



**Ihr kompetenter Ansprechpartner  
für klassische Organisationslösungen**





**1. Open**



**2. Attach**



**3. Close**

## 3 The system

### Datoclip+

Organisational pockets establish structure within your tasks and help you in a reliable and timely handling. They are visual reminders of deadlines and their completion so that you are clear-headed to handle other important tasks.

The header with the patented clip mechanism is the core of Datoclip+. Thus, head and pocket parts can be easily exchanged.

Among the numerous pockets, folders and files, which can be combined with the clip-mechanism, there is a solution to nearly every task.

### The benefits...:

- Header with coloured grid strips and week/day scaling
- Header with customized scale generated with DatoPrint
- File identification with colour-coded index labels
- Visualisation of key points with signal tabs
- Sliding of signals underneath the header bar to avoid accidental misalignment
- Status indication with sliding signals
- Pocket headers with support or scheduling bar
- combination of pockets, folders and binders
- exchangeable pocket parts
- fast access due to loose sheet filing
- chronological filing with strap fasteners
- structured filing with index dividers and strap fasteners
- easy filing, flipping through and removal of documents
- custom-made pockets available, starting at an order quantity of 300 pieces



... any questions?

**We are glad to help!**

...For the realization of customer ideas and requests, our well-versed regional sales partners are available to offer customized organisational solutions.

Over decades, our factory has developed from a printing house to one of the biggest manufacturers of organisational solutions, with metal, wood, plastic and paper processing departments.

Here, we realize our customers' requests from prototype to serial production.



Documents of the TPM process are placed in pockets and 4-ring binders with dividers and visualize achieved levels.

