



ASSETS INVENTORY

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FILE/LIBRARY
RELOCATIONS

R.F.I.D.
IMPLEMENTATION

TEMPORARY FILE ROOM
STAFF

DOCUMENT SCANNING
AND STORAGE

REORGANIZATIONAL
EFFORTS

HIGH DENSITY SYSTEMS
INSTALLATION

SYSTEMS FURNITURE
INSTALLATION

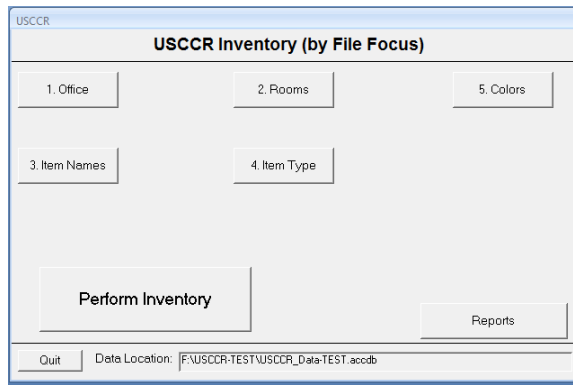
REDUCTION OF FILING
BACKLOG

File Focus, LLC

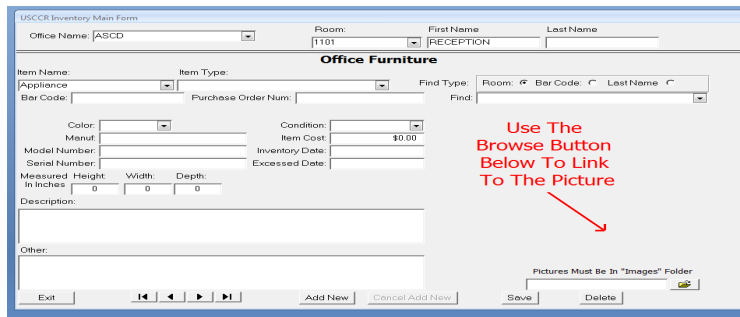
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Our assets inventory is customized to the needs of the client and is done to create a database which will give the client a clear picture of what assets they have as well as where those assets are located and what condition they are in. The inventory items receive a barcode for identification purposes and a digital photo is taken, whenever required. A database is created in Access and Excel format to collect all data needed.



The basic items recorded are as follows: POINT OF ORIGIN, DEPARTMENT, POINT OF CONTACT, PHONE NUMBER OF CONTACT, FLOOR, ROOM NUMBER, CATEGORY, ITEM NAME, QUANTITY, BARCODE NUMBER ASSIGNED, COLOR, CONDITION, MANUFACTURER, MODEL, SERIAL NUMBER, DIMENSIONS, MATERIAL AND BRIEF DESCRIPTION.