



Powerway Institute

Desktop Consumer Virtual Classroom – Course Description

Course Mission:

The mission of the Powerway Desktop Consumer virtual classroom training course is to provide attendees with an understanding of how to use the Powerway Desktop application to view documents, participate in document routes for comment and approval, copy and use documents (i.e. forms), and search for documents.

Prerequisites:

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

Audience:

Designed for personnel who need to view or consume documents or participate in a document route.

Format:

Virtual classroom training via the Internet

Topics Covered:

- Log on to the Powerway Desktop application
- Navigate the Notification and Reminders screen
- Provide a disposition on a routed document
- View recently released documents
- Use (i.e. complete) online forms
- Search for documents using electronic binders
- Search for documents using the Quick Search feature
- Set personal preference for notifications
- Complete a scheduled document review

Course Length:

One class – approximately 2 hours

Cost:

\$150.00 USD per person

CEU Credits:

.25

Contact your Powerway representative at info@powerwayinc.com or by telephone at (800) 964-9004 US/Canada or 52 (442) 199-3102 Mexico for more information.