



THREATS:

- » Lost/Misplaced Documents
- » Longer Search Time
- » Multiple Copies
- » No security and validation
- » Higher operating Cost
- » No record of Time Critical documents

SECTORS IMPACTED:

- » Banks/Insurance
- » Courts
- » Medical
- » Government
- » Libraries (LMS)
- » Manufacturing
- » Transportation
- » Record Management Companies

BENEFITS:

- » Reduced manual errors
- » Accurate and up-to-date information
- » Automated tracking and validation
- » Reduced cost and improved productivity
- » Improved security & accountability
- » Real time updates
- » Help with Audit compliance

Application Overview

» Application Solutions for Document Tracking

*“What it would mean to an organisation if they could know where and/or with whom the files are, where they have been and where they need to be in future.”*

Organisations deals with enormous number of documents that keep circulating IN and OUT side the premises. Traceability is an major concern because of the time spent that adds cost to the organisation.

Document and records management is important for banks, courts, insurance , government offices, law firms, engineering companies, work in process documents in manufacturing - any company who needs to know the location of a file or document.

However, getting an accurate snapshot of this information is not easy for most companies because

- a) Document/File data is often not up-to-date due to the time-consuming and costly manual effort required to collect and update the data.
- b) the data usually resides in silos across the enterprise and it is hard to get a consistent view.

Track the location of your documents as they go in and out of your file room using the latest in UHF RFID technology. The clock won't stop while you're searching for a lost file. When you use RFID solution you will instantly find the information you need. **File control is real!** RFID improves the management of important document files where the loss of such files can cause severe problems and expenses. That's why using RFID system to track the documents gives you control of your critical information. RFID improves the tracking of documents so that files can be more quickly located and document workflow more easily tracked. Delivering the right information to the right person at the right time.

RFID technology already offers a number of advantages. RFID provides the ability to actually check files out--and back in--to users with no intermediation. They also can track and monitor files and records with extreme accuracy, not only within the file room but throughout an entire facility. More importantly, records managers using RFID could complete file-room inventories in less time. RF technology also means no more line-of-sight requirements. The RFID technology can have an enormous impact on file rooms and record center operations. Not only can it virtually guarantee that files and documents are accurately located when needed within a facility, it can also notify appropriate staff when critical documents leave a given area. Time and money spent on unsuccessfully searches for missing key documents in a large file room can be staggering. RFID technology has the ability to eliminate those costs by immediately and accurately locating all files with RFID labels.



Document/File Tracking solution is designed to keep track of documents/files as they move within or out of the organization. This is a better alternative to the manually signing of files in and out of the file room which is often complicated by ineligible signatures and lost files. Document/file Tracking expedites inventory management, scanning and storing file locations, and quickly identifies lost and misplaced files.

Each document file is tagged with a RFID tag that contains a unique ID and human readable information printed if required. The file description is entered into a database along with its tracking number. The file can be assigned certain parameters such as a case number or master group ID, activity code and/or current location. Over time the database can build up an audit trail of the handling and workflow history of each document or file. Employees can locate a file by entering a request in their desktop PC (optional). Document Tracking supports tracking of individual files within a facility and between facilities, including: creation of new files/items, check-out/check-in of files, deletion of files, transfer of files to other facilities, and reassigning files.

Vicinity RFID provides complete solutions for UHF RFID applications including hardware, accessories, middleware application software, link to existing backbone and custom development where required to address the unique requirement of customer.

### Features of Document Tracking Solution

- » Supports fixed and mobile readers
- » Reclassification of file tags
- » Enables rights assignment
- » Alarm in case of unauthorised removal
- » Check in/out documents
- » Full querying and reporting functionality.
- » Complete user controlled reporting
- » Find location from any terminal (optional)
- » Automated check- In of documents (optional)

### Fixed Reader

*Mercury 4 from ThingMagic is more than a multi-protocol RFID reader. It uses advanced Software defined Radio Technology to be able to read any tag. Out of the box, Mercury 4 can read all variants of EPC tags simultaneously, without any loss in performance. Mercury 4 can process data as well as capture it, via a user programmable, fully functional Linux operating system. Information can be filtered, managed and even acted upon right at the edge of the network. The business rules can be programmed right into the reader, so local operations like diverting conveyors, sounding alarms, or controlling gates can take place instantly. With so much on-board intelligence, Mercury 4 doesn't just read tags - it acts in real time.*



MERCURY 4

### About Vicinity RFID:

Vicinity RFID is a leading solution provider in the field of UHF RFID passive solutions. Our mission is to provide the solutions based on cutting edge technology to the complete satisfaction of customer and give them better ROI. The range of solutions include

- Asset Tracking
- Asset Breakdown Management
- Inventory Tracking
- Parking Management
- Patron Management
- Speciality Retail
- Supply Chain Integration
- Customised RFID Solutions.

For more information:

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### Mobile Reader/Computer



WORKABOUT PRO  
Hand-held Computer

*The WORKABOUT PRO from PSION TEKLOGIX is available with Windows CE .NET configuration. This device delivers the performance, ruggedness and durability required for mobile data collection in harsh environment. Based on industry standard Microsoft and Intel X Scale architecture seamless integration with the existing or desired infrastructure. Unparalleled expansion and connectivity option allow the benefit of RFID to be combined with other data collection technologies. Compact Flash and SD/MMC memory expansion slots combined with USB and a 100-pin High Speed Expansion interface, to provide flexible radio and peripheral connectivity. A high degree of customisation flexibility enables the WORKABOUT PRO to be perfectly tailored to the application.*