BLACKBiRD
FOR TRAINING

Document Control Specialist

IT & IT Engineering
Baku (Azerbaijan)
10 - 14 Feb 2025

UK Traininig
PARTNER

Document Control Specialist

Ref: 3157_137209 **Date:** 10 - 14 Feb 2025 **Location:** Baku (Azerbaijan) **Fees:** 4400 **Euro**

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 paper's hard copy which takes a lot of space and time.

Course Objectives of Document Control Specialist

- Managing/controlling documents, including folders and forms, 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

Document Control Specialist Course Outlines

Day 1

Introduction of Documents and Record Control

- The changing information landscape
- The digital challenge
- Information management in the digital age
- The need for EDMS and EDRMS
- Differences between document and records management
- EDMS or EDRMS for your organisation? Bespoke Assessment based on business activities
- EDMS/EDRMS within the context of Information Risk

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- ISO 9000 & other Regulatory Requirements
- The functional difference between EDMS and EDRMS
- Implementing EDMS/EDRMSChange Management as part of the implementation

Day 2

Managing/controlling documents

- Types of document and records management systems
- Implementing EDMS/EDRMS: strategies and policies
- Change management as part of the implementation
- Tangible benefits of EDRMS implementation
- Technology options
- Off-the-shelf vs. customs systems
- Allocating resources: who needs to be involved in a successful rollout?
- Authoring SystemsCard/folio based systems and scanning functionalities
- Updating and data migration between systems
- Data handling and digital continuity within the context of EDMS/EDRMS

Day 3

Managing EDMS projects

- Demonstration of a live EDRMS system
- Carrying our business activities in an EDRMS system
- Practical issues in EDRMS use
- Documents on demand: a new model for document management
- Comparison of on-demand / on-premise models for document management
- Multimedia documents
- Extracting information from documents: a computer vision approach
- Managing compound documents

Day 4

Distributing and viewing documents costs

- Workflow and document management
- Business process management - an overview
- Intelligent business process management & document interaction
- An example: implementation alternatives of a vacation workflow
- Top content management software products
- Document security - authentication, authorization, and audit
- Document security - digital right management perspective
- Digital signatures
- Document retrieval
- Automatic document categorization

Day 5

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Automating other office functions that involve workflows

- Design guidelines for document imaging implementation
- Overview of scanner technologies
- Document capture software
- Image enhancement techniques & benefits
- Document quality metrics
- Central management of distributed document-centric processes
- Document viewers & right-based annotation capabilities
- Improving document security with the biometric right management

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