File Folder Label Printing System

Virtual Labels enables customers to standardize and systematize file folder indexing and label printing according to approved records management policies, and will enhance overall organizational efficiency, regulatory compliance and audit fulfillment. Computerized labels enable everything needed to print on one label, providing fast and effective file folder origination, while saving time and money and ensuring that records management standards are consistent across all file folders, binders or other media that require indexing and storage. Additionally, Virtual Labels is a powerful print engine that allows the printing of electronic forms, sets of electronic forms based on 'type of transaction', mailing labels, employee badges or just about any item an organization may need to print.

Virtual Labels provides customized label designs to optimize the indexing of file folder labels with text, color-code classification and bar coding, and enables entire record management schemas to be imported as a drop-down menu so that all records are linked 'at the point of origination' to an organization's retention schedule. Every Virtual Labels implementation includes:

- customized label designs optimized for each type of record or media
- customized single and multiple entry data entry screens that are easy-to-use
- the ability to import spreadsheet or host database files
- each field can be text entry, drop-down list, Yes/No checkbox or pop-up calendar
- available to unlimited users using the Internet or can be installed on internal computer(s), network(s) or intranet/extranet(s)
- ability to add bar code and/or RFID file tracking
- options for printing labels, applying labels to existing folders and file system conversions or moves
- a wide range of file folders, filing supplies and filing equipment also available

Virtual Labels

Virtual Labels helps save labor and label costs compared to applying multiple labels to a folder, will eliminate the need to inventory multiple boxes of individual labels and prints unique bar codes for each record to improve regulatory compliance and retention management. The software generates 8" x 1.5" labels that wrap-around the side or top tab of file folder records, ensuring that each folder is labeled the same way and the colors line up evenly when folders are on the shelving. The software assigns unique colors to each alphabetic character A – Z and digit 0 – 9, and color-codes the digits of a file number or the first few letters of a record's primary classification. Most organizations also color-code the year the record was created, as well as other designations like alerts, record type, geographic region or other such important record-specific information. Color-coding makes filing fast and eliminates misfile problems.

Virtual Labels sheeted labels can also include Radio Frequency Identification (RFID), and print on standard office ink jet printers!
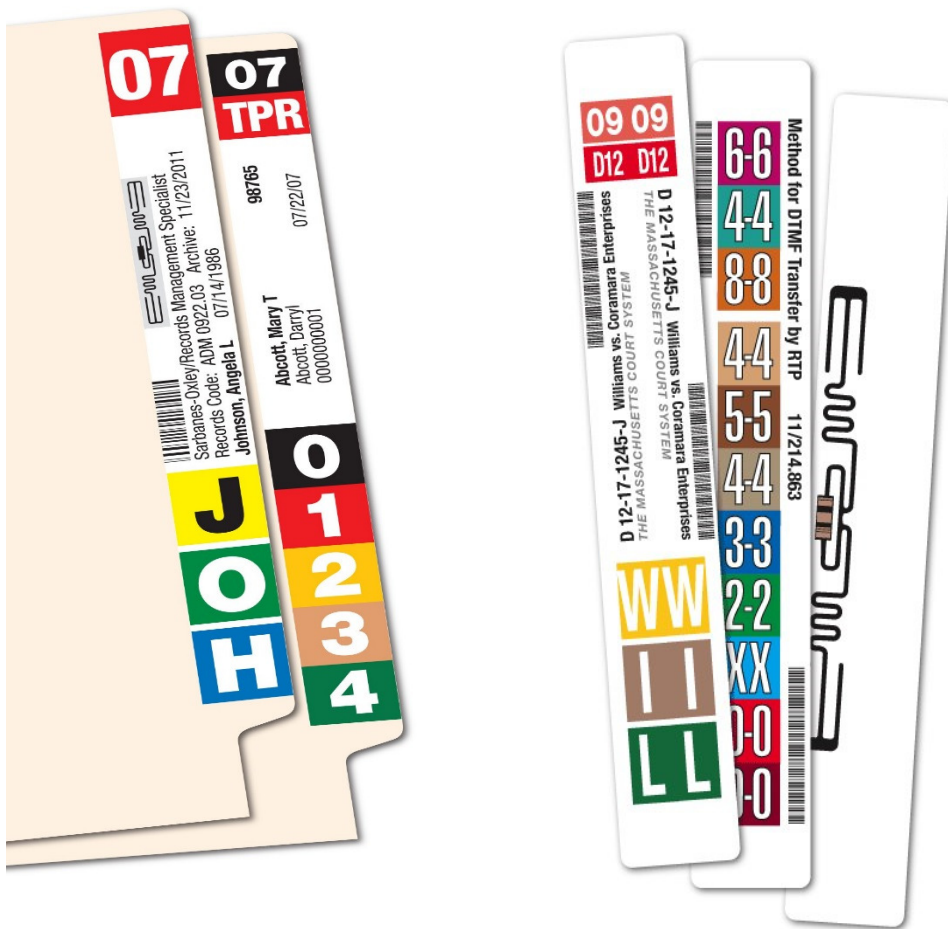
Example Side View Filing System ('Open Shelf' filing)

