

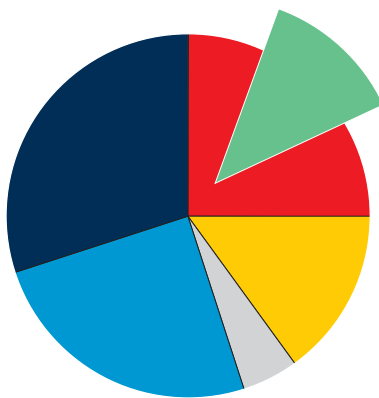
TABCOLOR® *Systematic* *Document Management*

How to save space and securely manage a large number of files.



TABCOLOR® – the very highest efficiency for your organisation

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



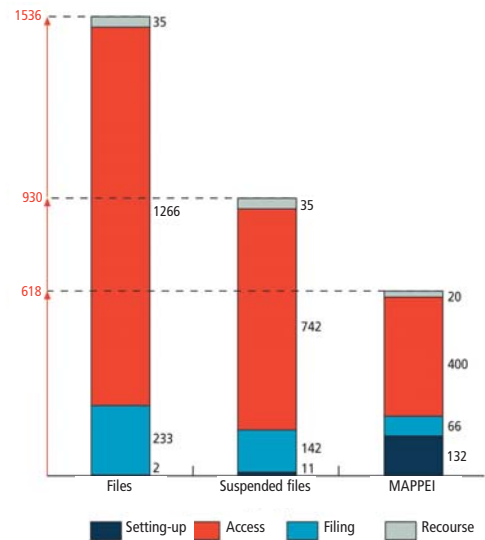
With MAPPEI:
45-60 minutes*
more added value or
less time wasted by
every clerk when
related to an 8-hour-
day.
**That is approx.
180 hours in one
year.**

- 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.

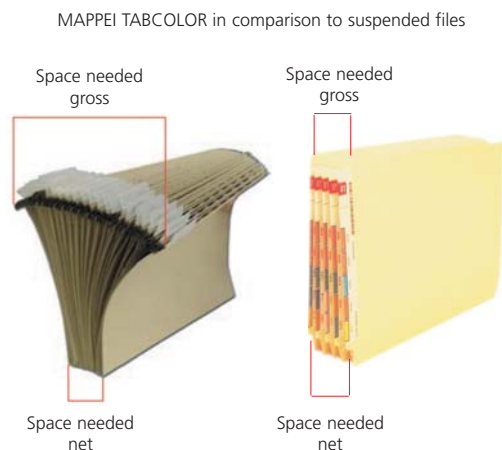
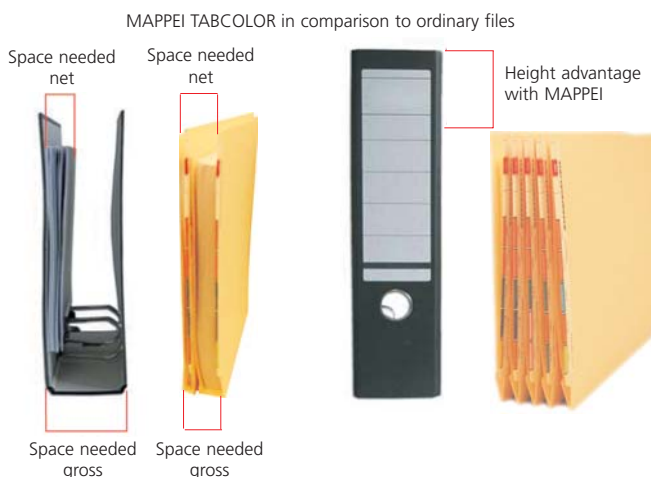
Access to an existing process

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





Optimum space utilisation with TABCOLOR with all files in view and easy to find for everyone.

On account of the side marking and accessibility of the TABCOLOR files, the entire area up to a height in excess of 2 metres can be used for filing - that corresponds to some 7 or 8 rows of files above each other. Generally-speaking, a ladder is not required for access.

The advantages over other systems: an optimum utilisation of space in which more than double as many processes can be stored away than in a drawer system where only four rows of folders above each other is possible.

TABCOLOR offers direct access to a maximum number of clearly arranged files. The simple and uniform organisation greatly facilitates work with files both for staff from other departments as well as for stand-ins.



The system for safekeeping and low search times.

TABCOLOR is a secure system with rapid access to all information at any times. Search times are very short thanks to the simple visual perception of the filing principle and its lucidity.

