Files Management and Organization – Basic

General Objectives:

At the end of the course, professionals are able to:

Enable participant's knowledge and skills to make the planning and implementation of Documental Management.

Target Audience:

Mainly intended for Leaders and Technicians.

Hours:

30 Hours

Program Contents:

1 - BACKGROUND AND MANAGEMENT CONCEPTS DOCUMENTARY
- Basics
- Background to the current situation and Market
  2 - MAINTENANCE AND AVAILABILITY OF DOCUMENTS
- Organization Of Documents / Contents
- Availability In Different Channels
- Automations Indexing
- Lifecycles and Versions
- Maintenance Of Contents - Deadlines, Transitions, Scouring
  3 - MANAGEMENT AND CIRCUITS WORKFLOWS
- Organizational and Technical Aspects related to the management of workflows
- Workflow as Principal Assistant for Task Management
  4 - MAIL MANAGEMENT
- Automatic Treatment Of Messages Sent and Received
- Integration With Document Management
  5 - ACCESS AND FILING OF DOCUMENTS AND CONTENT
- Management of different storage media.
- Access and Management: Principles and Problems Inherent to the vast Maintenance Documental Volumes
- The Relationship between Physical File and Logical Files