

Archiving

Archive Muniment

An archive muniment is a class (folder) for archiving documents and documents for employees or patients, or any documents and information that can be archived

From the "File - Tools - Muniments" menu

Click on the New button and a window will appear for you. Choose Archive in the left pane, and in the right pane, you have an archive muniment, as in the following picture

Double click on the archive and the archive window appears. Type the name of the archive either in the name of the institution or the company, and in our example, the name of the archive will be "General Archive". Of course, there are several fields that you must fill out, but now just type the archive name as in the following picture

After that press OK

After completing the definition of the archive, a new tab will be added to the archive list called General Archive

After you have created the archive, you must prepare the program to work on and build descriptions and documents and their types for what your business requires, and we will learn about these steps together

First, add descriptors

Descriptors: It is the set of attributes for the document, which was left for you to add to what suits your work and needs instead of the program imposing on you descriptors that you do not need, and descriptors such as "date of birth, age, title, ... Etc. "of the information that we want to archive

.Suppose an example of a hospital that wants to archive its employees' data, for example

The first thing we do is define common and non-common descriptors for all types of documents, and the documents can be "personal information, education information, job information, contact information.... Etc

As a quick definition of the document, it is the paper or the workbook that contains the information (descriptors) to be archived



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