

Chapter 1 : Online File Storage and Sharing | Microsoft Office

The first half of the book provides an introduction to VSMS that shows healthcare workers at all levels how to look at any process with eyes that probe all the value-added and non-value-added activities in the delivery of a requested service or product.

Subjects Description In no industry is the concept of quality more essential than it is in healthcare, which is why the lean quality principles learned through the example of the Toyota Production System are so applicable. The first half of the book provides an introduction to VSMS that shows healthcare workers at all levels how to look at any process with eyes that probe all the value-added and non-value-added activities in the delivery of a requested service or product. This will allow all stakeholders the opportunity to evaluate, create, and communicate innovation in their workplace. The second half reviews real value stream maps at real healthcare facilities created by teams of administrators, managers, physicians, and staff members. Most participants were not experienced with lean thinking and for many this was their first engagement with lean methods. What becomes clear through these examples is the importance of initiating realistic improvements that can quickly demonstrate successful change and encourage even more problem solving. This ability to be involved with creating a better way to work has been exceptionally well received by workers both at Toyota and now throughout the healthcare industry. Lean thinking involves employees in improving work that is meaningful to them, at a level where they can see and appreciate the changes they have participated in creating. This satisfaction is essential to retaining good workers, as well as to the everyday improvement of safety, patient satisfaction, and affordability. VSM is a proven high-level view tool that can be used in every aspect of healthcare to identify, understand, and improve processes. Information included illustrates the simplicity and completeness of the tool and describes its applications to staff communication, regulatory documentation, and activities of daily work. The book also highlights simple-to-use data collection and interpretation as part of the VSM process. Reviews Cindy Jimmerson is a proven and well-known practitioner of Lean methods in healthcare. Her book is full of varied case studies that beautifully illustrate the power of the value stream mapping method and how it fits into a Lean transformation journey. Improving Quality, Patient Safety, and Employee Satisfaction Following her publication A3 Problem Solving for Healthcare, Cindy Jimmerson has produced another excellent book that demonstrates why value stream maps are a fundamental component in applying Lean TPS and how using the A3 and VSM enables you to see the bigger picture and zero in on a specific problem. The selection of case studies reflects the range of common problems across the whole healthcare system. A must read for all. Every reader from novice to veteran practitioner will find what they are looking for here. Cindy Jimmerson has put it all together in a practical guide that covers big concepts, all the technical details, and illustrated case studies that clarify how all of the tools and concepts work together. Jimmerson has demystified the value stream map and made it an actionable tool for all! Sadly, most miss the mark. Some by a lot! I would highly recommend this book to anyone desiring to genuinely adopt the Toyota approach to the healthcare industry and to do so with confidence. This is the real deal. Cindy Jimmerson is a remarkable teacher and a pioneer in Lean thinking. Her visual organization in this book and her book on A3 problem solving make VSM immediately accessible and useful. The case studies are superb. As a practicing Anesthesiologist, Hospice Physician, and Medical Director, I was fortunate to recently take her course, and I will be applying the information in this book to healthcare for the rest of my career. Cindy has found the ideal balance of information and application. The examples, step-by-step instructions and "simple, yet elegant" flow of information is ideal for anyone interested in developing their Lean knowledge. Well worth reading and applying. When I have used her techniques, once the process was really mapped to reflect the true state of affairs, solutions jump off the page. Cindy is a remarkable teacher and this book captures the essence of her teaching on the effective use of value stream mapping in health care.

Chapter 2 : Electronic Markets: Archiving and sharing your work

Cindy Jimmerson is a pioneer of lean healthcare, having initiated her work with a grant from the National Science Foundation (). She is the founder and president of Lean Healthcare West, an organization of healthcare professionals offering education and implementation of TPS/lean principles in hospital, clinic, and long-term care facilities.

