

Electronic Employee Files



Benefits

- Mobile File Cabinet
- Receipt of Documents
- Easily Transferable
- Auto Sequential Order
- Easy Lookup
- Space Saver

Mobile File Cabinet

The Mobile File Cabinet was derived from Detroit Reservation electronic filing system which started in 2007. The electronic filing system began out of the necessity of space and accessibility. The system began by electronically copying each employee's file and saving into a file folder on the computer with a backup on an external hard drive. Once all the old files had been completely electronically filed, when new documents came in they were inserted in the new system.

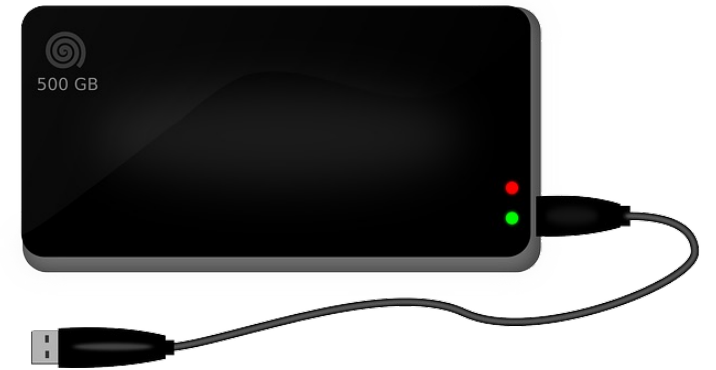


Equipment Requirements

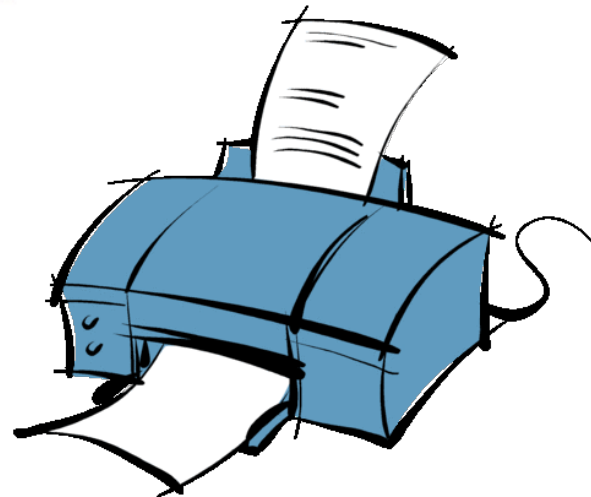
Computer



External Hard Drive



Printer/Scanner



Receipt of Documents

Mailed/Hand Delivered Documents

- Once received scan document and save on computer into employee file.
- Once saved on computer save on external hard drive into employee file.

Emailed Documents

- Once received download and save on computer into employee file.
- Once saved on computer save on external hard drive into employee file.
- If document is as an email vs PDF/download you will need to print, scan, save on computer in employee file then save on external drive into employee file.

Easily Transferable

Email

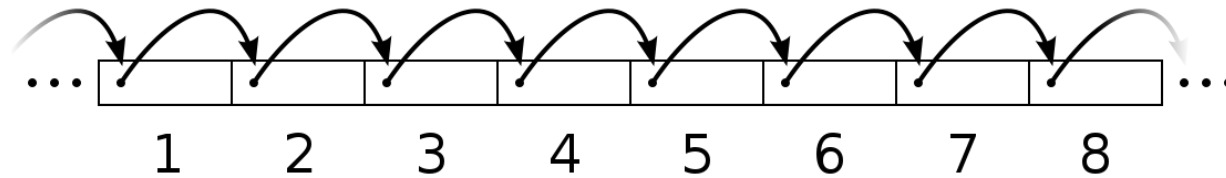
- Compose email then attach documents from either your computer or your external hard drive. Be aware that based on the size of the document it may be too large to email, then you will follow the Google Drive steps.

Google Drive Sharing

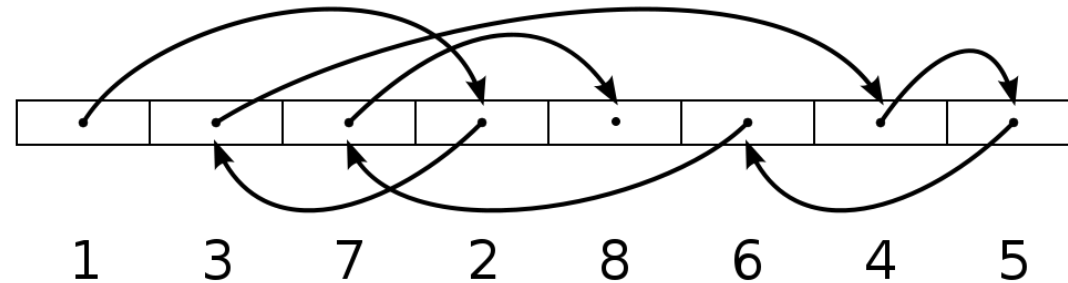
- Compose email then attach documents from your Google Drive and send.

