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You quickly become acquainted with the basic features for the use of Acadre. It's easy to journalise a document, whether it's an e-mail or a file on a hard drive. We are several caseworkers working with the same subject matter (...). When we look up a case in Acadre, we are provided with a quick overview of where we are in the case history and can proceed with the case from there.

Mette Fuglsig, Secretary at the Dean's Office, Faculty of Business and Social Sciences

JOURNALISING
– A SHARED RESPONSIBILITY

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It's extremely important to have a good working foundation in my daily work of managing external research projects. Acadre has provided a new document sharing platform we haven't had before.

Martina Panch Thinesen, Administrative Officer, Financial Services

ASK FOR HELP

The ESDH Secretariat sets up cases in Acadre and provides support.

Among other things, they provide help in registering you as a user and on-the-job training.

If you are in doubt as to what you should journalise or how to use the system, please contact:

esdh@sdu.dk / 6550 7272

WE SHARE THE KNOWLEDGE,
YOU HAVE THE OVERVIEW

www.sdunet.dk/esdh

SDU

ACADRE

Have you remembered to journalise today?

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Have you remembered to journalise today?

As a government authority, SDU is subject to §15 of the Danish Public Information Act on duty to report, and it is important that journalising at SDU follows the recommended practices and complies with good public administration practice.

- Administrative cases
- Agreements and contracts
- Agendas and minutes
- Projects, policies and more development-oriented cases. These may, for example, be about developing new programme regulations, work environment action plans or strategy for better student services
- Counselling cases if the counselling gives rise to case processing

Read more about what you need to journalise in SDU's handbook ***www.sdunet.dk/esdh***

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Acadre is very useful as a logbook, as it is precisely the important documentation that is significant for project agreements, terms and obligations that is saved.

Nanna Friis, Head of Secretariat,
National Institute of Public Health

Why not just save to a shared drive?

Many people like to save their documents on a shared drive, SharePoint or Dropbox because they seem easier and faster to access, but the problem is that they will not be saved safely and in the correct system. Documents on shared drives are erasable and editable. In Acadre, the documents are locked, so you know that they are final. It is important to journalise accurately and in the correct systems, so you can easily find the documents again.

Remember to journalise in Acadre – a safe system

7 reminders for correct journalising

Time	Documents should be journalised as soon as possible after they have been received/sent. This should be carried out in the same workflow as the case processing. The case is then always up to date.
Naming	Name your documents with an indicative title. Don't just call it "Enquiry from the Ministry of Higher Education and Science" but name it so that it differs from other similar enquiries. It will then be easier to find in the system.
Abbreviations	Only use official abbreviations when naming documents – not homemade ones.
Sender	When you send or receive documents from authorities, companies, private persons or similar, make a note in Acadre of the sender/receiver. They will then be easier to find in the system.
Create an overview	Enquiries/decisions should be created as individual cases rather than journalising all kinds of subject matter in the same case.
Duty to record	The duty to record applies to administrative cases, but it is good public administration practice to make a note of relevant information in other cases.
One place	All documents should be gathered in one place – you should therefore not forget about websites, SharePoint sites and other systems. There may be policies, minutes and the like that should also be journalised in order to document public administration.