BLACKBiRD
FOR TRAINING

Indexing, advanced digital archiving and document management electronically

IT & IT Engineering
Milan (Italy)
08 - 12 Dec 2025

UK Traininig
PARTNER

Indexing, advanced digital archiving and document management electronically

Ref: 321725_136723 **Date:** 08 - 12 Dec 2025 **Location:** Milan (Italy) **Fees:** 4400 **Euro**

Introduction

In a world crowded with knowledge and information, as well as the challenges facing the informatics world in terms of organizing information, classifying and documenting it in various containers, and facilitating mechanisms for accessing it in a timely manner, and in a world where modern technologies are making amazing and rapid steps in order to help individuals and institutions manage information.

Information is no longer just a kind of luxury that societies or organizations can boast of but has become an essential pillar in society's development and achieving the desired well-being. Information and communication technology has entered all social, scientific, and human fields. Fundamental to maximizing the human thought and mind with computers, networks, modern means of communication, artificial intelligence, and expert systems.

Course Objectives

- Understanding the concept of indexing and digital archiving: The course aims to provide a comprehensive understanding of the concept of indexing and digital archiving and its importance in managing electronic documents. Participants will learn the basics of digital cataloging and how to effectively organize and classify electronic documents.
- Learning methods and techniques for indexing and arranging: Effective methods and techniques for indexing and arranging documents will be introduced appropriately. These approaches will include the application of document classification strategies and the creation of cataloging systems that will help to quickly and efficiently find required documents.
- Achieving the Security of Electronic Documents: The course will focus on ensuring the security of electronic documents and protecting them from data loss or security breaches. Best practices in saving, backing up and securing digital documents will be outlined.
- Using electronic document management systems: Participants will learn about electronic document management systems and how to use them effectively in organizing, storing and retrieving documents. The skills acquired will include the use of the search, filter and browsing tools in these systems.
- Practical Applications and Current Studies: The course will provide opportunities for participants to apply the concepts and skills learned

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Course Outlines

Day 1

- Using databases in designing an electronic archiving system
- The difference between using ready-made applications and adapting the applications available in the electronic archiving system
- Definition of databases
- Advantages of using a computer to create a database converting a paper database to a computer
- Database installation field - record - table
- Dealing with database programs and identifying the properties of the fields used

Day 2

- Work training on creating an electronic archive using database software
- Creating an electronic archive using database programs and linking the image of the document to the database
- The use of software to overcome the problem of inflated electronic document size in storage containers

Day 3

- Using Internet applications in the process of exchanging documents and files
- Identify the types of internal networks in major institutions for the exchange of documents and files
- Requirements for having an email system
- Format and composition of the email message
- Advantages and disadvantages of email
- Official emails

Day 4

- Factors determining email use
- Email management
- Organizing the employee's e-mail box
- Filing system
- Retention and exclusion of emails
- Archive emails

Day 5

- Archive management problems in the electronic age and the security of information systems
- Archive management in the electronic age
- Protecting and securing documents stored in storage containers within the electronic archive
- Use available software to modify the text document into an electronic image that cannot be

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