

## Workshop on Document Management and Electronic Archiving

*Istanbul (Turkey)*

*9 - 13 February 2025*

UK Traininig

# PARTNER



## Workshop on Document Management and Electronic Archiving

Code: OC28 From: 9 - 13 February 2025 City: Istanbul (Turkey) Fees: 4600 Pound

### Introduction

A document management system is a computer system used to track and store electronic documents. It is usually 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. This workshop shows participants how to deal with documents in an electronic way to get rid of the paper's hard copy which takes a lot of space and time.

### Course Objectives

- Managing/controlling documents, including folders and forms, reduce document distribution costs -no more paper.
- Distributing and view documents costs -no more paper.
- Scanning, OC, indexing, and archiving paper documents.
- Automating other office functions that involve workflows and electronic mail.
- Addressing requirements of ISO 9000 and other regulatory agencies.
- Understanding different technologies involved in EDMS.
- Managing EDMS projects and justify ROI.
- Getting hands-on training on some EDMS products.
- Evaluating merging standards.

### Course Outlines

#### Day 1: Understanding the Challenges of Digital Information Management and Risks

- The changing information landscape.
- The digital challenge.
- The need for EDMS and EDRMS.
- Differences between document and records management.
- ISO 9000 & other regulatory requirements.
- Information risks.

#### Day 2: Exploring EDMS and EDRMS: Technology Options, Implementation, and Change Management

- The functional difference between EDMS and EDRMS.
- Technology Options.
- Authoring Systems.
- Card/folio based systems and scanning functionalities.



- Types of document and records management systems.
- Which suits your organization?
- Implementing EDMS/EDRMS.
- Change Management as part of the implementation.

### Day 3: Selecting and Successfully Implementing Document Management Systems

- Off - the-shelf vs. customs systems.
- Allocating resources: who needs to be involved in a successful rollout?
- Looking at a live EDRMS system.
- Updating and data migration between systems.
- Data handling and digital continuity within the context of EDMS/EDRMS.

### Day 4: Advanced Models for Document Management and Integrating Artificial Intelligence in Business Processes

- Documents on demand: a new model for document management.
- Multimedia documents.
- Extracting information from documents: a computer vision approach.
- Workflow and document management.
- Business process management - an overview .
- Intelligent business process management & document interaction.

### Day 5: Document Security, Management, and Retrieval

- Document security - authentication, authorization, and audit.
- Document security - digital right management perspective.
- Managing compound documents.
- Digital signatures.
- Document retrieval.



# Blackbird Training Cities

## Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Anney (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)  
(Netherlands)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)



Paris (France)



Barcelona (Spain)



Munich (Germany)



Geneva (Switzerland)



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels (Belgium)



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich (Switzerland)



Manchester (UK)



Milan (Italy)



# Blackbird Training Cities

## USA & Canada



Los Angeles (USA)



Orlando, Florida (USA)



Online



Phoenix, Arizona (USA)



Houston, Texas (USA)



Boston, MA (USA)



Washington (USA)



Miami, Florida (USA)



New York City (USA)



Seattle, Washington (USA)



Washington DC (USA)



In House



Jersey, New Jersey (USA)



Toronto (Canada)

## Africa



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney (Australia)



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Pulau Ujong (Singapore)



Jakarta (Indonesia)



Amman (Jordan)



Beirut (Lebanon)



## Blackbird Training Cities

### Asia



Kigali (Rwanda)



Cape Town (South Africa)



Accra (Ghana)



Lagos (Nigeria)



Marrakesh (Morocco)



Nairobi (Kenya)



Zanzibar (Tanzania)



Tangier (Morocco)



Cairo (Egypt)



Sharm El-Sheikh (Egypt)



Casablanca (Morocco)



Tunis (Tunisia)



## Blackbird Training Clients



UK Training  
**PARTNER**



## Blackbird Training Categories

### Management & Admin

Professional Skills  
Finance, Accounting, Budgeting  
Media & Public Relations  
Project Management  
Human Resources  
Audit & Quality Assurance  
Marketing, Sales, Customer Service  
Secretary & Admin  
Supply Chain & Logistics  
Management & Leadership  
Agile and Elevation

### Technical Courses

Hospital Management  
Public Sector  
Special Workshops  
Oil & Gas Engineering  
Telecom Engineering  
IT & IT Engineering  
Health & Safety  
Law and Contract Management  
Customs & Safety  
Aviation  
C-Suite Training



**BLACKBIRD**  
FOR TRAINING



International House 185 Tower Bridge  
Road London SE1 2UF United Kingdom



+44 7401 1773 35  
+44 7480 775526



Sales@blackbird-training.com



www.blackbird-training.com

UK Training

**PARTNER**

