€TRAINING

Electronic Document Management System
EDMS

19 - 23 May 2024
Dubai (UAE)

Electronic Document Management System EDMS

REF: K822 DATE: 19 - 23 May 2024 Venue: Dubai (UAE) - Fee: 4400 Euro

Introduction:

This training program is designed to equip participants with the skills necessary to effectively utilize digital platforms for document storage, organization, and retrieval. By mastering EDMS fundamentals, individuals can streamline document processes, enhance collaboration, and optimize information management practices.

Program Objectives:

At the end of this program, 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.

Program Outlines:

Unit 1:

Introduction to Electronic Document Management System EDMS:

- Understanding the fundamentals of EDMS and its importance in modern organizations.

- Exploring the benefits of transitioning from traditional paper-based systems to EDMS.

- Overview of key features and functionalities offered by EDMS platforms.

- Introduction to document categorization, indexing, and retrieval techniques within EDMS.

- Best practices for ensuring compliance and security in EDMS usage.

Unit 2:

Implementation and Integration of EDMS:

- Planning and strategizing the implementation of EDMS within an organization.

- Integration of EDMS with existing software and workflow systems.

- Configuring user permissions and access controls to ensure data security.

- Training employees on the usage and navigation of the EDMS platform.

- Conducting testing and troubleshooting procedures during the implementation phase.

Unit 3:

Document Capture and Conversion:

- Techniques for capturing and digitizing paper-based documents into the EDMS.

- Utilizing scanning hardware and software for efficient document conversion.

- Best practices for OCR Optical Character Recognition and metadata extraction.

- Strategies for batch processing and automating document capture workflows.

- Ensuring the accuracy and quality of digitized documents within the EDMS.

Unit 4:

Document Organization and Management:

- Creating a hierarchical folder structure for organizing documents within the EDMS.

- Implementing metadata tagging and classification schemes for efficient document retrieval.

- Version control mechanisms to track revisions and maintain document integrity.

- Collaboration features for co-authoring, commenting, and reviewing documents.

- Implementing retention policies and archival procedures for managing document lifecycle.

Unit 5:

Advanced Features and Customization Options:

- Exploring advanced search capabilities and filtering options within the EDMS.

- Customizing user interfaces and dashboards to suit organizational preferences.

- Integration of workflow automation tools for streamlining document-centric processes.

- Implementing document templates and standardized workflows for consistency.

- Leveraging reporting and analytics features to gain insights into document usage and performance.