B. C. BALL.

INDEX.

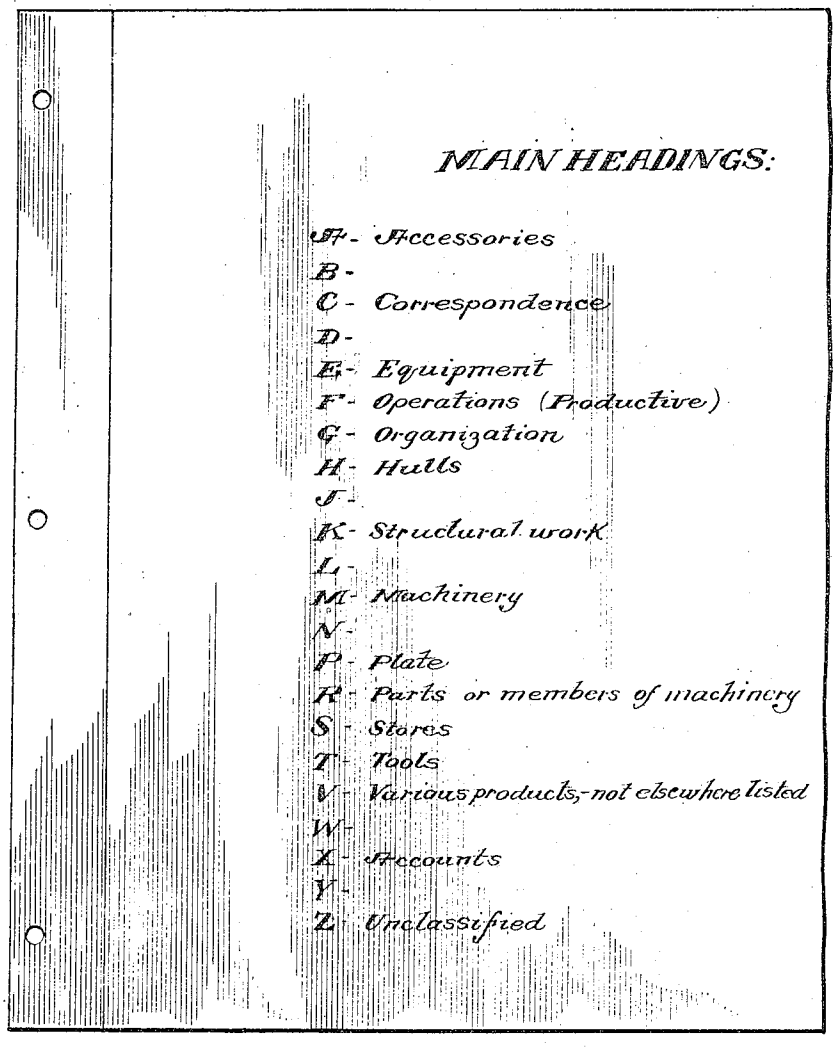
APPLICATION FILED FEB. 10, 1917.

1,284,981.

Patented Nov. 19, 1918.

3 SHEETS—SHEET 1.

Fig. 1.



Inventor

Bert C. Ball

By W. L. Ward

Attorney

THE HORRIS PETERS CO., PHOTO-LITHO., WASHINGTON, D. C.

B. C. BALL.

INDEX.

APPLICATION FILED FEB. 10, 1917.

1,284,981.

Patented Nov. 19, 1918.

3 SHEETS—SHEET 2.

Fig. 2.

CORRESPONDENCE DIVISION	INDEX SYMBOL PREFIX							
	CB CP CR	CT CV CW	CLP CLR	CDT CDX	DE			
C A								
* C B Lost business-Sales	x	x	x	x	x			
C C								
* C D Data	x	x	x	x	x			
C E								
* C F Financial	x	x	x	x	x			
* C G Organization	x	x	x	x	x			
C H								
C J								
C K								
* C L Legal	x	x	x	x	x	x		
C M								
C N								
* C P Progressive business Sales	x	x	x	x	x	x		
* C R Orders - Sales	x	x	x	x	x	x		
C S								
* C T Contracts-Purchases	x	x	x	x	x	x		
* C V Prospective business (Purchases)	x	x	x	x	x	x		
* C W Orders-Purchase	x	x	x	x	x	x		
C X								
* C Y Personal	x	x	x	x	x	x		
C Z Unclassified								

Inventor

Bert C. Ball

By W. C. Lamb

Attorney

THE SORRIS PETERS CO., PHOTO-LITHO., WASHINGTON, D. C.

