



Waypoint Global Suite ***Policy Writer Virtual Classroom***

Course Mission:

The mission of Waypoint Global's Policy Writer virtual training class is to help attendees understand the management system documentation structure and the creation of a Level I document – the Policy Manual. This course provides experience with developmental tools and concepts needed to create the management system policy manual. You will also learn how to route, approve, and release this type of document.

Prerequisites:

You should have the following skills and/or knowledge: Familiarity with management system standards, keyboard skills and basic Microsoft Windows® experience.

Audience:

Management representative or executive team members responsible for documenting the policy manual

Format:

Virtual classroom training via GoToMeeting

Topics Covered:

- Log on to the Waypoint Global Suite Desktop and Policy Writer applications
- Learn and understand the integration of Waypoint Global Suite Desktop with Policy Writer
- Learn how to use technology to reduce your document writing time
- Learn how to create and manage Level I documents
- Learn how to configure access, track paper distributions, document usage and manage revision history
- Learn how to route documents for approval (electronic and manual)
- Generate reports such as Cross Reference Reports and Approval History

Course Length:

Two classes
2.5 hours each

Cost:

\$375 USD per person

Contact

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