May 27, 1958 T. G. DOLAN 2,836,433

RECORDS POSTING DEVICE

Filed Dec. 30, 1953 2 Sheets-Sheet 1

FIG. 1.

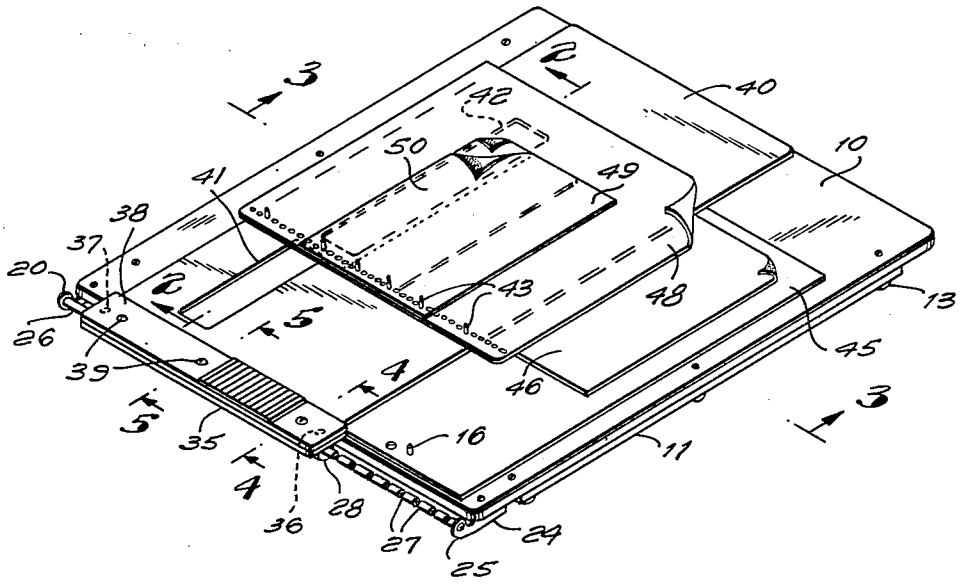
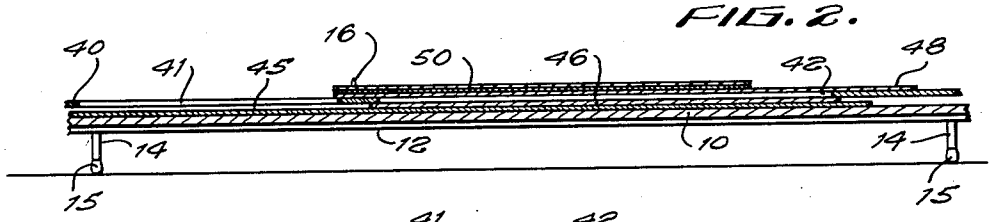


FIG. 2.



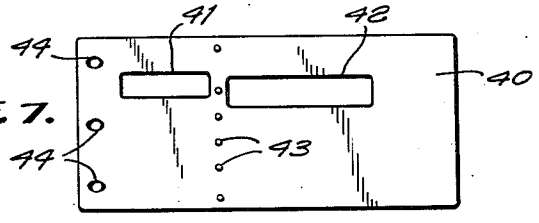


FIG. 7.

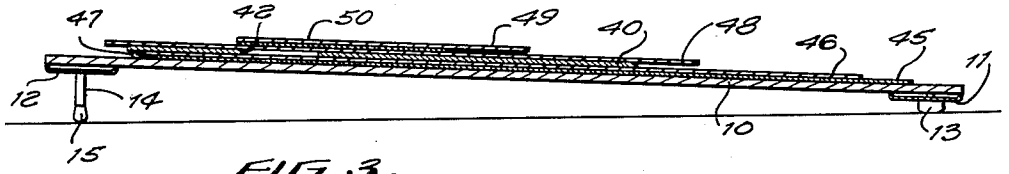


FIG. 3.

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FIG. 4.

