



DOCUMENT MANAGEMENT Of Workflow System

Course Introduction:

The aim of this training course is to show you how to deal with papers in an electronic way to get rid of the papers hard copy which takes a lot of space and time. Managing documents and content can be difficult. How do you best way, store and manage the documents and records in your firm? Does your approach meet compliance requirements, regulations and standards? What is the best way to manage electronic documents and records? How do you find the right documents and records when you need them? How does workflow and business process management work with documents and records management to help increase efficiency within your firm?

Course Objectives:

- Manage/control documents, including folders and forms reduce document distribution costs –no more paper.
- Distribute and view documents costs –no more paper
- Scan, OC, index and archive paper documents.
- Automate other office functions that involve work flows and electronic mail
- Address requirements of ISO 9000 and other regulatory agencies.
- Understand different technologies involved in EDMS
- Manage EDMS projects and justify ROI
- Get hands-on training on some EDMS products
- Evaluate merging standards.

Who Should Attend?

Admin Staffs, Document Controller, Secretary HR employees, Managers and Supervisors of all industries who are interested in learning about tomorrows technologies for paperless working environment and minimizing the volume of paper. Additionally, also senior man.

Course Outline:

Introduction: Course Objectives & Outline

- EDMS –what is it and Benefits
- The paper flood
- The paperless office

EDMS Components & Document Capture, Distribution & Browsing

- Document capture
- Scanning of documents
- OCR and image processing
- Indexing, archiving and retrieval

- Demonstration

Other Sources of Documents

- Word processors/spreadsheets
- Forms

Document Management

- Document control
- Revisions/versions/histories
- Audit trails
- Reports
- Demonstration

Forms Management

- Creating forms
- Filling and saving forms/data

Document Distribution: Work flow Management

- Applications
- Creations
- Tracking/closure
- Demonstration

Document Distribution: Electronic Mail

- Concepts
- Demonstration

Document Browsing

- Navigation
- Application/independent viewers
- Annotation/sticky/notes/red/lining
- Demonstration
- ISO 9000 & others Regulatory Requirements

System Architectures & Platforms

- LAN's & WANs
- Client Server Architectures

Technology Options

- Authoring Systems

- Card/folio based systems

Emerging Standards in EDMS

- Types of Documentation Systems:
 - ✓ On-Line help System
 - ✓ On –Line coaches and tutorials
 - ✓ On –line documentation
 - ✓ Glossaries

Some Representative EDMS Products

- Implementing EDMS
- Off – the-shelf vs. customs systems
- Allocating resources
- EDMS management
- Updating system
- Future topics
- Documents on demand
- Multimedia documents

Course Methodology:

A variety of methodologies will be used during the course that includes:

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

Course Fees:

To be advice as per course location. This rate includes participant's manual, Hands-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Course Certificate:

International Center for Training & Development (ICTD) will award an internationally recognized certificate(s) for each delegate on completion of training.

Course Timings:

Daily Course Timings:

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session

