
電子ファイリングシステム高度認定証 (Advanced)

Electronic Document Management Fundamentals

mindmap

root((Electronic Document Management Fundamentals))

- Document Lifecycle

 - Creation to disposal

 - Version control

- Metadata Design

 - Schema definition

 - Standard attribute set

- Legal Compliance

 - Personal data protection

 - Retention period rules

- Automation Tools

 - AI based classification

 - Cloud DMS integration