



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





File management

Objectives

- In a world crowded with knowledge and information as well as the challenges facing the world of informatics in terms of information organization, classification and documentation in various vessels and facilitate mechanisms to access them in a timely manner and in a world where modern technology steps amazing and fast to help individuals and institutions in information management.
- Information is no longer just a kind of luxury that the communities or organizations boast, but it has become a cornerstone in the development of society and the desired prosperity. ICT has entered all the scientific and social fields. Is essential for maximizing the thought and human mind of computers, networks, modern means of communication, artificial intelligence and systems of expertise.

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

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

DAY 2



- Create an electronic archive using database software and link the document image to the database
- Using software to overcome the problem of enlarging the size of the electronic document in the storage containers

DAY 3

- Identify the types of internal networks in large institutions for the exchange of documents and files
- Requirements of an e-mail system
- Format and configure email message
- The advantages and disadvantages of e - mail
- Official e-mails
- Factors that determine the use of email
- Manage emails

DAY 4

- 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 can not be manipulated

DAY 5

- Organizing the employee's e-mail box
- Filing system
- Retain and exclude emails
- Archiving emails



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