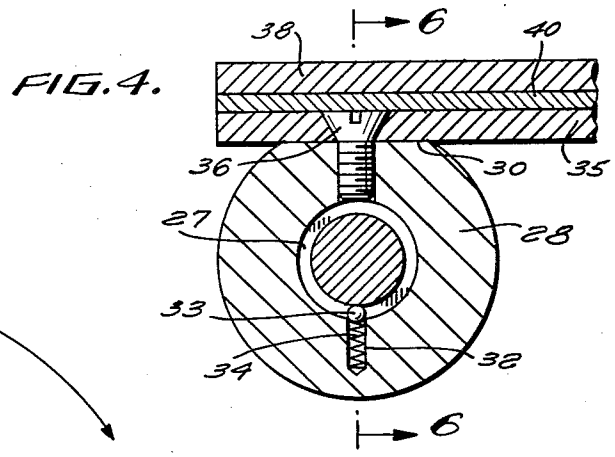


FIG. 5.

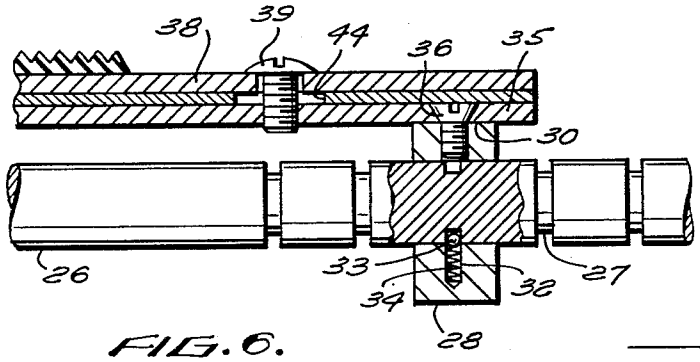
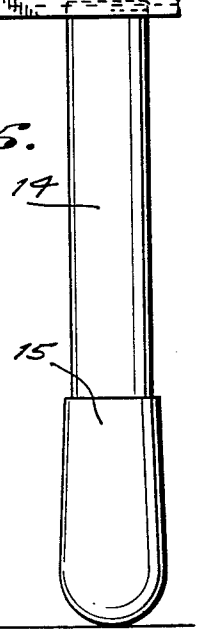


FIG. 6.



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RECORDS POSTING DEVICE

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Application December 30, 1953, Serial No. 401,130

2 Claims. (Cl. 282—29)

This invention is that of a posting device which enables simply and efficiently making entries simultaneously on a number of different record sheets. While the device of the invention has been developed primarily for use, and used, in connection with payroll information records and forms on which to enter them, and is described in detail below with particular reference to them, the device of the invention is equally well adapted for use with other types of records requiring entry of the same information on several different forms each used for a separate, although related, purpose. Accounts receivable exemplifies such other type of records.

Viewed generally, the device of this invention includes a base-board or support member to serve as a writing bed, an entry location guiding mask or cover member having entry location openings in it, and mounting means spaced away from the edge of one side of the base-board for engagement with the same side of the guiding mask and along which the latter can be moved to position it selectively at any of the various levels from top to bottom of the surface of the base-board to facilitate carrying out the various operations to be performed by the record keeper or bookkeeper. Also spaced away from the same side of the base-board are abutment means that serve to hold the guiding mask in an upright position, while supported bottom-wise on the mounting means. Thereby the guiding mask may be swung away about its mounting means from a position overlying the base-board to such upright position to afford direct access to the base-board for setting on it a journal, or ledger, or other record sheet (more broadly called a master sheet), as required by the particular bookkeeping operation to be done.

The base-board or writing bed preferably is constructed so as to incline slightly rearwardly (i. e. away from the user) when it is resting on a horizontal supporting surface. This is done by providing legs of suitable proportions on the underside of the base-board. Such inclined disposition serves to bring the rearward portion of the board within closer reach of the user and thereby permits more rapid and less tiring operation.

Preferably means are provided for releasably fixedly properly positioning the master sheet when it is supported on the base-board. These means may be in the form of a single row of upwardly projecting master-sheet-restraining pins or pegs along one end of the base-board for engagement through a corresponding row of holes in the master sheet. Such engagement keeps the master sheet from being dislodged from its required position, for example, by the inclination of the base-board or the sliding movement of the guiding mask over the master sheet, or otherwise.

As will appear more clearly hereinafter, these upstanding master-sheet-restraining pegs provide the only obstruction to an otherwise completely flat writing bed. However, as these pegs are located adjacent to one edge of the base-board, a maximum unobstructed work area is provided. The user thereby is afforded more freedom

of arm movement across the board without fear of catching sleeves or other inadvertent engagement with parts of the device.

