



Suite 2000

Template Admin and Quick Reg Virtual Classroom

Course Mission:

The mission of the Powerway Template Admin and Quick Reg virtual classroom training course is to provide a comprehensive understanding of Powerway Template Admin and Powerway Quick Reg software applications. Participants will learn how to create custom document registration templates, make changes en masse to multiple documents, and register multiple documents at one time.

Prerequisites:

You should have knowledge of the Powerway Desktop, Document Manager, keyboard skills and basic Microsoft Windows® experience.

Audience:

This course is designed for Powerway Desktop/Document Manager administrators and other administrator users responsible for creating document registration templates.

Format:

Virtual classroom training via the Internet

Topics Covered:

- Overview on document registration
- Create custom document registration templates
- Brainstorm ideas for needs analysis
- Delete templates
- Use templates to apply mass changes to multiple registered documents
- Register multiple documents at one time via Quick Reg

Course Length:

One session – 2 hours

Cost:

\$150 USD per person

CEU Credits:

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Contact

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