



Administration and Office Efficiency

Electronic Document Management System (EDMS)

Course Introduction

In an era where information is the lifeblood of organizations, mastering the intricacies of 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.

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

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, exploring cloud-based solutions, and understanding future technologies to adapt and enhance document management practices.

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

• 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

• 03 Day Three

Integration with Existing Systems

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

• 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

• 05 Day Five

Future Trends in EDMS

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

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 20, 2025	5 days	4250.00 \$	UAE - Dubai
Aug. 3, 2025	Aug. 7, 2025	5 days	2150.00 \$	Virtual - Online
Sept. 15, 2025	Sept. 19, 2025	5 days	4950.00 \$	Greece - Athens
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Dubai