



aspadvisor

Welcome to the September edition of the **aspadvisor**.

The Art of File Management

Saving your files is one thing. Locating them again is something else entirely.

Introduce additional staff, more work, more files, and finding files again can become a nightmare without some sort of file management.

Enter the various Document Management Systems. It sounds expensive, and it can be, however it doesn't have to be.

There are a number of software packages available to manage your company documents which will save them and index their content, allowing you to run searches on almost limitless criteria. Once your staff are all trained to use the system, the time spent looking for lost documents is almost non-existent.

The software, ongoing support fees and staff training costs are quite high, so you need to misplace a lot of documents before it pays for itself. Alternatively, there is a product that can manage the documents that you already have and your staff already know how to use. It's called Windows Explorer.

Windows Explorer is the name for the folder viewer that you use everyday. If set up and used properly, you'll never lose files again, and it even has it's own search function.

As with everything, it all comes down to planning and procedure. Your folder structure is very important. It needs to be simple, and clearly divide the sections of the company. For example, at the top of your folder structure you should only have a few folders, with names like "Sales", "Marketing", "Administration" and the like. It won't matter if staff members work out of multiple folders, but it will make storage and location of documents logical. Under each of these folders, you can put in subdivisions, such as under "Sales", you would have

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Volume1, Issue 10

September 2007

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asp tests - LG C1-TB10A Tablet Notebook

The LG C1 is an impressive Tablet / Notebook Hybrid, with a lightweight design, glossy piano blue/black finish and iPod-esque white keyboard. The C1 weighs only 1.3kg and is small enough to take anywhere with its 10.6" touch screen display. It does have an external CD/DVD drive that is included in the package, which is very sleek and it fits perfectly in your bag even with the Tablet.



LG is marketing this unit as a notebook, not a Tablet PC, because it uses touch screen technology, rather than the digitised pen typically used in Tablet PCs. This means you can actually put your fingernail to the screen and select objects and icons or write without the pen. Using the pen (stored in the side of the screen) is easier, though it is important to note that it isn't necessary for many tasks.

The tablet mode does offer some advantages, such as being able to write directly onto the screen, and have the software recognise your handwriting. The notebook comes with Windows Vista, which offers some "tablet-oriented" features, such as the ability to use the screen in portrait mode rather than landscape, and touch screen based navigation, however the usefulness of the tablet function is going to be determined by the software you run on it. Some CAD programs, for instance, are designed to be used in tablet mode, however Word and Excel aren't going to perform as well.

Cool as it is, you must ask yourself the question: "What will I use it for?" If all you really require is a small notebook, there are cheaper options that will do the job just as well. If you are seeking a tablet though, the LG C1 has a very reasonable price point, compared with its competition, and just has that extra spunk that makes it stand out from its average-looking rivals.

Something Rally This Way Comes

The finishing touches are being applied to the **asprally** with the program being finalised as we go to press. Watch this space for more information or go to **asprally.com**

I want it - how can I get it?

The LG C1-TB10A Notebook Tablet is available from **asp**. Please contact us for further information on the C1 and advice on the best portable hard drive for your needs.

Six Word Story

Epitaph: He shouldn't have fed it.

asp recommends - Portable Hard Drives



There was a time when a 3GB hard disk was enough, and transferring data on floppy disks was a piece of cake. But our demand for bigger, better and more has brought us the Terabyte hard drive (1,000Gb, or 1,000,000Mb), and data transfer problems.

Email etiquette dictates that you don't send large files by email, for fear of tying up the recipients connection while it downloads. CD's and DVD's can carry larger amounts of data, but can't be altered and rewritten unless they are the more expensive Re-Writable kind, which still have a fairly limited life. The USB "thumb" drive was the solution for a while, but we have accumulated more data, and the largest USB currently is 64GB, at a cost of US\$4,999.

The portable hard drive offers a simple and effective way of transferring large amounts of data, and Western Digital have made it stylish as well with their Passport hard drives (pictured above). They are quite small, measuring only 7 cm wide, and 1.5cm thick, but they're big on the inside, starting at 60GB and ranging up to 250GB.

While it won't store an entire country's financial data, Die Hard 4 style, you'll have no trouble transporting the files you need between locations and workstations.

The Art of File Management

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"Clients" and "Suppliers". Within "Clients", each client would have a separate folder. If you have a large number of clients, your "Clients" folder could have a folder for each letter of the alphabet, with clients folders located under the appropriate letter. Each client's folder would have folders within it, to organise correspondence, quotes etc., so to maintain consistency, you can create a "Client Template" folder, containing the required folders, in the "Clients" folder—whenever a new client is created, the template is copied and pasted under the correct letter, and renamed, ready to have documents saved in it.

Once in place, the structure is fairly easy to follow, but a procedure still needs to exist to inform staff of the correct way to save and name the documents, such as including a date, and keeping filenames short.

While some time is required to set up, especially in an existing company, the benefits of a logical filing structure will save your staff time, saving you money.

File Management — an Art Form?

asp has a File Folder Structure Template that we would be more than happy to share with you if you wish.

Vaguely Interesting

Greatest Gadgets of the Last 60 Years

Once luxury items, today we cannot live without our various gadgets. Who today can leave the house without the mobile phone? The below items were the starting point for many of the gadgets we take for granted today.



Sony Walkman TPS-L2 (1979)

The Walkman was the first in the line of portable music players that are now so common. Sony built the first units with two headphone jacks so you could share music with a friend, but later dropped the feature.

Texas Instruments SR-10 (1973)

The first affordable handheld calculator to be able to calculate slide rule functions like square roots revolutionised math classes, causing the math geniuses of the day to be known as "TI's"



Zenith Space Command (1956)



This four button battery-less remote was the first widely used TV controller. When you pressed a button, a tiny hammer struck an aluminium rod, emitting an ultra high frequency tone that controlled the television. It was in use for 25 years before being replaced by today's infrared technology.

Partner Profile



Ezyrates is a yield management system that is used by Hotels, Motels, Resorts, Bed & Breakfasts, and Backpackers to manage their rates and allocations on third party websites. It is designed to help hotels take advantage of the massive growth of accommodation bookings through the internet, by saving them time and money in the process.

Ezyrates offers a quick and easy way to update all your third party websites through just one website. If you only have 5 rooms left to sell tonight, you don't want to be guessing which websites to make these rooms available on. With **Ezyrates** these 5 rooms can be available on all of your third party websites so that you don't miss out on a potential customer, and numbers are automatically updated when a booking is made, to avoid over-booking.

Ezyrates is currently offering a free month trial which you can sign up for at www.ezyrates.com and offers a range of contracts and monthly payment plans to ensure the right price for every property.

asp is proud to partner with **ezyrates**