



Waypoint Global Suite

Desktop Consumer Virtual Classroom

Course Mission:

The mission of Waypoint Global's Desktop Consumer virtual classroom training course is to provide attendees with an understanding of how to use the Waypoint Global Suite 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 GoToMeeting

Topics Covered:

- Log on to the Waypoint Global Suite 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
2 hours

Cost:

\$150 USD per person

Contact

Email: info@waypointglobal.com

Phone: (844) 827-8254 Ext 1 US/Canada