

# Is Filing Dead ?

## The Facts

- Paper has increased by 50% since the birth of e-mail and internet
- The way information is organised on computer has little in common with the physical environment of a company
- The average company is not aware of the different levels of information within its organisation
- Each employee sets up his/her own filing system and intern their own information system

# Is Filing Dead ?

## The Facts

- A study done by Harvard states, 75% of our time is taken in searching and manipulating information
- Most people have difficulty in giving structure and uniformity to the management of documents/information
- According to ISO, non-quality of information costs between 5% and 10% of turnover

# Top Retrieval Solutions



# Benefits of Top Retrieval



- Files are containerised, therefore in an upright position and visual
- Different coloured labels are placed on a pre-printed scale
- The eye reads colour 50% faster than any written information
- High quality long grain cream custodian paper is used to make the files
- Files are designed to house various quantities of paper

# CABINETS

## ○ 5 Drawer Cabinet



- Superior quality
  - SABS approved
- Strength & durability
  - Metal frame
- Maximum security
  - Unique central locking mechanism
- Choice of practical sizes
- More filing space
  - One 5 drawer unit holds the equivalent documentation of 5 4 drawer filing cabinets, using the floor space of only two
- Cost effective
- Aesthetics

# High Density Storage Solutions

## Bulk Filers/Mobile Filers

### ● Bulk Filer



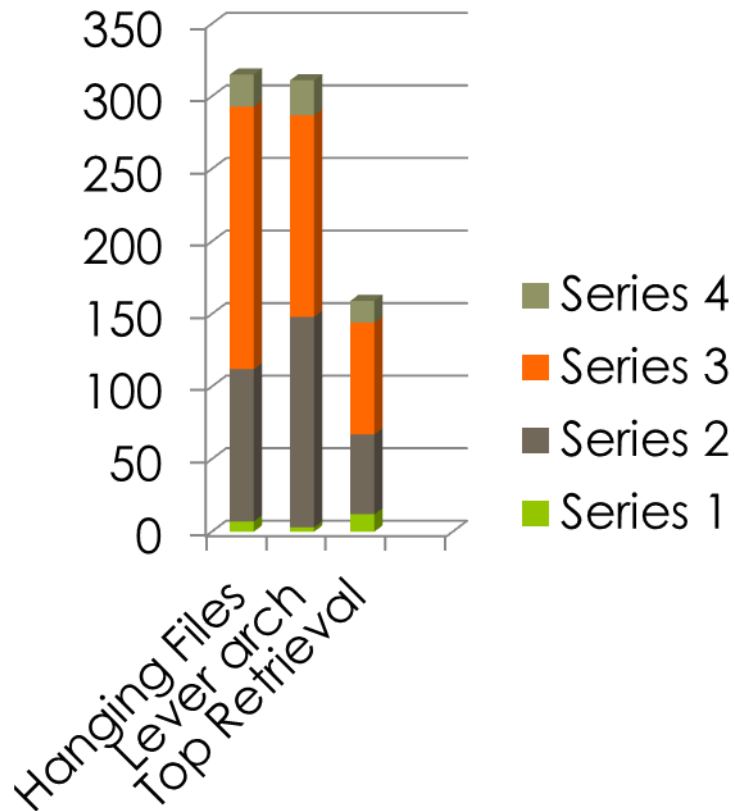
- Space saving vs. Static shelving
- Unique star wheel operation
- Health & safety act compliance
- Cost-effective and adaptable to all storage needs
- Security features
- Aesthetically pleasing

# TIME STUDY

- TIME is MONEY!
- Labour is paid per time.
- Time to complete task has a DIRECT relationship to PROFIT.
- Information management is a labour intensive job.
- Finding and securing filed information is a common place problem.
- This is a study done by the Independent German Institute MTM (Institute for Time Analysis).
- They analysed the three most commonly used systems today viz Top Retrieval, Suspension and lever arch filing.
- The following table summarises the time taken to handle 1000 pages in minutes to complete task.

| WORK STEPS                 | Hanging | Lever arch | Top Retrieval |
|----------------------------|---------|------------|---------------|
| Open file                  | 7min    | 3min       | 12min         |
| Access at work station     | 105     | 145        | 55            |
| Filing of finished records | 181     | 139        | 77            |
| Re-access of file          | 22      | 24         | 15            |
| TOTAL                      | 315 min | 311min     | 159min        |
| % TIME SAVED               | 49.5 %  | 48.9%      |               |

# Time to complete in minutes



- Series 1 = open
- Series 2 = Access
- Series 3 = file away
- Series 4 = re-access