BLACKBIRD FOR TRAINING

Professional Electronic Document Management Systems (EDMS), E-Archiving

London (UK)

6 - 10 October 2025

UK Traininig

PARTNER

www.blackbird-training.com

Professional Electronic Document Management Systems (EDMS), E-Archiving

Code: IT28 From: 6 - 10 October 2025 City: London (UK) Fees: 5100 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 course shows participants how to deal with documents in an electronic way to get rid of the papers hard copy which takes a lot of space and time.

Course Objectives of EDMS, E-Archiving

- Manage/control documents, including folders and forms, and reduce document distribution costs -no more paper.
- Distributing and viewing 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 justifying ROI.
- Getting hands-on training on some EDMS products.
- Evaluating merging standards.

Course Outlines of EDMS, E-Archiving

Day 1

- 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

- 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.

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- Change Management as part of the implementation.

Day 3

- 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

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

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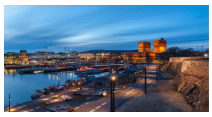
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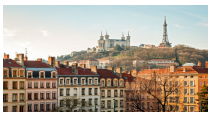
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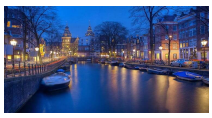
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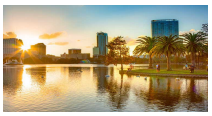
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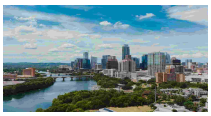
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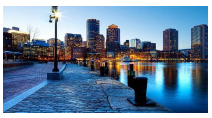
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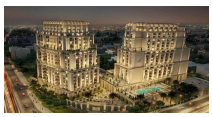
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