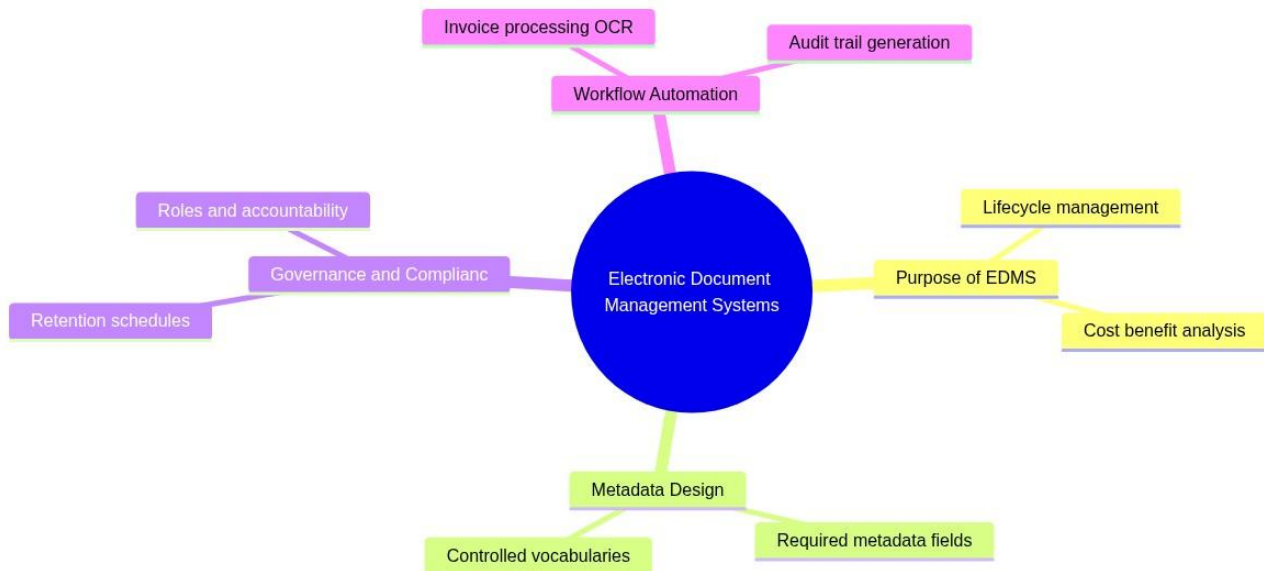


Advanced Certificate in Electronic Filing Systems (Higher)

Electronic Document Management Systems



mindmap

root((Electronic Document Management Systems))

Purpose of EDMS

Lifecycle management

Cost benefit analysis

Metadata Design

Required metadata fields

Controlled vocabularies

Governance and Compliance

Retention schedules

Roles and accountability

Workflow Automation

Invoice processing OCR

Audit trail generation