | Groups | Employees

Export

Include former members

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Full name	Overdue	Total outstanding	Training completion
Jerry Adatsi	19	20	0%
Cillian O'Farrell	3	4	0%
Leo Leclercq	3	3	25%
Ray Kim	3	3	77%

Well done Ray! Time to chase down Jerry.

Flexible building and scheduling

We started with a Dropbox/DocuSign system designed with an external consultant. All went well until we got to training. It was clear that a purpose-built digitized system was the way to go!

— **Jeffrey Basch**
CFO, FifthEye

Creating and distributing training to your workforce has never been easier — and since Qualio is cloud-powered, your colleagues can complete training from anywhere in the world with an Internet connection.

Qualio's Training area is designed to integrate seamlessly with the Documents area. This allows you to flexibly link training requirements to specific documents, such as SOPs, policies and process documents — while eliminating the confusion and duplication of siloed document and training management systems.

Training settings

With this option you control how much time people have to complete their training before it is reported as an overdue event.

Training completion period (days)

Be as strict as you want to be with customizable completion timeframes.

Simply choose your training requirements for every document template in the system, including:

- If training is to be required
- If new document versions require retraining

To support a centralized quality culture, for instance, a quality manual might require training and acknowledgment from all staff members, with retraining as new versions are published. A design input file, on the other hand, might not require training at all.

Basic information

Name

Document prefix
A prefix will be automatically added to every document number created with using this template. The prefix can contain letters only, and has to end with "-" character.

Default settings

Training available?

Retraining required on each version?

Periodic Review period (in months)

Designate training requirements as you build a document template

Then, as you build a document using your template, designate trainees at the touch of a button.

Assign trainees with complete flexibility as a document is created within Qualio.

Qualio is designed to give you complete flexibility in how you distribute and train your users on documents.

Need to quickly schedule new training after an audit finding or quality event? Add fresh trainees and retraining at the touch of a button.

Want to get your users fully trained before a document goes live? Simply order a document not to automatically become effective on approval to create an interim period for training users.

Want to record external training too, like attendance at an ISO 17025 course or a cGMP conference? Build a summary document within Qualio, attach key documents like attendance logs and training materials, and push the document to the course attendees within the system.

Need to add an extra layer of assurance to your training activity? Add customizable quizzes, with a system-enforced 100% pass rate requirement, to test understanding before training can be signed off.

Prove employees understand system documents with enforced quizzes.

Automatic compliance

My favorite thing is how Qualio keeps us in a constant state of audit readiness. We chose Qualio as we needed our system to be scalable to support our rapid growth and facilitate quick employee onboarding.

— **Deb Glancy**

Director of Quality, Ultragenyx

Being compliant and audit-ready means being able to quickly and confidently point to comprehensive and fully controlled training records.

Qualio is designed to embed seamless and automatic compliance into your training activities.

Qualio cannot be accessed without a username and password, keeping your training management system secure.

And the Training area is designed to give your business fully audit-trailed, demonstrable acknowledgment and understanding of system documents: perfect for proving workforce competence to your auditors.

Assignees are notified of their training requirements and deadlines instantly. Confirmation of training completion is underpinned by binding FDA 21 CFR Part 11-compliant e-signatures.

And every training management action performed within the system is fully time-stamped and audit-trailed too:

FDA 21 CFR Part 11-compliant e-signatures are standard functionality within Qualio.

drill into training summary reports, filter documents by training status, and view assignment and completion dates to demonstrate complete control and visibility to your auditors.

Qualio offers complete assurance that your training management system strengthens, rather than threatens, your compliance.

ID	Type	Title	Version	Status	Date approved	Type	Trainees	Trained	Not trained	
SOPP-173	Procedures	Safety Procedures for Part X	76.0	Effective	Nov 18 2021 3:15 PM	Assessment	5	1	4	Report details View document
SOPP-138	Procedures	SOP for Safety on Part XII	74.0	Effective	Nov 9 2021 12:37 AM	Assessment	1	0	1	Report details View document

Dive into the information you need to see quickly and easily.

12 reasons to manage your training with Qualio

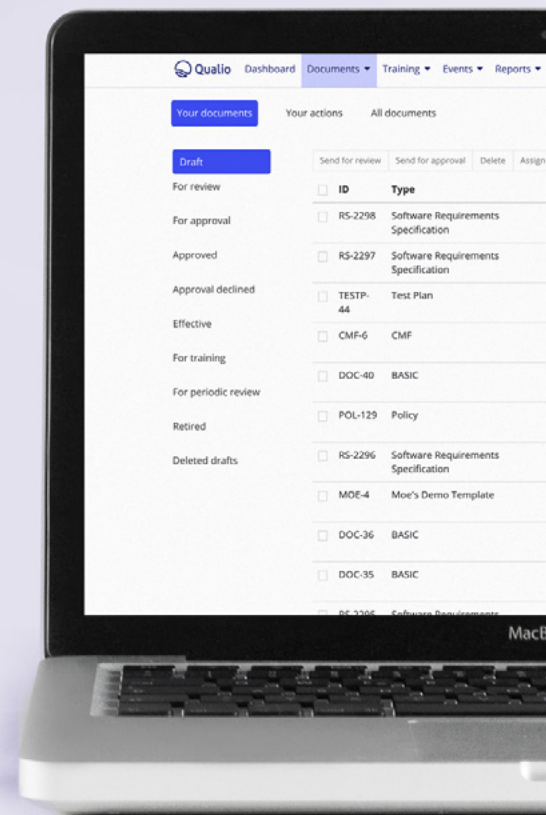
01. Work with a dedicated life science software vendor with over 300 customers
02. Prove workforce competence with complete audit trailing and system records
03. Drive faster onboarding with streamlined role-based training
04. Test understanding with customizable quizzes
05. Access a clear and simple single source of truth for all training activity
06. Dramatically reduce your training costs
07. Build bespoke training pathways by role and responsibility
08. Enjoy secure cloud-based access from anywhere
09. Apply FDA-compliant e-signature functionality
10. Raise new requirements on the fly in response to quality events and upcoming audits
11. Build bespoke workflows for training allocation and completion
12. View reports at the touch of a button to pinpoint gaps and gauge organizational compliance



Ready to build a stronger, simpler, more compliant training approach?

We'll answer your questions, give you a live private tour of the product and help you determine if we're a good fit for your business.

[Schedule a demo with us](#)



Call us today

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