B. C. BALL.

INDEX.

APPLICATION FILED FEB. 10, 1917.

1,284,981.

Patented Nov. 19, 1918.

3 SHEETS—SHEET 3.

Fig. 3.

Accessories Divisions	INDEX SYMBOL FILING PREFIXES							
	CB CP CR	CT CV CW	CLP CLR	CDT CDX	CDE			
A* A*								
* B Blocks	✣	✣	✣	✣	✣			
C								
D								
E								
F Fairleaders	AB	AB	AB	AB	AB			
G								
H								
J								
K								
* L Sleds, Log Eng. Type	✣	✣	✣	✣	✣			
M								
N								
P Tools	AB	AB	AB	AB	AB			
R Parts	*	*	*	*	*			
* S Cableway Equipment	✣	✣	✣	✣	✣			
T Trolleys, Cableway only	AS	AS	AS	✣	✣			
V								
W								
X								
Y								
Z								

Inventor

Bert C. Ball

By W. L. Lord

Attorney

THE HORNE PETERS CO. PHOTO LITHO., WASHINGTON, D. C.

UNITED STATES PATENT OFFICE.

BERT C. BALL, OF PORTLAND, OREGON.

INDEX.

1,284,981. Specification of Letters Patent. Patented Nov. 19, 1918.

Application filed February 10, 1917. Serial No. 147,752.

To all whom it may concern:

Be it known that I, BERT C. BALL, a citizen of the United States, residing at Portland, in the county of Multnomah and State of Oregon, have invented new and useful Improvements in Indexes, of which the following is a specification.

This invention relates to indexes and consists in certain improvements therein as will be hereinafter fully described and pointed out in the claims.

The object of the invention is to provide an index system which will readily adapt itself to a variety of uses, as for instance, the system may be applied to a general shop and thus would be applied to the articles manufactured by the shop and utilized in filing the correspondence, filing the drawings and other records. It is desirable to have such a system flexible enough to take in every detail without disarranging the system and still capable of readily grouping the different subjects so as to reduce this detail within working limits. Such a system would be called a "main classification" and would cover the entire field of activity of such a general shop.

In the drawings Figure 1 shows an index sheet giving the main classification divisions or main headings.

In Fig. 2 one of the main classification divisions with its sub-divisions is here shown as the "Correspondence" division.

In Fig. 3 another main classification division with its sub-divisions as to articles is here shown as the "Accessories" division.

Under the main classification divisions, or main headings, are put all the different items making the main classification. Thus we find as one of the main headings "Correspondence" forming one of the main divisions, and "Accessories" which is carried out as another main division. These main divisions will, of course, be varied to fit the nature of the business and each is designated by a symbol. Thus "Correspondence," is designated by the symbol "C" and "Accessories" by the symbol "A". Each of these main divisions are sub-divided as shown on Figs. 2 and 3. Thus "Correspondence" is divided into a number of sub-divisions, each sub-division under the main division being designated by a symbol. Thus in the symbol "CB" the symbol "C" designates "Correspondence" and "B" being a symbol for the sub-division "Lost Business—Sales". Ordinarily "C" will not be repeated through the whole line but will only appear at the top of the column, being understood to apply as the first unit of all sub-divisions.