In use, the guiding mask then is positioned in overlying relation to the base-board and the master sheet on it and moved to expose to the user's view, through one of the entry location openings, a selected portion of the master sheet. The necessary additional record or auxiliary sheets, which can be earning sheets for individual workers and their payroll checks or other desired records, then are superposed on the guiding mask in the desired relation, the selected portion of the master sheet remaining exposed, with selected respective portions of these auxiliary record sheets overlying another entry location opening in the mask to permit making entries simultaneously on the auxiliary and master sheets, by the interposition between these sheets of suitable writing transferring means such as carbon paper or paper coated with other copy transferring pigment.

The entry location guiding mask or cover member may be fabricated of relatively thin, lightweight sheet material and of a size to extend substantially completely across the base-board from side to side, so as to accommodate a master sheet of full board width. While the guiding mask advantageously has some flexibility to conform to various operating conditions, it is essential that it be of sufficient stiffness to sustain itself in an upstanding position, for reasons that will be apparent later. The entry location openings of the guiding mask are so shaped and positioned as to overlie different columns of the master sheet, thus permitting observation of indicia in one column and making of entries simultaneously in another column of all of the sheets.

The guiding mask mounting means is of hinge-like construction, and is located at one side of, and spaced away from, the base-board so that the guiding mask can be swung away from the board completely to uncover its entire upper surface. The master sheet then can be removed from and replaced on the board conveniently, along with carbon paper writing transferring means, if necessary.

The guiding mask mounting means in addition enables sliding of the mask along the hinge means, forwardly and rearwardly of the board, so as to expose selectively different lines or items on the master sheet and permit the writing of entries simultaneously in spaces associated with the different items. To facilitate accurate positioning of the guiding mask, and to hold it in a selected location in its sliding movement, resilient detent means are provided for yieldably and releasably holding the guiding mask mounting means at one location and restraining it against the sliding movement. The detent means cooperates in this functioning with a series of grooves, spaced apart axially longitudinally, along the hinge-like structure to enable stepwise advancement in the sliding movement of the guiding mask, and selectively to hold it in any desired location in its stepwise movement.

Properly to position the guiding mask entry location openings to expose the desired portion of the master sheet upon each advance step of the guiding mask movement, the mask mounting means is provided with a clamping structure that firmly grips one end of the mask and is detachable to permit adjustment of the mask with respect to the extent of its insertion in the gripping means and to its overlying the master sheet.

The guiding mask preferably is of appreciable size sufficient to cover a substantial area around its entry locating openings against the making of mistakes by the bookkeeper or other user and to provide an adequate writing surface for the auxiliary record sheets, which will prevent transfer of that writing to the master sheet. In prior posting devices, this required guiding masks that

were cumbersome and unwieldy for the operator to handle and substantial additional work space in which to place the mask during the relatively infrequent and short periods necessary to change master sheets. To remedy this situation and to effect considerable saving in space, the device of this invention has abutment means whereby the guiding mask automatically can be held in an upstanding position completely swung away from the base-board. Thus, when the master sheet is to be removed or replaced, the operator needs only to swing the lightweight guiding mask about its hinge-like mounting means to its upstanding position.

The invention is explained in greater detail in relation to the specific embodiment shown for illustration, and with no intent to be limited thereby, in the accompanying drawings wherein:

Figure 1 is an isometric view of the entire device;

Fig. 2 is a vertical cross-section along the line 2—2 of Fig. 1 looking in the direction of the arrows;

Fig. 3 is a vertical cross-section along the line 3—3 of Fig. 1 looking in the direction of the arrows;

Fig. 4 is a vertical cross-section along the line 4—4 of Fig. 1 looking in the direction of the arrows;

Fig. 5 is a vertical cross-section along the line 5—5 of Fig. 1 in the upper portion of the hinge mounting rod and showing the guiding mask in its upstanding position;

Fig. 6 is a vertical cross-section along the line 6—6 of Fig. 4 showing the stepwise advancement control grooves on the hinge rod; and

Fig. 7 is a plan view of the guiding mask.

