

Advanced Course on Document Management and  
Electronic Archiving

*Istanbul (Turkey)*

*23 - 27 February 2025*

UK Training

**PARTNER**



## Advanced Course on Document Management and Electronic Archiving

Code: HR28 From: 23 - 27 February 2025 City: Istanbul (Turkey) Fees: 3900 Pound

### Introduction

A Document Management System DMS is a computer-based solution for tracking and storing electronic documents. These systems can monitor various versions modified by different users and often overlap with content management systems. Typically considered part of enterprise content management, DMS also relates to digital asset management, document imaging, workflow systems, and records management systems. This conference aims to equip participants with the skills needed to handle documents electronically, eliminating the need for physical paper copies that consume both space and time.

### Course Objectives

- Manage Documents: Control documents, including folders and forms, to reduce distribution costs by eliminating paper.
- Facilitate Distribution: Distribute and view documents without the need for paper.
- Digitize Paper Documents: Scan, perform Optical Character Recognition OCR, index, and archive paper documents.
- Automate Office Functions: Automate office functions involving workflows and electronic communication.
- Compliance with ISO 9000: Address requirements set by ISO 9000 and other regulatory agencies.
- Understand Technologies: Grasp the various technologies involved in Electronic Document Management Systems EDMS.
- Manage EDMS Projects: Manage EDMS projects and justify the return on investment ROI.
- Gain Hands-On Experience: Acquire hands-on experience with different EDMS products.
- Evaluate Emerging Standards: Assess emerging standards in document management.

### Course Outlines

#### Day 1: Understanding the Fundamentals

- The Changing Information Landscape: Understand how document management methods are evolving.
- The Digital Challenge: Explore challenges arising from the shift to electronic document management systems.
- The Need for EDMS and EDRMS: Recognize why Electronic Document Management Systems are essential.
- Differences Between Document Management and Records Management: Clarify key distinctions.
- ISO 9000 and Other Regulatory Requirements: Familiarize with the regulatory frameworks.
- Information Risks: Examine risks associated with document management.

#### Day 2: Exploring Functional Differences and Technologies

- Functional Differences: Compare EDMS and EDRMS functionalities.

The logo for UK Training Partner features the text 'UK Training' in a black sans-serif font above the word 'PARTNER' in a larger, bold, black sans-serif font. The text is positioned over a background of a chessboard with several chess pieces (a king, a pawn, and a knight) and a circular ripple effect.

- Technology Options for Document Management: Explore available technological solutions.
- Authoring Systems: Understand how authoring systems are used in document management.
- Card/Folio-Based Systems and Scanning Functionalities: Learn about these systems and their advantages.
- Types of Document and Records Management Systems: Identify the different systems available.
- Selecting the Right System: How to choose the best system for your organization.
- Implementing EDMS/EDRMS: Successful strategies for implementing systems.
- Change Management: Understand the importance of change management in the implementation process.

### Day 3: System Implementation and Resources

- Off-the-Shelf vs. Custom Systems: Understand the differences between the available options.
- Allocating Resources: Identify key stakeholders for successful implementation.
- Analyzing a Live EDRMS System: Study an existing system and its operations.
- Updating and Data Migration Between Systems: Learn how to manage data in the context of EDMS/EDRMS.
- Data Handling and Digital Continuity: Grasp how to maintain data continuity in a digital context.

### Day 4: Innovative Approaches to Document Management

- Documents on Demand: A new model for document management.
- Multimedia Documents: Understand how to manage documents that contain multimedia elements.
- Extracting Information from Documents: Use a computer vision approach to extract data.
- Workflow and Document Management: Explore the integration of document management with workflow management.
- Overview of Business Process Management: Understand the relationship between business process management and document management.
- Intelligent Business Process Management: Examine how intelligent business processes interact with documents.

### Day 5: Ensuring Document Security and Retrieval

- Document Security: Methods for authentication, authorization, and auditing.
- Document Security from a Digital Rights Management Perspective: Understand the importance of document protection.
- Managing Compound Documents: How to handle complex documents.
- Digital Signatures: Learn how to use them to secure documents.
- Document Retrieval Techniques: Effective strategies for retrieving documents when needed.

### Conclusion

This conference aims to provide a comprehensive understanding of the document management process, including the advantages and benefits associated with advanced document management. By optimizing document management processes, organizations can enhance efficiency and reduce costs. Gaining knowledge about document management policies and plans, along with understanding electronic archiving, will ensure success in modern work environments.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles.

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