

# Move to electronic filing system in DG ENV and CLIMA!

## How to prepare your files for e-archiving

Short hands-off training **for all staff in DG ENV and DG CLIMA:**

**"Module 1: Your Unit's Electronic files in Ares. Creation of your files. Matrix of DG Env/Clima (EN)" – 1 ½ h.** This training will help you to:

- see advantages of filing / understand the purpose of filing / see the bigger picture/ understand why all of us need to do this
- find easily your Unit's files and particularly your files (=your documents)
- make files, you are responsible for, as favourites in Ares
- understand the Matrix of DG CLIMA/ENV
- learn how to create the best files you can easily work with

Short hands-off training **for all staff in DG ENV and DG CLIMA:**

**"Module 2: Your Unit's Electronic files in Ares. Closure of your files in Ares (EN)" – 1 ½ h:**

This training will help you to:

- see advantages of filing / understand the purpose of filing / see the bigger picture/ understand why all of us need to do this
- find easily your Unit's files and particularly your files (=your documents)
- make files, you are responsible for, as favourites in Ares
- understand when, why the files need to be closed
- know what happens when the file is closed

The sessions are planned as follows:

<i>Date</i>	<i>Morning</i>	<i>Room</i>	<i>Topic</i>	<i>Syslog ref.no.:</i>
28 January*	10h00 – 11h30	BU-5, 0/A	Module 1 (*)	501741
11 February	10h00 – 11h30	BU-5, 0/A	Module 1	501742
17 February	10h00 – 11h30	BU-5, 0/B	Module 2	501744
24 February	10h00 – 11h30	BU-5, 0/B	Module 1	501743
25 February	10h00 – 11h30	BU-5, 0/B	Module 2	501745

\*Please note that the training on 28/01/2016 is specifically for E-DMCs of DG CLIMA/ENV.

**Please block the date convenient for you and register via Syslog.**

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