

Nov. 10, 1931.

J. H. RAND

1,830,886

INDEX DEVICE

Filed Nov. 3, 1924

Fig. 1

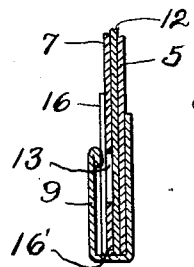


Fig. 2

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 Att'ys

# UNITED STATES PATENT OFFICE

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## INDEX DEVICE

Application filed November 3, 1924. Serial No. 747,430.

This invention relates to card indexes and more particularly to card indexes of the type in which a plurality of cards are mounted in a horizontal or upright frame in overlapping relationship so that the lower margins of the cards are visible and so that the cards may be swung apart to display the data on the overlapping portions, and objects of the invention are to provide an index device having the new and improved features of construction and arrangement hereinafter described.

The invention is shown by way of illustration in the accompanying drawings in which

Fig. 1 is a plan view of an index embodying the invention; and

Fig. 2 is an enlarged section substantially on the line 2-2 of Fig. 1.

The embodiment of the invention chosen for the purpose of illustration comprises a series of index units 3 with the lower margin of one unit spaced from the margin of an adjacent unit and arranged in a drawer 4 in overlapping relation. The drawer 4 comprises a shallow receptacle of the type adapted to slide into and out of a suitable cabinet and is provided with label holders 5' which may bear suitable inscriptions to identify the contents of the drawer.

The index units 3 are similarly constructed and each unit comprises a card holder or pocket having a holder sheet 5 of cardboard or relatively stiff paper to the upper margin of which is flexibly connected a supporting rail 6 which projects beyond the ends of the holder 5 and extends into channels formed on the opposite sides of the drawer 4 thereby serving to hold the index unit in place. Detachably mounted on the holder sheet 5 is a sheet 7 which may be of relatively flexible paper or other suitable material the opposite sides of which are coincident with the sides of the holder sheet 5 and the upper or outer margin 8 of which extends to a slight distance below the rail 6 and the upper margin of the holder sheet 5.

Enclosing the lower margins of the sheet 7 and holder sheet 5 is a sheath 9 of transparent sheet celluloid which is formed of a

sheet of such material folded upon itself along one longitudinal margin to form front and rear walls which are yieldingly urged toward each other owing to the resiliency of the material. The opposite ends of the front and rear walls of the sheath 9 adjacent the ends thereof are fastened to the holder sheet 5 by staples 9<sup>a</sup> thus to hold the sheath securely in place, substantially in the manner described in my Patent No. 1,302,848.

The sheet 7 is connected to the holder sheet 5 in such a manner that accidental removal of the sheet from the sheath 9 is prevented although the sheet may readily be removed by a simple operation hereinafter described. Accordingly the sides of the sheet 7 adjacent the lower marginal edge are cut away as indicated at 10<sup>a</sup> and 10<sup>b</sup> to form end strips 11<sup>a</sup> and 11<sup>b</sup> respectively, the strip 11<sup>a</sup> being somewhat longer than the strip 11<sup>b</sup>. As attached, the lower margin of the sheet 7 is inserted between the front wall of the sheath 9 and the holder sheet 5, the strips 11<sup>a</sup> and 11<sup>b</sup> extending beneath the staples 9<sup>a</sup>. It will be apparent that the sheet 7 may readily be detached from the holder sheet 5 by moving the sheet to the right (Fig. 1) to enable the shorter strip 11<sup>b</sup> to be moved upwardly away from the adjacent staple and thereafter moving the sheet to the left to disengage the strip 11<sup>a</sup> from beneath the staple 9<sup>a</sup> and then outwardly from the sheath 9.

By attaching the sheet 7 to the holder sheet 5 in the manner indicated a pocket is formed between the holder sheet and sheet 7 to receive an index card 12 which is preferably shorter in horizontal length than the sheet 7 and holder sheet 5 so that it may readily extend well into the pocket between the staples 9<sup>a</sup> but is longer vertically than the sheet 7 so that the upper margin of the card extends above the upper margin of the sheet thus to enable the card to be easily grasped in order to remove it from the pocket. The card 12 may be colored differently from the sheet 7 so that when inserted into the pocket a portion thereof will be visible through an opening 13 formed in the sheet 7 adjacent the lower margin thereof. In order to visibly indicate the absence of the

card 12 from the pocket an area 14 colored differently from the sheet or card in the region of the opening 13 may be provided on the holder sheet 5 thus when the card is removed this will be visibly indicated through the opening 13 without the necessity of swinging the index unit upwardly.

An index system as described may be effectively used in a variety of situations; thus by way of illustration and not of limitation the system may be used to advantage in automobile agencies employing a number of salesmen. As shown the sheet 7 is employed as the "master prospect card" ruled and inscribed in a suitable manner, for example having such inscriptions as "Date of call", "Result of call"; "Date of next call", etc., and the identification of the prospective buyer at the lower margin of the card. All moves made by the salesmen are recorded on the master card so that in this manner the progress of a salesman with respect to a particular prospect may be quickly and readily determined. The card 12 inserted between the front and back is employed as the "salesman's report card" which is carried around by the salesman when calling upon the prospect. The salesman makes notations on this card at the time of his call and upon returning to the agency these notations are copied on the master card. Through the opening 13 in the sheet 7 the presence or absence of the salesman's card is observed, because the salesman's card is colored differently from the master card and therefore when in place between the front and back the different color will show up plainly through the opening. The colored area 14 on the holder sheet 5 is visible through the opening when the salesman's card is out, thereby enabling a person inspecting the index readily to determine whether or not the salesman is making a call, thus providing a check on his movements.

