

INFOGRAPHIC

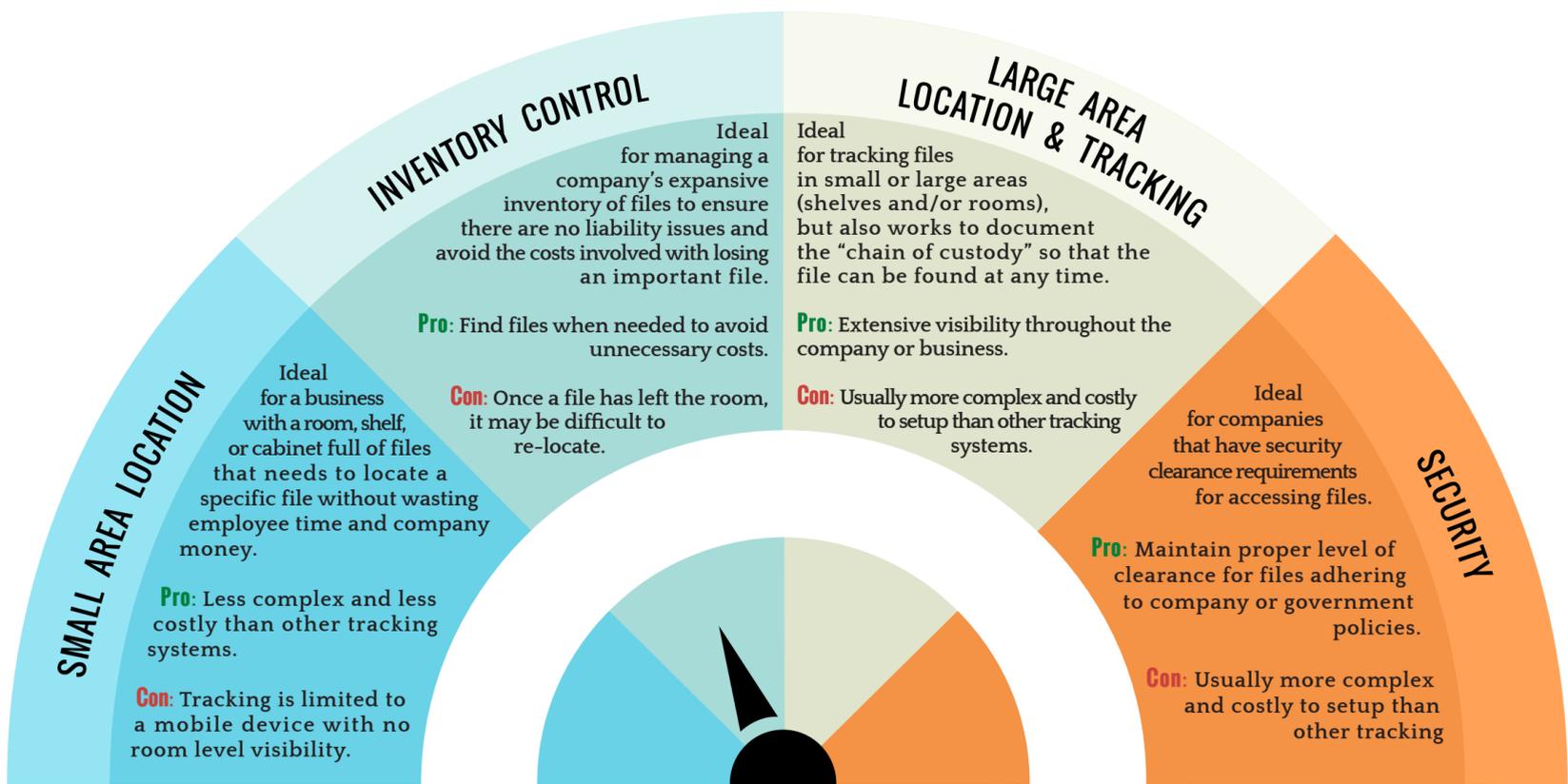
YOUR JUMP-START GUIDE
————— to —————
FILE TRACKING



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RFID FILE TRACKING CHEAT SHEET

YOUR JUMPSTART GUIDE TO FILE TRACKING



“I HAVE HUNDREDS OR THOUSANDS OF FILES AND I NEED HELP WITH...”

SMALL AREA LOCATION	INVENTORY CONTROL	LARGE AREA LOCATION & TRACKING	SECURITY
<p>Depending on the size of your company and quantity of files, there are a few hardware and software options from which to choose.</p> <p>A small area tracking solution can be as simple as a handheld reader, RFID labels, and an Excel document, or as complex as an out-of-the-box software solution with multiple handhelds and an encoding station.</p> <p>Most file tracking applications will need some type of small area file management aspect, which can be combined with any of the other three types of file tracking systems for a more comprehensive file tracking solution.</p>	<p>The size of your inventory control file management system will depend on the amount of files to be monitored.</p> <p>A simple inventory control system could be a handheld reader, RFID labels, and an Excel document.</p> <p>If you use this method, an employee will have to do a few 'walk-throughs' of all files when an inventory check is required.</p> <p>A more complex, but less time consuming, solution would be using software with a fixed reader system and shelf antennas.</p> <p>The files would be organized on top of each shelf antenna so that the RFID reader would be constantly inventorying the files.</p> <p>Using software, the system could send an alert when a file is taken from the stack. The amount of equipment required would depend on the amount of shelves in use as well as how many files can fit on each shelf antenna.</p>	<p>Large area location and tracking will be the most costly to set up, but it also provides the most visibility for any file which could be crucial to accompany with thousands of files and multiple employees.</p> <p>This type of system requires RFID file management software, fixed reader portal systems, RFID labels on files and employee badges, as well as desktop RFID readers.</p> <p>Within this system, each badge and file would be encoded at an encoding station with specific ID's that are associated in the file tracking software database.</p> <p>When an employee checks out a file, the portal system would document the employee number and the file number and update the software with this data.</p> <p>Then, when the employee returned to his or her desk, the desktop reader would read the tag and update the system to show the tag is currently on that employee's desk.</p>	<p>In order to create this type of system, each employee badge and file must have an RFID label attached and associated in a software database with the relevant information.</p> <p>A fixed reader portal system would be at the entrance/exit of each file room along with a GPIO adapter and light stack, buzzer/alarm, magnetic lock, or some other type of security device.</p> <p>These devices would be used to enhance the security of the room - allowing access (or not), sounding an alarm, etc.</p> <p>With all the various permissions and alerts that are possible, this type of solution is very software centric.</p>

