

In This Issue: –I'm unattached and looking
Update on Information Management & Lab Informatics

eOrganizedWorld
the Online Information Management Newsletter
for Information Professionals
from Charlie Sodano

I'm unattached and looking

When document management systems like SharePoint were implemented we thought that things were under control. Important documents were captured, registered and appropriate metadata was keyed in. We all knew where to find them and what was the latest version.

After a recent extended email exchange with a colleague she asked me to resend her the attachment that was the subject of our discussion. It had somehow fallen "off the bus" during one of the exchanges and she couldn't find it. As I went to retrieve it for her, I noticed that it had been updated and sent her the newer version. Then I thought, maybe she will find the older version, edit it and send it back. Then, presto, I will have 3 versions floating around. Another guy sent me a note with an attachment that was last year's version. He had no idea until I spent a lot of time fiddling with it and asked some questions. Another colleague just sent me an email with a gazillion photos attached and it's taking forever to transfer. Documents out of control!

Spam filters are much better than they used to be. Only a few make it through to my inbox these days. But over the past 10 years our email usage has crept up due to interactions with vendors, contractors and coworkers. This doesn't take into account our time spent with Tweets, Texts, and Blogs. We don't seem to have enough time to key in the attributes that are required to register things in a management system. This often means that documents and records are passed along as attachments, thereby making the tracking and identification of records more difficult.

So how do we cope with this? Do we upload our documents onto the internet or intranet, then let people retrieve them? Kinda, sorta. If you want better control of you documents, it seems to be the best approach. But, like I said, you need a way to make the attachment accessible to your target person.

Unfortunately, there is not one solution that fits all. What works for me, may not work for you. Since I manage my company website, I can send you an email and direct you to a specific document:

[September 2010 - PowerPoint Records](#)

I'm the only person who can update the document. I could allow others to make changes on the server, but it's complicated. Within your company firewall you can do pretty much the same thing. Just send a link to the documents path on the server, but be sure that your recipient(s) have access rights to them.

There are several document sharing services (remember Napster?) who offer you the opportunity to share documents with colleagues for a fee. Actually Google Docs offer a free service that is a bit too clunky for me and some of the others like Huddle, Hyperoffice, Box.net and Filesanywhere to name a few have good points as well as bad points.

So what's the bottom line? Send links if at all possible, rather than attach a file.

Please pass on this EZine to those in your network.

To leave list or change email address, scroll to bottom.

A link to the EZine is also found at www.eorganizedworld.com

Contact us (consultants@eorganizedworld.com) for additional information about getting your records management program started. We'll give you more free advice and explain how we can continue to work together.

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What's new?

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INFORMATION MANAGEMENT

The acquisition of Global 360 Holding Corp. will give OpenText Corporation a bigger footprint in offices that use the Microsoft platform for collaborating on work. OpenText paid \$260 million US for the Dallas-based company. It said Global 360 has generated about \$90 million US in revenue over the last 12 months and is profitable.

OpenText specializes in making the content management software that people working in large corporations, government and other organizations are using to share the files and information they need to collaborate on by computer.

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