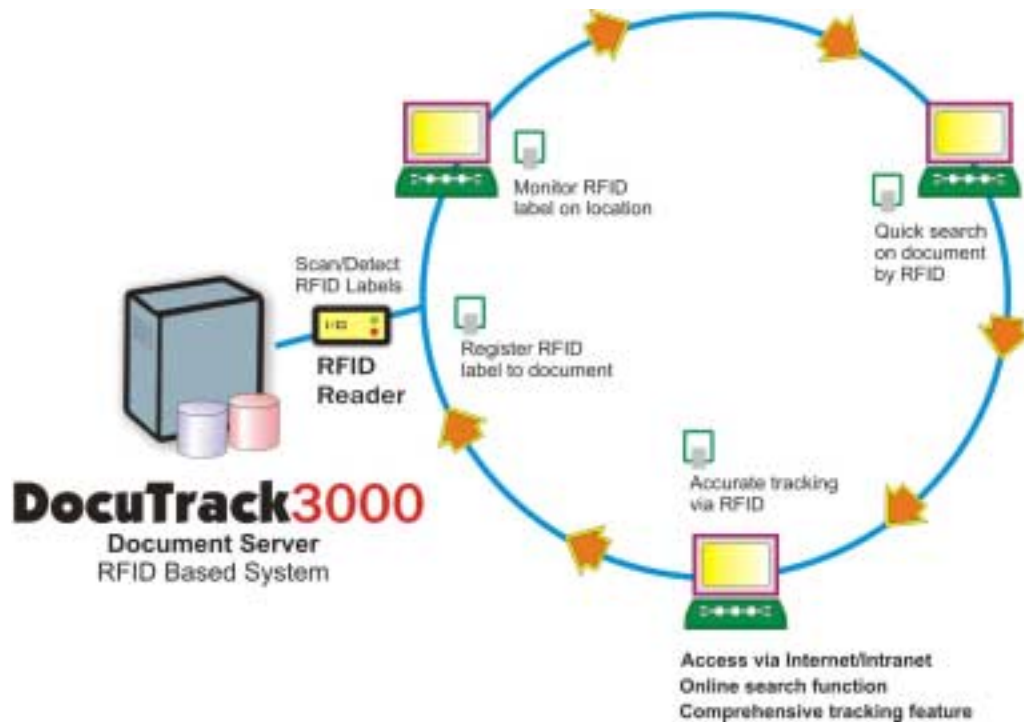


Intensecomp Pte Ltd
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Document Tracking System – Using RFID to Track Documents



Background

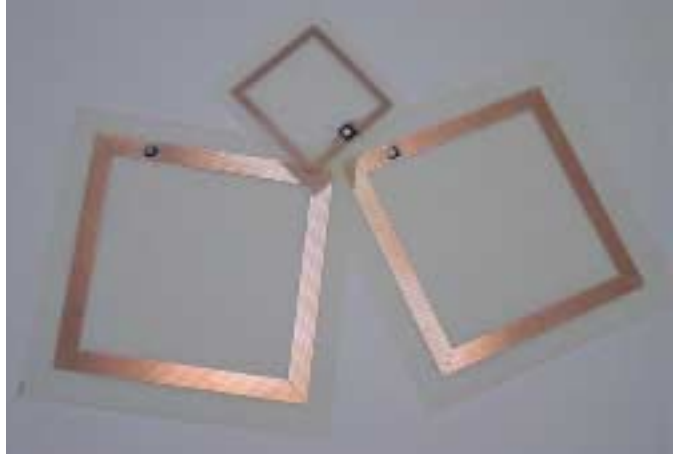
RFID – Radio Frequency Identification is an upcoming technology for tracking and identifications. Electronic chip works with radio frequency to provide wireless tracking application. Each chip contains a unique identification number. Data can be stored in the chip as well. These electronic chips are in the form of sticker labels. They are called RFID labels.

DocuTrack3000 – DocuTrack3000 is a total RFID solution for document tracking. It includes RFID labels, RFID reader and a document tracking software. DocuTrack3000 is designed to keep track of electronic documents and hard copy documents such as project file, document file and many others. Books and file can be tracked in the application in details.

Application Overview

Knowledge management is very important to any organization. Knowledge learned in a project should carry forward to subsequent project. Documents and practices created earlier can be reused if proper management is in place. Document tracking becomes critical as to ensure proper knowledge management in an organization. Properly tracked documents provide cost savings in terms of reduced effort to locate a document, redo or rewrite a document and also prevent lost documents. Lost documents means lost of knowledge stored in the document.

RFID is the right technology of choice to implement document tracking. No line of sight required as detection can go through the document. Document information such as who is the last person who holds the document can be stored in the RFID labels. Information such as actual location of the document, date and time when the document is loaned/borrowed and others can be stored in the RFID labels as well. These are part of the features in DocuTrack3000 application.



On top of RFID, DocuTrack3000 is a web-based application where user can attached an electronic file to a project. The attached file will be stored in DocuTrack3000 and it can be shared among DocuTrack3000 users. This function allows multi-user collaborations in an organization. User rights are introduced in DocuTrack3000 to provide proper access rights to attached documents.

Management of project's document is never easy. With DocuTrack3000, management of documents becomes as easy as ABC. Both electronic and hard copy documents can be tracked effectively via DocuTrack3000 with RFID technology. No more missing document to worry about and to search a document becomes very easy. Just use the search function in DocuTrack3000 to search for electronic documents or hard copy document tracked by RFID.

How to Implement

Document tracking seems very difficult to implement. In DocuTrack3000, this process has been simplified greatly. Every components required to implement document tracking are included in DocuTrack3000.

Install DocuTrack3000 into any PC designated as document server. It can be any available PC connected to the office network. DocuTrack3000 is a web-based application and thus it is wise to allow everyone in the office to utilize the advantage of DocuTrack3000.

After installation of DocuTrack3000, connect the RFID reader and paste the RFID labels to the document to be tracked. RFID labels are in sticker form and can be pasted onto any document easily. We have chosen the best type of RFID tags for DocuTrack3000 to ensure maximum performance.

For the start, register every document to be tracked in DocuTrack3000. Once this process is completed, all the documents in DocuTrack3000 database can be tracked easily. Register the RFID labels attached on the document via the RFID registration function in DocuTrack3000.

Place reader at the document check in and check out section for issuing of documents. Each document will be scanned and check in and check out time is recorded. Location and the user of the document can be tracked. Effectively, a comprehensive document tracking system is implemented using DocuTrack3000.

Advantages of Document Tracking

As described earlier, document tracking system help to keep and manage knowledge gained in every project. Data written in a document can be managed effectively. Information and experience obtained during earlier project can be reused in a later project. A good document management and tracking system helps to reduce significant cost and improves productivity.

Using RFID as document tracking medium is the best technology of choice. If your needs grow, additional implementation can be extended easily such as auto check in and check out station, detection of lost document via mobile scanner and many others. Additional tags can be purchased to extend to site offices and other branches. Ultimately, document tracking system is an essential system required in any organization.