

A blue-toned graphic featuring a central gear icon surrounded by other icons like a hand holding a pen, a refresh symbol, a bar chart, and a microchip. The background has a circular grid pattern. The text 'Process AUTOMATION' is written in a bold, sans-serif font to the right of the graphic.

## Process AUTOMATION

### Process Automation

This certificate of specialisation is an ideal fit for anyone who:

- Needs to work more efficiently
- Wants to streamline and automate key business processes
- Wants to leverage automation to reduce errors and exceptions

Upon completion, you will know how to:

- Capture information at the best point and feed it into a multichannel capture strategy
- Determine what information is important to capture and how to approach capturing
- Develop a digitisation strategy, taking all practical factors into account
- Digitise paper documents
- Select the best file format for your business needs
- Choose the most appropriate system of record for your business
- Improve your collaboration processes
- Design an effective digital workplace

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**datacentrix**

The logo for datacentrix, featuring the word 'datacentrix' in a bold, lowercase, sans-serif font. A stylized white icon of a person with arms raised is positioned above the 'i' in 'centrix'.