

# Success Stories

Bringing You Success, One Story At A Time.

## Air Force Base

### Personnel Systems /Support

#### Overview:

The distributor was referred to the Chief of Personnel (Military) in the Personnel Systems/Support department of this air force base. The department was using a top tab folder as specified by the government. The department head had visited another department that was using a vertical carousel system and became interested in that method of filing. The distributor took the opportunity to discuss end tab filing while discussing the automated carousel. The department wanted to switch to the end tab system, but were required to use the top tab folder. When personnel are re-assigned to another base, the folder travels with them, and most likely will be filed in top tab configuration.

#### Result:

Knowing the folder could not be changed, and knowing the "Big Chief" wanted to go end tab, the distributor recommended the use of a color coded conversion tab. The conversion tabs were color coded from a client supplied disk using Versifile. NetLabels was also purchased to continue any required changeover for new incoming personnel. The files are alphabetically color coded by the first two letters of the last name. Text includes the full name and the social security number. If personnel are re-assigned to another base, the conversion tab is removed, and the government issued top tab folder can be sent on. The re-order potential is for 500-1000 per year. The distributor is now working on the Civilian Personnel area.

#### Label Design:

The label design pictured is style #3929.

**The label style used was #3929. You can view or print a sample of this label by going to [www.netlabels.com](http://www.netlabels.com) . Now, click on the "print labels" box. Enter "guest" under username and password. Lastly, just scroll down the label styles until style # appears and click on it.**

**To contact our NetLabels Support Group, call (800)873-4427 and ask for NetLabels, or send an E-Mail to [netlabels@qbscorp.com](mailto:netlabels@qbscorp.com)**

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