Auto Sequential Order

Sequential access



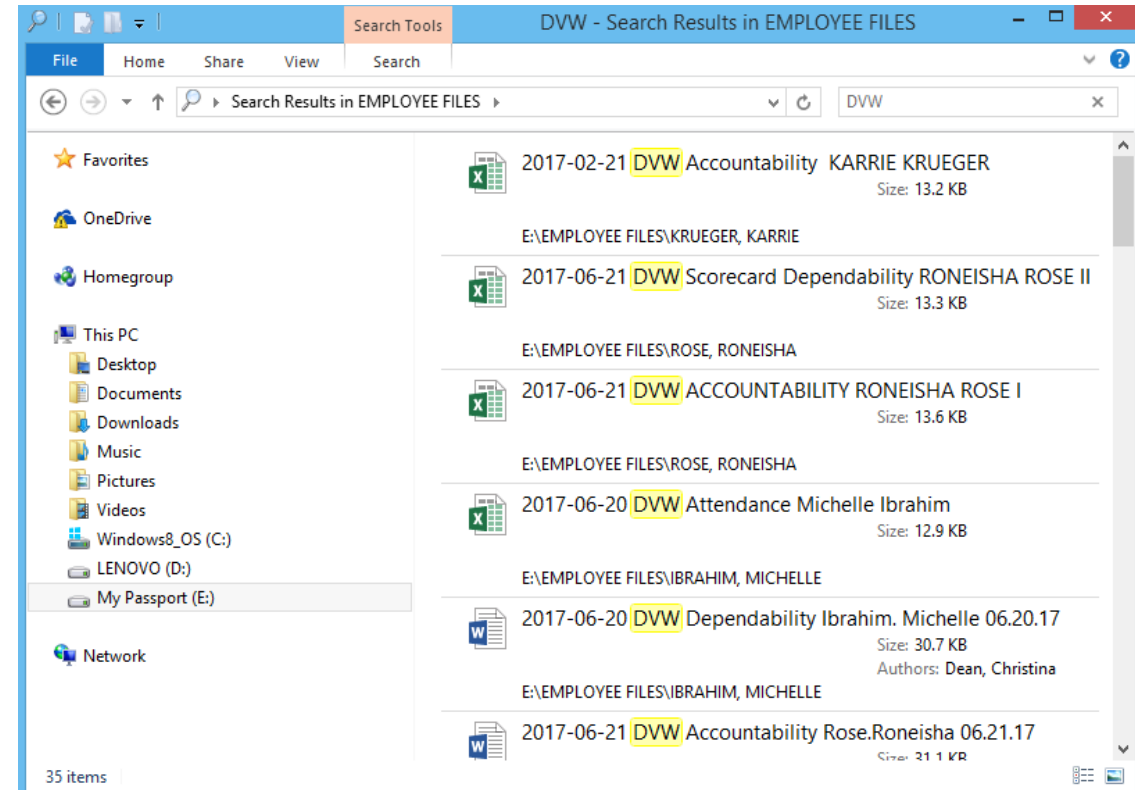
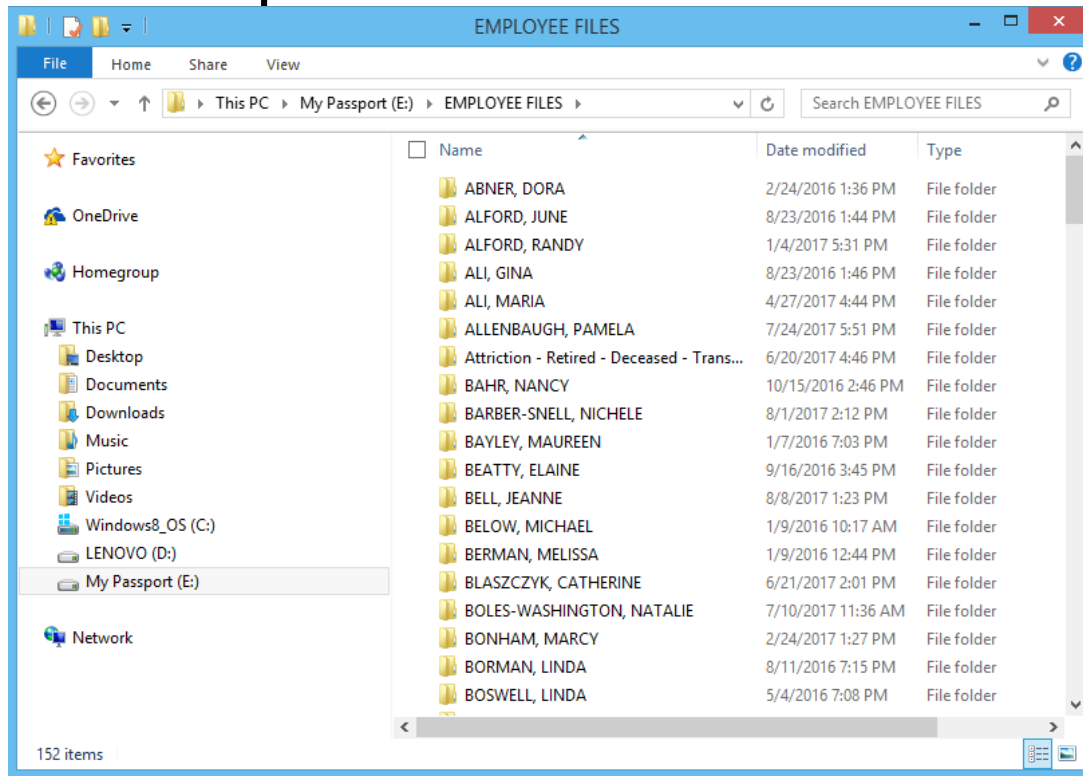
Random access



When entering documents, enter year-month-date followed by document description so when you save the documents they will be in date sequential order so that documents are easy to find.

Easy Look Up

- In the event that you may have forgotten the date and/or the employee with this system you can easily search by similar name or description.



Space Saver

- This process is not only convenient but also a space saver especially for those that do not have a place to house such paper documents.

