



Suite 2000

Policy Writer Virtual Classroom

Course Mission:

The mission of the Powerway Policy Writer is to help attendees understand the quality system documentation structure and the creation of a Level I document – the Quality Policy Manual. This course provides experience with developmental tools and concepts needed to create the quality policy manual. You will also learn how to route, approve, and release this type of document.

Prerequisites:

You should have the following skills and/or knowledge: Familiarity with quality standards, keyboard skills and basic Microsoft Windows® experience.

Audience:

Designed for personnel who are responsible for creating and managing Level I documents (Quality Policy Manual).

Format:

Virtual classroom training via the Internet

Topics Covered:

- Log on to the Powerway Desktop and Policy Writer applications
- Learn and understand the integration of Powerway Desktop with Policy Writer
- Learn how to use technology to reduce your document writing time
- Learn how to create and manage Level I documents
- Learn how to configure access, track paper distributions, document usage and manage revision history
- Learn how to route documents for approval (electronic and manual)
- Generate reports such as Cross Reference Reports and Approval History

Course Length:

Two sessions – 2.5 hours each

Cost:

\$375 USD per person

CEU Credits:

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Contact

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