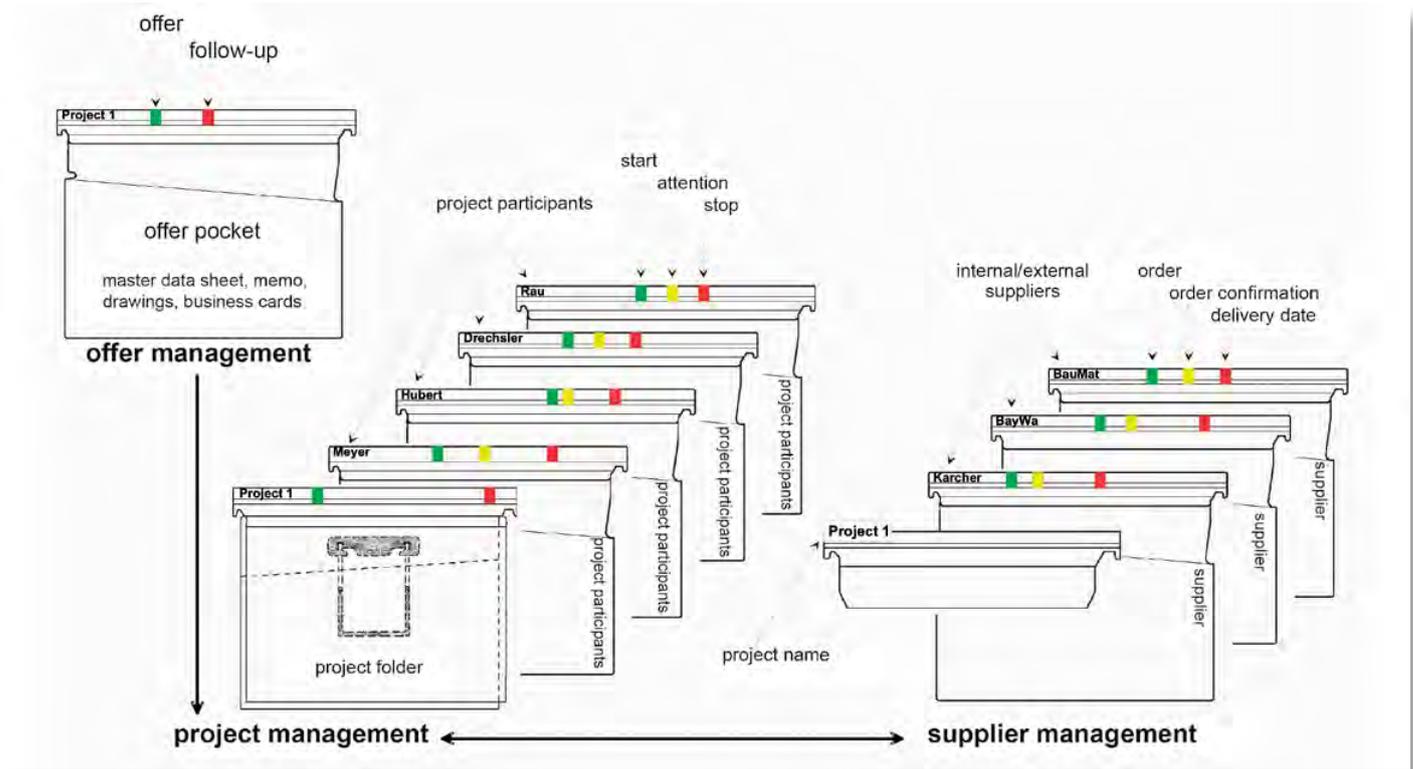


The coloured lettering of the scale matches the colours of the TabPockets. The diagonal cut on the TabPocket provides quick access to the loosely filed sheets.

## Customized solutions 4



DatoDisp



## 5 Keep it small and simple

### Important things in view

Organisation and communication are two important pillars for business success. An elaborate and consistent workflow management increases the cost-effectiveness, a plausible internal communication unlocks the creative potentials of the employees and increases their motivation for the benefit of the entire company.

### Looking at practical experience

Project deadlines are often not met due to the fact that employees have no overview and lose the overall context. Only the identification of contexts combined with professional knowledge allows a quick response time when plan variances occur. The visualisation of important key points at the header helps keeping the overview.

