



Course Name

IMPLEMENTING ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS (EDMS): ADVANTAGE AND EFFICIENCY

The Course Involves A Mix Of Self-Assessment Tools, Showcases Of Computer Applications, Brief Presentations By The Consultant And Participants On Course Related Topics, And Videos To Enhance Learning And Real-Life Implementation.



Reach New Heights | Training & Consulting
An ISO 14001:2015 ISO 9001:2015 Certified Company



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Duration:
Five Days



Location:
TBD



Date:
TBD





Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients

BASED IN ABU DHABI
SINCE 2001
WE HAVE A PROVEN TRACK



VISION

"The only thing worse than being blind is having sight but no vision".

To be recognized as the partners' first choice in the field of Learning and Development locally and globally



MISSION

Enable our partners achieving their objectives

by designing innovative learning and development solutions which will boost people performance and business results as well.



VALUES

Driven by five core values which will form the basis for every decision...

- ✓ Result Orientation
- ✓ Partners' Success
- ✓ Passion
- ✓ Commitment
- ✓ Innovation

Why Us?

- 01 Interactive Engaging Courses
- 02 Recognized Certificates
- 03 Wide Range Of Training Subjects
- 04 Global Training Centers
- 05 In-House & Customized Courses
- 06 Internationally Certified Instructors
- 07 Advanced Reporting System



10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.



American Welding Society
EDUCATIONAL INSTITUTION MEMBER





COURSE INTRODUCTION

IMPLEMENTING ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS (EDMS): ADVANTAGE AND EFFICIENCY



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This Boost Training Course Helps To Understand The Possibility Of Implementing An Electronic Document Management System (Edms) In An Organisation. 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. It Is Often Viewed As A Component Of Enterprise Content Management Systems And Related To Digital Asset Management, Document Imaging, Workflow Systems And Records Management Systems.

OBJECTIVES

- ✓ What is electronic document management?
- ✓ Benefits of utilizing an electronic document management system.
- ✓ Manage/ control documents, including folders and forms 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 work flows 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.

TRAINING METHODOLOGY

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Course Outline

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- ✓ Introduction: Course Objectives & Outline
- ✓ EDMS – what is it and Benefits
- ✓ The paper flood and paperless office
- ✓ Document capture and scanning of documents
- ✓ OCR and image processing
- ✓ Indexing, archiving and retrieval
- ✓ Demonstration
- ✓ Word processors/spreadsheets, Forms and Document Management



- ✓ Document control
- ✓ Revisions/versions/histories
- ✓ Audit trails and Reports
- ✓ Demonstration
- ✓ Forms Management
- ✓ Creating forms, Filling and saving forms/data
- ✓ Document Distribution: Work flow Management
- ✓ Applications and Creations
- ✓ Tracking/closure
- ✓ Demonstration



- ✓ Filling and saving forms/data
- ✓ Document Distribution: Work flow Management
- ✓ Applications, Creations and 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





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- ✓ 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
- ✓ Creating Back- ups and Restoring
- ✓ Top Document Management Software Products
- ✓ Best- practice in document management procedures





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THANK YOU

For any clarification or information. Please do not hesitate to contact us

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