



Waypoint Global Suite

Procedure Writer Virtual Classroom

Course Mission:

The mission of Waypoint Global's Procedure Writer online training course is to help attendees understand the management system documentation structure and the creation of Level II documents – Procedures. This course provides experience with developmental tools and concepts needed to create, route, and approve procedures. You will also learn to create procedure templates and generate reports.

Prerequisites:

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

Audience:

This course is designed for personnel who are responsible for creating and/or managing Level II documents (procedures).

Format:

Virtual classroom training via GoToMeeting

Topics Covered:

- Log on to the Waypoint Global Suite Desktop and Procedure Writer applications
- Learn how to use technology to reduce your document writing time
- Learn how to add your company logo to documents
- Discover how using pools of data to ensure consistency and reduce document creation time
- Create and manage Level II procedures
- Configure access, track paper distributions, document usage and manage revision history
- Route documents for comment or approval (electronic and manual)
- Create procedure templates so departments and processes can have a consistent structure and format
- Generate reports such as revision history or approval history

Course Length:

Two classes
2.5 hours each

Cost:

\$375 USD per person

Contact

Email: info@waypointglobal.com

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