



Consulting and Training | Reach New Heights

Course Name

Electronic Document Management System (EDMS)

Sector Name

Administration and Office Efficiency

Document Type

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Electronic Document Management System (EDMS)

Course Introduction

In an era where information is the lifeblood of organizations, mastering the intricacies of the Electronic Document Management System (EDMS) is imperative. This **three-day** course has been meticulously designed to equip participants with a comprehensive understanding of EDMS, ranging from its foundational principles to the practicalities of implementation, configuration, and maintenance.

Covering essential topics such as regulatory compliance, security, integration with existing systems, and disaster recovery planning, this course ensures that participants are well-prepared to navigate the complexities of EDMS in real-world organizational contexts. Beyond immediate implementation, the course explores future trends, empowering participants to anticipate and leverage cutting-edge technologies in the evolving landscape of document management.

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Electronic Document Management System (EDMS)

Target Audience

- ✓ IT Professionals & System Administrators
- ✓ Records & Document Management Specialists
- ✓ Compliance Officers & Legal Teams
- ✓ Business Executives & Decision Makers
- ✓ Project Managers & Process Analysts
- ✓ Enterprise IT Consultants
- ✓ Administrative Staff & End-Users

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Learning Objectives

- ✓ Develop a thorough comprehension of Electronic Document Management System (EDMS) fundamentals, including components, regulatory compliance, and security measures.
- ✓ Acquire practical skills in planning, configuring, and seamlessly integrating EDMS into existing organizational structures, ensuring optimal functionality and user adoption.
- ✓ Gain expertise in optimizing EDMS performance, implementing robust disaster recovery plans, and executing efficient data backup and maintenance strategies.
- ✓ Explore emerging trends in EDMS, explore cloud-based solutions, and understand future technologies to adapt and enhance document management practices.

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Course Outline

✓ **01 Day One**

Understanding Electronic Document Management System (EDMS)

- ✓ Introduction to EDMS
- ✓ Overview of Document Management
- ✓ Evolution of EDMS
- ✓ Key features and benefits
- ✓ Components of EDMS
- ✓ Document capture and scanning
- ✓ Metadata and indexing
- ✓ Document storage and retrieval
- ✓ Regulatory Compliance and Security
- ✓ Importance of compliance in document management
- ✓ Security measures in EDMS
- ✓ Regulatory standards and their implications

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Course Outline

✓ 02 Day Two

Implementation and Configuration of EDMS

- ✓ Planning for EDMS Implementation
- ✓ Assessing organizational needs
- ✓ Defining goals and objectives
- ✓ Developing an implementation plan

Configuring EDMS

- ✓ User roles and permissions
- ✓ Document workflows
- ✓ Version control and audit trails

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Course Outline

✓ **03 Day Three**

Integration with Existing Systems

- ✓ Seamless integration with other software systems
- ✓ Interoperability considerations
- ✓ Data migration strategies

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Course Outline

✓ 04 Day Four

Optimization and Maintenance of EDMS

- ✓ System Optimization
- ✓ Performance monitoring and optimization
- ✓ Continuous improvement strategies
- ✓ User training and support

Disaster Recovery and Backup

- ✓ Importance of data backup and recovery
- ✓ Disaster recovery planning
- ✓ Best practices for data protection

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Course Outline

✓ 05 Day Five

Future Trends in EDMS

- ✓ Emerging technologies in document management
- ✓ Cloud-based EDMS solutions
- ✓ Keeping up with industry advancements

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 14, 2026	Sept. 18, 2026	5 days	4950.00 \$	Netherlands , Amsterdam
March 15, 2027	March 19, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
June 22, 2026	June 26, 2026	5 days	4250.00 \$	UAE , Dubai
Dec. 21, 2026	Dec. 25, 2026	5 days	4250.00 \$	UAE , Dubai

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