

# 10 Steps

**for the successful introduction  
of the Classei-System**

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A quick start for the Classei-System

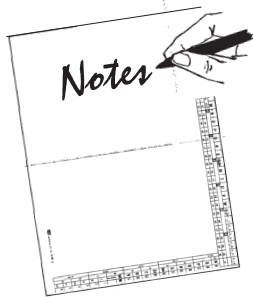
# 1 Congratulations!

You've made an important and wise decision. Classei offers you an exceptional method of organizing with unique features: simple to understand, easy to apply and above all enormous savings of retrieval times, office space and overhead costs.

# 2 Getting organized

**EXTRA-Tip:** Before beginning, decide which "subject" headings you wish to sort and allocate tab colors to each one.

Open a new Orga-Folder for each new group of papers, for which no folder exists. This is how to achieve a tidy desk and a clearer mind. You won't have to sort through high stacks of unsorted papers every time you need something. Each folder will now be standing named upright in a box, ready for instant retrieval. Important data, such as telephone or customer numbers can be written directly onto the front of the folder, for quick action.



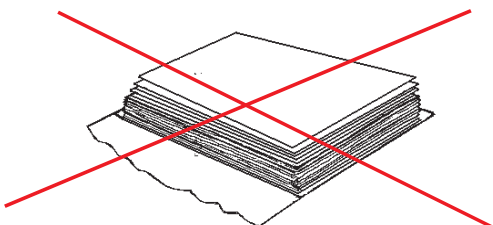
# 3 Create smaller groups

Even if it sounds like hard work, it's well worth it! Subdivide your "subjects" into smaller groups, for example the subject "Financial" into "Banking", "Tax", "VAT", "Budgets", "Year end".

### Avoid thick folders

If a folder becomes too thick, separate it into smaller groups, for example, chronologically (yearly, quarterly or monthly), or, even better, thematically. Having smaller groups saves much wasted time searching.

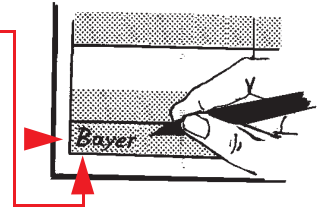
*Time wasted is time lost*



# 4 Naming your Orga-Tabs

Choose names for Orga-Tabs that are not ambiguous, for example "Life insurance", not just "Insurance" or "Excel-Seminars", not just "Seminars", and name the tab with the easiest remembered word first, for example "Van New", not "New Van". Start the wording in the

**extreme far left** of the tab in the position shown, so the subsequent lettered tabs do not cover the start of the word. The fastest way to label the tabs is with our fibre pen (artno. 45 03 13).

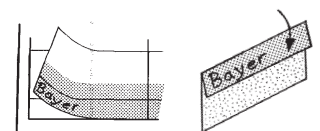


The writing dries immediately, is non-fading and very legible. Of course, the tabs can also be printed with the PC (for example with our CarmaTab and Carma-Organizer programs) or other labeling appliances. Or if it's a large number of names and you don't have the time to print them yourself, send them to us - we will supply them to you ready printed - quickly and economically.

**EXTRA-Tip:** Store Orga-Tabs and Orga-Folders somewhere, where you always have them just in time (don't forget to keep enough in stock).

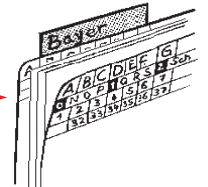
# 5 Applying Orga-Tabs

Peel the written Orga-Tab sideward from the tab-sheet. Bend the written part over and press the adhesive surfaces together.

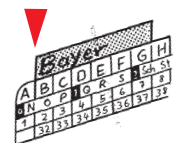


**Always apply the Orga-Tab to the b a c k of the rear side of the folder.**

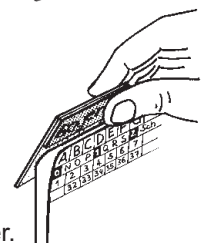
In this way all the tabs are on level with each other in the box and you have an excellent view from above.



Position the tab to the **left side** of the corresponding letter. For example: "Bayer" on "B"



**EXTRA-Tip:** Hold the tab at first slightly slanted so that you feel the top edge of the folder. Now exact positioning is possible by slightly moving the tab. Finally press tab and folder firmly together.





# 10

## We would like to help you

If you still have questions, don't be afraid to call us, even if the questions appear to you to be too simple. Especially at the beginning an individual tip can be sometimes extremely helpful. In the philosophy of our company, "**the user's benefit**" is paramount.

This small brochure only shows basic applications of the Classei-Systems. We will gladly help you work out individual solutions. There probably isn't any area that cannot be organized optimally with Classei. No matter, whether you have to manage only one sheet of paper or a complex project, whether job organization or appointment management; with Classei it's no problem.

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### Paper or electronic?

This is a question that is on all of our lips. Our assessment of office staff is as follows: approximately 10 percent work with electronic filing systems, approximately 30 percent work with paper and electronic filing systems and the remaining **60 percent work with the most user-friendly medium to mankind worldwide - paper!**

If you have a contract, a bill or a letter in your hands to read, or maybe a handwritten note, you don't need any computers, no electricity, no programs and no printers. That is regardless of wherever you are.

You can be sure that as long as there are ballpoint pens, copiers, printers, printing machines and mail, there will be paper in abundance. And this must be organized meaningfully in some kind of form.

But whatever you decide to use, we have **the solution** for both cases: For paper the Classei-System, that you already know now and will appreciate in future, for paper and/or electronic data the Carma Organizer, an organization software, that manages your paper documents, digital documents and data of any kind.

Order more information immediately - or visit us in the internet