# Flex Databases Platform

**Unified eClinical platform for CRO, biotech, and pharma**

| GENERAL | DOCUMENTS | CLINICAL | PROJECT & FINANCE MANAGEMENT | QUALITY & COMPLINCE | SAFETY |
|---|---|---|---|---|---|
| HR Database | Trial Master File | CRA Activity Management | Project Management & Budgeting | Learning Management System | Pharmacovigilance |
| Project Catalogue | Document Management System | Investigators & Sites Management | Time Sheets & Utilization | Quality Management System | |
| Report Tool | | Subject Tracking & Invoicing | | | |

## About Flex Databases

We develop a comprehensive clinical trial management solution since 2011.

- **10+ years** on the market
- **4 offices** in the US, Europe, and Asia
- **All-in-one platform** from study planning to safety database

## What sets us apart

Easy implementation

Full compliance

Complete data safety

Flexible solution

- System implementation in **3 to 10 weeks**
- A robust **backup & disaster recovery and data protection strategy**, including distributed data storages around the world
- All major **international and local regulations** covered, including FDA 21 CFR Part 11, GDPR, etc.
- Reports, workflows, trackers are under user configuration. Web-based solution, no installation required
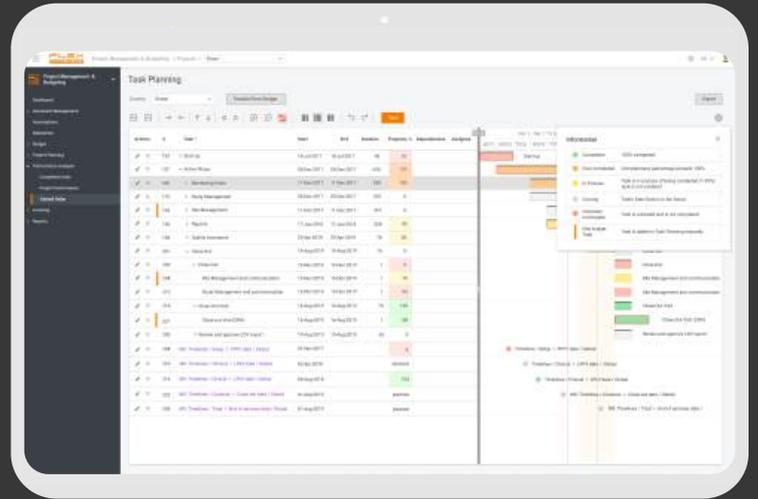
## Some of our clients

Leading CROs, pharma, and biotech

novo nordisk®  CMIC  FGK CLINICAL RESEARCH  Dr.Reddy's

ERGOMED  OPTIMAPHARM  WORLDWIDE CLINICAL TRIALS

# Project Management & Budgeting

## Module Overview



■ **Helicopter view** of project performance both operational and financial – a nice visual for sponsors, clients, stakeholders.

■ **Zero manual work** creating trackers, tables, measuring performance, milestones, percentages, what is done and what is not – all is done for you.

■ **Hard things simplified into one logical flow** – budget a project, transfer it into planning with one button, plan a project, get automated reporting on project progress, visuals and automated invoicing, see earned value analyses, and so much more.

■ **Data available to make informed strategic decisions**: what projects are most profitable, do I need more people, for what, etc.

■ **A transparent picture** of your team tasks and timelines.

■ **Draft, update, and amend** complex budgets, compare versions, import/export budget to/from the system, transfer project to Operations as a breeze.

■ **See a full picture** and invoice sponsors based on any payment rule, project performance.

# FLEX DATABASES

## Project Management & Budgeting

## List of Features



### Project Management

- Project assumptions and milestones
- Project planning including Gantt chart
- Business analytics and custom outcome reports
- Project performance analysis
- Project news
- Ad-hoc reporting tool for cross-project and cross-module reporting (graphs, widgets)

### Budget Management

- Budget template management by country and per contract
- Budget amendments
- Unit-based, milestone-based and combined planning and budgeting
- Invoicing based on milestones, Project Performance Report, Units, ad-hoc invoicing
- Earned value analysis

# Project Management & Budgeting

## List of Features



**Resource utilization**

- Possibility to store all information needed for planning in one single platform;
- Advanced management of the budgeted activities: connection to a specific employee, country, and timeline, changes in the distribution of budgeted hours and FTE, saving of the project, etc.
- Budgets and units (workload) planning tool to define how many team members are needed at certain time point;

- Possibility to see during the resource planning stage if the employee is already allocated to some other projects;
- Staff workload review within the project or in a cross-project mode to check who is overloaded and who is available;
- Deep analytics of data coming from multiple sources;
- Flexible notifications on reaching full FTE allocation and budget limits;
- Project data export.

