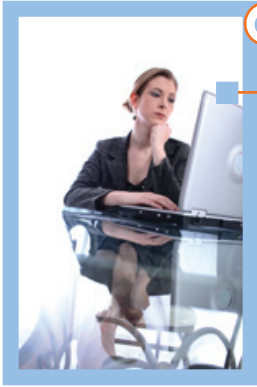
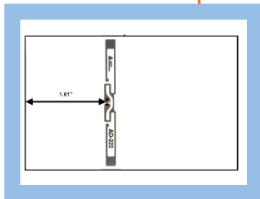


## Radio Frequency Identification

Infolinx now provides the latest in RFID technology

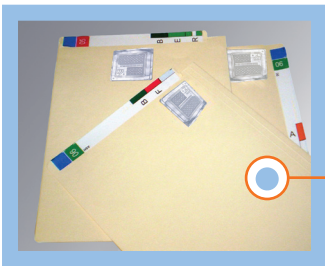


Since 1987 Infolinx has been the leader in bringing new technology to the forefront of records management. Long recognized as the experts in radio frequency identification (RFID) for records management, Infolinx continues to lead the industry with the newest technology. When implemented correctly, RFID has been shown to reduce inventory reconciliation time up to 80%. Additional key benefits include passive workflow tracking of hard copy files as well as the rapid retrieval of misplaced files.

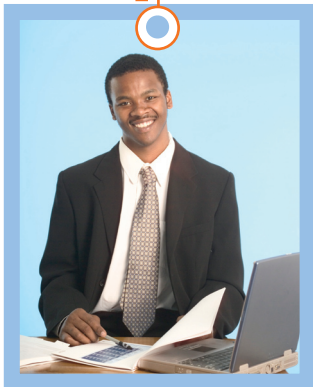
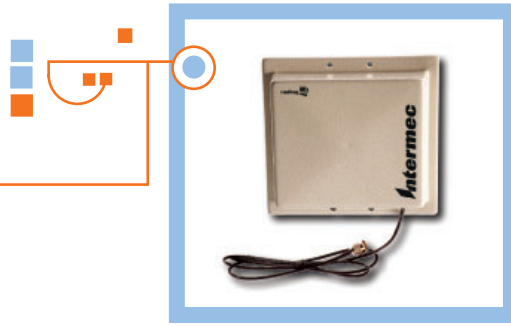


Initial RFID offerings were hampered by proprietary tags, limited read ranges, and prohibitive pricing. But with the development of UHF Gen 2, tags are now standardized, read-range has increase ten-fold, and tag pricing has dropped by more than 50% making the inclusion of RFID an affordable component to any records management information system (RMIS).

Consider this, up to four hundred hours per year, per organization, is spent searching for misplaced 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.



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, portable, desktop, fixed and portals to name just a few. Within the records management industry, desktop and portable scanners are the most prevalent. The desktop scanner is used for transferring (checking in or out or from one user to another) items (typically files), while the portable is used for performing inventory, bulk transfers, or finding misplaced items.



So, what advantage does this technology offer compared to bar-codes? Primarily 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 hundreds per second, can be read simultaneously. This combination of non line-of-sight with simultaneous read ability greatly reduces work process times 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 records and 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