Some of these sub-divisions, as for instance, the sub-division identified by the symbols "CF" will be sub-divided and this will ordinarily be indicated by an asterisk as shown, that is to say, "Correspondence—Financial" is again sub-divided and here we would have the symbol made up of the units "C" identifying it with the main division "Correspondence", "F" with the sub-division "Financial" and the following unit of the symbol indicating a still further sub-division. Thus, it will be seen that the first unit or letter of a symbol will indicate the main division or main heading, the following unit a sub-division of this main heading and each following unit of the symbol a sub-division of the preceeding sub-division back to the main division. In this way the system may be carried out to any extent desired. In Fig. 3 is shown the "Accessories" division and its sub-divisions as illustrative of the system. Here at the top of the column we find "A" being the unit of the symbol indicating that the sub-division belongs to the main division of "Accessories" and "AB" (the first unit not being repeated in the column but understood) indicates "Accessories—Blocks". Here we find an asterisk in front of the symbol indicating that the sub-division "AB" "Accessories—Blocks" is again sub-divided and in the sub-division of this sub-division the symbol given to each item of the sub-division will be "AB", thus making it possible to carry out the sub-division to any extent desired. Thus it will be seen that each letter or unit of a symbol is a sub-division of the letter or unit immediately preceding it. The divisions and sub-divisions, therefore, must all follow from the general to the particular with each succeeding letter or unit. As an example, let us suppose that "A" indicates "Accessories" in the main division as shown in Fig. 1 and "B" "Blocks" as indicated on the "Accessories" division in Fig. 3 and that under the sub-division of "Accessories—Blocks" "AB" there is a sub-division "S" indicating "Snatch Blocks", the full symbol of this would be "ABS" meaning that "Accessories—Snatch Blocks" belong to the sub-division of "Blocks" and to the main division of "Accessories".

A feature of my invention is a grouping of two sets of symbols, one ordinarily representing matter quite different from the other, thus one indicating an abstract relation or purpose and the other the concrete object. Taking the two sub-divisions which we have shown in Figs. 2 and 3 as an instance, the symbol "CR" (see Fig. 2) indicates "Sales Orders" under "Correspondence" and the symbol "AB" indicating "Blocks" under "Accessories" which combined becomes CR/AB and signifies that all sales orders for blocks are classified as "CR/AB", the "CR" in the above mentioned symbol representing the relation or purpose and the "AB" representing the subject. The prefixes here represented as "CR" may not in all instances indicate purpose as they may be utilized in other connections but this illustrates a use. An illustration indicating another relation might be made up as follows: Assuming the symbol EPL to mean "Equipment Layout Templets" and that this is combined with the symbol PBN meaning "Plates, Ash Pans," the combined symbol EPL/PBN would signify that all templets for laying out ash pans would be classified in the general index system as EPL/PBN.

It is desirable in filing with relation to some parts of the business to carry out the sub-divisions so as to give great particularity, as for instance, with drawings in an ordinary shop business. Here the classification should naturally be carried to a great refinement, but with relation to other parts of the business such an extension of the system would, instead of simplifying the business for which it is intended to be used, tend to complicate it and it is the flexible use or combination of symbols and the grouping of the same that is one of the important objects of my invention. To illustrate this I have in Fig. 3 after the column indicating the sub-divisions of a main division made a series of columns which are headed by a number of prefixes, which may be used with such symbols in the first column. Thus in Fig. 3 we have the first column at the left indicating sub-divisions under the "Accessories" division and a series of columns headed by symbols which may be used in combination with the symbols under the "Accessories" division. In the matter of filing correspondence it would be undesirable and, perhaps, impractical to separate each item and thus such items as are ordinarily subjects of the same correspondence are grouped and filed together and the index as indicated in Fig. 3 shows a utilization of the prefixes at the heads of the columns with the symbols indicating the sub-divisions and the method of grouping. Thus in the line following "Blocks" in each column we find a "+". This indicates that all matters identified with the prefixes at the top of each of the columns in which the "+" appears are to be filed and classified as with a symbol having the prefix indicated at the top of the column combined with the symbol indicated in the line. Observing, however, the sub-division "Fair Leaders" indicated by the symbol "AF" this it is desired to group in filing under such matters as come within the prefixes at the heads of the columns "Accessories—Blocks" (AB) so we find in the line following "Fair Leaders" in each column the letters "AB". The same system is used under "Spools" which is classified with "Blocks". Again we find under the symbol "AT" "Trolleys Cable-ways Only" and under "AS" "Cable Way Equipment" in the first three columns after the symbol "AT" and following the main symbol "Trolleys Cable Ways Only" "AS" indicating that with all matters identified with the prefixes at the top of each of these columns the matter is to be grouped with "Cable Way Equipment" (AS). On the other hand in the fourth and fifth columns the crosses indicate that as to matters identified by the prefixes at the heads of these columns the filing is to be separate from the filing under the sub-division "AS" so that as to a matter coming under the fourth column, for instance CDT/AT would be filed by itself, each unit of the prefix "CDT" indicating its main division "Correspondence" "Data" and the "T" some further sub-division of "Data". In this way the sub-divisions may be carried out and the utilization of the prefixes may be grouped with symbols following such prefixes and said symbols may be modified with as great detail as may be desired by said prefixes.