# Timesheets & Utilization

## Module & Features Overview
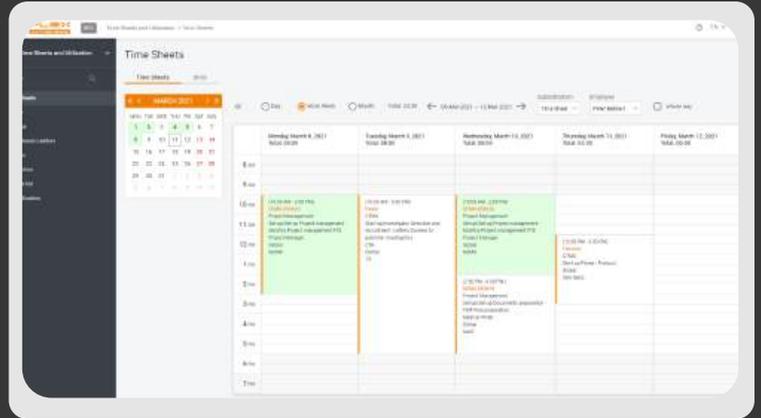


## To do nothing and see updates automatically

- See resources of the company well planned and utilized in an efficient way.

- All numbers and data on the tips of your fingers available to run various reports with a flexible business intelligence.

- Track what services take the most time, how resources are allocated between services in and out of scope of projects.

- Timesheets complete on time and not a burden for the team.

## List of features

- Easy data entry (calendar and table view, copying, last used tasks)
- Time sheets applicable for project and non-project activities
- Easy to monitor and approve time of employees according line and project subordination
- Planned versus actual FTE (Full-Time equivalent) tracking
- Endless reporting capabilities including reports on in- and out-of-scope activities
- Hiring planning based on FTE

- All reports and statistics you need including overall company review
- Backups
- Adjustable set of project and non-project tasks
- Integration with Project Management & Budgeting module
- Country-specific holidays and working week settings
- Ad-hoc reporting tool for cross-project and cross-module reporting (graphs, widgets)

# Expense Reporting

- Report all passthrough expenses and receipts, receive and approve reports from the team in one place.
- Export to finance systems is available as well as exports to provide to sponsors, clients, stakeholders.
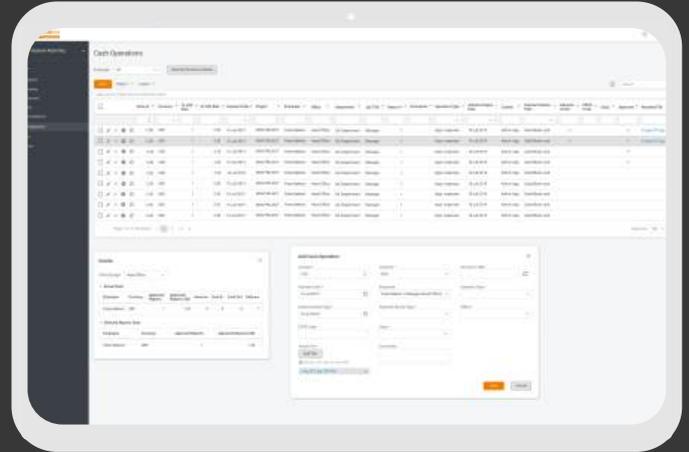
## Expense management

- Expense reports based on PTC tasks in any of the projects from the Project Management and Budgeting module
- Expense Reports based on non-project activity

- Automatic management of exchange rates and foreign currency expenses from external websites
- Detailing expense reports by item
- Uploading images of receipts made on mobile devices or scanners

## Approval workflow

- Approval process with automatic notification of required users
- Ability to decline both the entire report and the specific item separately
- Quick setup of user backup: selection of a specific user and the backup period
- Flexible configuration of roles and access to the approval stage

## Data export

- Creation and export of accounting, analytical, and PTC billing reports
- Integration with the accounting package QuickBooks to transfer data directly to the financial department of your organization for payments processing
- Exporting data for building a PTC expense report in the Project Management and Budgeting module