The following sections describe the archive features of Microsoft Exchange Online Archiving. Archive mailbox Exchange Online Archiving offers users advanced archiving capabilities with the archive mailbox feature. Users can access the archive in the same way that they access their primary mailboxes. In addition, they can search both their archives and primary mailboxes. For more information, see [Enable or disable archive mailboxes in Exchange Online](#). Important Using journaling, transport rules, or auto-forwarding rules to copy messages to Exchange Online Archiving for the purposes of archiving is not permitted. Move messages to Exchange Online Archiving Users can drag and drop messages from. Users can also move email items from the primary mailbox to the archive mailbox automatically, using Archive Policies, to reduce the size and improve the performance of the primary mailbox. While this behavior is different than Exchange Hosted Archive, which will create a secondary copy of each message in the archive, retention requirements can be achieved in either scenario. Import data to the archive Users can import data to the archive in the following ways: Import data from a. Drag email messages from. Drag email messages from the primary mailbox into the archive. Let archive policies automatically move email messages from the primary mailbox, based on the age of the messages. For more information, see [Retention Tags and Retention Policies](#). Note Administrators can also use Office Import service to import. Deleted item recovery Users can restore items they have deleted from any email folder in their archive. It remains there until it is manually removed by the user, or automatically removed by retention policies. If a user has manually purged an item from the Recoverable Items folder, an administrator can recover the item within the same 14 day window, through a feature called Single Item Recovery. For more information, see [Enable or disable single item recovery for a mailbox](#). Note The Single Item Recovery period is 14 days by default, but it can be customized in some circumstances. If the deleted archive mailboxes need to be recovered, the Office support team can perform this recovery. A recovered archive will contain all of the mail stored in it at the time it was deleted. After 30 days, the archive mailbox is not recoverable. Mailbox service redundancy Archive mailboxes in Exchange Online Archiving are replicated to multiple database copies, in geographically dispersed Microsoft data centers, to provide data restoration capability in the event of a messaging infrastructure failure. For large-scale failures, business continuity management is initiated. Feature Availability To view feature availability across Office plans, standalone options, and on-premise solutions, see [Exchange Online Archiving Service Description](#).

Chapter 3 : How to scan and archive your old printed photos - CNET

Orcanos Document Management Software (DMS), as part of Orcanos ALM and QMS platform, is an Affordable cloud solution, that enables the organization to quickly create, archive, trace, search, e-sign and audit all documentation related to the planning, design, development, manufacturing, service, and more.

The Current-State 6 Building the Vision: Her book is full of varied case studies that beautifully illustrate the power of the value stream mapping method and how it fits into a Lean transformation journey. Improving Quality, Patient Safety, and Employee Satisfaction Following her publication A3 Problem Solving for Healthcare, Cindy Jimmerson has produced another excellent book that demonstrates why value stream maps are a fundamental component in applying Lean TPS and how using the A3 and VSM enables you to see the bigger picture and zero in on a specific problem. The selection of case studies reflects the range of common problems across the whole healthcare system. A must read for all. Every reader from novice to veteran practitioner will find what they are looking for here. Cindy Jimmerson has put it all together in a practical guide that covers big concepts, all the technical details, and illustrated case studies that clarify how all of the tools and concepts work together. Jimmerson has demystified the value stream map and made it an actionable tool for all! Sadly, most miss the mark. Some by a lot! I am pleased however that Cindy Jimmerson's work here is not only true to its Lean roots in Toyota but she has added to the overall body of knowledge in significant ways that make logical extensions and rational adaptations to fit her clients' unique needs. I would highly recommend this book to anyone desiring to genuinely adopt the Toyota approach to the healthcare industry and to do so with confidence. This is the real deal. Cindy Jimmerson is a remarkable teacher and a pioneer in Lean thinking. Her visual organization in this book and her book on A3 problem solving make VSM immediately accessible and useful. The case studies are superb. As a practicing Anesthesiologist, Hospice Physician, and Medical Director, I was fortunate to recently take her course, and I will be applying the information in this book to healthcare for the rest of my career. Cindy has found the ideal balance of information and application. The examples, step-by-step instructions and "simple, yet elegant" flow of information is ideal for anyone interested in developing their Lean knowledge. Well worth reading and applying. When I have used her techniques, once the process was really mapped to reflect the true state of affairs, solutions jump off the page. Following her publication A3 Problem Solving for Healthcare, Cindy Jimmerson has produced another excellent book that demonstrates why value stream maps are a fundamental component in applying Lean TPS and how using the A3 and VSM enables you to see the bigger picture and zero in on a specific problem. Along the way, I have seen many translations " of Toyota "s approach to other industries and business applications. I am pleased however that Cindy Jimmerson "s work here is not only true to its Lean roots in Toyota but she has added to the overall body of knowledge in significant ways that make logical extensions and rational adaptations to fit her clients " unique needs. Cindy is a remarkable teacher and this book captures the essence of her teaching on the effective use of value stream mapping in health care.

