



## Suite 2000 *Authoring Tools*

### Course Mission:

The Authoring Tools course helps attendees understand the quality system documentation structure and the creation of level I, II and III documents. This course provides experience with developmental tools and concepts needed to create quality system documents. You will learn to use technology as an evaluation and document creation tool using Powerway Assessor, Policy Writer, Procedure Writer, Instruction Writer and Desktop.

### Prerequisites:

- Familiarity with either ISO 9001 or QS-9000 Quality System Requirements
- Basic keyboard skills and understanding of Windows applications

### Audience:

- Department Managers
- Steering Committee Team Members
- Document Control Managers/Administrators
- Personnel responsible for authoring or maintaining documentation

### Course Highlights:

#### Documentation

- Receive document creation writing tips
- Learn how to use technology to reduce your document writing time
- Learn how to route documents for approval (electronic and manual)
- Learn and understand the integration of Powerway Desktop with Powerway authoring tools

#### Desktop

- Learn basic Desktop configuration
- Create binders for document organization and retrieval

#### Assessor

- Learn Assessment guidelines and receive an assessment checklist.
- Learn how to conduct a quality system assessment and complete an element assessment of a quality system requirement.

#### Policy Writer

- Gain a basic understanding of the Policy Manual format
- Create a Policy Manual and develop understanding of linking to procedures

#### Procedure and Instruction Writer

- Receive suggested steps for writing these documents
- Create and edit procedures and work instructions
- Understand creation and changing associated flowcharts
- Learn how to create and customize templates for consistent document creation

### Course Length:

3 days

### CEU's:

2.1

### Cost:

\$1,275 USD

### Register at:

<http://www.powerwayinc.com/support/powerwayCalendar.asp>

Contact your Powerway representative at [info@powerwayinc.com](mailto:info@powerwayinc.com) or (800) 964-9004 US/Canada, 001 (317) 624-4000 for Europe, 52 (442) 199-3102 Mexico or (86 10) 8440-4102 China for more information.