



Electronic Document Management System with
Business Process Automation



2 - 6 March 2025



Manama (Bahrain)

Electronic Document Management System with Business Process Automation

course code: D9027 From: 2 - 6 March 2025 Venue: Manama (Bahrain) - Crowne Plaza course Fees: 3700 Euro

Program Overview

In this program you will learn about...
Assisting You Provide Better

- Business Processes Support
- Customer Satisfaction
- Manage Knowledge
- Increase Management Control
- Empower Employees
- Preparing Request for Proposals
- Preparing Bidding Documents

Covering: Needs Analysis, Implementation Strategies, Technical Specifications & Procedures, Security and Compliance with Good & Best Management Practices
Includes: A Hands On-Workshop to Apply the Methods Discussed

Program Content

- Objective of Document Management Systems
- EDMS Systems and Direction of the Technology
- Role to Documents in our Business
 - Supporting Business Processes
 - Legal Requirements
 - Knowledge Management
- Features of EDMS Systems
- Strategies for EDMS Implementation
- Understanding Good Management Practices and Role Documents Play
- Assessing Documentation Needs for the Business Processes
- Knowledge Management through EDMS Systems
- EDMS System Implementation
 - Analyzing Needs
 - Choosing Implementation Strategy
 - Technical Specifications & Procedures
 - Scanning
 - Storage Structure
 - OCR or Vectorization
 - Indexing
 - Security
 - Workflow
 - Contracting Arrangement
 - Monitoring Implementation
 - Testing and Acceptance
 - Operation Support
- Business Process Automation & Workflow Systems

- Understanding Workflow Integration
- Identification of Business Processes
- Identification of Business Processes Needing Workflow
- Technical Specifications and Implementation Procedures
- Implementing Workflow with EDMS and Knowledge Management Systems
- Program Recommendations & Action Plan

