



Suite 2000

Desktop/ Document Manager

Course Mission:

The Powerway Desktop/Document Manager course is designed to provide understanding of use of the Powerway tools to control and manage documents. Content and exercises provide an understanding of ISO/QS standard requirements and the tools to achieve these elements for compliance or certification. You will learn how to successfully implement the Powerway system to facilitate use and acceptance of the system.

Prerequisites:

- Familiarity with either ISO 9001 or TS 16949 Document and Data Control and Quality Record control requirements
- Basic understanding of Windows applications
- Basic keyboard skills

Audience:

- Management Representative
- Document Control Managers/Administrators
- MIS Personnel
- Personnel responsible for authoring or maintaining documentation

Course Highlights:

- Desktop configuration including Users, User Groups and Routing Lists
- Identification of and Powerway solutions for document, data and record control
- Learn and understand the responsibilities of various users of the systems (Consumers, Producers, and System Administrator)
- Learn how to register and configure documents for document control
- Register Non-Powerway documents to maintain integrity of your document control system
- Interactive exercises to identify best practices for organization of system documentation
- Learn how to establish binders, index topics and index items for easy document retrieval
- Access reports and identify use for status of your document control system

Course Length:

2 days

CEU's:

1.4

Cost:

\$850 USD

Contact

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