Chapter 4 : Value Stream Mapping for Healthcare Made Easy by Cindy Jimmerson (, Paperback) | eBay

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These top-rated services let you do just that. Why Store Your Data Online? Since the advent of the internet, the technology industry has been steadily moving away from local storage to remote, server-based storage and processing—what is known as the cloud. Look at music and movies: By keeping your own documents and media files in the cloud, you can reap the same advantages of anywhere-access and sharing. Productivity gains and reduced local storage requirements are additional benefits. These services provide seamless access to all your important data—Word docs, PDFs, spreadsheets, photos, any other digital assets from wherever you are. You no longer need to be sitting at your work PC to see your work files: With cloud syncing you can get to them from your smartphone on the train, from your tablet on your couch, and from the laptop in your hotel room or kitchen. Using a service like those included here means no more having to email files to yourself or plug and unplug USB thumb drives. Which you choose depends on the kinds of files you store, how much security you need, whether you plan to collaborate with other people, and which devices you use to edit and access your files. It may also depend on your comfort level with computers in general. Some services are extremely user-friendly, while others offer advanced customization for more experienced technophiles. The very best cloud storage solutions play nicely with other apps and services, making the experience of viewing or editing your files feel natural. Especially in business settings, you want your other software and apps to be able to retrieve or access your files, so making sure you use a service that easily authenticates with the other tools you use is a big deal. Box is particularly strong in this regard. The range of capabilities of cloud-based storage services is incredible. Many of them specialize in a specific area. For example, Dropbox and SugarSync focus on keeping a synced folder accessible everywhere. Some cloud storage services, such as Apple iCloud, Google Drive and Microsoft OneDrive, are generalists, offering not only folder and file syncing, but also media-playing and device syncing. These products even double as collaboration software, offering real-time document coediting. Distinct from but overlapping in some cases with cloud storage are online backup services. Some of these, such as Carbonite, are all about disaster recovery, while IDrive combines that goal with syncing and sharing capabilities. If you want to bypass the cloud for your backup, you can still go with local backup software, which saves you the time it takes to upload and download your data. In fact, most cloud services offer some level of backup, almost as a consequence of their intended function. It follows logically that any files uploaded to a cloud service are also protected from disk failures, since there are copies of them in the cloud. Whereas syncing is about managing select files, backup tends to be a bulk, just-in-case play. With syncing, you pick the documents you might need and keep them in the cloud for easy access. With backup, you back up everything you think you might regret losing. Easy, immediate access is not guaranteed with online backup, nor is it the point. Peace of mind is. As one tech pundit put it: They just upload the changes, saving your connection bandwidth. The service waits until the next time you do have a connection and takes care of business then. For a deeper explanation of the cloud, see *What is Cloud Computing?* For tips on how to use a file-syncing service and examples of how other people use them, see *Get Organized: File Syncing Services to the Rescue*. Paid Many cloud storage services have a free account that usually comes with some limitations, such as the amount of storage they provide or a size limit on files you can upload. What could possibly go wrong? Human error accounts for a good deal of cloud storage tragedies, but the dropped internet connection is another common troublemaker. One of the benefits of paying for an account is that it usually comes with additional support from the provider, so if anything does go wrong, you can get someone on the phone to help you resolve the issue. That last benefit is relevant to graphic designers, video editors, and other visual artists who often host enormous files. Other perks of paying for your cloud storage often include increased access to file-version history meaning you can restore an important business proposal to the version you had before your colleague made a bunch of erroneous changes, more security, or

DOWNLOAD PDF SHARING AND ARCHIVING VSMS ELECTRONICALLY.

more features for collaboration and working with teams. When PCMag tests these services, we evaluate their feature sets, ease of use, stability, and price. Click on the review links below for more detailed information on each of our favorite cloud storage and file-syncing services.

Chapter 5 : - NLM Catalog Result

7 Sharing and Archiving VSMS Electronically. 8 Beyond the Simple Value Stream Map: Adding More Information. Value stream mapping for healthcare is indeed "made."

