

QDMS Document Management Courses

INTRODUCTION

QDMS is designed to manage the distribution (via transmittals) of "controlled" documents such as drawings, specifications, and procedures to both internal recipients and external companies.

DM00 – Document Control for Absolute Beginners

This course is designed for those with no prior experience of Document Control. The course covers the complete workflow of a document controller, this includes: definition of Controlled Documents; numbering protocols, revision numbering, recording meta data, how to issue documents via transmittal, collecting and recording acknowledgments, monitoring the review process, management of revised documents and a brief history of Document Control. The course also includes a brief introduction to how a typical document management system works.

Please note: This is primarily an information course for people who are new to document control concepts, procedures, principles and practices. It is not a hands-on session with the QDMS application.

Duration: ½ day

DM01 – QDMS for Document/Drawing Control User

This course covers the basics of using QDMS for Document Management. This includes: creating & configuring new projects, recording both internal and external documents, generating transmittals; managing revised documents; generating reports, tracking acknowledgments & responses; searching for information; general administration and housekeeping.

Prerequisites: Completion of course DM00 – Document Control for Beginners or a minimum of three (3) months practical experience with QDMS.

Duration: 01 day

DM02 – QDMS for Project Administrators

This course is designed for those who will be administrating QDMS for Document Management. This includes: Installation and Registration, Project Creation & Configuration, working with the Address Book, working with configuration tables, security, customizations, general Project Administration and housekeeping.

Prerequisites: Completion of course DM01 – For Document/Drawing Control or a minimum of three (3) months practical experience with QDMS.



Duration: ½ day

BENEFITS

QDMS Currently provides hundreds of thousands of users with a simple, effective method of managing project documents & drawings, QDMS is Australia's most popular solution for Engineering & Construction projects. Below is some key benefits:

Capabilities		Benefits	
➔	Maintain a master document register of the latest revision of all project documents/drawings.	➔	Increased productivity for Document Controllers compared with maintaining spreadsheets.
➔	Generate transmittals and maintain an audit trail of who was sent what and when.	➔	Increased productivity compared with typing transmittals and reduced plan printing costs via e-transmittals.
➔	Manage revisions to documents with an automatically maintained document history.	➔	Reduced risk by auto maintenance of an audit trail of all incoming and outgoing documents.
➔	Automatically identify who has not been sent the latest revision of documents.	➔	Reduced re-work arising from working to out of date information.
➔	Ensure recipients are transmitted the latest revision of each document.	➔	Reduced disputes arising from incorrect issues of documents.
➔	Manage the document/drawing review process, Internal and External.	➔	Shorter review cycles for document/drawing approvals.
➔	Expedite the responses to document/drawing issues using QDMS Alerts .	➔	Minimize design delays due to slow document reviews/approvals.

