€TRAINING

EDMS with Business Process Automation

6 - 10 October 2024
Amman (Jordan)

EDMS with Business Process Automation

REF: K808 DATE: 6 - 10 October 2024 Venue: Amman (Jordan) - Fee: 3350 Euro

Introduction:

This training program is designed to equip participants with the skills, knowledge, and techniques required to leverage electronic document management systems EDMS in conjunction with business process automation BPA technologies. By mastering these techniques, individuals can effectively optimize document management processes and automate routine tasks to drive business success.

Program Objectives:

At the end of this program, participants will be able to:

- Know Business Processes Support.

- Better know Customer Satisfaction.

- Manage Knowledge.

- Increase Management Control.

- Empower Employees.

- Prepare Request for Proposals.

- Prepare Bidding Documents.

Targeted Audience:

- Professionals who are looking to improve their own Archiving and Indexing awareness.

- Document and records supervisors and controllers.

- All personnel aiming at excellence and creativity in their workplace.

Program Outlines:

Unit 1:

Introduction to EDMS and Business Process Automation:

- Understanding the fundamentals of Electronic Document Management Systems EDMS and Business

Process Automation BPA.

- Exploring the synergy between EDMS and BPA in streamlining organizational workflows.

- Overview of key benefits and advantages of integrating EDMS with BPA solutions.

- Introduction to automation tools and technologies for optimizing business processes.

- Case studies highlighting successful implementations of EDMS with BPA in various industries.

Unit 2:

Planning and Implementation Strategies:

- Developing a strategic roadmap for implementing EDMS with BPA within an organization.

- Identifying key stakeholders and engaging them in the planning process.

- Assessing current document management and business processes to determine automation opportunities.

- Creating a deployment plan, including timelines, resource allocation, and milestones.

- Addressing potential challenges and risks associated with EDMS and BPA implementation.

Unit 3:

Integration of EDMS with BPA Platforms:

- Understanding the integration capabilities of EDMS and BPA platforms.

- Configuring workflows to automate document-centric processes, such as approval cycles and document routing.

- Leveraging APIs and connectors to facilitate seamless data exchange between EDMS and other business applications.

- Customizing automation rules and triggers to align with organizational requirements.

- Testing and validating EDMS-BPA integration to ensure functionality and reliability.

Unit 4:

Advanced Automation Techniques:

- Exploring advanced features and functionalities of EDMS and BPA platforms.

- Implementing advanced workflow automation techniques, such as conditional logic and decision trees.

- Integrating artificial intelligence AI and machine learning ML algorithms to automate data extraction and

classification tasks.

- Utilizing robotic process automation RPA to automate repetitive manual tasks and processes.

- Monitoring and optimizing automated workflows for continuous improvement and efficiency gains.

Unit 5:

Maximizing Value and ROI:

- Measuring the impact of EDMS with BPA on organizational efficiency, productivity, and cost savings.

- Analyzing key performance indicators KPIs to assess the effectiveness of automation initiatives.

- Identifying opportunities for further optimization and expansion of EDMS-BPA capabilities.

- Developing a long-term strategy for maximizing the value and return on investment ROI of EDMS with BPA.

- Establishing mechanisms for ongoing monitoring, evaluation, and enhancement of automated processes.