

Role of Technology in improving Productivity at Work

File & Backup Management, Collaborative Working

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File Management

Various kinds of files that we generate almost daily

Letters, Representations,
Presentations – Reports
BS, Statements, Workings, etc...
Convert quite a lot to PDF

IT, VAT,
ST,
TDS,
ROC,
etc...

Installing Apps,
their setup files
exists

Installation Files

Scan Documents and
generate files as PDF or
Images

Audios, Videos, Pictures

Email conversations,
Downloads files from emails,

Is there a requirement of Good File Management?

- ✓ Saved by one and to be searched by another
- ✓ Search while speaking to someone
- ✓ Search when required

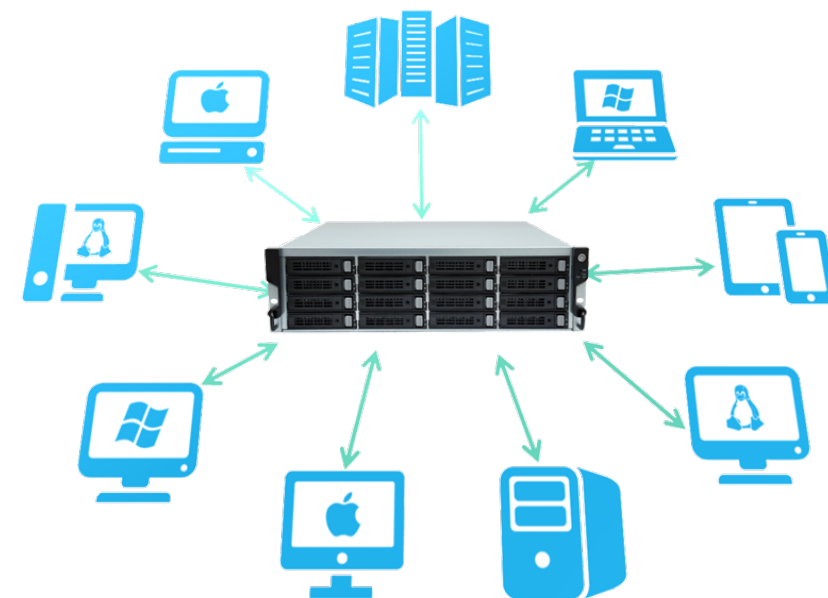
Files are organized properly

Backing up is easy

Organisation is the Key

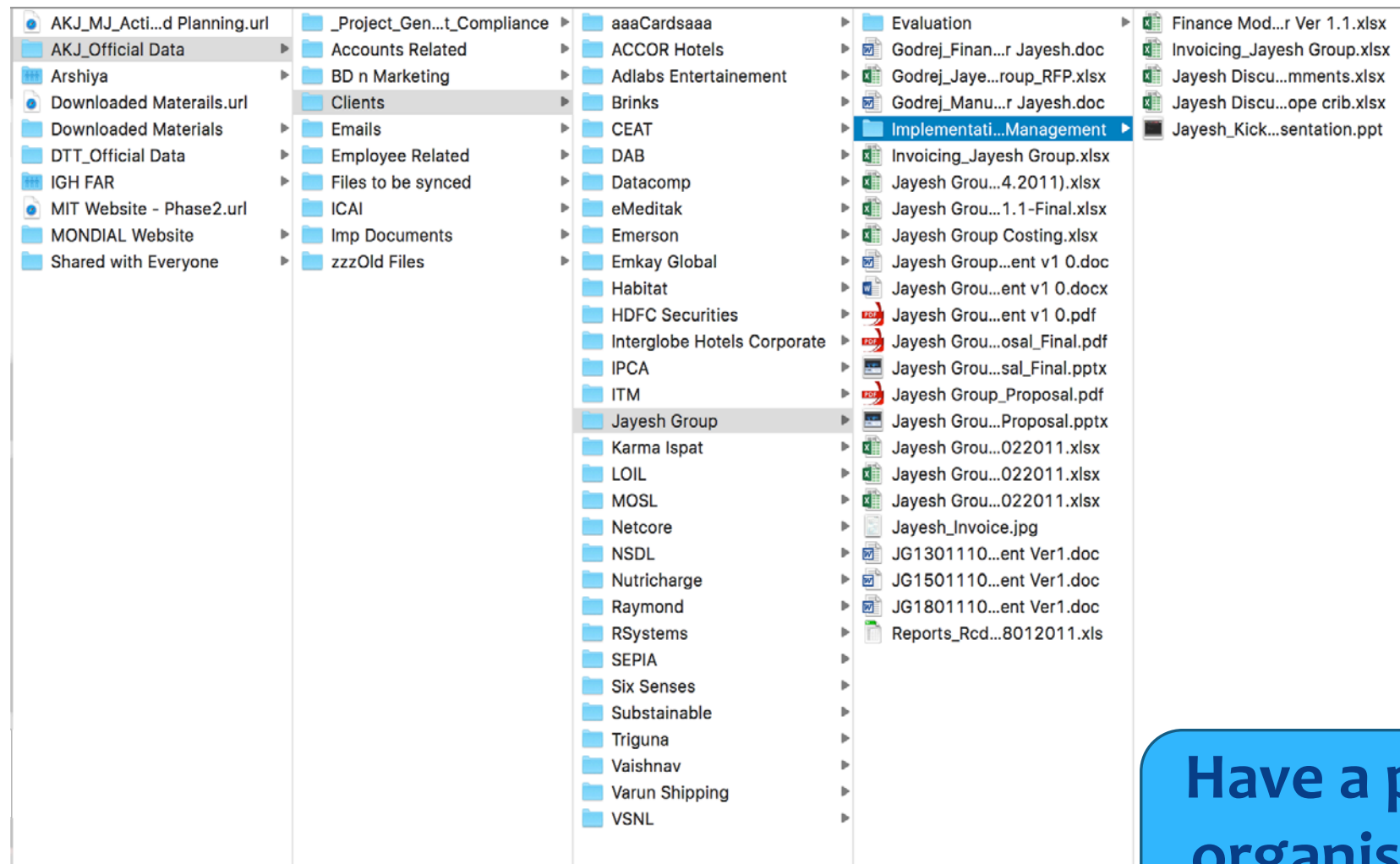


Standalone



Single Location,
from where
anyone can
access

Organisation is the Key



- ✓ Folders in logical hierarchy
- ✓ Folder nested in Folders
- ✓ Use simple names
- ✓ Naming Convention of Folders and Files to be followed
- ✓ If versions are created, specify version conventions

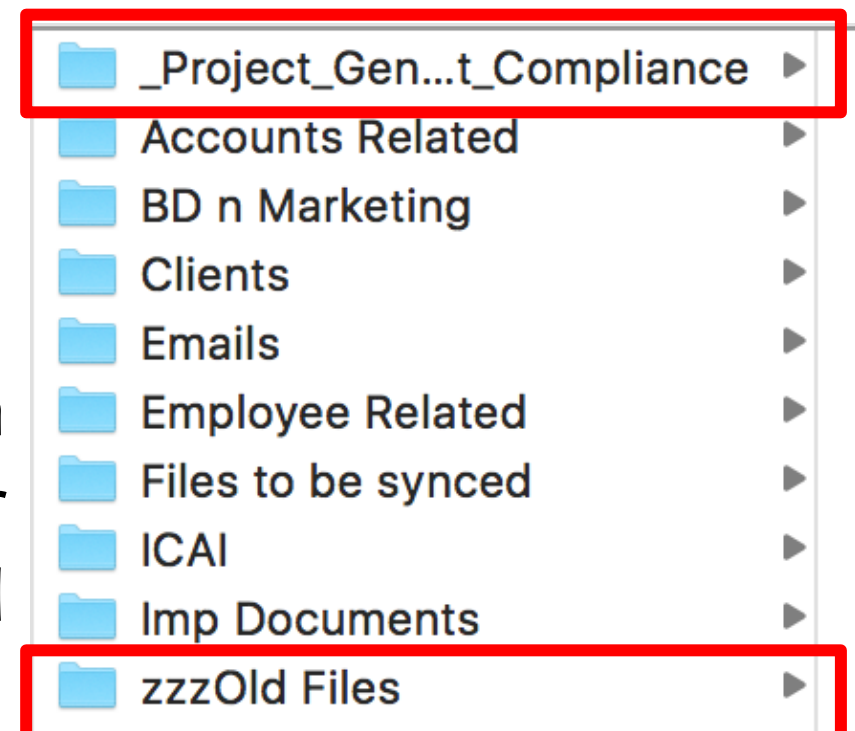
Have a policy framework in place, so that all in the organisation follow the same naming convention, folder mechanism

