

## RFID and bar code file tracking solutions

*Less expensive than competitor's standard labels, while delivering significantly enhanced efficiency!*

### **“All-in-One” labels**

#### **for accurate filing with visual & computer controls**

Use any standard color inkjet printer to produce labels that include color-coding, text, bar code and RFID. The file's primary index is color-coded and defines how files will sequence in filing cabinets. Color coding, RFID, bar coding, and text sections give your business multiple ways to identify and track files, plus indexing redundancy for efficient and accurate filing. Printing labels and originating new folders is fast, easy and inexpensive.

### **RFID circuitry**

#### **for inventory, tracking, finding and monitoring**

Every label is embedded with flexible, flat radio frequency identification (RFID) circuitry. The label's RFID transmitter is dormant until scanned by radio waves from RFID Readers, which power the transmitter to send back the file's identifying information. Using a combination of stationary and portable RFID Readers, files can instantly be identified, inventoried, tracked, and monitored. Whole stacks of files can be read at the same time. The Readers communicate directly with computers to update the file location database with a minimum of physical file handling or computer use.

### **Custom text**

#### **for “at-a-glance” folder identification**

Portions of the label are used for printing text-based file identifiers, allowing files to be processed with the human eye. Quick view file indexes are right on the label, so the folder does not have to be opened to validate that the correct record is in-hand, speeding file handling and processing.

### **Bar codes**

#### **when a single read is the right solution**

For tasks like tracking files to a specific cabinet, or purging files to archive boxes, bar coding provides important advantages over RFID. For certain workflow processes, one label and only one label needs to be read, and bar codes are ideal in these circumstances. VirtualDoxx also delivers tracking systems that use bar codes rather than RFID technologies, and which can be upgraded to RFID at any time.

### **File folder color coding**

#### **guides you to the right location — right away**

Color-coded file information provides a powerful visual control for efficient filing and misfile control. Alphanumeric (A-Z and 0-9) characters are assigned unique colors to index primary information (such as file name or number) and secondary information (such as type or year of file). The colors form patterns when viewed on open, library-style shelving, or when stored in drawer-style cabinets. Users are guided to the right file location at a glance. Entire systems can be visually audited for misfiles in moments.



## **Optimized records management and file tracking**

**MTM Business Systems**  
*“The High Density Professionals”*

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I N D E X  
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T R A C K  
F I N D  
C O N T R O L

# VirtualDoxx delivers records management and radio frequency solutions that work!

- INDEX**  
files with efficient color-coding, text and bar codes
- IDENTIFY**  
file locations and status
- TRACK**  
files whenever they move or change hands
- FIND**  
missing files quickly
- CONTROL**  
access to files and retention schedules

RFID technology automates filing processes, enabling file tracking without staff having to use a computer interface, providing truly ‘passive’ records management. The software is customized around each client’s terminology and workflow requirements, making the system easy to learn and easy to use.

The VirtualDoxx solution provides a systematic framework for structured records management policies and procedures. The software enhances compliance with government and industry regulations, and streamlines record retention schedules. VirtualDoxx blends the use of RFID, bar codes and color-coding for optimized records management, delivering a rapid return-on-investment!



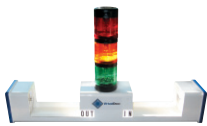
**VirtualDoxx software can be installed on your server (in-house solution) or accessed from our state-of-the-art data center (hosted solution):**

- Requires no third-party operating system, database, or software licenses, and operates in Windows or Linux environments.
- Costs are minimized, as is the need for IT resources and computing/networking infrastructure.
- Workstation computers only require a browser application and Java—there’s no software to buy, install or maintain.
- Production, back-up and test servers provide redundancy, uninterrupted performance and seamless upgrades.
- Nightly backups to external media for disaster recovery.
- Uncompromising standards for security, power supply, and environmental control—with data center security and support maintained 24/7/365.



