



**IT, Telecommunication &  
Networking**



**SCANDINAVIAN ACADEMY**  
Training and Development



# Course: Electronic Document Management System with Business Process Automation

Code	City	hotel	Start	End	price	Hours
668	Muscat (Oman)	Hotel Meeting Room	2024-06-02	2024-06-06	3450 €	25

## 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



**The Scandinavian Academy employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:**

- **Theoretical Lectures:**
  - We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.
- **Scientific Assessment:**
  - We evaluate trainees skills before and after the course to ensure their progress.
- **Brainstorming and Interaction:**
  - We encourage active participation through brainstorming sessions and applying concepts through role play.
- **Practical Cases:**
  - We provide practical cases that align with the scientific content and the participants specific needs.
- **Examinations:**
  - Tests are conducted at the end of the program to assess knowledge retention.
- **Educational Materials:**
  - We provide both printed and digital scientific and practical materials to participants.
- **Attendance and Final Result Reports:**
  - We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.
- **Professionals and Experts:**
  - The programs scientific content is prepared by the best professors and trainers in various fields.
- **Professional Completion Certificate:**
  - Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.
- **Program Timings:**
  - Training programs are held from 10:00 AM to 2:00 PM and include buffet sessions for light meals during lectures.