



RFID in Document Tracking



RFID technology can dramatically reduce costs associated with tracking documents

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.

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.

Examples are:

- Lawyer's and Accountant's offices
- Government offices
- Hospitals and other Medical offices
- Crime Labs and file archives

FSN 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.

Tagged Documents

When combined with employee identification systems using cards or fingerprint sensors or tags, the RFID system will enable real-time recording of which employees are removing or replacing which documents, whether authorized or not, from a filing cabinet or room.

Tagged cartons

By equipping document archival cartons with passive RFID tags, and the use of RFID readers throughout the facility, our system offers Real-Time 100% annual inventory and audit reporting for clients, auditors, and authorities.

No longer constrained by time-consuming physical audits that involve locating and moving each carton, the RFID system provides assurance and validation that document archives are where they are supposed

to be at all times, able to be retrieved quickly when needed, and promptly destroyed in accordance with appropriate regulations and client retention policies.

Compliance and Industry Standards Assured

FSN uses only non-proprietary, industry-standard RFID hardware and tags. We won't lock you in with proprietary solutions using proprietary standards.

RFID tagging supports strict compliance with data management regulations such as PIPEDA(Canada), the Health Insurance Portability and Accountability Act (HIPAA), Sarbanes-Oxley (SOX), the Gramm-Leach-Bliley Act (GLBA), the Fair and Accurate Credit Transactions Act (FACTA), and others.

RFID document-tracking systems save time and money by drastically reducing:

1. Time spent searching for lost or mis-filed documents
2. The financial and legal impact associated with losing documents

How RFID Document Tracking Works

The basic idea of using RFID to track documents is a simple one:

- Each document is tagged with an RFID tag, in the form of an adhesive label.
- Staff may also be issued RFID cards as identification for checking documents in and out.
- Fixed RFID reader stations at entry-points of file-room(s) are used by staff to check documents in and out.

Hand-held RFID readers are used to:

- Perform rapid inventory checks
- "Hunt" for missing documents by waving the reader over shelves, filing cabinets, or piles of documents
- Missing Files are easily found with the Detector. The long 10-foot read range alerts you to the missing File, then directs you to their specific location.
- Our clients report completing regular Audits in 15% of the normal time, and finding missing Files in 5% of the normal time.



*"The BEST from our testing"
.....for office use.....
Lightweight and ergonomic
design, RFMobile™ portable
reader with up to 10 ft read
range*

A web-based reporting tool allows users to query document status, location, and history. Our FileTrail system is highly configurable allowing the product to work exactly the way each client and each department needs it to. FileTrail installs on your server and is accessible anywhere by authorized personnel without installing software at the workstation. Our easy-to-use browser tools allow all staff to search, locate, and request records with little to no training.

Performance of RFID Document Tracking Technology

Current RFID technology used for document tracking allows a hand-held RFID reader to be moved at a rate of 2 meters/second, relative to stationary documents on a shelf or in a file-cabinet, while achieving 100% tag-read reliability. Unlike previous RFID technologies, tags may be immediately adjacent to each other—no minimum separation distance is required.

The Bank of Nagoya claims to be the first to implement this application in April 2005. RFID technology is now mature, ready for prime time, to make a drastic improvement in your organization's ability to track and manage documents. Subsequently, many legal, accounting and government organizations have enhanced their operations with RFID-enabled Document Tracking.

The RFSmartTag supports powerful functionality like Inventory, Searching, Passive Tracking, Exit Controls, and more. There is no need to touch each File as our Gen 2 tags can respond to our readers from up to 12 feet away, so now, RFID Readers can be fitted behind ceiling tiles in offices, or can cover doorways and corridors. The information is automatically recorded. Transferring tag data to the database is a simple and automatic process, updating the database with current File locations.

FSN provides a variety of RFID tags fit for different purposes. Our low-cost tags for File tracking can be read from 12 feet away when attached to any paper-based or plastic media. We also provide asset tags suitable for application on items with metal content such as printers, laptops, and other equipment.

