

Streamlined Document Management

Managing documents without the paper mountain

Purpose of the service:

- To significantly reduce the administrative time and effort required to manage company documentation.

Benefits for your organisation:

- Your Document Management system will be streamlined, efficient and effective with bottlenecks eliminated and bureaucracies obliterated.

Benefits for you as an individual:

- Your daily document workload will reduce significantly and you will no longer spend time chasing document tasks for completion.

You will learn how to:

- Significantly reduce the time and effort required to plan for a document change.
- Facilitate the creation of documented procedures that accurately reflect current working methods.
- Ensure that draft revisions requiring approval are managed through the most appropriate workflow.
- Create an action plan for achieving excellence in compliance.
- Significantly reduce the time and effort required to perform reviews and revisions.
- Use Web interface for document control to improve availability of documentation.

Who this service is for:

- Quality Managers.
- Document Controllers.
- Quality System Administrators.

Entry requirements:

- Previously attended "Introduction to Q-Pulse" course.
- Existing user of Q-Pulse.
- Sound understanding of the concepts of Document Control.
- Broadband internet connection verified by customer prior to training for WebEx training.
- Current Q-Pulse user with valid support agreement.



Course information

Duration: 1 Day.

Location: Customer Premises / via WebEx.

Cost: Customer premises – £995 plus expenses.
 WebEx – £995 / €1500 / \$2100.

WebEx duration: 3X2 or 2X3 hour courses. Plus 1 hour consultation on product capability to match training to suit your business needs.

Credit value:
 Customer premises – 10.

Follow-Up courses

Creating Value through Auditing

Transforming audits from a compliance exercise into an organisational improvement tool.

Principles of effective CA/PA Management

Minimising incident exposure and maximising action results.

“ In the time Q-Pulse has been live, we have realised additional benefits quite quickly ”

Louise Postlethwaite
 Quality Management Officer
 One Vision Housing