In the drawings, the generally rectangular base-board or support member **10** is fabricated preferably of relatively stiff, lightweight material of sufficient hardness to withstand surface injury from repeated writing pressure, such as polished formica board. The underside of the board (see Fig. 3) preferably is structurally reinforced adjacent to its front edge by a rigid channel **11**, and adjacent to its rear edge by another bracing piece such as the channel **12**. Relatively short, supporting feet **13**, which can be of rubber or other yieldable material, are provided along the forward under end of the base-board and conveniently depending from the forward reenforcing member or bracing piece **11**. Then under the rear end of base-board **10**, and conveniently depending from the rear bracing channel **12**, are a plurality of supporting members or short legs **14**, effectively two, having rubber bottom caps **15**.

Thus, together the feet **13** and short legs **14** serve to hold base-board **10** in a rearwardly inclined position when it is on a generally horizontal surface. Base-board **10** is provided further, along near one side edge, with a plurality of spaced apart, upstanding pins or pegs **16** to serve for holding the master sheet set in position on the board. These pins **16** preferably are removably secured by screws **17** extending through the base-board.

Attached, conveniently to the underside of the left hand end of the rear edge of base-board **10**, is a mounting means holding bracket **20**. This includes an attaching plate **21** in facing engagement with, and attached to base-board **10** by fasteners **22**, and a depending web portion **23** extending laterally outwardly beyond the side edge of board **10** as an ear of generally curvilinear or circular configuration. A similar bracket **24** is secured to baseboard **10**, conveniently to its under side at the same end of its front edge, and includes a generally curvilinear ear **25** that extends similarly laterally outwardly beyond the left hand edge of base-board **10** in substantially parallel and facing relation to ear **23**. A hinge rod **26** of circular cross-section extends between, and has its opposite ends fixed respectively to, ears **23** and **25**, eccentrically of them. Along the forward portion of hinge rod **26** is a plurality of spaced apart, stepwise advance controlling annular grooves **27**.

A pair of engaging collars or rings **28** and **29**, each having a central aperture, are slidably circumposed or encircled about hinge rod **26**, thereby giving them rotative movement about, and sliding movement axially longitudinally along, hinge rod **26**. Collars **28** and **29** are each formed with a flattened portion across a minor part of its peripheral surface to provide a seat as at **30** and **31** respectively, to serve a purpose to be described presently. One of the collars, conveniently the one nearer to the forward end of hinge rod **26**, namely collar **28**, is formed with radial bore **32** opening into the central aperture of the collar and closed at its other end and in which is disposed a ball **33** biased toward hinge rod **26** by a spring **34**. As seen in Fig. 4, ball **33** is engageable in the advancing movement controlling grooves or recesses **27** and resiliently maintained therein releasably to hold collar **28** and restrain it against undesired sliding movement along hinge rod **26**.

Extending parallel to rod **26**, between and rigidly connected to the collars **28** and **29**, is a plate-like clamping member **35**. This member seats on the flat seat portions **30** and **31** of the collars and is detachably fixedly secured to them by threaded fasteners or screws **36** and **37**. Thus, clamping member **35** is rotatable with collars **28** and **29** about, and slidable along hinge rod **26**, being limited only by the contacting of collars **28** and **29** alternatively with the front and rear bracket ears **25** and **23** respectively.

The ends of clamping member **35** extend slightly beyond the collars **28** and **29** respectively so as to overhang the bracket ears when in the just mentioned limiting positions. As the collars **28** and **29** with plate or clamping member **35** provide a rigid assembly, they are movable as a unit axially longitudinally in steps along hinge rod **26** under the controlling action of the ball member or detent **33** in engagement with each individual groove **27**.

A second clamp plate member **38**, similar in configuration to clamp plate member **35**, is positioned in overlying relation to the latter and secured to it by threaded fasteners or screws **39**. The screws **39** extend preferably freely through clamp plate **38** and threadedly into clamp plate **35** so as to effect a gripping or clamping action on the portion of mask **40** disposed between these clamp plates.

Thus, clamp plates **35** and **38** and collars **28** and **29** combine to provide mounting or carrying means for effecting rotation or swinging of guide mask **40** about hinge rod **26**, and forward and rearward movement of the mask axially longitudinally along the hinge rod. Stated otherwise, the mounting means or carrier composed of gripping plates and collars combine with the rod **26** to define a hinge-like construction permitting swinging guide mask **40** toward and away from the writing board **10**, and for sliding the mask forwardly and rearwardly over the base-board.