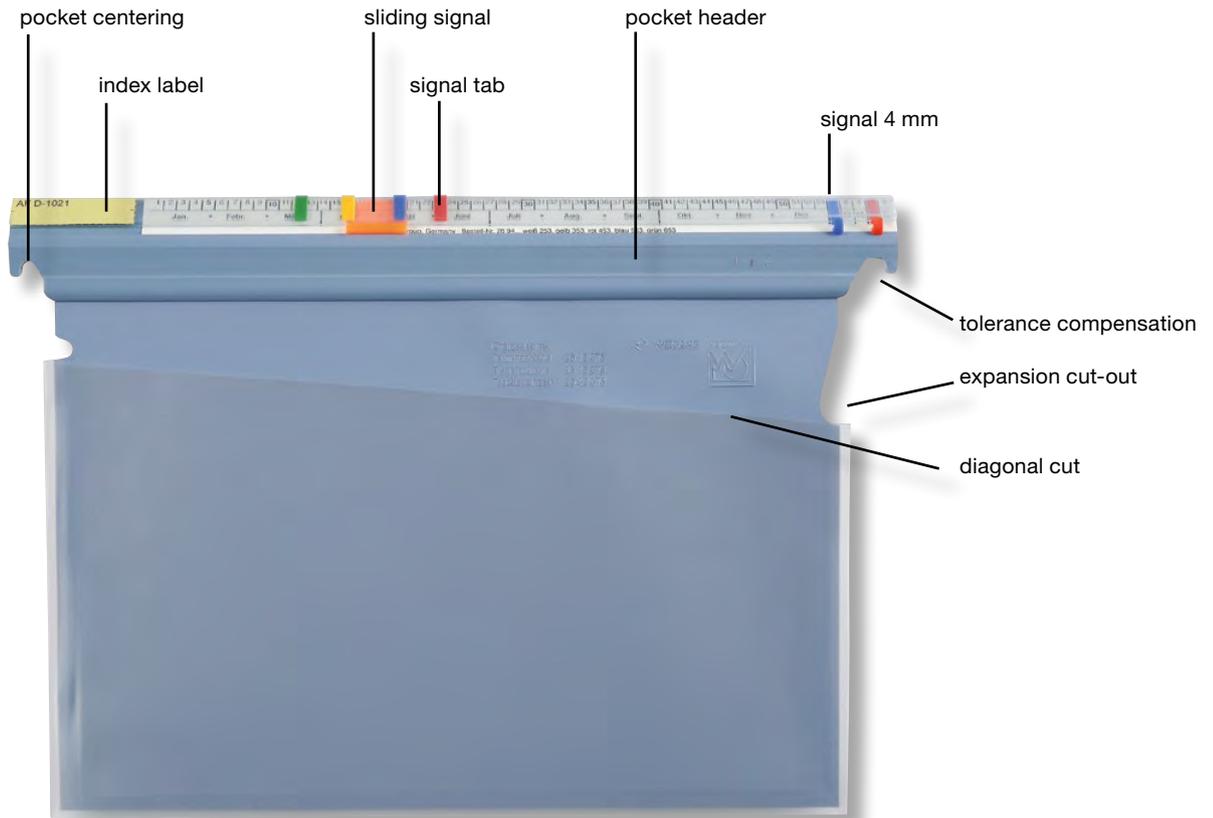
### Setting signals

When the mind is clear, the soul grows wings – a fact which is not only rewarding in business negotiations, it also helps in many other areas to use people’s creativity purposefully. However, the truth is that it is relatively easy to “fly”. With a systematic, structured approach and the right visualisation tools, gruelling detail work turns into routine. Sufficient ballast is thrown overboard in order to be able to start. In this process, the Datoclip+ pocket systems are powerful tools. It is fun to work with them. They offer a wide range of application and at the same time, they are extremely simple and safe to handle.



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## Active filing

Whether you prefer the time saving loose sheet filing recommended by Kaizen or the safety of a binder for chronological filing, with Datoclip+ the entire project file is available in an up-to-date way.

## Direct access

Alphabetical and numerical order combined with coloured dividers eliminates the search for individual files. The pocket's diagonal cut ensures easy insertion and removal.

## Simply visualising

With the setting of coloured milestones, every file notifies itself. Customized scales inserted in the pocket header show immediately which project it is. When a project is finished, the scale gets replaced, and you can start again according to the motto – keep it small and simple.

## Offer Management

The active follow-up of offers is the key to successful sales and marketing. As many orders have to be tracked simultaneously, a systematized control of deadlines is indispensable for every sales representative.

The use of signals allows a quick overview of current offers and their individual status.

### Datoclip+ informs about:

- the first contact
- the date of the offer submission
- the follow-up dates
- the current progress



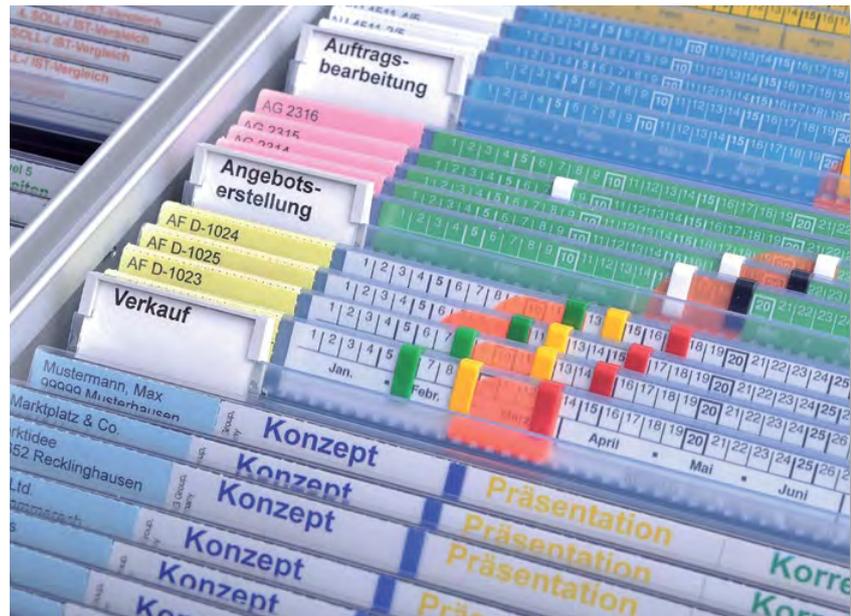
## 7 Datoclip+ for active files

## Customer Service

To receive follow-up orders and to win satisfied, long-term customers by good customer service must be every company's goal. This requires an active and offensive customer service, which in turn demands a customer file including all documents, always reminding you of the next activities.

