

Document Organisation, File and Document Management

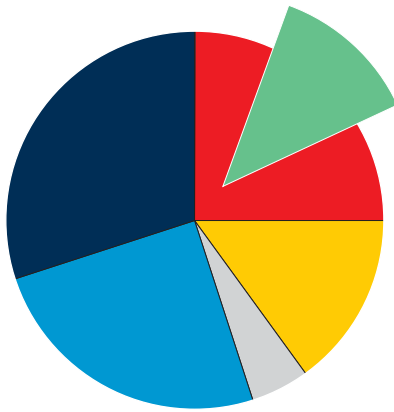
More efficiency, more performance, more success.



MAPPEI - Advantages, both in terms of time and space

Time advantage:

Up to 50 percent less time spent for documentation and administration.



With MAPPEI:
45 - 60 minutes*
more added value,
or less time wasted
by every clerk when
related to an 8-hour-
day.

That is approx.
180 hours in one
year.

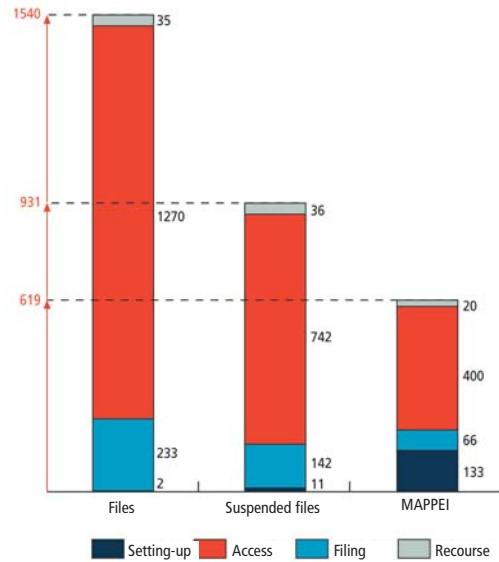
- Documentation and administration (120 minutes)
- Communication (72 minutes)
- Travel/Meetings (24 minutes)
- Information generation (120 minutes)
- Information processing (144 minutes)

Proportion of daily work time given
8 hours per day (480 minutes)

* Average values when adapting a typical workplace organisation to the MAPPEI System.

Time needed:

In minutes given 300 cases each of 5 documents,
setting-up, filing, 1,200 accesses, 75 recourses.



Setting-up a file

The setting-up of a file includes the individual activities from adoption to inscription and marking. At this stage no process/document is filed.

Filing a process

When a process has to be filed, two different alternatives should be considered:

- **Filing of 1st process for each letter segment or file**
If a new folder or file is used within the scope of the use of MAPPEI collective folders, suspension files, suspended folders or lever files, then there is no setting-up work required for an existing folder or file. Therefore this constellation has to be considered separately.
- **Filing of other processes**

Should there already be a corresponding MAPPEI collective folder, suspended collective file, suspended folder or a lever file for the filing of a process, this management tool has firstly to be found before filing can take place.

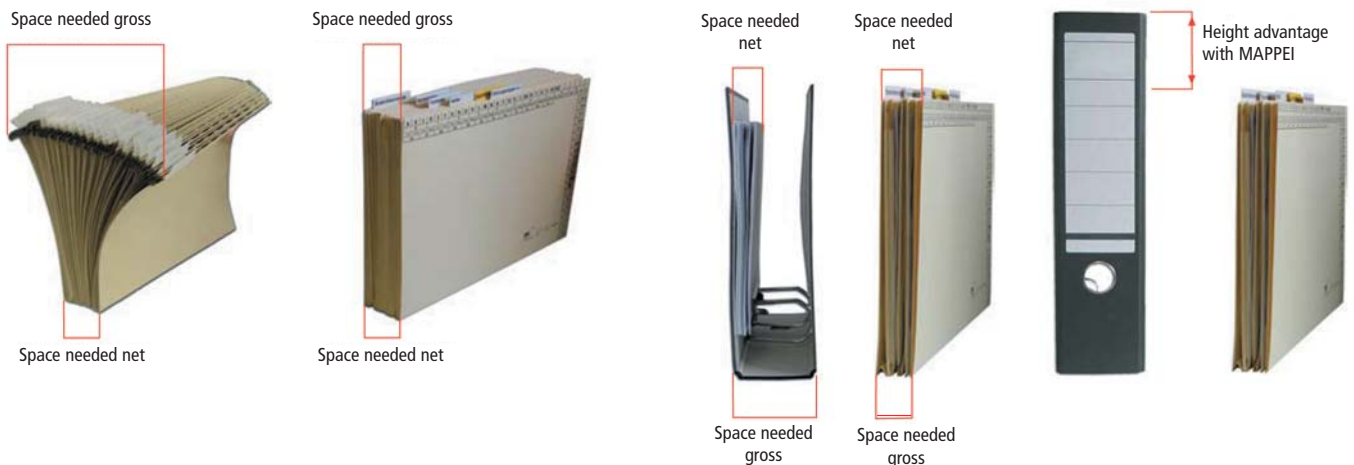
Access to an existing process

Access to an existing process is considered to be an addition and, thereby, a filing of additional documents under the relevant process.