Different colored signals may be used to enable a person quickly to determine what is of interest to the prospect and what has been accomplished by the salesman. Thus a narrow strip 15 of transparent sheet celluloid colored red may be interposed between the front wall of the sheath 9 and the master card 7 and be employed to indicate that the prospect is interested in a closed model. If this strip is not in place it is assumed that the prospect is only interested in an open model. A substantially square celluloid strip 16 similarly mounted may be colored blue or yellow and may serve to indicate the particular make of automobile which interests the prospect. Of course, if the agency handles a number of different makes then a different color may be assigned to each make. The lower margin of the card may be numbered 1 to 31 and an opening provided in the strip 16 is arranged to register with one of the numbers and the salesman by placing the

signal over the date of his next call on the prospect will be reminded of his appointment. Another strip 17 similar to the signal 15 inserted between the sheath 9 and master card may be colored violet and be used to indicate that the prospect has been given a demonstration so that immediate steps may be taken to close the sale. Each signal is provided with a lip 16' (Fig. 2) which engages the lower edge of the master card thereby preventing accidental separation therefrom.

An outstanding characteristic of the invention consists in a signal which is constructed and arranged visibly to indicate the presence or absence of the card in the pocket without the necessity of swinging the next preceding card upwardly. Another feature consists in the arrangement of the holder sheet, and card which enables the card to be readily grasped and removed from the pocket. A still further feature resides in detachably connecting the card to the holder sheet to provide a pocket for the reception of an index card. This enables the holder to be used repeatedly because when one sheet is filled another may be quickly and easily substituted therefor.

Without further analysis, the foregoing will so fully reveal the gist of this invention that others can by applying current knowledge readily adapt it for various applications without omitting certain features that from the standpoint of the prior art fairly constitute essential characteristics of the generic or specific aspects of this invention, and therefore such adaptations should and are intended to be comprehended within the meaning and range of equivalency of the following claims. The term colors is used in a broad sense to connote contrasting lines or shades whether actually colored or white, black, gray, etc.

I claim:

1. An index device comprising a holder sheet having a colored area, a record sheet removably mounted on said first-mentioned sheet and forming therewith a pocket, said record sheet having an aperture adapted to register with said colored area, and a removable record card in said pocket movable relatively to said holder sheet to cover said aperture, said record card being colored differently from said colored area whereby when said aperture is covered by said record card the presence thereof is visibly indicated through the aperture.

2. An index device, comprising a holder sheet, a sheet, means cooperating with the holder sheet and second mentioned sheet at the lower margins thereof for detachably connecting said sheets, said second-mentioned sheet and holder sheet forming a pocket, an index card formed for removable insertion in said pocket, said holder sheet having a colored

area adjacent one edge thereof, said second-mentioned sheet having an opening registering with a portion of said colored area and said index card having a colored area for registry with the opening in said second-mentioned sheet of a color different from the colored area on said holder sheet.

3. An index device, comprising a holder sheet having a colored area, another sheet mounted on said holder sheet having an opening formed to register with and expose a restricted portion of the colored area on said holder sheet, and a card for insertion between the second-mentioned sheet and holder sheet having a colored area of different color from the area on the holder sheet adapted to register with said opening, whereby the presence of the card will be visibly indicated by the display of its colored area through the opening in the second-mentioned sheet and the absence of the second-mentioned sheet will be indicated by the display of the colored area on the holder sheet.

4. An index device, comprising a holder sheet, a sheet of substantially the same length and smaller transverse dimension than said holder sheet, means detachably securing said second-mentioned sheet to said holder sheet with the ends and one side edge in coincident relation, and an index card of less length than said sheets, and having a width greater than said second mentioned sheet and less than the holder sheet, said card being adapted for insertion between the second-mentioned sheet and holder sheet with one edge projecting beyond the second-mentioned sheet, and the ends terminating inwardly of the ends of the second-mentioned sheet and holder sheet, whereby the card may be easily seen and grasped for removal.

5. An index device, comprising a holder sheet, a transparent sheath secured to and enclosing the lower margin of the holder sheet, a sheet having its lower margin provided with a plurality of horizontally alined indicia, said second-mentioned sheet having the lower margin inserted in said sheath and removably secured to said holder sheet, and an indicator slidably retained in said sheath by said card having an opening for registry with the indicia on said second-mentioned sheet, said indicator being manually slidable to bring said opening into registry with predetermined indicia to display a desired signal.

6. In an index device comprising a holder sheet having a colored area, a transparent sheath connected to said holder sheet at the lower margin thereof to form a pocket therewith, a sheet removably associated with said holder sheet having its lower margin within said pocket and having an opening arranged to register with the colored area on said holder, and an index card adapted to be placed behind said sheet in the pocket, said card having a portion colored differently from said

colored area on said holder to show through the opening when the card is in place, whereby the absence of both said card and sheet is indicated by said colored area.

7. An index device comprising a holder sheet, a transparent sheath enclosing one margin of said holder sheet, a sheet having one margin thereof removably disposed within said sheath and forming with said holder sheet a pocket, an index card of different color than the holder sheet adapted to be disposed within said pocket with the upper margin thereof extending above the corresponding margin of the second-mentioned sheet, said second-mentioned sheet being provided with an opening through which the presence or absence of the index card in said pocket is visibly indicated.

Signed by me at Boston, Massachusetts, this 31st day of October, 1924.

JAMES H. RAND.

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