The mask **40** (see Fig. 7) is generally rectangular in configuration, with the longer dimension from side to side so as to extend substantially across base-board **10**, and having, in the illustrated embodiment, a pair of laterally spaced apart entry locating openings **41** and **42**. Guide mask or cover member **40** normally is in overlying relation to writing bed **10** and has a row of upstanding pins or pegs **43** which are adapted to engage through correspondingly spaced apart apertures in auxiliary or individual record sheets to hold the latter in proper position covering the opening **42**, as presently will be described more fully.

As noted hereinabove, and best illustrated in Figs. 2 and 4, the left hand end portion of guide mask **40** is interposed and clamped between gripping plates **35** and **38**. In that gripped portion are a number of front to rear spaced apart apertures **44** that are relatively elliptical in horizontal cross-section and through each of which passes a threaded fastener **39**. The longer diameter of

these apertures parallels the top and bottom edges of base-board 10 and is several times longer than the diameter of the fastener 39. Thus, upon loosening the fasteners 39 to release the clamping action, guide mask 40 can be adjusted, within the limits of the longer diameter of apertures 44, relative to the gripping plates and the writing board for proper alignment with the rulings on a master sheet. For operation under the different conditions, while it is desirable that guide mask 40 be somewhat flexible to be able to rest in part on the writing board 10 without deformation or fracture, nevertheless, as will presently become apparent, it is necessary that mask 40 have sufficient stiffness to sustain itself in an upstanding position.

In operation, the record keeper or bookkeeper first swings mask 40 away from the writing board 10 in a counter-clockwise direction (as seen in Fig. 5) to a position at an obtuse angle to the base-board, as shown in dot-and-dash outline in Fig. 5. Thus, when guide mask 40 is moved to its forward or rearward extreme position along hinge rod 26 and swung counter-clockwise to its angular position away from the base-board, the overhanging or end portion of gripping plate 35 engages with the outer edge of the respective adjacent bracket ear to limit swinging movement of the mask and support it in its angular position. As best seen in Fig. 2, ear 23 includes an abutment edge portion which extends radially beyond collar 29 in the direction away from base-board 10. It is this remote abutment edge which engages with the undersurface of the rearward overhanging portion of the gripping plate 35 when the mask and gripping plates are moved to the dot-and-dash position of Fig. 5.

Similarly, when guide mask 40 is moved to its forward extreme position, the underside of the forwardly overhanging portion of the plate 35 will engage with the remote edge of bracket ear 25 to limit swinging movement of the guide mask and support it in its upstanding position.

The above-mentioned mask stiffness need be only sufficient to prevent significant or excessive bending of the guide mask when in its upstanding position. Thus, it is seen that access is afforded to the entire top surface of writing board 10 without any need for separating the guide mask from its mounting means, so that no additional space is required to hold the mask when it is desired to remove it from overlying the base-board.

With guide mask 40 in its upstanding position, one or more master sheets, such as the departmental payroll sheet 45 can be held stationary on base-board 10 by having the pins 16 extending through the apertures along its left hand margin to maintain the sheets in set position. Thus, for example, the guide mask entry location opening 41 presents to view an employee's name and time record, from which the various deductions and his net earnings can be computed. Any suitable writing transferring means, such as the carbon paper 46, can be placed over the right hand portion of the master sheet 45, so as to leave information in the name and time columns showing through the left hand entry location opening 41. Carbon sheets having a flap secured along the top edge, as at 47 have been found very effective. Guide mask 40 then is swung into overlying relation to the carbon paper and master sheet 45. Then an individual employee's earnings record sheet 48 and paycheck 49, or other desired auxiliary sheets, for example, a payroll deductions memo to accompany cash pay, each with suitable spaced apart openings along its left hand side, are arranged with the pegs or pins 43 extending through these openings to hold these auxiliary record sheets in set proper position with their portions that are to have entries written on them, overlying the entry location openings 42 of guide mask 40.

Check 49 includes a voucher portion 50, detachable if desired, upon which is entered the earnings and deduction data computed from the time record. Such voucher advantageously is coated with carbon or other writing transferring pigment on that part of its back that is under the portion where the entries are made, thereby simultaneously to transfer the same data to the individual record sheet, as well as through the carbon paper 46 to the master sheet 45. Thus, simply by making that single entry on the check voucher there is simultaneously effected plural entries of the same data also on the individual employee's pay record sheet and the master sheet.

