



## For Immediate Release

Contact: Cathy von Birgelen  
Phone number: 814/898-6500

### Learn Effective Document Management

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ERIE, PA (November 22, 2004) --- eBizITPA at Knowledge Park is offering a new training course, "Introduction to Electronic Document Management", to be taught by industry analyst and long-time editor of *Document Imaging Report*, Ralph Gammon.

In today's world of data overload, companies face legal and compliance issues while seeking new methods for the storage and retrieval of vast amounts of digital information.

This course is designed to help business professionals gain control over documents, while providing a defense against a loss of critical information. The course will be taught at eBizITPA in Knowledge Park on Wednesday December 1<sup>st</sup> from 9:00 am to 12:00 pm. The fee is \$75 and includes notes and an information package

Gammon will introduce students to effective methods of document management including scanning, automatic routing and archiving documents for long-term storage and retrieval. Participants will learn how to start updating and organizing documents within a new system and gain information about the newest technology available for document management.

He will cover federal compliance issues such as HIPPA, Sarbanes-Oxley, and SEC Rule 17a-4 as well as legal issues concerning document management within an organization.

The new course provides students with a solid foundation in document management concepts so that they will be better able to evaluate their company's document management needs.

The Center for eBusiness and Advanced IT (eBizITPA) is a state-wide Ben Franklin Technology Development Authority initiative designed to help Pennsylvania enterprises understand and use information technology and e-business tools to be more competitive. It is headquartered in Erie, PA and located on the Internet at [www.ebizitPA.org](http://www.ebizitPA.org).