

# RFID Tracking Kit

## Gain Control And Save Labor With RFID-Based File Tracking

“The RFID FileDetector sees files from more than six feet away, allowing us to sweep courtrooms, chambers and cubicles and find critical case files quickly.”

**Nancy Rister**, County Clerk  
Williamson County, Texas

**FileTrail's RFID technology saves labor and expense, giving you control over your files and fast, reliable retrieval.**

### The Problem

Each day hours of labor are wasted searching for files and documents. The real problem is that no one knows how much time is spent searching. Staff remember the extreme events; like the four hour search they did last week. But what passes without notice is the minutes here and there that can add up to ten percent of each employee's day.

### The Solution

FileTrail delivers RFID technology for the office environment that saves labor and improves operations. Now, it is easy to implement RFID technology as an out-of-the-box solution, but with the custom configurability that fits your exact needs.

### Immediate Results

Your FileTrail RFID Tracking Kit helps you:

- Eliminate manual searching for files, saving many hours of labor.
- Find critical files quickly, improving service to your customers.
- Retrieve files quickly and reliably for internal and external audits.
- Standardize procedures, implementing “best practices”.
- Automate manual tasks, streamlining processes.

### Operational Benefits

Your FileTrail RFID Tracking Kit improves operations:

- Hunt for missing files with the FileDetector on the portable RFID handheld tracker.
- Conduct audits in a fraction of the time with the portable RFID handheld tracker.
- Staff search and locate files without leaving their desks using configurable search forms.
- Powerful request tools help staff get files pulled for them when they need them.
- Automated calendaring ensures files are pulled and ready for date-specific needs.
- Manage with Time Limits to reduce hoarding and the risk of loss.
- Automated label printing streamlines new file creation.
- Administrative staff can place requests and manage on behalf of the staff they support.
- Analytical reporting provides valuable metrics on the filing tasks and workloads during a given period.
- Pull List, Delivery List, Re-File, and Audit Discrepancy reports streamline tasks you are currently performing manually.

## Affordable Options

### On-Premise Solution:

- Runs on your servers
- Requires minimal IT support
- Server OS: Windows 2000/2003/2008
- Database: MS Access or SQL Server

### Hosted Solution:

- Runs on FileTrail's servers
- Requires virtually no IT support
- Secured and encrypted
- Low initial cost
- Low monthly fee



*Find critical files from up to 8 feet away using the FileDetector™ on the portable RFID handheld tracker.*

## Expandability

### Expand your Tracking Kit at any time with these options:

- Automated import and update from upstream systems.
- Color-coded label printing.
- Web services integration.
- PassiveTracking™ with RFID at offices, cubicles, doorways, and exits.
- Tracking of library books, assets, computer equipment, and more.
- Document imaging and sharing.
- Electronic document management.



*FileTrail eliminates the stress of handling paperwork using the latest RFID technology for location tracking.*

## Your RFID Tracking Kit Includes:

- Complete browser-based file tracking software.
- Desktop RFID reader for fast check-in and check-out.
- Portable RFID handheld with FileDetector.
- Customization of fields, screens, and labels.
- End-user training and documentation.
- Support and upgrades.

## What Users Are Saying About FileTrail:

*“It’s been tremendous. There were a couple of days where we found five or six missing files in one day.”*

**Merry Francom**, Supervising Legal Clerk  
Superior Court, Stanislaus County, CA  
Court News Network (*televised December 11, 2007*)

*“We realized the amount of time we spent managing case files was huge. FileTrail RFID is cutting that time by 75%.”*

**Lee Reichert**, Partner  
Kamlet Shepherd & Reichert

*“The RFID from FileTrail has been great. Staff are often apprehensive about a new technology, but the processes FileTrail has built are simple, efficient, and very easy.”*

**Mohammad Samimi**, Quality Assurance Manager  
ORA, San Francisco District, FDA

*“FileTrail was a leap forward for the firm in terms of automated file tracking and RFID technology.”*

**Jody Rosenberg**, Director of Operations  
Sughrue Mion, PLLC

*“We don’t have to waste time and effort looking for files. FileTrail also gives our customers confidence.”*

**J. R. Richardson**, Director of Contracting, US Army Corps of Engineers  
Published in Huntsville Center Bulletin, February, 2006

*“With FileTrail, we have found a vendor that took the time to understand our vision, a product that was easy to integrate with our market-leading Practice Management System and a partner to guide us into RFID tracking technology.”*

**Jason Mervyn**, Director of IT Business Solutions  
Gowling Lafleur Henderson LLP

For more information about the benefits of automating with FileTrail, contact your local FileTrail representative at:

**FILETRAIL**<sup>®</sup>  
...because Paper Happens<sup>®</sup>

<http://www.FileTrail.com>

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