

# National intellectual property law firm streamlines inventory and locates lost files with Checkpoint's Performa® RFID solutions

**I**n the field of intellectual property law, the ability to obtain information from a client's file instantly is critical. For the law firm of Sughrue, Mion, PLLC, the Intelligent File Management System (IFS), developed by Checkpoint Systems, Inc. has reduced time necessary to inventory client records and locate misplaced files.

"Our work demands that we access information immediately. We can't afford to devote our time and resources to searching through the mountains of information stored in our files just to locate specific documents," said Tommy Sanders, senior site manager of Sughrue.

"The Intelligent File System has dramatically reduced the hours of costly and inefficient time formerly devoted to file management."

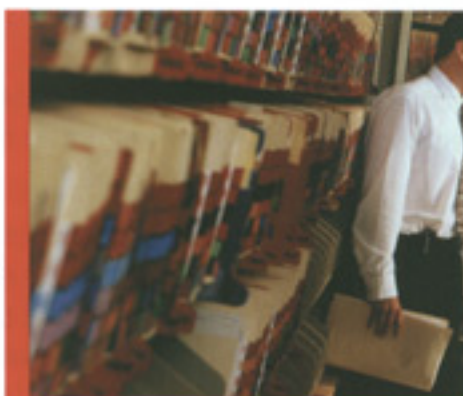
The IFS integrates Checkpoint's Performa® RFID tags and readers with record tracking software. The system manages hard copy files while giving individuals desktop access to company-wide file information. Checkpoint's RFID automates file identification for circulation and allows automated checkout, inventory and enhanced security. Physical inventory can now be taken with a portable reader.

## Surpassing the barcodes

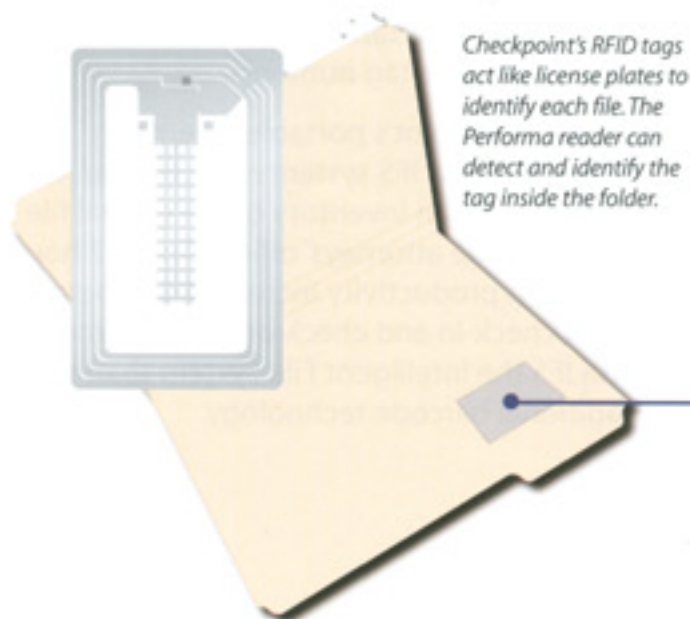
"Many of our customers have asked us for solutions for file room efficiencies that we previously could not satisfy with barcode technology," said Joseph Alvarez, vice president of National Office Systems, of Washington, DC, a leading information management company that markets the IFS. The IFS, he said, "revolutionizes the file management business."

NOS suggested that the Intelligent File Management solution would work for Sughrue.

The law firm's central file room currently holds approximately 12,000 files, and the number is growing. On an average day, 50 files are requested, and about 200 are refiled.



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*Checkpoint's RFID tags act like license plates to identify each file. The Performa reader can detect and identify the tag inside the folder.*

Requests are expected to be filled within two hours. Time spent searching for lost or misplaced files erodes productivity.

Checkpoint's RFID technology enhances the functionality of the software by automating file identification for circulation, by allowing automated check-out and inventory, and by enhancing security. The file's identification number is embedded in the integrated circuit (IC) on Checkpoint's Intelligent RFID Tag. Unlike barcodes, RFID has no line-of-sight reading requirement, so the tag can be placed inside the file folder. Checkpoint's advanced anticollision capabilities make it possible to read multiple tags at the same time. This allows for significant improvements in efficiency for checking files in and out of the file room.

## RFID readers reduce inventory time

Physical inventory is another function that Checkpoint's RFID technology has enhanced for the law firm – as it has for libraries and other institutions worldwide. Staff can take inventory simply by walking past the file shelves or stacks of files with a portable tag reader, which captures and stores tag numbers.

Using Checkpoint's portable inventory reader, the new IFS system reduced man-hours necessary for an inventory of the central file room and the attorneys' offices from 32 hours to six and productivity increased 500 percent. Batch check-in and check-out are 30 times faster with IFS the Intelligent File System than with traditional barcode technology.

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## Eliminating lost time – and lost files

Locating a misplaced file can be as simple as entering the file number into the inventory reader. The reader will beep when it locates the file, even if it is the middle of a stack of files.

In this capacity, the IFS has already proven invaluable. The morning after a complete inventory was taken, a file was requested.

Although a database search indicated that a

partner had checked out the file weeks earlier, the individual insisted that he did not have it. Using the RFID reader, the file room

assistant located the file within a few minutes – in the middle of a stack of files on the partner's bookcase.

The benefits of RFID technology are clear given the costs and efficiencies it brings to the file management process. RFID technology in asset tracking has vastly improved the accuracy and efficiency of day-to-day file management operations for firms such as Sughrue.

Automated file check-out/check-in, instant inventory, and desktop access to company-wide file information are among the unique advantages of the Intelligent File System.

"The IFS is a perfect example of how Checkpoint is working with law firms, university and public libraries, and government agencies to develop exciting new applications for them that take advantage of our radio frequency-based technology," said Dave Shoemaker, group vice president, strategic marketing of Checkpoint.

**Checkpoint**



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