MERCURY

Advanced EDMS (Electronic Document Management Systems)

21 – 25 March 2027
Amman (Jordan)



Dubai - UAE: +971 4 450 5697
Istanbul - Türkiye: +90 539 599 1206
Amman - Jordan: +962 79 712 3347

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Ref: 15059_273681 **Date:** 21 – 25 March 2027 **Location:** Amman (Jordan) **Fees:** 3300 Euro

Introduction:

A document management system is a computer system used to track and store electronic documents. It is usually also capable of keeping track of the different versions modified by different users. The term has some overlap with the concepts of content management systems. This advanced EDMS electronic document management systems course is often a component of enterprise content management systems.

This advanced EDMS electronic document management systems training relates to digital asset management, document imaging, workflow, and records management systems. It also shows you how to deal with papers electronically to eliminate hard copies, which take up a lot of space and time.

Targeted Groups:

- Compliance Officers/Managers.
- Information Security Managers.
- Records Managers.
- Information Managers.
- Operations Managers.
- Knowledge Managers.
- Administrators.
- Librarians and Secretaries.

Course Objective:

At the end of this advanced EDMS electronic document management systems course, the participants will be able to:

- Manage/ control documents, including folders and forms, and reduce document distribution costs - no more paper.
- Distribute and view documents costs - no more paper
- Scan, OC, index, and archive paper documents.
- Automate other office functions that involve workflows and electronic mail
- Address requirements of ISO 9000 and other regulatory agencies.
- Understand different technologies involved in EDMS
- Get hands-on training on some EDMS products
- Evaluate merging standards

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Targeted Competencies:

At the end of this advanced EDMS electronic document management systems training, the participant's competencies:

- Document control.
- OCR Optical Characters Recognition.
- Data management.
- Data control.
- Data security.

What is Advanced Electronic Document Management System EDMS?:

Understanding the Advanced Electronic Document Management Systems EDMS Course is crucial for anyone seeking to leverage electronic document management systems' advantages. This comprehensive training provides an in-depth exploration of EDMS, covering its definition, various types, and benefits.

Participants gain insights into the functionalities and applications of electronic document management systems EDMS, equipping them with the skills needed to implement and utilize EDMS effectively in diverse organizational contexts.

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Course Content:

Unit 1: Introduction to Advanced Electronic Document Management Systems EDMS:

- EDMS - What is it, and what are its benefits?
- The paper floods.
- The paperless office.
- Document capture.
- Scanning of documents.
- OCR and image processing.
- Indexing, archiving, and retrieval.
- Demonstration.
- Word processors/spreadsheets.
- Forms.
- Document Management.

Unit 2: EDMS Document Control:

- Revisions/versions/histories.
- Audit trails.
- Reports.
- Demonstration.
- Forms Management.
- Creating forms.
- Filling and saving forms/data.
- Document Distribution: Workflow Management.
- Applications.
- Creations.
- Tracking/closure.
- Demonstration.
- Filling and saving forms/data.

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Unit 3: Advanced EDMS Document Distribution and Workflow Management:

- Applications.
- Creations.
- Tracking/closure.
- Document Distribution: Electronic Mail: Concepts and Demonstration.
- Document Browsing.
- Navigation.
- Application/independent viewers.
- Annotation/sticky/notes/red/lining.
- ISO 9000 and other Regulatory Requirements.
- System Architectures and Platforms: LANs, WANs, and Client-Server Architectures.

Unit 4: Technology Options:

- Encryption.
- Authoring Systems.
- Card/folio-based systems.
- Types of Documentation Systems.
- Implementing EDMS.
- Off-the-shelf VS Customs systems.
- Allocating resources.
- EDMS management.
- Updating system.
- Future topics.
- Documents on Demand.
- Multimedia documents.
- Process Context Diagram - Document Management.
- Process flow - Document management.
- Role and responsibilities - Document management.
- Potential process measurements KPIs.
- RACI MATRIX.

Unit 5: Creating Backups and Restoring:

- Top Document Management Software Products.
- Best- practice in document management procedures, based on ISO standards Document Creation Templates.
- Multiple Security Levels: a case of TREENO ADVANCED SECURITY and AUDIT.

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Conclusion:

Upon completion, individuals receive an EDMS certificate, validating their proficiency in this vital technology. By grasping the intricacies of advanced EDMS through specialized training, professionals can optimize document handling processes, enhance efficiency, and streamline workflows within their respective domains.