€TRAINING

Electronic Document Management Systems
EDMS

27 October -
7 November 2024
Dubai (UAE)

Electronic Document Management Systems EDMS

REF: G789 DATE: 27 October - 7 November 2024 Venue: Dubai (UAE) - Fee: 9030 Euro

Introduction:

Electronic Document Management Systems EDMS have become essential in modern organizations, offering a structured approach to managing digital documents efficiently. By transitioning to EDMS, companies can streamline operations, reduce paper dependency, and improve document accessibility. This training program provides an overview of key components, best practices, and challenges involved in implementing EDMS, as well as highlighting successful industry applications.

Program Objectives:

By the end of this program, participants will be able to:

- Manage electronic documents to reduce paper-based workflows and costs.
- Utilize scanning, OCR, indexing, and archiving for paper document digitization.
- Implement workflow and email automation for operational efficiency.
- Ensure compliance with ISO 9000 and regulatory requirements.
- Gain proficiency in EDMS technologies and standards.
- Develop project management skills for EDMS deployment and ROI justification.

Targeted Audience:

- Information and Records Managers and their teams.
- Human Resources professionals responsible for document management.
- Administrative personnel involved in day-to-day document and records management tasks.
- IT professionals involved in implementing and maintaining EDMS solutions.
- Supervisors and managers from various industries interested in transitioning to a paperless work environment and reducing paper volume.

Program Outlines:

Unit 1.

Introduction to electronic document management systems EDMS:

- Understanding the importance of EDMS in modern organizations.
- Exploring the benefits of transitioning to electronic document management.
- Overview of key concepts and components of an EDMS.
- Identifying challenges and opportunities in implementing EDMS.
- Introduction to industry standards and best practices in EDMS.
- Case studies highlighting successful EDMS implementations.

Unit 2.

Document capture and digitization:

- Techniques for scanning paper documents into digital formats.
- Introduction to Optical Character Recognition OCR technology.
- Best practices for indexing and organizing digitized documents.
- Ensuring quality and accuracy during the digitization process.
- Strategies for efficiently archiving and storing digitized documents.
- Methods of document capture and digitization.

Unit 3.

Document management and workflow automation:

- Principles of document management within an EDMS.
- Configuring document workflows to streamline business processes.
- Automating routine tasks such as approval workflows and document routing.
- Methods of Integrating EDMS with existing systems and applications.
- Ensuring compliance and security in document management workflows.
- Illustrating the impact of workflow automation on organizational efficiency.

Unit 4.

Security and compliance in EDMS:

- Understanding the importance of data security in EDMS.

- Implementing access control mechanisms to protect sensitive documents.
- Addressing compliance requirements such as ISO standards and regulations.
- Encrypting documents to safeguard confidentiality and integrity.
- Establishing audit trails and monitoring mechanisms for document access.
- Importance of Conducting risk assessments and implementing mitigation strategies.

Unit 5.

Implementation and project management:

- Instructions for Planning and preparing for an EDMS implementation project.
- Defining project scope, objectives, and deliverables.
- Identifying stakeholders and obtaining buy-in for the project.
- Managing resources, timelines, and budgets effectively.
- Testing, training, and rollout strategies for EDMS implementation.
- Evaluating project success and lessons learned for continuous improvement.

Unit 6.

EDMS integration and interoperability:

- Understanding the role of EDMS in the broader IT ecosystem.
- Methods of Integrating EDMS with enterprise resource planning ERP systems.
- Interoperability considerations with other business applications and software.
- Implementing data exchange standards and protocols for seamless integration.
- Ensuring data consistency and integrity across integrated systems.
- Successful EDMS integration strategies.

Unit 7.

Advanced features and customization in EDMS:

- Exploring advanced features and functionalities offered by EDMS platforms.
- Customizing EDMS solutions to meet specific organizational needs and requirements.

- Implementing advanced search capabilities and metadata management.
- Leveraging workflow customization and scripting for enhanced automation.
- Importance of Integrating third-party plugins and extensions to extend EDMS capabilities.

Unit 8.

EDMS performance optimization and scalability:

- Assessing performance bottlenecks and optimization opportunities in EDMS.
- Implementing strategies for improving document retrieval and processing speed.
- Scaling EDMS infrastructure to accommodate growing document volumes and user loads.
- Optimizing database performance and storage architecture for EDMS.
- Monitoring and tuning EDMS performance metrics for optimal efficiency.

Unit 9.

EDMS maintenance and support:

- Establishing proactive maintenance routines for EDMS infrastructure and software.
- Implementing backup and disaster recovery procedures for EDMS data.
- Importance of Providing user training and support resources for EDMS adoption and usage.
- Managing software updates, patches, and upgrades for EDMS platforms.
- Addressing common user issues and troubleshooting EDMS-related problems.

Unit 10.

Future trends and emerging technologies in EDMS:

- Exploring the latest trends and developments in the field of EDMS.
- Identifying emerging technologies and their potential impact on EDMS.
- Assessing the adoption of artificial intelligence AI and machine learning ML in EDMS.
- Understanding the role of blockchain and distributed ledger technology in document management.
- Exploring the implications of edge computing and IoT on EDMS architectures.