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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

# Course: Control and electronic archiving for Office Managers

| Code | City | hotel | Start | End | price | Language - Hours |
|---|---|---|---|---|---|---|
| AC-543SA | Jeddah | Hotel Meeting Room | 2027-06-06 | 2027-06-10 | 9950 SR | En - 25 |

## Overview :

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

## Outcomes

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

- To differentiate between conventional and electronic archiving
- Develop the skills of the participants in the field of secretarial work.
- Be Introduced to the importance of files and archiving.
- Be familiarized with the scientific methods to save and archive documents
- Get acquainted with the modern archiving systems and how they work
- 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.
- Log register for in/out documents to CEO office

## Course Outline

### Introduction to Archiving

- Definition of conventional Archive
- Executive Secretary ..  concept & importance
- Definition of e-Archiving
- e-Archiving management system

**Requirements of e-Archive system**

- Hardware.
- Software.
- Utility programs.

**e-Archive System Cycle**

**e-Archive System features and characteristics**

**Currently available e-Archive System**

- Closed Sources Applications.
- Open Source Applications.
- Visiting a selected set of e-archive system websites

**Hands on training in**

- How to create repository for categorized documents
- Using ready made packages
- Using customized software like MS-Access, Windows explorer, Portal and SharePoint).
- How to uploading and download files.
- How to archive different types of documents.
- How to retrieve stored document or files.

**Tips on how best to manage your e-Archive system.**

# Comparison bet. Archive , document management system

**The Scandinavian Academy for Training Center** adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

**Program Timings:  9:00 AM to 2:00 PM**

**The program includes:**

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

# Our Success Partners

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