



Suite 2000

Procedure Writer Virtual Classroom

Course Mission:

The mission of the Powerway Procedure Writer online training course is to help attendees understand the quality system documentation structure and the creation of Level II documents – Procedures. This course provides experience with developmental tools and concepts needed to create, route, and approve procedures. You will also learn to create procedure templates and generate reports.

Prerequisites:

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

Audience:

This course is designed for personnel who are responsible for creating and managing Level II documents (procedures).

Format:

Virtual classroom training via the Internet

Topics Covered:

- Log on to the Powerway Desktop and Procedure Writer applications
- Learn how to use technology to reduce your document writing time
- Create and manage Level II Procedures
- Configure access, track paper distributions, document usage and manage revision history
- Route documents for approval (electronic and manual)
- Create procedure templates
- Generate reports

Course Length:

Two sessions – 2.5 hours each

Cost:

\$375 USD per person

CEU Credits:

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Contact

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