€TRAINING

Electronic Document Management System - EDMS

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Introduction:

Organizations typically start using electronic document management systems to transform paper-based operations after reaching an internal tipping point in which customer response times become too slow, departments don't have enough bandwidth to solve recurring process bottlenecks, paper archiving becomes too costly or large-scale regulatory risks are exposed during a data breach or compliance fines.

For organizations that have defined but resource-intensive business processes, EDMS is an ideal fit. Document management helps organizations across industries sidestep this busy work entirely by eliminating manual document maintenance, reclaiming valuable staff time, and boosting the bottom-line.

Course Objectives:

At the end of this course the participants will be able to:

- Know Business Processes Support
- Better know Customer Satisfaction
- Manage Knowledge
- Increase Management Control
- Empower Employees
- Prepare Request for Proposals
- Prepare Bidding Documents

Targeted Audience:

- Professionals who are looking to improve their own Archiving and Indexing awareness.
- Document and records supervisors and controllers.
- All personnel aiming at excellence and creativity in their workplace.

Course Outlines:
Unit 1:

- The objective of Document Management Systems
- EDMS Systems and Direction of the Technology
- Role to Documents in our Business
- Supporting Business Processes
- Legal Requirements
- Knowledge Management

Unit 2:

- Features of EDMS Systems
- Strategies for EDMS Implementation
- Understanding Good Management Practices and Role Documents Play

Unit 3:

- Assessing Documentation Needs for the Business Processes
- Knowledge Management through EDMS Systems
- EDMS System Implementation
    - Analyzing Needs
    - Choosing Implementation Strategy
    - Technical Specifications & Procedures
    - Scanning
    - Storage Structure
    - OCR or Vectorization
    - Indexing
    - Security
    - Workflow
    - Contracting Arrangement
    - Monitoring Implementation
    - Testing and Acceptance
    - Operation Support

Unit 4:

- Business Process Automation & Workflow Systems
- Understanding Workflow Integration
- Identification of Business Processes
- Identification of Business Processes Needing Workflow

Unit 5:

- Technical Specifications and Implementation Procedures
- Implementing Workflow with EDMS and Knowledge Management Systems
- Program Recommendations & Action Plan