



Solutions. Governance. Sustainability.

IsoMetrix Level 3 (Administrator) Training Course

Course length:

The course takes place over 1.5 days

Number of candidates:

A maximum of seven candidates can be accommodated per course

Candidate profile:

The IsoMetrix Administrator Course covers the same introductory component as the User and Advanced User Courses; however, the course is intended for people who will administrate IsoMetrix on their site (branch). There would typically be one IsoMetrix Administrator per site or perhaps one Administrator per Risk Type on each site

Course overview:

- Introduction to management systems and IsoMetrix
- How to navigate around IsoMetrix and find information
- The concept of Risk Types / Disciplines in IsoMetrix and how to add and find information based on applicable Risk Types
- A detailed explanation of IsoMetrix as a tool to assist in the management of the components making up typical management systems including policy statements, legal requirements, risks, assessments, targets, stakeholders, non-conformance management, audits, inspections, meeting management and the action management programme.
- Thorough review of specialist administration functions such as managing drop down lists and users, adding document registers and links and sending out reminder emails.

Pre-requisite:

This course can only be taken upon completion of a basic computer training skills course.