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To perform an efficient business, it is essential to keep track of documents. Contracts. Proposals. Invoices. Invoices. Licenses. Even in the 21st century, when most documents are digital, file management is still necessary to keep administrative operations fluidly. Many of the principles of business documents remain the same, if your digital storage system is on your laptop or cloud. The fundamental law of good file management is that the system should make it easier for you to find documents. If it's not, then it's not use. A good document storage system, whether it is a steel or cloud wardrobe, should make the deposit less boring and difficult; You shouldn't spend several minutes to understand which sales file this month enters. It should also be easy to recover the desired information. Good deposit does not depend on people: if your administrative assistant or the person who closes, their replacement should be able to understand the system. The file categories should be clear and easy to identify. The system should facilitate identifying and purifying inactive records. Flexibility is also important, especially with software. A document storage system that blocks your business in a single supplier or a specific computer platform could demonstrate a problem along the way. The system must also be able to manage growth. Files will inevitably accumulate while your company grows, adds new customers and expands staff. A good system can handle more data and storing documents from those you expect to need. Good management of corporate documents can produce concrete advantages for your business. Fastest storage and recovery saves time and makes the staff more efficient and productive. If a system reduces troubles, which can save a lot of time and problems. This is especially true if you intend to woo or undergo an audit: Do not have key documents at your fingertips can lead to an unhappy result. An efficient and well-weighted system reduces the number of times it is necessary to purchase storage equipment and the amount of space needed to store it. It also makes it easier to train a new staff to store. File documents in clean, safe, stable and fire-resistant containers. Make copies of backups, digital, microphichic or photocopies. Find a place to store the off-site copies, so that if there is a fire or another disaster, they will not satisfy the same destiny as the originals. The backup storage position should be the one you can access after a disaster. An advantage of cloud storage is that you can access information anywhere where the Internet still works.: To get the most out of use a storage system, it must be effectively indexed. Standard categories may include: Tax Contracts Contracts Customer Catchs Cawsuits Account account accounts due for example Your paper files and digital should follow the same indexing scheme. This will make it easier to train employees to find out where to find documents. When planning your file management system, you need to settle on a good document retention program or guidelines for how long to keep the files. Even with a digital storage system, this is important: if your business continues to do and grow, in the end a search for "contract of raw materials" or similar can raise dozens of obsolete documents. Your document conservation program must consider both legal and corporate requirements. If you have documents related to your fiscal declaration, Credit card bills showing business purchases, IRS says you should keep them at least three years after sending the return. It is how long the IRS can usually look back and control you. Keep tax records for employment for four years and hang to refunds that claim a bad debt expense for seven years. The different rules apply to different records. You may have files related to environmental compliance provisions, exchange titles and exchanges, federal rules and safety work and discrimination legislation. Every He has his own needs. You also need a policy for simple business records. For example, you don't want to delete a contract before completing the work for which you signed. The records relating to the current litigation should not be destroyed, although it would be the advantage of your company. It is your responsibility, or that of anyone who manages your program, to know what documents must be stored and how long. Those who manage records should know company policy and train all their subordinates. Regular employees must also know some of this. If, for example, an employee sends or receives an e-mail that must be stored, they need enough training to recognize the need. For physical documents, the shredding provides the maximum level of secure layout. For digital files, procedures that eliminate them beyond recovery. Keep a shanker who recorded you willing and when you destroyed them. Massive hacks and data violations are a factual fact of the 21st century life. This does not mean that they are trivial: a data violation can damage your reputation, cost money or trigger a wave of judicial catches or fines. Even information that losing within the company can cause problems. Several federal laws require you to keep the medical information of employees reserved, for example. If other employees can access reserved records, you may be in a world of legal pain. As part of the file management system configuration, it is necessary to implement a security and privacy policy. The employee capacity to see the documents should be based on a necessary basis. Access should be based on an authorization system, rather than trusting confidence employees not to watch classified documents. It is common to share online documents when they work more employees on the same project. This opens another vulnerability window to exclude confidential information. The encryption of the files or the