

electronic efficiency tools™—case study

"Are You Using the Right Electrical Tools for the Job?"



- I. **COMPANY C MAIN FILES**
 - a. **Administration**
 - i. Management Meetings
 - ii. Office Meetings
 - iii. Correspondence 2005
 - iv. Correspondence 2006
 - v. Statistics
 - b. **Budget**
 - i. 2005
 - ii. 2006
 - c. **Media**
 - i. Speeches 2005
 - ii. Speeches 2006
 - d. **Personnel**
 - i. Project Managers
 - ii. Field Researchers
 - iii. Support Staff
 - iv. Interns
 - e. **Projects**
 - i. Office Renovation
 - ii. Windows XP Upgrade
 - f. **Technology**
 - i. Data Backup
 - ii. Passwords
 - iii. Website
 - iv. Technology Staff
 - g. **Training**
- II. **DEPARTMENTS**
 - a. Legal
 - b. Research & Development
 - c. Finance
 - d. Accounting
 - e. Operations
 - f. Marketing
 - g. Business Development
- III. **COMMUNITY PROJECTS**
 - a. Clothing Drives
 - b. Food Drives
 - c. Mathematics Tutoring
 - d. Big Brother / Big Sister



1 the situation...

Thrilled with the success of their library's new filing system, Company C (see Physical Efficiency Tools™ *real life application*) decided to take their organizing efforts a step further. The company also has a catalogue of electronic documents (e-documents) that many of their employees access on a daily basis. There was no structure to these e-documents nor was there a consistent file naming system. This made it difficult to quickly find documents and caused unnecessary e-document duplication.

2 what we did...

Company C's Electronic Efficiency Tools™ included its e-documents and the volumes of CDs used for e-document backup storage. As with their paper files, we took an inventory of all e-documents and CDs, organized the data using the same filing outline for their paper file, created a file naming system, and began to physically re-arrange all e-documents and CDs according to the outline.

3 how we helped...

The CDs were stored in a fire and water-proof safe. The newly organized network of e-documents was shared with all employees along with the procedure for naming all e-documents. As a result, Company C had a uniform system for storing all of the tools needed to perform their jobs. Further, they were able to donate six CD storage towers and thus freed up wall space to place company awards.

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