DMS, WF, and e-Documents – System

Main Topics:

PANTHEON e-Documents

Required Knowledge:

Knowledge of PANTHEON DMS, Workflow, and e-Invoices (basics)

Chapters:

1	How to Prepare PANTHEON for e-Documents
2	DMS Digitalization and Mass Import
3	How to Set Up PANTHEON to Use Workflow and e-Documents
4	Hints
5	Q&A

1. Chapter |

How to Prepare PANTHEON for e-Documents

- **Classification Setter**
  - o Incoming/outgoing documents
- **e-Storage and Certified e-Storage**
  - o Documentation settings
  - o Automatic and manual upload

2. Chapter |

DMS Digitalization and Mass Import

- **Mailboxes**
- **Import Settings**
- **Labels and Scanner Settings**
- **Classifications**
- **Linking Documents**

3. Chapter |

How to Set Up PANTHEON to use Workflow and e-Documents

- **Workflow Samples**
  - o Import documents and liquidate
  - o DMS tasks and WF tasks
- **Practical Example**

4. Chapter |

Hints

- **Find Documents**
- **Administration Panel Workflow Logs and Maintenance**
- **Integrations of e-Documents**

5. Chapter |

Q&A

- **Questions from the Audience**