T i t l e
Training & HR Development

Title
TRAINING & HR DEVELOPMENT

Course Title	Document & Data Management System	
Credit Hours	**Venue**	**Date**
25 H	Istanbul – Turkey Dubai - UAE	24th – 28th June , 2024 23rd – 27th June , 2024

Objectives

- **By the end of this Course participants will be able to:**
  - ✓ Manage/control documents, including folders and forms reduce document distribution costs .
  - ✓ Distribute and view documents costs .
  - ✓ 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

The Delegates

- ✓ Admin Staffs
- ✓ Document Controller
- ✓ Secretary HR employees
- ✓ Managers & Supervisors of all industries who are interested in learning about tomorrows technologies for paperless working environment and minimizing the volume of paper .

Contents

- **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 summary.**

Discount	Language	Fees	
10% in case of Three P. (or more)	English & Arabic	Istanbul	USD : 5000 $
		Dubai	USD : 5000 $

Timetable	How to Register ?	Other Dates
09:00 Am : 11:00 Am (1st Section) 11:00 Am : 11:15 Am (Break 1) 11:15 Am : 12:45 Pm (2nd Section) 12:45 Pm : 01:00 Pm (Break 2) 01:00 Pm : 02:00 Pm (3rd Section)	www.titlehr.com Info@titlehr.com Tell | 00971559687070	18 – 22 August , 2024