



MICROSOFT TRAINING

Electronic Document Management System Edms Course

Learn to efficiently manage digital documents using Microsoft EDMS solutions. Streamline workflows and enhance your organization's document lifecycle.

DURATION

16 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

The Electronic Document Management System (EDMS) Course, offered by Computer Pride and leveraging Microsoft technologies, provides intermediate-level professionals with the essential skills to design, implement, and manage robust digital document environments. This comprehensive 16-hour program delves into the core principles of document lifecycle management, from capture and storage to retrieval, workflow automation, security, and archiving. Participants will gain practical experience with Microsoft's leading EDMS tools, including SharePoint, Microsoft 365 Compliance Center, and OneDrive for Business, understanding how to optimize document processes for efficiency and compliance.

Completing this course will empower you to transform how organizations handle information, ensuring data integrity, security, and accessibility. You'll learn to establish effective version control, implement retention policies, streamline document-centric workflows, and safeguard sensitive information against unauthorized access and data loss. This expertise is crucial for any organization striving for digital transformation, operational excellence, and adherence to regulatory requirements, ultimately boosting your value as a key player in information management.

Duration	16 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to EDMS and Microsoft 365 Document Services

- Understanding Electronic Document Management Systems (EDMS) principles
- Benefits of EDMS: efficiency, compliance, security
- Overview of Microsoft's EDMS ecosystem: SharePoint Online, OneDrive, Microsoft Teams
- Planning an EDMS implementation strategy

02 Module 2: Document Capture, Organization & Metadata Management

- Creating and configuring SharePoint document libraries and lists
- Designing content types and site columns for metadata
- Implementing document templates and default values
- Strategies for scanning and ingesting physical documents

03 Module 3: Document Lifecycle & Workflow Automation

- Version control and document history management
- Check-in/Check-out processes for document collaboration
- Configuring document approval workflows using Power Automate
- Managing document retention, archiving, and disposition policies

04 Module 4: EDMS Security, Compliance & Governance

- Implementing granular permissions and access control in SharePoint
- Data Loss Prevention (DLP) policies for sensitive information
- eDiscovery and legal hold capabilities in Microsoft 365
- Auditing document activities and compliance reporting

05 Module 5: Collaboration, Search & Optimization

- Integrating EDMS with Microsoft Teams for collaborative document workspaces
- External sharing and secure collaboration with guests

- Optimizing search capabilities for efficient document retrieval
- Best practices for user adoption and ongoing EDMS maintenance

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Information Governance Specialist**
- > **SharePoint Document Management Administrator**
- > **Digital Records Management Analyst**

FREQUENTLY ASKED QUESTIONS

Q: What foundational knowledge or experience is recommended before enrolling in this Microsoft EDMS course?

This intermediate-level course assumes participants have a basic understanding of Microsoft 365 services and general familiarity with file management concepts. Prior experience with SharePoint or administrative roles in an IT environment is beneficial but not strictly required, as the course covers foundational aspects of Microsoft's document management tools.

Q: How will this course specifically prepare me to manage an organization's digital documents effectively and securely using Microsoft technologies?

This course provides hands-on training to configure and manage SharePoint Online document libraries, implement sophisticated metadata structures, automate document workflows with Power Automate, and apply Microsoft 365 compliance features like Data Loss Prevention and retention policies. You will gain practical skills to design a secure, efficient, and compliant digital document environment, enabling you to reduce operational risks and improve information accessibility.

Q: What are the next steps or advanced certifications recommended after completing this Microsoft EDMS course to further specialize in information governance or SharePoint administration?

Upon completing this EDMS course, you could consider pursuing advanced Microsoft certifications such as 'Microsoft 365 Certified: Enterprise Administrator Expert' or 'Microsoft Certified: Information Protection and Governance Administrator Associate'. These certifications delve deeper into broader M365 administration, security, and advanced compliance features, complementing the document management skills acquired in this course.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors

have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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