



# DMO Correspondents Representations

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## Workshop Document Management

Brussels – 26 & 27 February 2015

## Thursday, 26 February 2015

09h30-09h45	Welcome and introduction	
09h45-10h45	<b>Common Retention List (CRL) and impact on e-Document management</b>	
10h45-11h00	Coffee break	
11h00-12h00	<b>Common Retention List (CRL) and impact on e-Document management</b>	
12h00-13h30	Lunch break	
13h30-15h30	<b>Revised REP's filing plan structure in NOMCOM</b>	
15h30-15h45	Coffee break	
15h45-17h30	<b>NOMCOM: Refiling documents, Updating folders</b> Navigation, files and sub-files and Search	

## Friday, 27 February 2015

9h00-9h15	Welcome and introduction	
9h15-10h45	<b>Disposal and transfer of files</b>	
10h45-11h00	Coffee break	
11h00-12h30	<b>ARES and e-signatory workflows</b> Incoming Mail: Manual Registration, Outgoing Mail: Sending and Register Automatically and External Transmission	
12h30-14h00	Lunch break	
14h00-15h30	<b>Hermes Preservation System (HPS): labels</b>	
15h30-15h45	Coffee break	
15h45-17h15	<b>Areslook</b> Delegation, Management of assignments, Management of the E-signatory and Search methods	