### With Datoclip+ in view

- the overview of the current customers
- the last contact with the customer
- which contact was it
- when is the next activity
- what is planned
- which deadlines were met



## Purchase Management

Today, an efficient purchasing department is more than ever a requirement for the overall success of a company. What counts is not only a favourable purchase price, but also on-time delivery and continuous quality. For this, Datoclip+ is the ideal solution as it allows quick access to all orders and the related documents as well as an active tracking of deadlines and schedules. Thus, any contingency at the order processing is eliminated.

### Composition and function

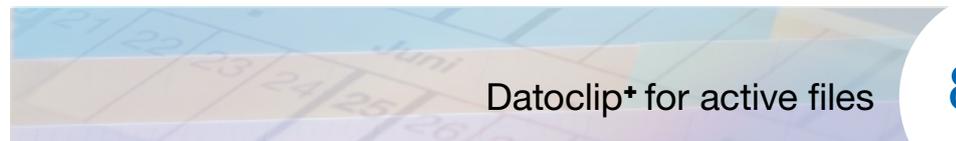
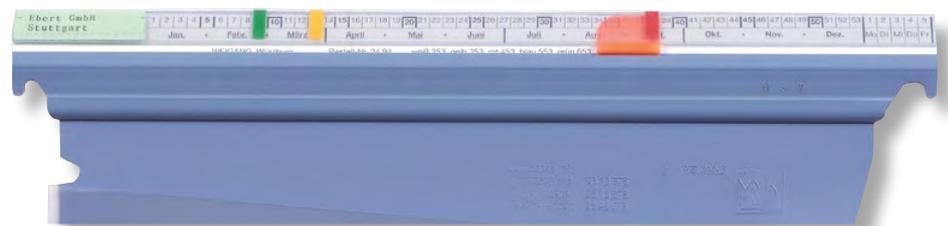
For the monitoring of deadlines in the purchasing department, Datoclip+ was selected because the coloured signals are easy to adjust. They are slid underneath the transparent cover of the scheduling bar; this ensures that accidental misalignment is avoided.

Every supplier and every purchase order gets a pocket. The names of the suppliers are written on the index label in alphabetical order.

Purchase, delivery and delivery reminder dates are marked with signals in different colours. A sliding signal which is also moved underneath the pocket header shows the current status of the order.

### With Datoclip+ in view

- active suppliers
- open orders
- order and delivery dates
- delivery reminders
- current status



Datoclip+ for active files

8

## Order

In order to coordinate the requests of the departments marketing, sales and production, the production planning and control department generally exercises two planning and control functions, and combines them to one overall system. The workplace-related control is carried out with the help of the control center and the work center occupancy; the order-related control with the help of organisational pockets.

The advantage Datoclip+ offers is that with one single organisational means all required order-related documents are quickly accessible and at the same time, deadline compliance can be controlled.

### Composition and function

The pockets are kept order-related according to order numbers, that is sorted according to product, component groups and individual components which are differentiated by different-coloured index labels (white = product, blue = component group, pink = individual component).

With the aid of signal tabs, the deadlines for material provision, the start of important manufacturing steps and the delivery date are marked at the pocket header. The current work progress is monitored with a sliding signal underneath the pocket header. The grid strips in the pocket header are clearly laid out, in below figure weeks 1-53 and weekdays Mon – Fri.

### Datoclip+ informs about:

- the total number of open orders
- the number of production orders pertaining to a customer or stock order
- provision date
- starting and finishing date
- completed tasks
- the status





Every project, each task and every file has different requirements concerning the related processes.

For the organisation of the documents, the Datoclip+ product line offers pockets, folders and binders with different types of filing systems as for example loose-leaf-filing, strap fastening or standard-type filing system.



## 9 Datoclip+ for individual files



With customized grid scales meeting the respective requirements, relevant milestones are visualized and provide information about the status of the tasks at any time.

Scales created with DatoPrint are emphasized with coloured signals and signal tabs which act as a “visual alarm clock”.



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