



## **Suite 2000**

### ***Document Manager Producer Virtual Classroom***

#### **Course Mission:**

The mission of the Powerway Document Manager Producer virtual classroom training course is to provide attendees with an understanding of how to register documents, route documents for approval, release documents, manage document control, view, and search for documents.

#### **Prerequisites:**

You should have the following skills and/or knowledge: Keyboard skills and basic Microsoft Windows® experience.

#### **Audience:**

This class is designed for personnel who are responsible for creating, editing or administering documents originating outside of Powerway software applications.

#### **Format:**

Virtual classroom training via the Internet

#### **Topics Covered:**

- Log on to the Powerway Document Manager and Desktop applications
- Load non-Powerway documents into the document control services
- Participate in document routes as a reviewer and as an approval authority
- Review steps for handling routed documents that were rejected
- Complete a scheduled document review
- How to create relationships between documents that share something in common
- Search for documents using electronic binders and the Quick Search feature
- Access reports to identify the status of control of your documents
- View recently released documents

#### **Course Length:**

Two sessions – 3 hours each

#### **Cost:**

\$450 USD per person

#### **CEU Credits:**

.75

#### **Contact**

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