It will be understood that these symbols will be used for filing differentiating material filed. The index, of course, would indicate the place of filing either drawings, correspondence, or other matter and if these different parts were placed in the proper files in accordance with the indexes they could be readily found without carrying the index symbols on the papers themselves but for purposes of safety and ease of filing the symbols may be carried directly to the papers or articles themselves. It will be understood that the symbols may be impressed or cast on the different articles to which the index applies. Where the index is used in connection with a shop the system of symbols runs through the articles as well as the papers and drawings referring to the articles.

What I claim as new is:—

1. An index comprising a plurality of pages, one or more of said pages provided with main headings and symbols indicating the same constituting a main classification; the remaining pages being divided into one or more sub-divisions and ruled to provide

coöperating columns, items located in the first column and symbols representing the same; the remaining columns being designated by symbols of the main heading and a sub-division; and symbols in the designated columns, opposite symbols in the first column and corresponding to another symbol in the first column and indicating a grouping with said other symbols.

2. An index comprising a plurality of pages, one or more of said pages provided with main headings and symbols indicating the same constituting a main classification; the remaining pages being divided into one or more sub-divisions and ruled to provide coöperating columns with items located in the first column and symbols representing the same; the remaining columns being designated by a plurality of symbols, each symbol being made up of a symbol from the main heading and a sub-division, and symbols in the designated columns opposite symbols in the first column corresponding to another symbol in the first column and indicating a grouping with said other symbol.

3. An index comprising a plurality of pages, one or more of said pages provided with main headings and symbols indicating the same constituting a main classification; the remaining pages being divided into one or more sub-divisions and ruled to provide coöperating columns having items located in the first column and symbols representing the same from said main classification and sub-divisions thereof; and the remaining columns being designated by symbols from said classification.

4. An index comprising a plurality of pages, one or more of said pages being provided with main headings and symbols indicating the same constituting a main classification; the remaining pages being divided into one or more sub-divisions and ruled to provide coöperating columns having items located in the first column designating various articles from said classification and symbols representing the same; and a second column being designated by symbols from said classification and having a symbol therein corresponding to a first symbol in the first column and being opposite a second symbol in the first column and indicating a grouping of said second symbol with the first symbol in relation to the subject matter indicated by the designating symbols of said second column.

5. An index comprising a plurality of pages, one or more of said pages being provided with main headings and symbols indicating the same constituting a main classification; the remaining pages being divided into one or more sub-divisions ruled to provide coöperating columns having items located in the first column and symbols representing the same; the remaining columns being designated by a plurality of symbols, each of said symbols made up of symbols of the main headings and a sub-division and indicating a desired grouping of said designating symbols with relation to matter indicated by other symbols in said remaining columns.

6. In an index, the combination of a plurality of first symbols each indicating an object made up of a plurality of units proceeding from the general to the particular; a plurality of second symbols each indicating a relation in which the objects are considered made up of units proceeding from the general to the particular; and an intermediate symbol indicating a grouping of the objects represented by the first symbol in the relation indicated by the second symbol.

In testimony whereof I have hereunto set my hand.

BERT C. BALL.

Copies of this patent may be obtained for five cents each, by addressing the "Commissioner of Patents, Washington, D. C."