The rest or main body of check 49 overlies the rest of the individual employee's record sheet 48 and a solid portion of mask 40; and, as there is no writing transferring medium between the check and the individual employee's record sheet, the further writing on the rest of the check will be written only on it.

The check and individual employee's earning sheet then are removed from the pegs 43 and guide mask 40, and the mask moved forwardly (i. e. toward the operator) one step, as controlled by detent 33. That then exposes the next lower name in the name column of master sheet 45 through the entry location opening 41 of guide 40, and the above-described simultaneous entry procedure is repeated. When these operations have been completed for each of the names on the master sheet, guide mask 40 is swung away from base-board 10 to its angular position, and another master sheet is placed in the proper position on the base-board and the process continued with the new master sheet.

While the invention has been illustrated by detailed description of a particular embodiment of it, it is understood that various modifications and substitutions can be made in it within the scope of the appended claims which are intended also to cover equivalents of the described embodiment.

What is claimed is:

1. A posting device for use in making entries simultaneously on selected portions of a plurality of superposed sheets having writing transferring means between each two of them, which device comprises a base board having a top surface adapted to support a master sheet, means on that surface of the base board for holding the master sheet in a selected fixed position, a pair of spaced apart hinge rod holding brackets secured one at each of the ends of one side of the base board and extending sidewardly outwardly beyond the edge of that side; a hinge rod extending along and spaced away sidewardly outwardly from that side edge of the base board and having its opposite ends secured to those brackets, the top surface of the base board thereby being unimpeded by the hinge rod; collar members rotatable around and slidable longitudinally on the hinge rod; fixed to the collar members for movement with them a pair of gripping plates facing one another; an entry location guiding mask having entry location openings in it and adapted to overlie the board's top surface and a master sheet and having one end portion clamped between the gripping plates for movement with the latter, said guide mask thus being swingable into and out of the overlying relation to the base board and slidable along the hinge rod when in said overlying relation to expose a desired entry portion of the master sheet; and means on the outer surface of the guide mask for holding auxiliary indvidual record sheets on that surface of the overlying one entry location opening for entry of particular records simultaneously on the individual record and master sheets; and each of the hinge rod holding brackets includes an abutment portion extending radially beyond the outer periphery of the said collars and remote from the base board, said abutment portions being selectively engageable with the under one of the gripping plates when the guide mask is disposed at an obtuse angle with respect to the top surface of the base board, said abutment portions thus serving to support the mask in a position swung away from the

top surface of the base board and at an obtuse angle with respect to its top surface to permit placement and removal of a master sheet on it.

2. A posting device for use in making entries simultaneously on selected portions of a plurality of superposed sheets having writing transferring means between each two of them, which device comprises a base board having a top surface adapted to support a master sheet, means on that surface of the base board for holding the master sheet in a selected fixed position, a pair of spaced apart hinge rod holding brackets secured one at each of the ends of one side of the base board and extending sidewardly outwardly beyond the edge of that side; a hinge rod extending along and spaced away sidewardly outwardly from that side edge of the base board and having its opposite ends secured to those brackets, the top surface of the base board thereby being unimpeded by the hinge rod; collar members rotatable around and slidable longitudinally on the hinge rod; fixed to the collar members for movement with them a pair of gripping plates facing one another; an entry location guiding mask having entry location openings in it and adapted to overlie the board's top surface and a master sheet and having one end portion clamped between the gripping plates for movement with the latter, said guide mask thus being swingable into and out of the overlying relation to the base board and slidable along the hinge rod when in said overlying relation to expose a desired entry portion of the master sheet; and means on the outer surface of the guide mask for holding auxiliary individual record sheets on that surface of the overlying one entry location opening for entry of particular records simultaneously on the individual record and master sheets; and abutment means for limiting the extent of swinging movement of the guiding means and holding it in a position swung away at an obtuse angle from the top surface of the base board, said means being positioned to extend sidewardly outwardly from the same side of the base board from which the hinge rod is spaced away, and being adapted for engagement with the under one of the gripping plates when the guide mask is disposed at an obtuse angle with respect to the top surface of the base board to support the mask in a position swung away from the top surface of the base board at an obtuse angle with respect to it to permit placement and removal of a master sheet on it.

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