

## **Files Management System**

### **What is Files Management and System?**

Locating critical files and documents is one of the greatest problems in offices today. Time is wasted chasing misplaced files, deadlines are missed while searching, and everyone is interrupted by broadcast emails.

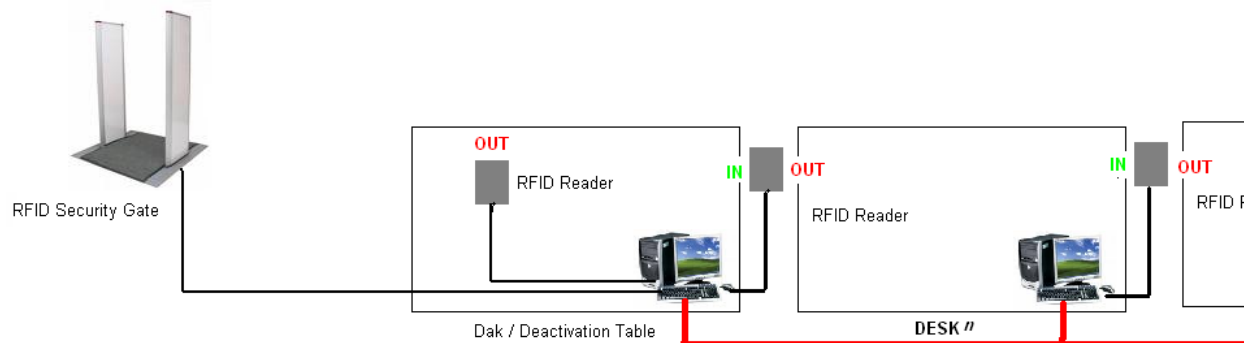
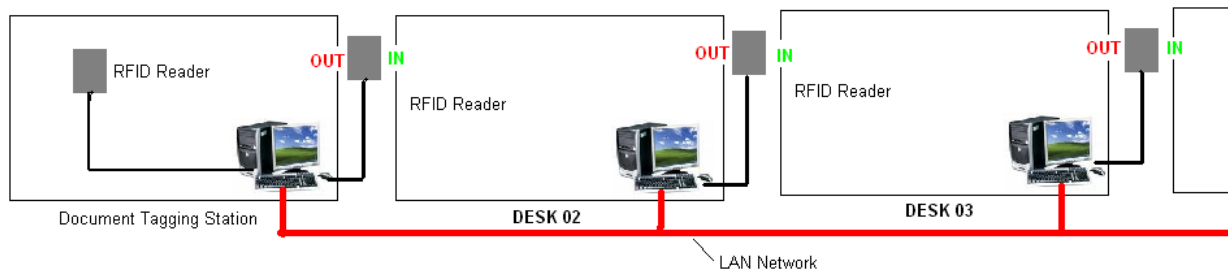
File Management System provides file tracking, workflow, and records management solutions that leverage the latest RFID technologies to streamline processes, save labor, and reduce operating costs. Unlike Bar-Coding, RFID does not require line-of-sight, does not require manual scanning at close range, tags are more durable and longer lasting - some can be reusable, and tags do not require time consuming alignment to the reader.

### **Why Files Tracking is required?**

RFID technology enables a break-through revolution in tracking documents. It is especially beneficial in those environments where the documents are of high value to the organization, and the temporary or permanent loss of a document would have significant negative impact, such as intellectual property, key medical records, property ownership, financial documents or documents vital to e-discovery.

### **Functional details:**

- Each file in the Document Storage room receives a RFID File tag label, depending on the kind of file, it is recorded with the name and other related information including unique file number.
- Each Rack at Document Storage room and Almira at Document Review room will fixed with an RFID Rack Tags label, and are recorded with Rack number and other related information including unique file number.
- Each Cells/side at Document Storage room and Almira at Document Review room will fixed with an RFID Cells Tags label, and are recorded with Cell number and other related information including unique file number.
- Details about the file are automatically updated in database server, and all details such as the file's current user and the file's status.
- File tracking system will capture data about the file as it enters/leave Document Review room which has a RFID Long range Gate Antenna also called a Zone tracker portal positioned at entrance of the Door, thereby making it possible to track files which are moved in/out from place to another.
- The Hand Held RFID readers also called as interrogators are Windows-based mobile devices that can be used for tracking and audit purposes, allowing staff members to search for all files to ensure they are not misfiled.



- The Hand Held devices can scan all files in a room if an employee is seeking a specific file, and it will be used in tracking files in a storage room racks/drawer's.
- Alert is generated in case of an authorized file movement from Document Storage room to Document Review room by Zone tracker RFID portal positioned at the Door between the two rooms.

### **Features of Files Management System**

#### **File Location.**

- The system tracks the current location of any file whether it is in the file area, checked out to a user, or has been archived to storage or another media type.
- Eliminates time consuming manual searches.

#### **File Transfer.**

- File ownership can be transferred from one user to another.

**File Checkout.**

- A file can be checked out to any authorized registered user or location

**File Check-in**

- The check-in routine is as easy as bar code reader reads.
- RFID reader first read the file ID bar-code and then the check-in File records.

**Administration.**

- Control data integrity and user access
- Manage Users, File Types, and volumes
- Add/delete/edit files and other settings.

**Comprehensive Report Generation.**

- Login Report, File Activity Report, File Inactive Report, File Destruction Report, Pending Request Report, File Inventory Report

**User status and information is displayed upon login.**

- The User gets a summary of all files that are check out to them and the files they have requested. The detail information is displayed

**Search capabilities.**

- The user can search on any file or multiple files simultaneously.
- Search results displays all current file status (checked out etc.).

**Benefits of Files Management System**

- Streamlines check-in and check-out
- Helps find important files quickly
- Drastically reduces the time spent to track and trace patients cases
- Eliminates duplication of files
- Much easier to find any specific file (approx 10 minutes to locate a file among 10,000 files).
- Reduces manual intervention which removes human errors in check-in & check-out processes.
- Various MIS reports are generated in customized formats for making the process of reconciliation easy.
- Performs file room or desk audits quickly
- Stops searching for case files
- No lost and stolen Files
- Frees staff time for high- value work
- Improves productivity and reduces costs