

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

*Berlin (Germany)*

*16 - 20 February 2026*

UK Traininig

**PARTNER**



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

Code: IT28 From: 16 - 20 February 2026 City: Berlin (Germany) Fees: 4900 Pound

## Introduction

In today's fast-paced digital world, managing documents efficiently is essential for every organization. A document management system DMS is a vital tool that helps businesses track, store, and manage electronic documents. By using a digital document management system, organizations can eliminate the reliance on paper-based records, which are often cumbersome and space-consuming. This course introduces participants to electronic document management EDM and electronic records management ERM, offering them a comprehensive understanding of how to streamline document workflows, implement digital archiving solutions, and ensure compliance with standards like ISO 9000. By transitioning to a digital format, businesses can not only improve productivity but also reduce the costs associated with traditional paper handling.

## Course Objectives

By the end of this course, participants will gain practical knowledge and hands-on experience in the following areas:

- Managing and controlling documents through an electronic document management system EDMS, reducing paper usage, and eliminating the need for physical storage.
- Understanding the benefits of electronic records management and how it improves document accessibility, security, and collaboration.
- Implementing EDM best practices for scanning, indexing, and archiving paper documents in a digital format.
- Learning about the technologies involved in EDM systems, including electronic document management benefits such as faster retrieval, enhanced security, and compliance.
- Addressing ISO 9000 and other regulatory requirements in electronic records management.
- Exploring the integration of electronic document management systems with workflow systems, improving business process management and document interaction.
- Getting hands-on training on various EDMS products and understanding how to manage electronic document storage securely.

## Course Outlines

### Day 1: The Changing Information Landscape

- Understanding the importance of document management systems in the digital age.
- The digital challenge: The shift from paper to electronic document management.
- The need for EDMS and EDRMS electronic document and records management systems.
- Key differences between document management and records management.
- Complying with ISO 9000 and other regulatory requirements.
- Addressing information risks in electronic document management.



## Day 2: Functional Differences and Technology Options

- The functional differences between EDMS and EDRMS.
- Understanding various technology options for implementing an electronic document management system.
- Overview of authoring systems and their role in document creation.
- Exploring card/folio-based systems and scanning functionalities in digital archiving solutions.
- Identifying which document management system is best suited for your organization.
- Implementing EDMS/EDRMS and addressing change management during implementation.

## Day 3: Systems and Resource Allocation

- Off-the-shelf systems vs. custom-built systems for electronic document management.
- How to allocate resources for a successful EDMS rollout, and determining who should be involved in the process.
- Examining a live EDRMS system in action.
- Understanding data migration and how to update systems during transition.
- Ensuring data handling and digital continuity within EDMS/EDRMS.

## Day 4: Advanced Document Management Techniques

- Documents on demand: How this new model is revolutionizing document management.
- Managing multimedia documents in an electronic records management system.
- Using a computer vision approach for document retrieval and information extraction.
- Business process management and how it integrates with document management.
- The role of intelligent business process management and document interaction in improving business workflows.

## Day 5: Document Security and Retrieval

- Ensuring document security through authentication, authorization, and audit processes.
- Exploring digital rights management DRM and securing sensitive documents in an electronic document management system.
- Managing compound documents and their complexities.
- The role of digital signatures in ensuring document integrity and authenticity.
- Advanced techniques for document retrieval in a digital document management system.

## Why Attend This Course? Wins & Losses!

This course is an excellent opportunity for professionals looking to enhance their organization's document management strategies. By attending, you will:

- Master the importance of document management systems: Learn how a well-implemented electronic document management system EDMS can reduce the reliance on paper and streamline workflows.
- Improve efficiency: Understand EDM best practices for scanning, indexing, and archiving, leading to faster retrieval and easier access to documents.
- Enhance document security: Learn how to implement secure electronic document storage systems that protect sensitive information from unauthorized access.
- Ensure compliance: Learn to meet ISO 9000 and other regulatory standards in electronic records management and document management.



- Achieve ROI: Discover how to manage EDMS projects efficiently and justify the return on investment ROI with measurable improvements in document handling.
- Get hands-on training: Gain real-world experience by working with EDMS products and understanding their practical applications.

