



Document Management 101: What You Need to Know

Do you have good manual document management processes that need to be automated? Is your organization struggling with document management? Are your files unorganized to the point where it has become an unmanageable, tedious, and out of control chore to locate and save documents? Then don't miss this enlightening Webinar about document control.

Business process management (BPM) expert, John M. Cachat, President & CEO of Silico Corporation, will teach you everything you need to know about:

- Improving Statistical Analysis
- Easier Reporting
- Dashboards
- Approval Routing
- Electronic Signatures
- Revision & Version Control
- Change Request Management
- Distribution
- Reducing Document Overload
- Document Retrieval

Advances in collaboration and communication are making it easier for you to become organized, and to keep it up. Start saving your organization time and money now!

About the presenter, John M. Cachat:

John Cachat is an expert in developing information technology and operational excellence strategies for large and small organizations. Mr. Cachat is often sought out for his expertise by large consulting firms, like IBM Consulting, government agencies, like the US FDA, and professional and trade organizations for his leadership.

Mr. Cachat received a BSIE degree at the General Motors Institute (GMI) in Flint, MI specializing in Operations Research, and received recognition for both the Entrepreneur of the Year and Outstanding Alumni Achievement awards from GMI. John also holds an MSIE degree from Texas A & M University, specializing in automated manufacturing.

Document Management 201: The Technology Demo

This webinar is intended for all of those who participated in the popular Document Management 101 webinar and would like to learn more about the technology behind the concepts.

Participants will witness a live software demonstration showing basic document management business processes, including workflows and email notifications.

About the presenter, John M. Cachat:

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To schedule this presentation, contact Cathy Bajic at cbajic@silicocorp.com or 440-333-9900.