

13/03/2026 CEACbi Documentary Physical Record

Create a register to manage all the entries and exits of documentation in a company.

You have to use an excel or google sheet and have in mind that...

- All kind of documents
- All kind of movements and its characteristics
- All kind of destinations
- The level or importance
- All types of management the document involves.
- The different physical files or ways to keep it
- ...

The final purpose is to create a register to localise any document and his status any time.