Failing to attend this course could lead to inefficient document management practices, increased operational costs, security vulnerabilities, and non-compliance with regulatory standards. Don't miss the opportunity to optimize your organization's electronic document management processes and improve overall productivity.

## Conclusion

In conclusion, transitioning to an electronic document management system EDMS and adopting electronic records management ERM practices is essential for businesses aiming to improve document accessibility, security, and compliance. This course equips you with the knowledge and skills necessary to manage and control documents effectively, implement digital archiving solutions, and adhere to EDM best practices. Whether you are looking to streamline workflows, enhance document security, or comply with international standards like ISO 9000, this course will provide you with the tools needed to excel in the digital document management space.





# Blackbird Training Cities

## Europe



Malaga (Spain)



Sarajevo (Bosnia and Herzegovina)



Oporto (Portugal)



Glasgow (Scotland)



Edinburgh (UK)



Oslo (Norway)



Annecy (France)



Bordeaux (France)



Copenhagen (Denmark)



Birmingham (UK)



Lyon (France)



Moscow (Russia)



Stockholm (Sweden)



Podgorica (Montenegro)



Batumi (Georgia)



London (UK)



Istanbul (Turkey)



Amsterdam



Düsseldorf (Germany)  
(Switzerland)



Paris (France)



Athens (Greece)



Barcelona (Spain)



Munich (Germany)



Geneva



Prague (Czech)



Vienna (Austria)



Rome (Italy)



Brussels



Madrid (Spain)



Berlin (Germany)



Lisbon (Portugal)



Zurich



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)

### ASIA



Baku (Azerbaijan)  
(Thailand)



Maldives (Maldives)



Doha (Qatar)



Manila (Philippines)



Bali (Indonesia)



Bangkok



Beijing (China)



Singapore (Singapore)



Sydney



Tokyo (Japan)



Jeddah (KSA)



Riyadh (KSA)



Melbourne (Australia)  
Korea



Phuket (Thailand)



Dubai (UAE)



Kuala Lumpur (Malaysia)



Kuwait City (Kuwait)



Seoul (South)



Pulau Ujong (Singapore)



Irbid (Jordan)



Jakarta (Indonesia)



Amman (Jordan)



Beirut





## Blackbird Training Cities

### AFRICA



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



MANNAI Trading  
Company WLL,  
Qatar



Alumina Corporation  
Guinea



Booking.com  
Netherlands



Oxfam GB International  
Organization,  
Yemen



Capital Markets  
Authority,  
Kuwait



Waltersmith Petroman Oil Limited  
Nigeria



Qatar National Bank  
(QNB),  
Qatar



Qatar Foundation,  
Qatar



AFRICAN UNION ADVISORY  
BOARD ON CORRUPTION,  
Tanzania



KFAS  
Kuwait



Reserve Bank of  
Malawi,  
Malawi



Central Bank of Nigeria  
Nigeria



Ministry of Interior  
Kingdom of Saudi Arabia  
KSA



Mabruk Oil Company  
Libya



Saudi Electricity  
Company,  
KSA



BADAN PENGELOLA  
KEUANGAN Haji,  
Indonesia



NATO  
Italy



ENI CORPORATE  
UNIVERSITY,  
Italy



Gulf Bank  
Kuwait



المؤسسة العامة للتأمينات الاجتماعية  
General Organization for  
Social Insurance  
KSA



Defence Space Administration  
Nigeria



National Industries  
Group (Holding),  
Kuwait



Hamad Medical  
Corporation,  
Qatar



USAID  
Pakistan



STC Solutions,  
KSA



North Oil company,



EKO Electricity



Oman Broadband



UNITED NATIONS  
UN.



هيئة تنظيم الكهرباء - عمان  
AUTHORITY FOR ELECTRICITY REGULATION, OMAN  
Authority for

UK Training  
**PARTNER**





## Blackbird Training Categories

### Management & Admin

Entertainment & Leisure  
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

Artificial Intelligence (AI)  
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



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



+44 7401 1773 35  
+44 7480 775526



[Sales@blackbird-training.com](mailto:Sales@blackbird-training.com)



[www.blackbird-training.com](http://www.blackbird-training.com)

