VirtualDoxx

Find-A-File

Virtual Doxx Corporation develops records management solutions that deliver productivity gains and improved customer service, with client's in sixteen (16) countries and throughout the USA.

The documents within file folders, along with data in databases, are the core information assets utilized by organization to perform designated functions and fulfill missions.

Find-A-File enables missing and needed files to be rapidly accessed so that staff can complete workflows without interruption.

➤ Portable Radio Wave Scanner

➤ Find-A-File Portable Scanner Software

➤ Performs similar to a metal detector or Geiger Counter to detect folder's on Find-A-File's 'Folder Find List'

➤ Utilizes frequency of beeps, vibration of scanner handle, color-scale and numeric index to guide Users to within a few inches of a needed file.

VIRTUAL DOXX CORPORATION UNDERSTANDS THAT WHEN DOCUMENTS ARE NEEDED, THEY ARE MOST OFTEN NEEDED 'RIGHT NOW'.

WHEN STAFF ARE PERFORMING CORE WORK FUNCTIONS AND/OR WHEN CUSTOMER SERVICE IS REQUIRED, FILE FOLDERS MUST GET TO STAFF QUICKLY TO AVOID LOST PRODUCTIVITY AND TO ENSURE THAT CUSTOMERS ARE RECEIVING RAPID AND EFFECTIVE CUSTOMER SERVICE.

FIND-A-FILE IS THE MOST ADVANCED SOLUTION IN THE MARKETPLACE FOR IMPROVED RECORDS MANAGEMENT THROUGH RAPID ACCESS TO FILE FOLDERS. THE PORTABLE RFID SCANNER TRANSMITS RADIO WAVES APPROXIMATELY 20'.

A FILE # IS ENTERED TO THE 'FIND LIST' WITHIN THE PORTABLE SCANNER SOFTWARE. THE SCANNER THEN IS 'WAVED AROUND' WORK AREAS AND FILING SYSTEMS TO FIND THE NEEDED FILE.

The First Technology to 'Find Files'

Prior to the advent of radio wave technology, the only method for finding needed or missing files was through logic, handling and sight. If a file folder or archive box could not be located at the most logical 'expected' locations, broad and intensive searches were required. Emails asking 'does anyone know where file 'XYZ' is located, and, file room and/or other staff being tasked with searching through files in filing system(s) and files-in-circulation was required, often consuming multiple hours of multiple staff.

Enroll

Back-end databases and core processing systems establish unique identification of transactions within the organization. Find-A-File encodes your existing file folder's unique identifier into the RFID label computer chip to enable 'finding files'.

Designate

When a file cannot be rapidly located utilizing logic, handling and sight, the needed file's unique identification number or 'title' can be entered to the portable scanner's Find-A-File software to add the 'needed' file to a 'file find list' on the portable scanner.

Find

The portable scanner Find-A-File solution utilizes frequency of beeps, vibration in the scanner's handle, cold-warm-hot color scale and 0 to 100 numeric index to guide Users to within a few inches of the needed file, enabling rapid file access.
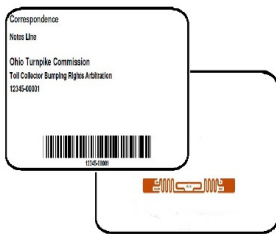
Tagging Files and Printing Labels

The foundation of the Find-A-File solution is placement of a RFID tag onto file folders, archive boxes and/or key documents.

If folders are already effectively indexed and/or color-coded, a RFID tag can be placed onto the folder. If printing index information and/or bar code onto a label is important, labels can be printed and placed on the folder's front.

Prevention of misfiles and/or the ability to quickly identify misfiled records is a critical element of records management and the ability to 'get files to the people that need the files, right when they need them'. Color-coding is based on unique color assignment to digits 0 through 9 and/or alphabetic characters A through Z printed onto file folder labels.

Find-A-File includes optional label printing software that utilizes standard ink jet printers to print labels with text, bar code and/or color coding. Color-coding makes filing processes fast, prevents and identifies misfiles and makes it easier to find files-in-circulation.

Color-coding and RFID technology together bring optimal benefits for managing physical file folder records, delivering enhanced productivity and improved customer service.

Find and Inventory Files

The file # or file name is encoded into the label's RFID computer chip utilizing the portable scanner, enabling Users to lookup the file's identifier in an existing database and to enter the value to the portable reader, which adds the file folder's identifier to the scanner's file folder "find list". The scanner is pointed around filing systems and work areas and beeps when any folder on the "find list" is detected. The scanner then utilizes vibration, color scale, beeps and numeric index to rapidly guide users right to the needed file.

Find-A-File also supports the use of the portable scanner to inventory files-in-circulation, and can export inventory data to spreadsheet or computerized database management system, providing staff with a tool to proactively manage file locations and minmize the need to FIND files.

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