



## DESKMATE :: RFID TRACKING INTERFACE MODULE

**DeskMate is the MasterTrak Plus interface module for enabling RFID reading and realtime tracking.**

### ALWAYS KNOW WHERE YOUR FILES ARE

Whatever your industry – legal, finance, medical, insurance or government – keeping track of your files can be a challenging task. Having timely access to the documents inside your files is critical for an efficient and productive working environment. How much would it cost your firm if a file containing critical documents is lost? DeskMate™ takes care of this for you. DeskMate™, the RFID real time tracking system, together with MasterTrak Plus™ as its database, automatically “reads” your files as they are placed on your desk or office area. The current location of each file is constantly updated within seconds anytime it is moved from desk to desk or work areas.

### RADIO FREQUENCY IDENTIFICATION (RFID)

Each file is labeled with an RFID tag/label and has the file’s information printed on the label. Each desk or work area has the DeskMate™ RFID reader installed which will then “read” any file that comes within range (2’ to 3’) of the reader instantly. DeskMate™ knows which desk or work area just “read” the file along with the time and date and automatically updates MasterTrak Plus™ with the information. Easy setup allows for fast implementation, and no extra network cabling is required to install the readers.

### INCREASED PRODUCTIVITY

Knowing where your files are at all times gives you quicker access to the information you need, when you need it. Tracking files as they move from area to area, with no human interaction saves time and money by eliminating the lengthy tasks of logging records manually, scanning barcodes individually, or manually looking for a file, which could take hours. The powerful search capability of MasterTrak Plus™ allows you to search for and instantly find a file’s location at any time anywhere throughout your office. In office areas where there are numerous files in the same close proximity, the portable RFID reader allows you to single out the exact file you are looking for among several files in the same place. Time saved means increased productivity and improved efficiency for smoother operations.

## FASTER CHECK IN'S AND CHECK OUT'S

Checking files back into your file room has never been easier. When your files are tagged with the RFID labels, even multiple files can be checked back in all at one time vs. scanning on barcode at a time. Simply pass them by the DeskMate™ RFID reader set up in the file room. This is set up as the "in" station so all files are automatically checked back "in" as they are passed by the reader on the way back to the shelf. Files are automatically checked "out" by simply taking the file to you desk or work area. DeskMate™ and MasterTrak Plus™ do the rest. This is great for self service file rooms.

## FASTER ACCESS TO INFORMATION

The Easy Image™ Document Imaging Module incorporated within MasterTrak Plus makes your job even easier. Simply open the folder and scan the documents.

Easy\*Image accesses the information maintained in your file room quickly and conveniently, reducing the physical handling of files, thus minimizing lost records.

The conversion to imaging records is easier than ever. Documents can be viewed instantly at your work station and then printed. And you know where the original file is located.

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Part Number: CF-DMATE



# DESKMATE :: LAW FIRM CASE STUDY

**New York Law firm has minimized their search time for Case Files with RFID DeskMate.**

### The Firm:

Founded over 50 years ago and specializing in US Immigration Law, Family & Divorce Law, Personal Injury and Criminal Defense Law, this New York based Law Firm has helped over 50K clients with their legal matters.

Today, the office is busy with clients meeting with their respective attorney or associate about their own particular legal matter. With over 25 attorney's and associates, there is a high volume of case files moving about the office, in and out of offices. With this much activity, finding a specific file at a moments notice can be critical, which required a staff person to dedicate the necessary time to find the correct case file. When another case required another file, the same staff were required to find the file if it had left the designated filing area.

After an extensive search for various solutions to their problems, management decided that a barcode system would not solve their problem and that an RFID tracking system had the best chance to improve their Records management and tracking. The firm decided on DeskMate & MasterTrak Plus after comparison with other much more expensive RFID tracking systems on the market. Using USB instead of Ethernet cabling for inter-connecting the Readers to the office computers greatly reduces the cost, time and office disruption required for installation and implementation of the Tracking system.

### More Efficient Tracking of the files:

During the implementation of DeskMate, each designated desk had a DeskMate RFID Reader installed. With each Case file labeled with an RFID label, the case files could be tracked automatically as they enter an office by simply coming within 3 feet of the reader. As personnel entered each area or office, they simply had to bring the file or files close to the reader to "read" the file. Once the DeskMate reader "reads" the file, it is automatically logged out to that particular desk or person, effortlessly.

Now, when files are delivered or brought into each office, they are "read" and then can be put anywhere in the office. When the folder leaves and enters another office, it is automatically "read" and MasterTrak Plus is updated with the new location.

### File Requesting:

When anyone is looking for a specific file, they look up the file in MasterTrak Plus (MTP) and see where it is and can use the Requesting Feature in MTP to request the file be brought to them or get it ready for a clerk to pick it up. The Request Slip can print in the filing area and produce a paper copy to be used as a pull ticket, routing slip or as a marker on the Outguide.

### Creating New Case Files:

When case files were created before MTP, a blank folder had the appropriate information for filing hand written on the folder tab. Now, with the RFID label Printer, the descriptive information is entered into MTP and by pressing the Print button, a new label is produced and applied to the case file tab. The printed client information is neat and very legible for filing purposes. When printed on the RFID label

Printer, the tag is "encoded" with the key number to track the folder as well as the same number is printed as a barcode on the label.

Using this number, the folder is always unique from any other, including files from the same client or case, making tracking individual case files much easier and more accurate.

When the Tracking system needs to expand more readers can be easily and economically added due to the USB connectivity process, allowing the system to grow as the firms requirements change. One of the best features of RFID DeskMate is its ease of scalability and lower hardware and install costs.

With Deskmate on the job, a law firm's case file management is more efficient, making the office more productive by providing the necessary information to the attorney in a timely manner.

