

Radio Frequency Identification

Infolinx now provides the latest in RFID technology



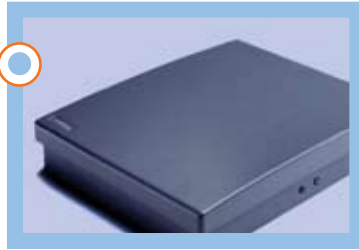
Up to four hundred hours per year, per organization, are spent searching for lost files. As much as twenty five percent of misplaced paper documents are never located. Knowledge workers can spend fifty percent of their time searching for information. Approximately \$175 in lost production and wages is spent searching for each misfiled document. Thus for a company losing just one file per week, the resulting loss in production and wages totals \$9,100 per year. Increase the frequency of loss, or more importantly, include the potential legal liability, and the resulting real negative impact upon an organization can become quite staggering. How can this situation be remedied? Enter Radio Frequency Identification (RFID). Infolinx provides the latest in Radio Frequency Identification (RFID), a highly reliable and proven technology that can be used to control, detect and track your records.



RFID utilizes a method of identifying unique items using radio waves. Typically, a reader communicates with a tag, which holds digital information in a silicone microchip. The data is stored and then transmitted to an RFID reader via the antenna. Once received by the RFID reader, the information is decoded and interpreted. There are many different types of RFID readers, including tethered, handheld, desktop, and fixed to name just a few. Within the records management industry, tethered and handheld scanners are the most prevalent. The tethered scanner is used for transferring (checking in or out or from one user to another) items (typically files); the handheld for performing inventory, bulk transfers, or finding missing items.



So, what advantage does this technology offer compared to barcodes? Primarily, and unlike barcodes, RFID does not require line-of-sight recognition. With RFID, a user can scan a tag without ever seeing it. If a tag, for example, is under a pile of papers on a desk, it can still be “found” by an RFID reader. Once found, the tag sends a signal as if to say, “I’m here”, and transmits its data to the reader. Secondly, multiple tags, up to thirty per second, can be read simultaneously. This combination of non line-of-sight with simultaneous read ability greatly reduces work process times, specifically for checking items in or out, and especially when performing inventories, greatly reducing time and labor expense while increasing productivity.



For most organizations, having the right information at the right time is a necessity. Central to this effort is the establishment of a well-designed records management program. And increasingly, best practices in this program are reflected via the incorporation of RFID technology. The ability to accurately and efficiently track business-critical information contained in physical trackable assets is essential to organizational efficiency, well-being, and profitability. The application of RFID technology to this mission is certainly an idea whose time has come.

RFID has come a long way since it first began. Implementing RFID into Records Management is the smartest, most efficient way to track records in any business. The repercussions of not having RFID in your business are lost wages, lost files and thousands of dollars in lost productivity. So where would you be with RFID?

Benefits of RFID include:

- Rapid retrieval of missing files
- Complete inventories in a fraction of the time
- Scanning multiple files simultaneously
- Increased overall productivity and accountability
- Decreased legal exposure resulting from lost information