



Records Management and File Tracking

Radio Frequency Identification (RFID) Technology



Efficiency. Accountability. Chain-of-Custody.

Label Printing. File Tracking. Retention Scheduling. Archives Management.



File Folder Origination

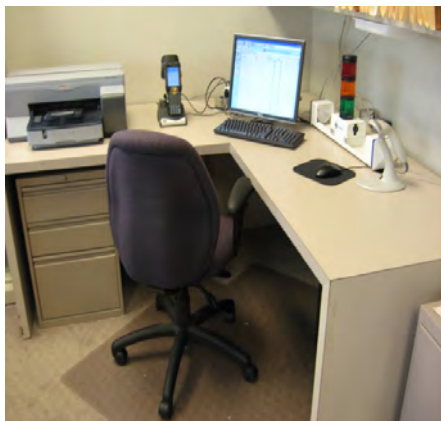
- create labels for new folder origination
- color-coded the primary index for fast filing and misfile avoidance
- bar code and RFID for file tracking
- color-code designation labels and text fields for cross-reference file 'identifiers'

Desktop File Tracking



- track records In and Out of filing systems by scanning bar codes or RFID computer chips
- select a destination from software drop-down list, or scan a destination bar code
- process file Requests through email notifications and Request queues
- use bar codes to transfer records to archive boxes

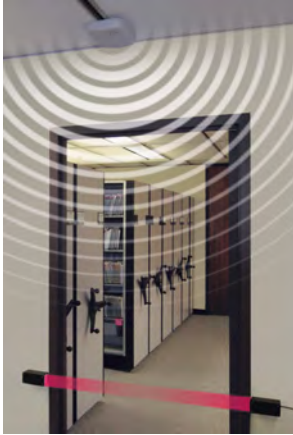
RFID Workstation File Tracking



- track many files at a time with radio waves
- RFID In / Out Controller utilizes infrared beams to automatically check files In or Out
- files check out to Requestors or to Name Badges
- track files without using a computer, or validate file transfers by viewing transfers on computer screen

Manage File Movements In and Out of File Rooms

Manage File Movements throughout a Facility



Passive RFID Tracking

- tracks files as they are removed-from or returned-to filing system repositories
- motion sensors determine directionality
- files going Out transfer to the Requestor or to the ID card on the person removing files
- track groups of files all at once, without requiring staff to use a computer to track files



Track Files at Destinations

- desktop USB RFID detectors automatically track files to the office of destination
- desktop detectors do not require staff to have or use software; file location updates are automatic
- RFID antennas can be distributed throughout a facility to track 'last location detected'
- software shows current and prior points of detection



Track Files by Inventorying Files-in-Circulation

- scanner includes drop-down list of all people and places
- scans all files at a location from up to 20' and in about 15 – 30 seconds
- keeps database up-to-date as files move from person-to-person or if files are not checked-out
- also FINDS files, similar to a metal detector, through visual and audible cues



Unlimited Record Types, Records, Locations and Users

#	Field Name	Value	Example
	Location	FileRoom	FileRoom
2	Policy Type		EPL
4	*Policy Number		123456
6	Client Name		Smith, John Q.
8	Client Address		999 Main St., Anytown, PR
10	Client Phone		999-999-9999
12	Client Email		JSmith@gmail.com
14	Business Type		Automobile Insurance
16	Existing Client?	<input type="checkbox"/> Y	Y
18	Date Policy Applied-For		01/01/11
20	Date Policy Issued		01/05/11
22	Date Policy Expires		01/05/12
24	Date Policy Cancelled		05/15/11
26	Archive Date		12/31/2015
28	Destroy Date		12/21/2012
	Notes		
	Insert into Spreadsheet at Row	1	

Off-the-Shelf Software for Rapid Deployments
Customized around each Project's Use-Case Requirements
Available Hosted (SaaS) or Installed on Local Server(s)

