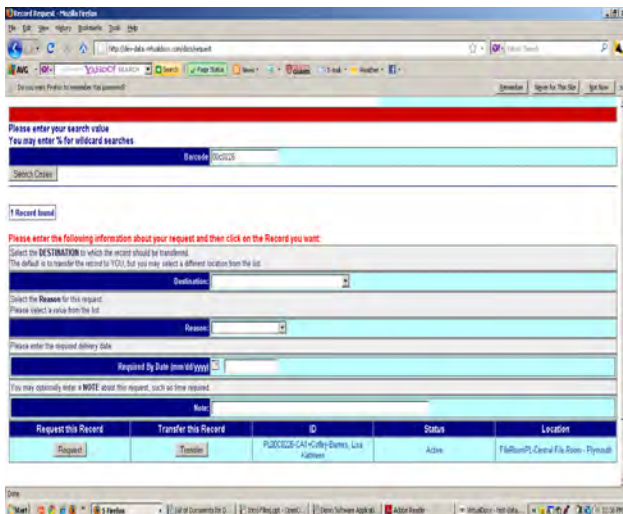


RFID Decentralized File Management



ScanTraxx for Managing Decentralized or Randomly-Accessed Files

In many organizations, file folders are stored in cabinets that are dispersed throughout the facility(s) and/or there is not a staff person(s) designated for pulling and re-filing files. In these scenarios, staff pull records for themselves and/or for management staff that require records for performing work functions. Even in organizations that do have staff that pull and re-file records, there are many times when staff still pull their own records and/or are working off-hours when file room staff are not on duty. Centralized check IN and check OUT does not perform well for decentralized and/or randomly-accessed files, requiring staff throughout the enterprise to manage file movements and custody.



SmartTraxx includes a single-screen User interface that is launched from desktop icon on User desktops. The database can be queried based on any desired item identifiers (data fields). The 'Casual User Interface' enables staff to quickly search for an item in the database, to determine the item's current location and status. Users can then click a 'Transfer' button, and the item will automatically update to that person in the database, or a person or place can be selected to transfer custody, if the item is being handed-off. Users can also click a 'Request' button, which can automatically trigger email(s) to the person that has the item and/or to the person(s) responsible for pulling the item.

RFID Radio Frequency Identification – Radio Wave Tracking

Radio wave file tracking is accomplished through the use of radio waves that are absorbed by an antenna on the underside of the label, and that 'awakens' the tiny computer chips that is located within the RFID antenna. The computer chip includes the file # and sends back the file # to portable scanners or RFID detection-zones through the radio waves emitted by the RFID devices. The location of the folders are automatically updated in the database and in audit logs that track files from origination through final disposition.



“item tracking, accountability and chain-of-custody”

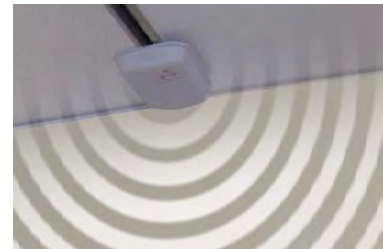
Label – Index – Identify – Track – Find – Control

Staff can pull records as needed without check OUT, and work with files the way they have always worked, without being impacted by systems used to track file locations. A single person or specific person(s) can be tasked with performing periodic inventories of 'files-in-circulation' using a portable RFID scanner, so that the database always knows where records are located, even if the records are not checked OUT and/or records move from person-to-person once they are in circulation. The portable scanner includes a drop-down list of people and places, which is selected, and then the RFID trigger is pulled, and each file at the location will be inventoried from up to a 20' distance. It only requires approximately 30 seconds per location to inventory all files at the location! The scanner is connected to a computer's USB port, and all file locations are automatically updated in the database.



ScanTraxx SmartDesktop Detectors connect to USB ports on computers, and the location is defined in the database as the office location at which the devices are located. Just pass the folder over the SmartDesktop Detector, and the location of the folder updates in the database to that person/place. The User does not have to have or use any software! SmartDesktop Detectors are also ideal for files that must travel through workflow steps during processing.

ScanTraxx SmartOffice Detectors can be placed at office doors, elevators or stairways, building entrance/exits, etc. and will automatically detect and track files as they move through strategically deployed RFID 'choke points'. Users can Search the database to determine current, prior and prior-prior locations of file(s), so that they know where a file is currently located, and the direction of travel of the file (based on prior and prior-prior locations).



Find-a-File



In most work environments, regardless of how rigorously SmartTraxx is utilized to identify and track the movement of files, occasionally files will be misplaced. The portable scanner includes a sophisticated 'FIND' feature that enables one or more missing file #'s to be entered to the scanner. The scanner can be pointed around office areas and will beep when a needed file is located, and will beep faster when getting closer, or beep slower when getting further away. The beeps guide the User right to the needed file!

SmartTraxx is locally distributed and supported by:



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