All of the coding labels consist of numbers or letters with allocated colour fields. This means that coloured blocks are generated e.g. with an organisation system based on the first three letters of a name.



Incorrect filing is immediately noticeable.

Not only is a folder that is just being sought-after quickly recognisable thanks to the coloured archiving system but also any incorrectly filed folder can immediately be detected by the observer. Logical rows of colours are normally created by the colour coding on the edge of the folder; any incorrect files thus being immediately visible.



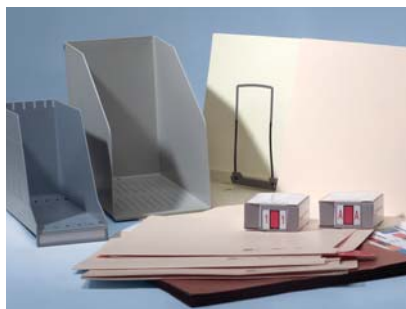
Out-files - a clear signal for folders taken out.

Withdrawn folders with the inscription "OUT" mark the position of the files currently being processed. Thanks to these out-files, every staff member has information about where folders have currently been withdrawn. The name of the staff member that withdrawn the file and the date of withdrawn can be noted in an insert section on the out-file (e.g. with a business card or withdrawal voucher) thus enabling the present location of the folder to be determined. The out-files are equipped with a transparent insert section. This means that any additional documentation to this process can be properly filed there even although the file is missing. This means that inconvenient pre-filing is unnecessary.



Labelling as you wish - make them yourselves or directly from MAPPEI.

The data for the colour coding for the folders is taken directly from the IT system. You can either print the labels yourself with the TABCOLOR-PRINT software or they can be directly printed by MAPPEI. In this case you receive the ready-for-work folders already labelled into which you can immediately sort your documents.



Products for individual solutions.

Irrespective of whether thick, thin or extendible, with or without sub-sections or registration sheets, with crimping or without etc. - MAPPEI offers you a wide range of files and folders which you can select an ideal solution to meet your requirements. Together with head cards, various labels (number, letter, classification, month, year and colour-coded labels), filling boxes and a host of other accessories, you can benefit from the advantages of the TABCOLOR system in your very individual way.

Whether for use directly on the desk or in a shelf, we recommend the robust lateral boxes for optimal stabilisation of your files and for the perfect storage of your TABCOLOR system. This is ensured through the grooves in the floor of the boxes which will prevent any slipping or tilting of your folders. The lateral boxes ensure a secure stand and create a tidy overall appearance.

TABCOLOR® – Logic in colour



Example: Organisation based on the criteria of date of birth, first letter of the surname as well as the additional label "previous treatment year"

Coloured arrangement to meet your own individual organisational system.

Colours can be more quickly and simply perceived by people than letters or numbers. That is the reason why TABCOLOR system was developed. It is based on the interplay between colours, letters and numbers, but the colour coding of your TABCOLOR system is always in accordance with your own individual organisational criteria.

The design of the labels and thereby the entire organisational system is either in an alphabetical, numerical or alphanumeric form (e.g. a system that is based on the date or birth for instance of patients in a hospital possible). The coded information is additionally integrated onto the label in longhand.

You have all your filed documents constantly in view with the aid of TABCOLOR. In this respect the colour blocks serve as an approximate orientation and the process that is to be worked on can be immediately found or filed away by using the individual codes. This clear and distinct marking of every folder minimises search times. This constitutes an enormous benefit in comparison to the time needed for filing folders and suspended registers.



Rapid and assured access with TABCOLOR-FIND.

The TABCOLOR-FIND software is a practical tool for your individual document organisation and one which ensures rapid and secure access to all your files. In this respect all the files are provided with a barcode - an unmistakable identification instrument which enables the storage location, forwarding of the file, processing period and frequency of access to consistently be reliably traced. The barcode may also be used as a basis for any subsequent digitalisation.

One click suffices and you immediately know where the sought-after file is currently located and who worked on the case most recently.



Space-saving everywhere.

The format of the TABCOLOR folders means that you can generally optimally utilise your office furniture as well as your archiving capacities. TABCOLOR folders can be stored space-saving e.g. in wooden or steel cabinets, in shelves or roll-fronted products or even in paternoster systems.

Please contact us!

Your MAPPEI organisational consultant will willingly find an optimal solution for your individual requirements together with you.

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