

# What would a lost file cost your organization?

*A major case? A lawsuit? A lot of time? A large client? A critical audit? Money?*



You will never have to learn the cost with FileTrail RFID.



*"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



## experience and expertise

*“In our search for a RM solution, it was critical for Gowlings to find a company whose vision and solution allowed us to leverage existing investments, but yet could take us to the next step in technology. 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, IT Business Solutions, Gowling Lafleur Henderson LLP

In 2000, we designed FileTrail with RFID as one of the core features of its database. Having a complete records management system with RFID provides all of the compliance and business process tools as well as the superior tracking capability of

RFID. In 2004, we installed our first UHF RFID system. In 2007, we installed over 500 RFID locations. In 2008, FileTrail installed over 300 RFID locations in just one organization and over 800 total. This experience has allowed us to understand

how RFID works with records in the office environment. From this knowledge, we continue to enhance our products for the office environment in order to deliver a completely passive real time tracking system.

## the RFID office

*“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

Through different components FileTrail's RFID office gives you complete passive tracking for your files. The components include:

**RFSmartOffice™** - Implements FileTrail's PassiveTracking™ concept, automatically updating the locations of files as they move from cubicle-to-cubicle and office-to-office, without the need for staff compliance. The Files tell the system where they are.

**RFSmartPortal™** - A virtual gateway that automatically checks files out to staff as they walk through the door. Files are automatically checked in as they are returned. FileTrail RFID user badges are

used to identify who is taking or returning files. Never manually check files in or out again with RFSmartPortal from FileTrail.

**RFSmartShelf™** - Adds the power of RFID technology to your file room shelving. The system saves you from searching for mis-files by surveying your entire shelving system to record the actual location of each file. The system is easily added to any existing shelving system — no need to buy new shelves, or limit yourself to a specific manufacturer. The system is also very scalable, whether you have 10 shelves or 10,000.

**RFMobile™ with FileDetector** - This portable reader locates missing files with the FileDetector software and expedites physical inventory and audits. The RFMobile software from FileTrail and color touch-screen makes it intuitive and easy to use. Our clients report completing regular audits in 15% of the usual time, and finding missing files in 5% of the usual time. The long 10-foot read range alerts you to the missing file, then directs you to its specific location.

# find missing files quickly

*“With FileTrail RFID, we don’t have to waste time and effort looking for files. It also gives our customer’s confidence.”*

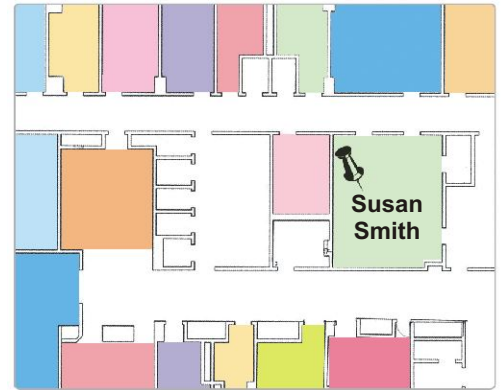
— J. R. Richardson, Director of Contracting, U. S. Army Corp of Engineers

The FileDetector feature on the portable RFMobile helps find missing files quickly and route them to the person who is waiting for the files. The 10-foot read range locates missing files like a metal detector in a fraction of the time. The on-screen range slider helps you zero-in on the specific location of the file. Stacks of files can be searched without direct contact, ensuring that you don't

disrupt someone's personal organization system at their desk.

**FileTrail Maps** - Knowing where it is even when you don't know how to get there. FileTrail incorporates maps so when the system tells you the file is with Susan Smith but you don't know where her desk is located, the mapping tool will.

**Current Location of 06-0208173 volume 3**



# guaranteed RFID tags

*“FileTrail really leverages the richness of RFID Technology, which we believe is the key to success in managing our files in a very efficient and secure way.*

— Rita Rovira, World Bank Group, MIGA

The **RFSmartTag™** can be attached to each file to electronically locate missing files, manage inventory and log a file's history. In cubicles and offices, the tag is automatically read, making tracking as easy as going about your normal workday.

The **RFAAlarm™** is a configurable tool that provides control over an exit to prevent unauthorized removal of tagged items from the area. Each alarmed area can be set to sound a siren, activate a light, and send email notifications.

FileTrail RFID, you get all the tools you need to manage your files, including the compliance tools, the ability to work with your off-site records center, and the highest level of security. With FileTrail, you get the *complete* system.

We guarantee that each FileTrail RFSmartTag will be free from defects in materials and manufacture for the lifetime of the item to which the tag is directly applied. Our work in UHF since 2004, gives us the confidence to guarantee our tags and provide no-cost replacements. You must be the original purchaser and the tag must not have been subjected to abuse, misuse, accident or neglect.

Never losing or misplacing a file again is an important benefit of FileTrail RFID, but as in any system you want to make sure you have the *complete* system. With



## cost-effective solutions

*“We chose a hosted system from FileTrail in 2001 because budgeting kept us from implementing a system in-house. Once we made our decision we were up and running in a very short period of time.”*

— Marc Merrill, Management Consultant, Glenn Gelman & Associates

At FileTrail, we know that the management of physical records, while vitally important, sometimes doesn't get the attention it deserves. The budget issue stalls or cancels the ability to implement a physical records

management system. That is why FileTrail has been offering a Hosted Solution as an alternative to our customers since 2001.

Our Software as a Service also benefits the IT department by eliminating the

need for additional infrastructure and support resources. So whether you want us to host FileTrail for you or you want it installed on your servers, we offer a cost-effective solution.

## background

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— Rita Rovira, MIGA, World Bank Group

FileTrail's physical records management system was the first with 100% pure web technology. FileTrail was the first to use a familiar web interface to make the system easy to use for all users. FileTrail has no limitations on its configuration tools making sure it fits your records and compliance needs from six fields to 100 fields to define a record. From one office to 100 offices, FileTrail can

manage it all. Add in FileTrail's barcode technology along with our advanced color labeling tool and it makes it the perfect fit for your organization.

FileTrail's smart RFID adds a whole new dimension to the term real-time tracking. FileTrail RFID is a complete solution for your office with tools such as Smart Shelves for managing the location of files on the shelf, to the RF

Portal for check in and out through doorways, to the Smart Office for real-time tracking in employee offices, to the FileDetector on FileTrail's RF Mobile Device that helps you find missing files like a metal detector. Unlike other RFID systems, FileTrail is a complete records management system. We cover it all and use FileTrail's system as the core engine guaranteeing a complete solution.