Recourse to an existing process

This recourse activity means the working process involved that is necessary to access a particular process. No filing takes place at this stage, simply information is obtained.

Space advantages: Depending upon the initial situation, up to 40% of the space required can be saved with MAPPEI files.



More efficiency

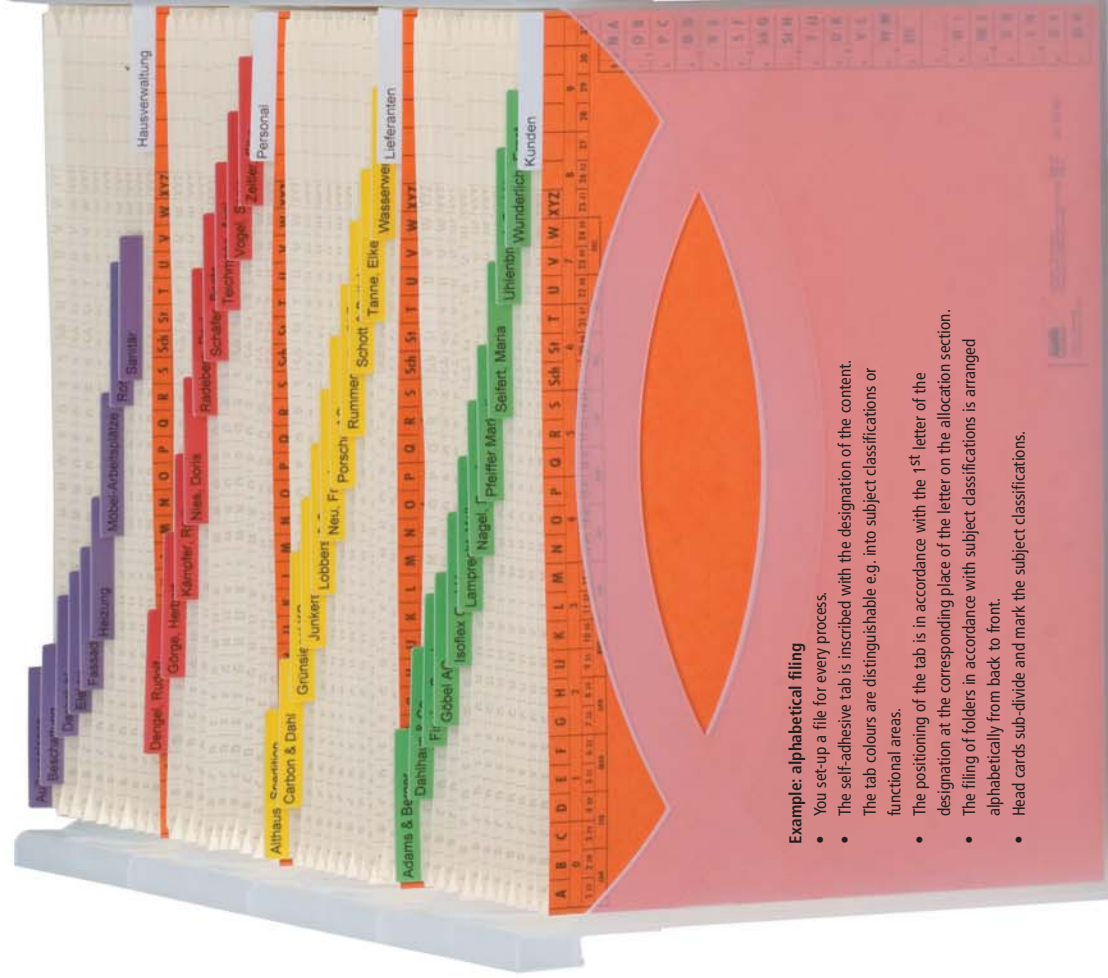
Uniform organisation

More success

Optimised processes

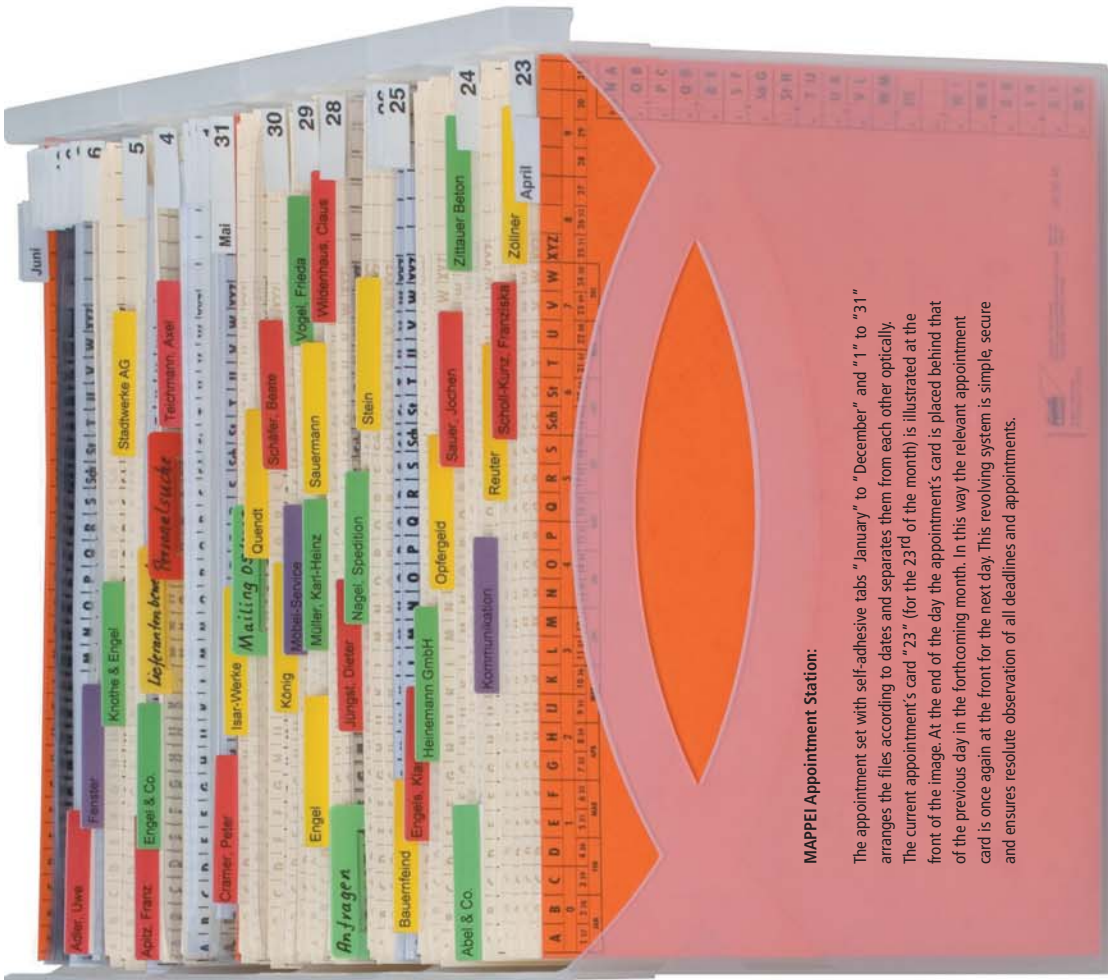
More performance

Higher staff satisfaction



Example: alphabetical filing

- You set-up a file for every process.
- The self-adhesive tab is inscribed with the designation of the content.
- The tab colours are distinguishable e.g. into subject classifications or functional areas.
- The positioning of the tab is in accordance with the 1st letter of the designation at the corresponding place of the letter on the allocation section.
- The filing of folders in accordance with subject classifications is arranged alphabetically from back to front.
- Head cards sub-divide and mark the subject classifications.



MAPPEI Appointment Station:

