

ASSETS INVENTORY

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

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USCCR Inventory (by File Focus)						
1. Office	2. Rooms	5. Colors				
3. Item Names	4. Item Type					
5.161114G1165						
D. f						
Perform Inventory		Reports				
O IL Data Location: ISUUS						
Quit Data Location: F:\USC	CCR-TEST/USCCR_Data-TEST.accdb					

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.

Office Name: ASCD		Room: 1101	First Name RECEPTION	LastName	_
tem Name:	Item Type:	Office F	urniture		
em Name: Appliance Bar Code:	Purchase Order N		Find Type: R Find:	oom: 🕶 BarCode: 🗢 LastNa	ne C
Color: Manut; Manut; Madel Number; Seriel Number; Measured Height Width: In Inches 0 0 0 Description:		Condition: Item Cost Intory Date: Issed Date:	B	Use The rowse Button elow To Link to The Picture	
Other:			-	Pictures Must Be In "Imaç	es" Folder

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.