

# Effective Strategic Electronic Document Management Systems Training

## ✓ With Business Process Automation

### Assisting You Provide Better

- Business Processes Support
- Customer Satisfaction
- Manage Knowledge
- Increase Management Control
- Empower Employees
- Prepare Request for Proposals

Covering: Needs Analysis, Implementation Strategies, Technical Specifications & Procedures, Security and Compliance with Good & Best Management Practices

### A 6 Day Intensive Program

### Benefits you can Expect from Attending this Program

1. Understanding the Benefits to your organization of Implementing the EDMS System, including
  - Managing your Documents more Efficiently
  - Not Loosing your Documents
  - Being able to Quickly retrieve Documents
  - Being able to Build Case Files Quickly and Effectively
  - Prevent Mistakes by Use of Outdated /Revised Documents
  - Improve Internal Customer Satisfaction
  - Increase External Customer Satisfaction
  - Empower your Decision Makers at every level in your organization
  - Increase management Control over your ORGANIZATIONAL Processes
  - Reduce Costs
  - Save Space

2. Understand the Real Documentation Needs of your Organization over the Next 10-20 years
3. Specifying your EDMS Requirements to your Implementation Contractor/Consultant
4. Better Monitoring and Control of your EDMS Contractor/Consultant
5. Develop Effective (Business Strategic Objectives Oriented) Document Security and Access Control System
6. Understand Specifying Audit Features for your EDMS.
7. Effectively Choosing an EDMS System – Software Solution
8. Effectively Choosing an Implementation Contractor
9. Improving you Existing Documentation System
10. Bringing your Documentation System in Compliance with the International Standards, Good Practices and Best Practices
11. Help you Get in an Innovation Frame of Mind.
12. Preparing Request for Proposals and Bidding Documents.

This program is not any Software Specific. It applies irrespective of which software you choose to implement in your organization.

- To get the best benefits you must get a team of Documentation Professionals exposed to these issues BEFORE you Specify/Finalize any Major Change in your Existing Documentation System. Later exposure usually results in substantial rework to your EDMS Specs and Plans.

## Effective Strategic Electronic Document Management Systems Training (DMS231)

### Why this EDMS & Business Process Automation Program?

This technology creates a single computer database of all your organization's Documents, Specifications, Procedures, Drawings, Reports, CAD, Microfilms, Photographs, FAX, Correspondence, Forms ... You can find and access any of these (if authorized) through your computer from your office, home or when traveling.

The advantages of EDMS are obvious - Increased Customer Satisfaction, Reduced Response Times, Productivity Improvement, Improved Quality of Service, Compliance with Good and Best Management Practices and Document Control and Knowledge Management. And helps you integrate to your organization's Knowledge and Information Sharing with Internet Plans.

But ... Implemented or Maintained without proper strategy could lead to large recurring costs and huge reorganization costs.

Also ... Technology is changing fast ... whether you are planning a New EDMS or Upgrading or Maintaining a EDMS you need to understand the way the Technology is Going before taking the Technical and Business Decisions.

Your Organization or Consultants may lack the Multidiscipline Knowledge required to Specify and Design EDMS and KM Systems that will last you for the next decades.

ETL has done the necessary research to bring you all this knowledge. ETL keeps this information continually updated.

This Program is relevant irrespective of the IT Software Solution you plan to adopt or Develop Inhouse for Knowledge Management and EDMS.

### Who should attend ...

All those responsible for Recommending Strategy or Implementing the Setup, Specifying, Design, Development, Deployment or Maintenance of Electronic Document Management Systems and Knowledge Management Systems (KM).

### Program Content

1. Objective of Document Management Systems
2. EDMS Systems and Direction of the Technology
3. Role to Documents in our Business
  - Supporting Business Processes
  - Legal Requirements
  - Knowledge Management
4. Features of EDMS Systems
5. Strategies for EDMS Implementation
6. Understanding Good Management Practices and Role Documents Play
7. Assessing Documentation Needs for the Business Processes
8. Knowledge Management through EDMS Systems
9. EDMS System Implementation
  - Analyzing Needs
  - Choosing Implementation Strategy
  - Technical Specifications & Procedures
  - Scanning
  - Storage Structure
  - OCR or Vectorization
  - Indexing
  - Security
  - Workflow
  - Contracting Arrangement
  - Monitoring Implementation
  - Testing and Acceptance
  - Operation Support
10. Business Process Automation & Workflow Systems
11. Understanding Workflow Integration
12. Identification of Business Processes
13. Identification of Business Processes Needing Workflow
14. Technical Specifications and Implementation Procedures
15. Implementing Workflow with EDMS and Knowledge Management Systems
16. Program Recommendations & Action Plan

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<b>REGISTRATION FORM</b>	
Program:	Effective Strategic Electronic Document Management Systems Training (DMS231)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
Sponsored by:	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

**REGISTRATION INFORMATION**

- To register:** Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
- Program Fee is
  - USD \$5,800 per participant and includes Course Materials, Certificate, Refreshments and Lunch.
- Accommodation & Taxes/VAT (if applicable) is not included in Program fee. Special rates will be available at venue hotel for the participants.
- Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
- Refund will not be considered where the participants cancels his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
- All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
- It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
- Provisional Registration** : You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.
- Please note: No Live Voice Requests for Registration or Provisional Registrations.