MERCURY

Creating Backup & Restoring in EDMS Training Course

25 July – 5 August 2027
Dubai (UAE)



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Ref: 15513_1083102 **Date:** 25 July – 5 August 2027 **Location:** Dubai (UAE) **Fees:** 8000 Euro

Introduction:

In today's digital age, effective document management and security are essential for businesses of all sizes. This two-week backup and restore technique in the EDMS training program aims to equip participants with the knowledge and skills to implement best practices in document management, create backups and backup and restore processes, ensure security, and adhere to ISO standards.

In the backup and restore techniques in the EDMS course, participants will explore top document management software products, learn about advanced security measures, and understand the importance of maintaining document integrity.

Electronic Document Management System EDMS is an effective solution for managing, storing, and retrieving organizational documents. Understanding the meaning of EDMS and its application can streamline your organization's documentation processes. It will provide EDMS training for database backup and restore, as well as secure folder backup and restore techniques.

The backup and restore manager's role is critical in ensuring the safety and availability of device documentation, and as such, it will be a key focus in our training. While creating a database module backup, participants will learn the technical aspects and understand the strategic importance of document restoration.

Participants will engage in practical exercises on restoring backup techniques and explore scenarios for restoring the backup effectively. It is designed to empower employees to manage and protect their organization's digital assets with proficiency by delving into the EDMS definition and its functionalities.

Targeted Groups:

- Employees are responsible for document management.
- IT professionals.
- Compliance officers.
- Managers overseeing data security.

Course Objectives:

At the end of this backup and restore techniques in the EDMS course, the participants will be able to:

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- Understand the importance of document management and security in organizational operations.
- Implement best practices in document creation, storage, and retrieval.
- Utilize top document management software products effectively.
- Establish backup and restoration procedures to safeguard critical documents.
- Implement advanced security measures to protect sensitive information.
- Ensure compliance with ISO standards related to document management.

Targeted Competencies:

Participants competencies in this backup and restore techniques in the EDMS training will:

- Introduction to Document Management and Security.
- Document Creation and Templates.
- Introduction to Document Management Software.
- Backup and Restoration Procedures.
- Advanced Security Measures.

Course Content:

Unit 1: Overview of Document Management:

- Importance of document management.
- Challenges in document organization and retrieval.

Unit 2: Introduction to Document Security:

- Risks associated with inadequate document security.
- Importance of data protection and confidentiality.

Unit 3: Document Creation Best Practices:

- Guidelines for creating clear and concise documents.
- Importance of document templates for consistency.

Unit 4: Document Templates Implementation:

- Creating and customizing document templates.
- Standardizing document formats for efficiency.

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Unit 5: Overview of Document Management Software Products:

- Introduction to leading document management platforms.
- Features and functionalities of document management software.

Unit 6: Importance of Backups in Document Management:

- Risks of data loss and the importance of backups.
- Types of backups: full, incremental, and differential.

Unit 7: Implementing Backup and Restoration Procedures:

- Setting up automated backup schedules.
- Testing and validating backup processes.
- Steps on how to restore the backup.

Unit 8: Understanding Security Levels and Access Control:

- Introduction to multiple security levels.
- Implementing Role-Based Access Control RBAC.

Unit 9: Advanced Security Features and Audit Trails:

- Encryption techniques for document security.
- Implementing audit trails for document tracking and compliance.

Unit 10: Cloud System:

- On-Demand Self-Service.
- Broad Network Access.
- Resource Pooling.
- Rapid Elasticity.
- Measured Service.
- Resilience and Fault Tolerance.
- Scalability.
- Service Models.