December 20, Maybe they make for a fun coffee-table chat, but if you want to share your memories with friends and family online, or create a backup of your photos, where do you start? There are several ways to go about digitizing your printed photo collection. Depending on how many photos you have and how DIY-eager you are, your choice will vary. For the highest quality, use a scanner In a dust-free environment, set up your scanning station. First, remove any dust or dirt from your prints with a microfiber cloth or alcohol-based cleaning wipe. Tips for scanning photos 3: How will the files be named? The options are endless, but no matter which method you choose, choose a system before you scan, and organize your printed photos into stacks accordingly. If you need some guidance, check out this guide to organizing your photos. With that out of the way, you can begin scanning your photos. Scan multiple photos at once. On an average-size scanner bed, you should be able to scan four 4x6-inch photos at once, and crop them later. Some scanners even come with software that do this automatically for you. Use this method to cut down scanning time. Select a resolution of at least dots per inch, and up to dpi if you plan to order enlargements. Take advantage of editing options. Most scanning software will allow you to crop, adjust color, adjust brightness and remove red-eye. Use your phone to scan photos Google recently released PhotoScan for Android and iOS devices built specifically for this task. The PhotoScan app takes more than one photos of a physical picture, then uses fancy computing techniques to remove glare from overhead lighting. Another option for using your phone is to download and install Shoebox from Ancestry. Once you sign up, you can begin scanning your photos. But, before you do, here are some tips for prepping your assembly line: Dust off your photos with a microfiber cloth, or an alcohol-based cleaning wipe for really dirty prints. Find a well-lit area with lots of natural light and few shadows. Scan and save old photos with your phone 2: Launch Shoebox and hit the green camera button. Finally, tap to focus and hit the shutter button. From there, crop the photo by dragging the crop lines. Finally, you can upload the photo to your account. Repeat the process for the additional photos. All scanned photos will be saved to your camera roll and be made available online via your media gallery on Ancestry. Now you can post the photos on Facebook or store them in your preferred photo storage site , such as Flickr or Dropbox. Use a macro lens for film According to an old but still applicable post on PetaPixel , you can do it at home using a dSLR camera outfitted with a macro lens. The process requires you to take a series of photos of the film, focusing on different sections of the film for each shot. After taking the proper number of shots, you then use software to combine the photos, creating a digital version of the film. Now, we realize the number of readers who readily have access to such a setup is likely low, but this tip is still worth mentioning. Smartphone camera lenses from the likes of Olloclip and Photojojo. Each company offers a macro lens attachment for iOS or Android, which should be more than sufficient to duplicate this process. Let someone else scan your photos If all of this sounds like one giant headache, consider outsourcing your photo scanning to a professional, paid service. According to ScanMyPhotos, it typically holds 1, photos. This post was originally published on June 12, , and has been updated to include new information.

Chapter 6 : Best Document Management Software | Reviews of the Most Popular Systems

It offers an easy to learn introduction to VSMS that will enable readers to look at any process with different eyes. It is a proven high-level view tool that can be used in every aspect of healthcare to identify, understand, and improve processes.

Data protection and archiving your international trade documents If you keep archived trade documents on your premises you should make every effort to secure them. Your premises should always be locked when not in use and you could consider additional locking of cabinets and storage rooms. Assurance officers from HMRC may request that you take steps to meet required security standards. You may have to: Hackers can obtain confidential information straight from your network or commit electronic vandalism. The following will help protect your data from attack: It carries out inspections to check the accuracy of returns against declarations made. Under the Data Protection Act you have the right to: You can ask them to release this information under either the Environmental Information Regulations or the Freedom of Information Act. HMRC frontier officers are responsible for enforcing these laws and you will need the right paperwork before goods can be cleared. Records need to be kept for all procedures including warehousing, Inward Processing Relief, Free Zones and Simplified Procedures and all duties and taxes including VAT and customs and excise duties. Your records should include: You must keep your stock records for at least 4 years after the goods have been removed from the Free Zone or customs warehousing arrangements. Import and export licences HMRC enforces controls on some imports and exports. You can find out about more about licences in get the right licences for international trading. For archiving purposes you may choose to print screenshots of documents held on CHIEF and keep paper records. This application archives reference data used to process CHIEF declarations, and provides a variety of query and report options. Higher value goods also require a valuation declaration form and if you regularly import from the same supplier under the same terms you can use one of these to apply for a General Valuation Statement. Goods imported under preferential arrangements You can import goods from some non- EU countries with a reduced or zero rate of import duty. Documents must be kept for 4 years - unless there is a criminal investigation in which case the 10 year rule applies. This is an electronic system which allows traders to lodge a declaration either inland or at the frontier. It also provides official export evidence for direct exports. You should keep hold of the SAD as proof of export or import for at least 4 years for customs export purposes, unless subject to criminal investigation, in which case the 10 year rule applies. You will also need to retain all commercial invoices and valuation forms. However, you may prefer to use the MSS. You must make a copy of each SD as part of your record-keeping responsibilities and keep them along with any relevant commercial documents for 6 years. Archiving your international trade relief documents There are a number of schemes under which you can claim relief on customs duty paid on imports: The documentation required to ensure a reduced rate of duty, or no duty at all, changes according to the scheme. However, the record-keeping responsibilities are similar. This can be complex in instances where agents and third parties are employed or where a company has more than one premises. You should be able to provide the following documentation:

Chapter 7 : File Archiving Solutions - Archiving, File - EMC

How to Archive Documents Archiving is the storage or preservation of information. Organisations are converting paper documents to digital every day, to increase the life span of documents.

Chapter 8 : Value Stream Mapping for Healthcare Made Easy - Cindy Jimmerson - Google Books

Reviewing of the best file sharing software applications. GetApp lets you compare the list of tools and vendors that provide file sharing software solutions.

Chapter 9 : Google Vault – E-Discovery, E-Mail-Archivierung und Speicherplatz für Unternehmen

The Best Cloud Storage and File-Sharing Services of Why waste valuable storage space on your PC or phone when you can store your documents and media in the cloud and share it across devices?