

Document Management – Base

General Objectives:

At the end of the course, professionals are able to:

Enable participant's knowledge and skills to make the planning and implementation of Documental Management.

Target Audience:

Mainly intended for Leaders and Technicians.

Hours:

35 Hours

Program Contents:

1 - BACKGROUND AND MANAGEMENT CONCEPTS DOCUMENTARY

- Basics
- Background to the current situation and Market

2 - MAINTENANCE AND AVAILABILITY OF DOCUMENTS

- Organization Of Documents / Contents
- Availability In Different Channels
- Automations Indexing
- Lifecycles and Versions
- Maintenance Of Contents - Deadlines, Transitions, Scouring

3 - MANAGEMENT AND CIRCUITS WORKFLOWS

- Organizational and Technical Aspects related to the management of workflows
- Workflow as Principal Assistant for Task Management

4 - MAIL MANAGEMENT

- Automatic Treatment Of Messages Sent and Received
- Integration With Document Management

5 - ACCESS AND FILING OF DOCUMENTS AND CONTENT

- Management of different storage media.
- Access and Management: Principles and Problems Inherent to the vast Maintenance Documental Volumes
- The Relationship between Physical File and Logical Files