The appointment set with self-adhesive tabs "January" to "December" and "1" to "31" arranges the files according to dates and separates them from each other optically. The current appointment's card "23" (for the 23rd of the month) is illustrated at the front of the image. At the end of the day the appointment's card is placed behind that of the previous day in the forthcoming month. In this way the relevant appointment card is once again at the front for the next day. This revolving system is simple, secure and ensures resolute observation of all deadlines and appointments.

MAPPEI - the method makes the difference

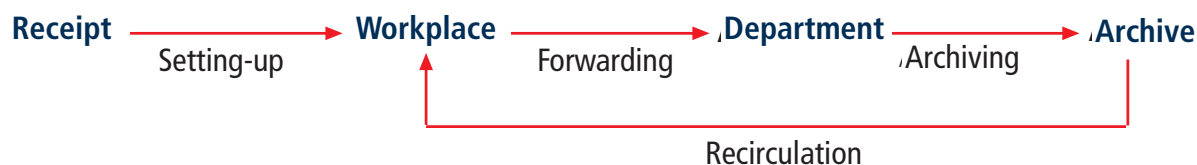
- 1. Immediate allocation:**
Organisation of the process when it is generated
- 2. Subject-oriented units:**
Consolidation of all documents and information to logical coherent entities
- 3. Distinct marking:**
Permanent, direct access thanks to logical and clear marking of all units
- 4. Upright organisation:**
Optimum space utilisation and outstanding overview
- 5. Secure loose-leaf filing:**
Rapid access without any unnecessary working steps such as punching holes and filing-away, thus offering significant time savings
- 6. Uniform organisation**
A coherent procedure from processing to archiving:
 - across all workplaces
 - across all departments



Before



After



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