



Electronic Document Management System with  
Business Process Automation



3 - 14 November 2024



Dubai (UAE)

# Electronic Document Management System with Business Process Automation

course code: D9027 From: 3 - 14 November 2024 Venue: Dubai (UAE) - course Fees: 3000 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

