



## **Waypoint Global Suite**

### **Desktop / Document Manager**

#### **Course Mission:**

Waypoint Global's Desktop/Document Manager course is designed to provide understanding of use of the Suite tools to control and manage documents. Content and exercises provide an understanding of ISO/TS standard requirements and the tools to achieve these elements for compliance or certification. You will learn how to successfully implement the Waypoint system to facilitate use and acceptance of the system.

#### **Prerequisites:**

- Familiarity with ISO 9001, ISO/TS 16949 or ISO 14001 Document and Data Control and Record control requirements
- Basic understanding of Windows applications and basic keyboard skills

#### **Audience:**

- Management Representative
- Document Control Managers/Administrators
- Personnel responsible for authoring or maintaining documentation
- IT Personnel

#### **Format:**

- Hands-on training at customer's location
- Can train up to 12 people

#### **Course Highlights:**

- Desktop configuration including Users, User Groups and Routing Lists
- Identification of solutions for document, data and record control
- Learn and understand the responsibilities of various users of the systems (Consumers, Producers, and System Administrator)
- Learn how to register and configure documents for document control
- Register Non-Suite documents to maintain integrity of your document control system
- Learn how to establish binders, index topics and index items for easy document retrieval
- Interactive exercises to identify best practices for organization of system documentation
- Learn to create and use batch registration templates
- Learn how to apply mass changes to document metadata such as changing document ownership or final approval authority as personnel change
- Learn how to access and run reports regarding the status of your document control system

#### **Course Length:**

2 days

#### **Cost:**

\$2400 (T&L not included)

#### **Contact**

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