Accuracy and Cost Savings

With a high volume of tracking, one law firm switched to the FileTrail RFID Solution with no disruption to work flow. With the new system, weekly audits fell from 32 man-hours to 4 man-hours, the number of missing files dropped by 95% almost immediately, and all staff gained the ability to search, locate, transfer, and request retrieval of files. The FileTrail solution has brought significant cost savings to the firm.

Choice of Business Models

RFID Document Management systems from FSN and FileTrail are available for **on-premise** as well as **hosted and managed** business models.

The **hosted and managed** model is typically preferred by those organizations desiring a lower initial investment and reduced Total Cost of Ownership. The initial hardware and software costs are replaced with a monthly fee. In addition, the client avoids the cost of internal servers, server software, database software, as well as eliminating the technical labor in server management, system management, and backup.

A hosted solution is ideal for clients who want to minimize capital expenditures or who prefer not to manage servers and systems in-house. FileTrail handles all maintenance and operation of servers and backup of data as well as upgrades as available. Thereby, big law firm document tracking capabilities are economically available to smaller firms.

Tamper Evident Technology *

FALKEN Secure Networks and MIKOH work together with customers to design and implement physically secure solutions to track, seal and/or monitor valuable assets, secure crime scene evidence, documents and case files. MIKOH offers a broad suite of patent-protected RFID and non-RFID technologies incorporated into low cost pressure-sensitive security seals.

The **Smart&Secure Inform** RFID tag disables the RFID functionality of tags, labels and seals if tampering occurs. This creates a unique, one-to-one relationship between the tag and the asset to which it is attached, preventing unauthorized tag removal and transfers. Thus, a secure chain of custody is established whether in storage, or when transporting court documents and crime scene evidence.



Smart&Secure Insight tag is a pressure-sensitive RFID label incorporating a chip, antenna and dedicated tamper circuit manufactured from destructible conductive ink. Smart&Secure Insight's tamper layer causes disruption to the tamper circuit on tampering or removal of the tag without affecting the chip or antenna. During a read operation, this disruption is sensed by the chip and the tampering is reported to the reader.



SecureContainer is a system designed to seal reusable plastic containers (RPCs) using low cost pressure-sensitive security seals, incorporating intellectual property licensed from the US National Security Agency (NSA).



SubScribe (Non-RFID)

- Low cost alternative to RFID solutions
- Security Construction and Equipment Committee (SCEC) certified in Australia
- FIPS certified (US)
- Robust subsurface laser marking
- Digital laser marking resulting in high flexibility



SubScribe labels as document authentication



Tampered SubScribe label

**For further details, refer to FSN's Brochure on Tamper Evident Technology*

FALKEN Secure Networks(FSN)—Your partner for RFID automation

If you choose to pursue RFID implementation in your organization, here is the FALKEN Secure Networks commitment to you:

- FSN will provide solution architects to work with you to define system requirements for your particular installation. Multiple locations can be networked together for a central and real-time view and centralized management.
- FSN will do a RFID site survey to validate radio frequencies, tag types, system design and performance
- FSN will provide all necessary hardware and software to make the system work for you
- FSN will integrate the system with your existing enterprise management software
- FSN will provide documentation for the system, including operating procedures
- FSN will train your people
- FSN will provide warranty and continued system support

For RFID-enabled Document Tracking and Management, FALKEN Secure Networks (FSN) and partners bring together the right technologies to give you control over your files and make your office run more efficiently. Our automated and secure processes save time and labor, and prevent problems before they occur. With FSN ,you get the latest, non-proprietary secure RFID technology with the most powerful and flexible RFID file tracking software available.

Contact Us

FALKEN Secure Networks is a specialized System Integrator, RFID Solution Architect, and Value-Added Reseller with focused expertise in the RFID site survey, cost-effective design, and turn-key project implementation.

Contact FSN at sales@falkensecurenetworks.com



Motorola/Symbol

PartnerSelect

Authorized Value-Added Reseller



CERTIFIED *Partner*

Authorized Value-Added Reseller



Authorized Value-Added Reseller



Omni-ID™

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FILETRAIL

Authorized FileTrail Partner



CERTIFIED *Partner*

Authorized Value-Added Reseller