

Introduction to QIS

[1 Day Course]

This one-day, introductory course gives those who are new to QIS a general overview of the capabilities of the system. After completing the course, participants will have the knowledge and skills needed to utilise QIS in their workplace.

Students should have good computer skills but require no prior knowledge of QIS. Giving a wide and general overview of QIS, topics will include general navigation, data entry, introduction to Document Library & Process Configuration and an overview of the analysis and reporting capabilities.

This class will combine slides, discussion, demonstration and hands-on practice.



Target Audience: The class is designed for those who are new to a business that has QIS installed or who are generally new to QIS.

Pre-requisites: This course is appropriate for beginners.

Topics Covered:

- + Navigating round QIS
- + Overview of the Logsheet (real-time display)
- + Product and process configuration
- + Document management
- + Process analysis
- + Data Analysis tools
- + Production management
- + QIS Reports
- + Microsoft Excel add-in
- + QIS Support
- + Website, knowledgebase, phone