What next after organising

Moment you create the files, save them at the logical folder, with proper naming convention

Use Windows search to find your files and applications faster

If you don't want the folders/files to come within normal sequence, you can use '_', '!', 'AA', 'zz', for either keeping them on top or at end



What next after organising



Clearing old files is a regular exercise for maintaining uncluttered folders.



Do not delete old files, unless you are very certain. Archive them → move them to specific folder/s, so that they can be referred as and when required.

Backing up the files should also be a regular phenomena, followed with proper system/regime



Backup Management

Why Backup is required?

1. Hardware Failure
2. Software/Application Failure
3. Virus Attacks
4. Human Errors/Factors
5. Natural Disasters

Considerations while taking Backup

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Frequency



Redundancy



Custody

Blue Ray disks	USB Pen Drives	External HDD
	1GB, 2GB, 4GB, 8GB, 16GB 32GB Latest 2 TB	500 GB 1 TB, 1.5 TB, Latest 4 TB

Storage Devices



Retention



Test Restore

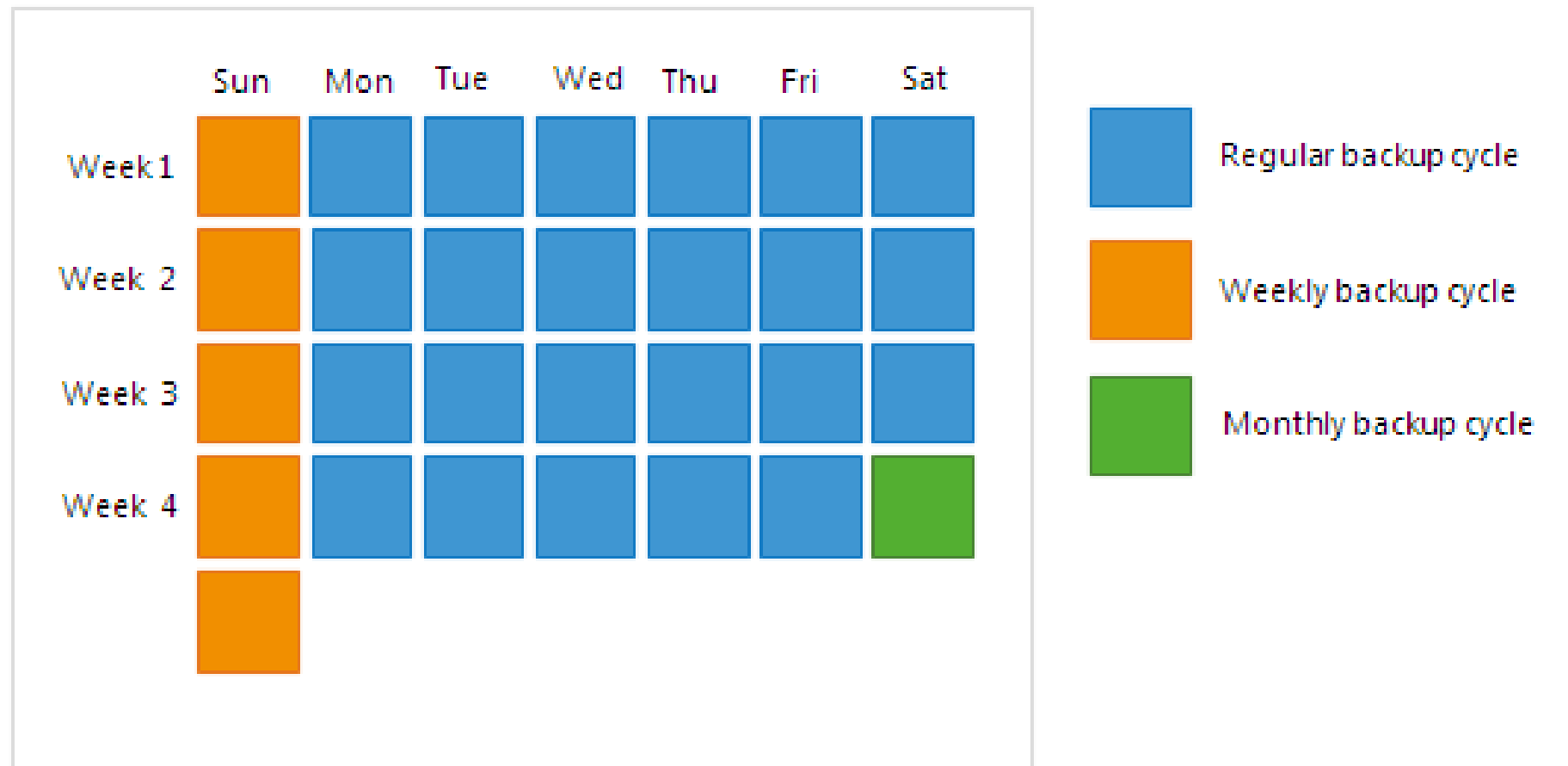
Backup Contents – What's to be backed-up?

