



## **Powerway Institute**

### **Desktop / Document Manager – Course Description**

#### **Course Mission:**

The Powerway Desktop/Document Manager course is designed to provide understanding of use of the Powerway tools to control and manage documents. Content and exercises provide an understanding of ISO 9001 based standard requirements and the tools to address these elements for conformance or registration. You will learn how to successfully implement the Powerway system to facilitate use and acceptance of the system.

#### **Prerequisites:**

You should have familiarity with quality system requirements, and have the following skills and/or knowledge: Keyboard skills and basic Microsoft Windows® experience.

#### **Audience:**

Designed for personnel responsible for system administration, document registration and control, and routing documents for approval or comment.

#### **Format:**

Classroom

#### **Topics Covered:**

- Desktop configuration including Users, User Groups, Routing Lists, and Distribution Lists
- Identification of and Powerway solutions for document, data and record control
- Learn and understand the responsibilities of various users of the systems
- Learn how to register and configure documents for document control and to maintain integrity of your document control system
- Interactive exercises to identify best practices for organization of system documentation
- Learn how to establish binders, index topics and index items for easy document retrieval
- Access reports and identify use for status of your document control system

#### **Course Length:**

2 days      8:30 A.M. – 4:30 P.M. EST

#### **Cost:**

\$850.00 USD per person

#### **CEU Credits:**

1.4

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