



Strategies of Electronic Archiving System

Duration 4 Days

Purpose of the course

To help participants acquire basic knowledge and skills of electronic archiving system.

Course Learning Outcomes

By the end of this program, each participant will be able to:

- ↪ To differentiate between conventional and electronic archiving
- ↪ To list basic e-Archive requirements, features and characteristics.
- ↪ To identify distinguishing features of e-Archiving System available in the market.
- ↪ Ability to archive and retrieve various types of documents (hardcopies ,emails, fax ... etc.)
- ↪ Ability to manage a customized e-Archival system.

Target Group

Administrative Assistants/ office secretaries, clerks /archivists, etc.

Course Outline

- 1. Introduction to Archiving**
 - 1.1. Definition of conventional Archive
 - 1.2. Definition of e-Archiving
 - 1.3. e-Archiving management system
- 2. Requirements of e-Archive system**
 - 2.1. Hardware
 - 2.2. Software
 - 2.3. Utility programs
- 3. E-Archive System Cycle.**
- 4. E-Archive System features and characteristics.**
- 5. Currently available e-Archive System**
 - 5.1. Closed Sources Applications.
 - 5.2. Open Source Applications.
 - 5.3. Visiting a selected set of e-archive system websites
- 6. Hands on training in:**
 - 6.1. How to create repository for categorized documents
 - 6.2. Using readymade packages
 - 6.3. Using customized software like MS-Access, Windows explorer, Portal and SharePoint).
 - 6.4. How to uploading and download files.
 - 6.5. How to archive different types of documents.
 - 6.6. How to retrieve stored document or files.
- 7. Tips on how best to manage your e-Archive system.**
- 8. Comparison bet. Archive , document management system**