Example Top View Filing System ('Drawer' filing)

Entering and Importing Data to Print Labels for New Records

Virtual Labels makes it easy to produce labels, because data entry screens are customized to your organization's specific requirements, and the software can also import data from spreadsheets or host computer applications to eliminate keyboard data entry.

Single Label Entry (fields customized to your index fields)

The **'Single Label'** screen allows fields to be entered by keyboard that are constant for all new records, such as 'current year', and variable fields that are unique to each specific record, such as record title(name), record #, record classification, record type and similar identifiers. Once data is entered for a new record, labels can be printed oneat-a-time or can be added to a built-in spreadsheet for batch printing. To the left of the data entry blocks are the names of the fields, and to the right is shown how the data is formatted, which makes it easy to do labels right and avoid errors.

Multi-Label Data Entry / Import – (columns customized to your index fields)

In the **'Multiple Labels'** spreadsheet view, the columns represent record fields that can be entered into the rows for printing labels matching an organization's customized label design. Both the name of the field and how data entry should be formatted are shown in the column headings. This screen allows data for multiple labels to be entered 'all at once' and printed as a single batch, rather than entering data and printing one label-at-a-time. You may also note that along the left of the screen is the button '**Open File**', which allows data records to be imported for printing labels with 'one click' and no data entry. Once data has been entered or imported into the single label data entry screen or the spreadsheet, you can view the data and edit individual fields or add/delete rows of data. This enables you to see what you are about to print...before you print!

