



Waypoint Global Suite

Desktop Administrator Virtual Classroom

Course Mission:

The Waypoint Global Suite Desktop Administrator course is designed to provide understanding of administrative responsibilities in configuring the Desktop for use. You will learn how to successfully implement the Waypoint Global Suite 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:

This course is designed for personnel responsible for document system administration.

Format:

Virtual classroom training via GoToMeeting

Topics Covered:

- Prepare the system for use by Producers and Consumers
- Add and manage user accounts
- Creating user groups for users that share something in common
- How to set up routing lists and why it is useful
- Creating and administration of secure repositories (file storage locations)
- Customizing indexing for strategic implementation of document filters
- Why should you create paper and electronic distribution lists
- Monitor use of the system
- Using Suite Desktop reports

Course Length:

Two classes
3 hours each

Cost:

\$450 USD per person

Contact

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