Folders/Files/Data

Applications/Software

Back-up Techniques

Full Backup
Incremental Backup
Cumulative (Differential) Backup



Some Good Backup Solutions

Acronis
Acronis True Image

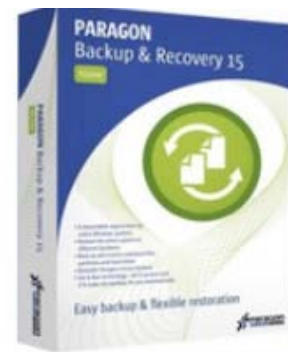
Data as well as software



NovaBACKUP



Todo Backup Workstation



Paragon Backup & Recovery

Online/Real-time Backup - Data

Collaboration

Collaboration – online saving

The screenshot displays the OneDrive application interface. On the left, a navigation pane shows 'OneDrive' expanded with 'Files', 'Recent', and 'Photos' options. The 'Files' section is active, showing a list of folders and files. The 'RECENTLY CHANGED' section lists four files: 'F-231 Upload_250216.xlsx' (16 days ago), 'Office 365.xlsx' (17 days ago), 'TSTATE.TSF' (21 days ago), and 'TranMgr.900'. At the bottom left, a status bar indicates 'Up to date' with a checkmark and a gear icon. On the right, the 'Files' pane shows a list of folders and files, including 'AKJ_Personal Data', 'Blackberry Backup', 'Documents', 'Photos to be synced', 'Pictures', 'ReUnion - 25 Years - Vivek Vidyalaya', 'Syncing betwven OD n ODB', and 'Getting started with OneDrive'. The 'Pictures' folder is highlighted with a green border, and the 'ReUnion - 25 Years - Vivek Vidyalaya' file is highlighted with a red border.

^ OneDrive

- Files
- Recent
- Photos

Files

✓ ↑ Name

- AKJ_Personal Data
- Blackberry Backup
- Documents
- Photos to be synced
- Pictures
- ReUnion - 25 Years - Vivek Vidyalaya
- Syncing betwven OD n ODB
- Getting started with OneDrive

RECENTLY CHANGED

- F-231 Upload_250216.xlsx
16 days ago
- Office 365.xlsx
17 days ago
- TSTATE.TSF
21 days ago
- TranMgr.900

✓ Up to date

Collaboration – online group video calls, group presentations

- ✓ Make or Join Group Audio / Video Calls
- ✓ Instant messaging
- ✓ Skype-to-skype calling

- ✓ Make online group presentations
- ✓ Helps in solving audit queries, working from office, instead of going to client sites
- ✓ Share files online during session is on

Collaboration – online meeting notes, tasks

- ✓ To do list
- ✓ Tag Important Items
- ✓ Insert Tables and Charts
- ✓ Start writing from anywhere
- ✓ Insert videos, audio files
- ✓ Online sharing and comments
- ✓ Mail it immediately after meeting – becomes MOM

Open Session

Thank
You

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