## Mobile-Track Portable RFID Reader Finds Files Anywhere

- Just point Reader around an office or at groups of files — it will BEEP if the file is there and guide you right to it.
- Quickly inventory every file in circulation. Automatically update records management system with file status and location.
- Track files to specific cabinets and automate file purges — keep track of what files go in what boxes.



## Control-Track Check In/Check Out Controller

- IN and OUT openings activate RFID sensors — automatically tracks files in and out of filing cabinets.
- No software to operate—the Controller reads and tracks files automatically.
- With the use of RFID-labeled staff ID badges, file transfers are associated with the responsible person.



## Office-Track RFID Tracking Antennas

- Attach RFID antennas to ceiling tiles and around doorways for office-wide file tracking.
- Install on or inside furniture, on shelving sides or any wall or work surface.
- Files entering offices are read by the RFID antennas and the software is updated with current file locations.



## Portal-Track RFID Choke-Point “Read Zones” for Passive File Tracking

- Portals positioned next to doorways track files without human effort, whenever files pass through the door.
- Portals can be installed at any ‘choke point’ in a facility where real-time file tracking is desired: who, what, where, and when.
- Lights and sound can alert staff to unauthorized file removal.



## “All-in-One” Labels Visual and Efficient Filing with Color, Custom Text, Bar Code and RFID

- Labels have RFID transmitters built-in. When scanned by a radio wave Reader, the label transmits its ID information.
- Labels are color-coded as a visual guide to file identification — go right to the section you want. Misfiled folders are easily identified.
- Printing All-in-One labels is fast and easy on any standard office color ink jet printer, and are less expensive than other RFID labels.



## Filing System NOW Complete Filing System Design and Implementation

- With VirtualDoxx file conversion services, you can have a turnkey RFID filing system with no interruption in workflow and an instant boost in productivity.
- VirtualDoxx provides Certified Records Management staff to help design your filing system and oversee project management, ensuring your filing system is optimized and your operational costs are minimized.
- Store more files in less space. Use open-shelf filing cabinets and high-density, rolling filing systems for maximized storage capacity and efficient filing.



## Are you ready to go paperless?

**VirtualDoxx document imaging provides powerful document scan and index capabilities for transitioning paper-based records to digital, electronic records.**

### Document indexes connect the dots

Indexes are the key to efficient use of your digital documents. VirtualDoxx creates logical and streamlined indexes for easy document retrieval and accurate cross-referencing. With barcode recognition and data integration techniques, most manual data entry is eliminated.

### Prevent disaster before it strikes

Documents and their data represent the fundamental asset of an organization. Prevent loss of vital information from tampering, fire, flood or other disaster with digital document imaging, electronic filing software, and redundant, offsite storage. Retrieve, process, and amend any document, from any browser-based computer. Enhance your business information systems and better serve your customers, while significantly reducing costs.

### Hosted or in-house — images are available from any workstation browser

With VirtualDoxx’s in-house or remotely hosted document imaging and retrieval systems, any computer with a browser becomes a powerful document management workstation. The web-based ASP solution eliminates the need for internal servers or special workstation software, providing rapid deployment, low cost and scalability. The in-house solution provides enterprise-class performance without requiring third-party operating system, database or similar licenses. Both in-house and web solutions provide a turnkey package for optimal performance, tailored to your terminology and workflow.

### Seamless electronic records and legacy system conversions

Successfully convert index databases and image repositories using VirtualDoxx, including all major brands of imaging system index pointers and images. Blend office documents, emails and related files for comprehensive electronic records. Full support of copiers, scanners and multi-purpose devices for import of scanned, copied and faxed documents.

### Scanning and indexing services for conversion of legacy documents

Convert legacy paper and microfilm-based records to digital images. VirtualDoxx can deploy equipment and personnel on site for indexing and scanning, or legacy records can be converted at our production conversion centers for fast, high-volume turnaround. Indexes can be imported from host databases or spreadsheet systems, or can be captured manually from existing paper-based file folder records and catalogs.