

FILE MANAGEMENT

RFID File Tracking Systems are designed to reduce employee time spent maintaining and managing hundreds or thousands of files within a workplace.

RFID Based File Management System

How RFID System Works for File Tracking ?

- **Tagging** : Tagging is the process of mapping of registered file with unique tagid, corresponding Location and its department
- **Inventory** : Handheld reader reads and save the record of all the files coming in its range. It gives the list of misplaced and missing files.
- **Check-In/Check-Out** : Files can be check in and check out by self check in / checkout station.
- **Searching File** : Any File can be search by handheld reader by putting its file number. As the file come in range of handheld reader it start beeping.
- **MIS Reporting** : MIS Report can be generated from the web application anytime and anywhere in the scope of network.
- **Administrator Setting** : Administrator setting can be applied on files such as File cannot check in.
- **Real Time Tracking** : By this functionality file can tracked in real time by fixed readers installed at various places inside the campus.
- **Anti-Theft Gate** : Anti-Theft gate will take care no file can be taken out without check-In otherwise it will start a Siren for theft alert.



Features Of RFID

Curious venture provide simple Rfid based file tracking solution for small companies if you have less number of files our system will be best suited for you.

- File Registration
- Searching Specific File with its File Name or Number using Handheld Device
- Inventory Management using Handheld Device.
- File Check in/ Checkout using Web Application.
- MIS Report using Web Application
- Anti Theft System via Service



Advantages Of RFID

- RFID readers can be placed in certain locations throughout a facility to keep track of what item(s), passed through the locations; which direction the items are going in; and the date and time the items were transported.
- One of the most convenient locations for an RFID reader is in a door frame because it eliminates the need for the file room clerk to scan each individual record or manually check out records.
- This also allows any folders stacked together to be read all at once. The same process applies to reading folders and then boxing them for file relocations.

