

DOCUMENT TRACKING

Using RFID To Track Document

Objectives

- ▶ To improve the management of tracking documents in offices.
- ▶ Save Time and Labour in finding documents.
- ▶ Fast and Easy check in of documents.
- ▶ Proper maintenance of record of movement.
- ▶ Use standard web browser to locate document.
- ▶ Security concerns are addressed in case of confidential documents.
- ▶ Time critical document must not exceed time.
- ▶ Low Maintenance cost.
- ▶ Easy retrieval and replacement.
- ▶ Proper reporting of Documents.
- ▶ Overall reduction in Cost.

Current Situation

- ▶ No specific space for every specific document
- ▶ Longer search time leading to dissatisfaction
- ▶ Multiple copies are prepared resulting in wastage and storage space
- ▶ No security validation in case of critical documents
- ▶ No record of Time critical documents.

Methodology

- ▶ RFID tags are attached to all documents/files.
- ▶ Check In/Out Antennas and Readers are placed such a way so as to form an RFID grid with in the premises or storage area.
- ▶ Hand Held terminals to locate the documents in the racks.
- ▶ VRF Central Document Management System (web based application) installed on the server.
- ▶ User rights are given to access the documents.
- ▶ Alarm to be generated in case of unauthorized retrieval.
- ▶ Records of documents/files retrieval and replenishment history.
- ▶ Scalable to multiple site scenario (Optional).
- ▶ Integration with any other application or business process (optional).

Benefits

- ▶ Reduced manual errors.
- ▶ Automated tracking, monitoring and validation.
- ▶ Reduced cost and Improved productivity.
- ▶ Works with existing Ethernet/LAN network.
- ▶ Real time update and display of documents.
- ▶ Improved security.