

Advantages of computerised filling

[Technology](#), [Computer](#)



Files exist in one place and can be viewed by as many people at the same time. A large amount of floor space can be saved. Strict control procedures can be implemented using software. No duplicate files exist, which means that all files are current. It is easy to transfer non-active files from the hard disk to magnetic tape.

Retention and deletion procedures can be enforced, as a system administrator will be charged of the file server. Disadvantages of computerized filing If the network breaks down, user will not be able to access files. There may be delays if the system is heavily used. The files are unavailable to user when the system is being backed up. If the system is not properly managed, unauthorized users may gain access. Information may be deleted if procedures are not enforced.