

Methodological tool:

Practice Filing Systems

Number of methodological Tool	EUPANEXT_LO_016_M_001
Work Area Code and Title	5 FILING SYSTEM DOCUMENTATION AND DATABASES
Unit Code and Title	2.9 Use filing skills to maintain an established system
Learning Outcome Number and Title	LO016: Demonstrate the ability to maintain established physical and electronic filing systems.
Objective of the methodological tool	After the completion of this exercise the participants will be in a position to: <ol style="list-style-type: none"> 1. Understand the importance of filing system 2. Be able to design a simple filing system
Individual or group exercise	<input checked="" type="checkbox"/> Individual
Type of methodological tool	<input checked="" type="checkbox"/> Written Exercise
Description of the exercise/Procedure	The learners receive the following information: <ol style="list-style-type: none"> 1. A filing structure of a company. 2. File Name Policy of the company. 3. Two documents, one from a supplier and the other from a customer. 4. An excel sheet called 'the control of documents'. The learners are requested to write the codes of the files as well as to indicate the code of the file where the documents are to be stored.
Exercise is accompanied by	EUPANEXT_LO_016_M_001_Att1 <ol style="list-style-type: none"> 1. Filing structure 2. File name policy 3. Two documents <ol style="list-style-type: none"> a) Customer document b) Supplier document 4. Control of documents (in excel format)
Exercise solution	The code for the customers file is: CUS_UK_HOUSE_CR and the document code is 2011_07_22_(serial no) The code for the suppliers file is: SUP_UK_COSMET_CR and the document code is 2011_07_23_(serial no)
Other comments to the trainer	With these exercises the learners should be able to identify the code of the file where the documents should be placed. In other words they should perform the following procedure: Give a code to the

	document, enter it into the control of documents and identify the file in which it will be stored.
Approximate Time needed for the completion of this exercise	

