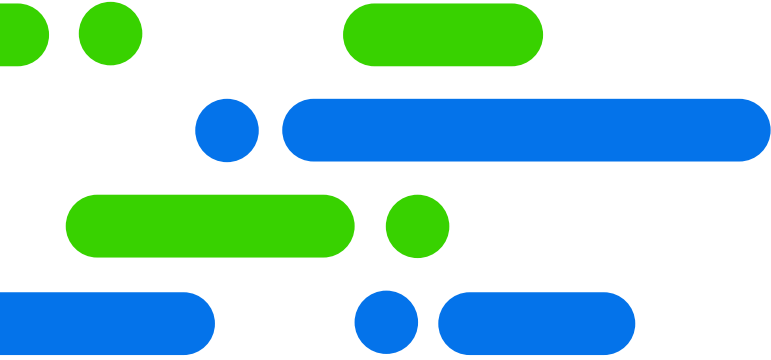




Catalog for Document Management System



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1. Overview

The Document Management System (DMS) is an advanced, scalable solution engineered to streamline and automate all aspects of document handling within an organization. Syndigo's DMS offers a powerful, out-of-the-box platform for end-to-end document management, tailored to meet the specific storage, access, and Governance needs across various industries.

This course follows a structured **"Tell Me, "Show Me", and the Try Me"** learning approach, ensuring a comprehensive understanding of all key concepts through guided instruction, visual demonstrations, and hands-on practice.

2. Objectives

By the end of this journey, you will be able to understand:

- The core concepts of DMS and its key features.
- The Base Data Model, Reference Data Model, and processes of creating and onboarding entities.
- Types of digital assets, onboarding of digital assets, and linking digital assets to entities.
- Visual Analytics App, its key features, and usage of reports.
- DMS Workflows such as Document Management Workflow, Supplier Enrichment Workflow, and Plant Enrichment Workflow.
- API concepts, Postman application, Entity app service, and Entity asset service.

3. Target Audience

- Merchandizers
- Asset Managers
- Compliance Team

4. Duration

The journey's total duration is 361 minutes.

5. Criteria

To get the course completion certificate, remember:

- The completion ratio is 100% for the self-paced module.
- Learners should complete hands-on practice for all Try Me's.
- Learners need to achieve a score of 80% or above on all quizzes.

6. Agenda

6.1. Module 1: Understand DMS – 9 Minutes

- DMS Concepts
- Key Features
- Solution Offerings
- Personalization Boundaries

6.2. Module 2: Data Modeling – 99 Minutes

- Data Modeling Concepts
- Base Data Model
- Create and Onboard Entities
- Reference Data Model
- Create Reference Data

6.3. Module 3: Digital Asset Management – 39 Minutes

- Understand types of Digital Assets
- How to Onboard Digital Assets in the Application?
- What are the Supported File Formats?
- How to Search Digital Assets?
- How to Manage Digital Assets?
- How to link Digital Assets and Entity?

6.4. Module 4: Data Visualization and Reporting – 93 Minutes

- Overview of Visual Analytics
- Understand the Key Features
- Entity Summary Report
- Data Quality Report
- Workflow SLA Report
- Trend Report

6.5. Module 5: Data Governance – 50 Minutes

- Introduction to Data Governance
- Why Data Governance?
- Governance Concepts
- Data Governance Model
- Document Management Workflow
- Supplier Enrichment Workflow
- Plant Enrichment Workflow

6.6. Module 6: RESTful APIs – 71 Minutes

- API Concepts
- Postman Application
- Entity App Service
- Entity Asset Service
- Create Entity Query Requests and Response
- Get Asset Query Request and Response

7. Contact Us

For any additional information on the available catalog, please write to us at university@syndigo.com