

Reduce the Costs Whilst Improving Processes

The Panelled Lounges
Ashton Court Manor,
Ashton Court Estate,
Long Ashton
Bristol.
BS41 9JN

Agenda

- 9.30 - 10.00** Coffee and Registration
- 10:00 - 10:15** Using technology to streamline processes and reduce costs
- 10:15 - 11.15** Policies and Procedures Management – Reduce your exposure to penalties and potential loss of reputation

Can you be certain that your employees have received the policies and procedures that are relevant to them?

Can you be sure they have read them?

Can you prove that they have understood them?

This session will focus on technological solutions to ensuring compliance.

- 11.15 - 11.30** Mid Morning Coffee

- 11.30 - 1.00** Electronic Document Management

Use the latest imaging technologies to remove paper from your organisation.

Make dramatic savings by storing your documents electronically, and retrieving them instantaneously.

Slash your data entry costs using latest OCR technology to reduce your data input.

Electronic Authorisation

Route your invoices, orders, etc., electronically for authorisation

Eliminate the paper chase and streamline your authorisation processes

Electronic Document Delivery

Eliminate fulfilment costs by delivering documents by email

Allow customers to self-serve themselves of their invoices and statements

- 1.00** Summary, followed by buffet lunch

Wednesday
13th March 2008
9.30am - 1.30pm