use of a file sharing system like Dropbox can help prevent losses. This is another reason to destroy or delete old and unnecessary files. Even if they are not useful for your business, you may have confidential information on the former employees or customers who wouldn't appreciate it. Whatever the rules, it is essential to train all employees not only in as a file and recover data but also the rules of confidentiality and the record conservation program. For new entrepreneurs, computer file management is a business that is often postponed or even ignored. However, most companies work with, save, retrieve and stores a lot of data in the form of computer files. If this is the case for your company, you will need a viable file structure, an approach to the naming file is easy to understand and more. A strong creation, storage, organization and backup process will help you resize your business while growing. Computer file management is a strong creation, storage, organization and backup process for business information that will help you resize your business while growing. If you are launching a new business, you are tried to neglect file management. You probably don't have many computer files with which to start, and there are undoubtedly many other pressing questions that require your attention. However, taking the time to establish an intelligent file management system from the beginning pay the dividends for years to come. A scalable and organized system for files will grow with your company, maintaining your secure and well-ordered files even if the number of these files increases exponentially. Alternatively, postpone the Files creates a messy and impractical system that costs time and efficiency. Adopt an adequate system at that point will be extremely expensive and usually involves high quality consultants and additional equipment. A file management system that is easily understandable, simple to work with and easy to expand is a precious commercial good. As your company chooses to organize computer files, it will have an impact on daily functions, project management and customer relationships for years to come. If you can't locate and e The right document quickly, your company could ultimately lose customers or your reputation. The best way to organize varier business files to business. Think before you create your company and will work with documents before selecting an organizational or hierarchical approach. The structure of the inner file can be wide and superficial or narrow and deep. The first approach creates numerous first level folders and less subfolders. This can cause numerous documents stored more folders. The second approach nestigates more folders within parents' folders. Hybrid structures can also be created to hit a balance between these two types of hierarchies. Personal preferences and commercial needs should dedicate the specific approach. With the increase in file management services that help locate files easier for research, some people and companies have completely abandoned file folders and discharge all their documents in a master folder. This is not recommended. Any company will create more documents in a year of what can be easily managed by such a flat structure. It is important to create a kind of organizational structure of files that helps classify your files, which in turn makes them easier to locate. Whatever the system you choose to implement it should be easy to use, safe and reliable. Think of those who create and work with these files and therefore considers how their work needs can be better satisfied with a file structure. Another key aspect of the ease of use is accessibility. If your primary documents workers have to access documents on mobile devices, it is important to think about how these documents will be listed, accessible and processed with those devices when establishing a file management policy. Also, you will want to adopt a file management approach that keeps files synchronized on all devices. Finally, include file backup plans in the file management system. Ideally, you need to create more backup copies of your files. These backups must be stored on various computers, at least one of which is not found on the local workplace. Make sure you specify those who make backups, how often and with which technology in your computer file management system. Name The conventions and file structure should help you locate and quickly retrieve the right document when it is necessary. The file names that contain casual alphanumeric series or even conventions as "name + customer name" can be confused and hinder recovery. File names should make sense to all users and easily identify the type, purpose and basic content of each file. In addition to a consistent file naming convention, consider adding a file management system. This is a type of computer application that helps to store and organize files. It can offer functionality that allow you to monitor the owner and subsequent users, the date of creation and last modification and other data that could help you work and keep your files. File management services such as Dropbox and Google Drive can help you provide a more friendly search layout and interface. Instead of remembering complicated file structures or denomination conferences that you can simply look for what you need. Once the conventions of the structure and the denomination has been decided, create a document project for your activity that outlines all the specifications to work with the computer files that has been selected. Even if you are the only employee, which may not always be the case. A formal document that outlines the management policies of Computer help if you expand and take office in the future. You will also help your company maintain a coherent file management approach and ensure the security of your valuable files. File. File.