€TRAINING

Modern Systems For Managing Documents

30 September -
4 October 2024
Madrid (Spain)

Modern Systems For Managing Documents

REF: K1486 DATE: 30 September - 4 October 2024 Venue: Madrid (Spain) - Fee: 5300 Euro

Introduction:

This training program equips participants with cutting-edge techniques and tools for organizing, storing, and retrieving information effectively. It empowers individuals to streamline document management processes, enhance data security, and adapt to the evolving landscape of information technology.

Program Objectives:

At the end of this program, participants will be able to:

- Define records and archives.

- Analyze records in context.

- Classify records.

- Understand different systems.

- Maintain and convert records.

Targeted Audience:

- Archivist, manuscript curator, digital archivist, special collections librarian, or archival repository manager.

- Future leaders in archival, digital, and preservation-related research.

- Librarians and archivists who want to update their archival skills.

Program Outlines:

Unit 1:

Use of Databases in Electronic Archiving System Design:

- The difference between the use of ready-made applications and the adaptation of applications available in the electronic archiving system.

- Define databases.

- Advantages of using a computer to create a database converting a paper-based database to a computer.

- Database installation field - record - table.

- Dealing with database programs and identifying the properties of the fields used.

Unit 2:

Training the Creation Of An Electronic Archive Using The Database Program:

- Create an electronic archive using database software and link the document image to the database.

- Use of software to overcome the problem of enlarging the size of the electronic document in the storage containers.

Unit 3:

Using Internet Applications In The Process of Exchanging Documents And Files:

- Identify the types of internal networks in large institutions for the exchange of documents and files.

- Requirements for an e-mail system, Format and configure email messages, advantages and disadvantages of email.

- Official e-mails, Factors that determine the use of email, Manage emails.

- Organize the employee's e-mail box.

- Filing system.

- Retain and exclude emails.

- Archiving emails.

Unit 4:

Problems of Archive Management in the Electronic Age and Information Systems Security:

- Manage archives in the electronic age.

- Protect and secure documents stored in storage containers within the electronic archive.

- Using the software available to modify the text document into an electronic image cannot be manipulated.

Unit 5:

Records Management Essentials:

- Scanning and legal issues.

- Archiving and retention requirement.

- Digital signatures.

- Creating records management audit register.

- Business classification scheme and taxonomy.