Print Preview Screen

Once label data is entered or imported, labels can be printed after reviewing the text itself without the extra step of previewing the label sheet, or the labels can be visually previewed prior to printing. All three (3) screens ('Single Label', 'Multiple Labels' and 'Page Preview') have a '**Print**' button so that labels can be conveniently printed from any screen in the software.
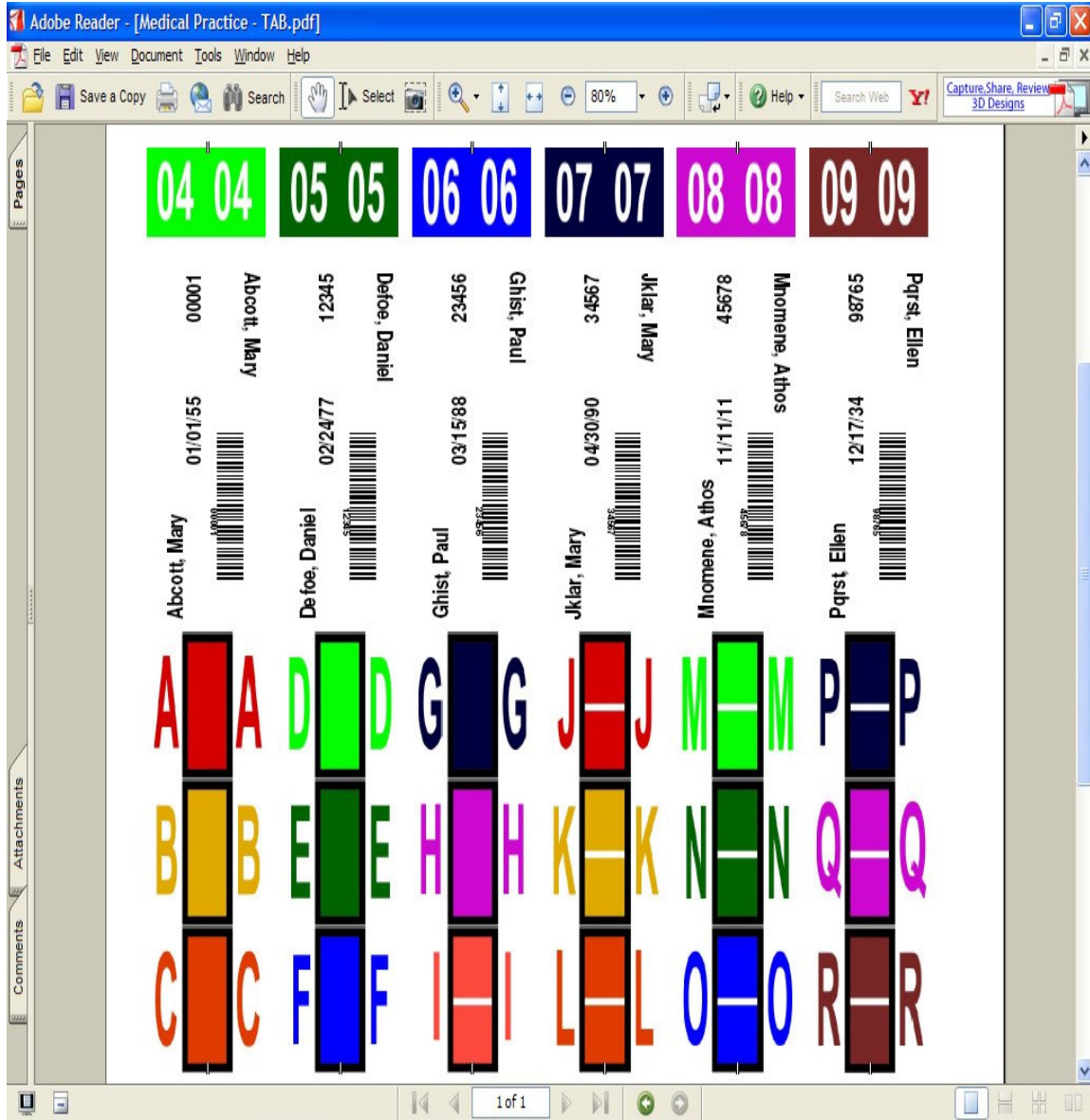
File Label Printing and Label Application

Color-code, bar code and/or RFID 'all in one' labels can be printed for existing file folder records, using data provided from the customer. Labels can be shipped for application to existing folders or conversion tabs, can be applied to conversion tabs, or, applied to new folders.
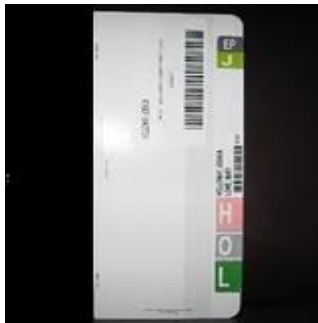
Representative References

US Federal Government (multiple agencies)

US Department of Transportation

US Air Force

Government of Nigeria

Government of Tanzania

Costa Rica Add-Archive

Emory Healthcare

Coca-Cola

Apple Computer

State of New York Court System

U.S. Century Bank

BankUnited

Bank of New York

Leason & Ellis Law Firm

Walkers Global Law Firm

Altman & Associates Law Firm

Davidson Dawson Law Firm

Dennis P Block Law Firm

State of New Jersey Court System

State of Arizona Crime Lab

Pfizer Pharmaceutical

Morphotek Life Sciences

Dupont

Investment Analysis

Description	Investment
Virtual Labels Label Printing System, Unlimited Users – Internet	$395.00
or	
Virtual Labels Label Printing System, Unlimited Users – Desktops	$495.00
Custom Label Design	Included
Users Manual	Included
Installation Support and Training	Included
Ongoing Support	included
Additional Label Designs (each)	$95.00
Ink Jet Labels, 600/package, V8960	$55.00
Laser Labels, 600/package, V8960L	$55.00

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