



Diploma in Electronic Document Management System for Petroleum Industry

08 - 12 Jul 2024
Brussels (Belgium)



Diploma in Electronic Document Management System for Petroleum Industry

Ref.: 15243_259025 **Date:** 08 - 12 Jul 2024 **Location:** Brussels (Belgium) **Fees:** 4500 **Euro**

Introduction:

The oil and gas industry needs to have complex communication needs as the employees in this sector are placed at different geographical locations. They must interact with the contractors, suppliers, and other groups to share information. EDMS eases the mode of collaboration by file and information sharing procedure.

This program is designed for professional document controllers in the Oil and Gas industry to learn to maintain proper oil and gas records for the project teams that constantly need to consult procedures, policy documents, and other compliance reports. Since the project team is required to modify, update, and circulate the updated data. Storing documents like contact and proposal files in this centralized location makes it readily available for consultation and modification by the members. In addition, it helps with the planning, and collaboration that is required to meet the industry standards.

Targeted Groups:

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

Course Objectives:

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

- Manage/ control documents, including folders and forms, reduce document distribution 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

Targeted Competencies:

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

- Data security

Course Content:

Unit 1: Introduction:

- EDMS - what is it and Benefits
- The paper floods
- The paperless office
- Document capture
- Scanning of documents
- OCR and image processing
- Indexing, archiving and retrieval
- Demonstration
- Document Management

Unit 2: 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

Unit 3: Document Distribution: 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 & others Regulatory Requirements
- System Architectures & Platforms: LAN's & 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: Data Security:

- 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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**Registration form on the :
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code: 15243 **From:** 08 - 12 Jul 2024 **Venue:** Brussels (Belgium) **Fees:** 4500 **Euro**

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