

# Always know where your Files and Assets are with **SAM RFID**

## Tracks your Files and Assets

The **SAM RFID** Tracking Solution completely automates the tracking of your Files and Assets as they move In and Out of the file room and where ever they are around the office. **SAM RFID** is also the most efficient way to locate your files around the office. Unlike Barcodes, RFID can electronically see individual files in a stack on a desk, in boxes or other containers or even misfiled. With **SAM RFID**, all movements are tracked and documented with either the Fixed RFID Door Readers at a convenient entry/exit or the SAM Mobile RFID Reader.

## Single Entry Screen

You can create a new record in just minutes with **SAM RFID** with its single input screen and auto-fill feature, making entering new data or finding existing items on screen much easier. **SAM RFID** also allows the user to change the field titles in the Main Database Screen allowing the program to be customized. The User can also turn "On" additional fields. **SAM RFID** also comes with a Memo type field allowing long descriptive information to be entered.

## CHECK IN/OUT WITH OPTIONAL PURPOSE

As items are pulled and scanned, an optional purpose as to why the item was moved (returned to owner, pretrial work, etc.) can be recorded as well. The Purpose function is activated by the user and the Purpose List is created and maintained by the user. Items can be Checked In/Out via **SAM RFID** on the computer or via the SAM Mobile RFID Reader. When the items are delivered, the User, using the Sam Mobile RFID Reader, can scan the Person or Location and scan all of the items received. When docked, **SAM RFID** will update the newly deployed location.



## Quickly Locate Files

In today's competitive business climate, the ability to find files and documents fast is crucial and in some cases, can make the difference between guilty or not guilty or deal or no deal. RFID technology is the technology helping businesses reduce the time it takes to inventory client records and locate misplaced files. RFID is more efficient, because the ID tags can be electronically read without having to actually see the tag, unlike Barcodes. Barcode based tracking systems require you to locate the Barcode label and then scan it. With RFID, the tag can be read without seeing the item tag. This allows more flexibility in placing tags, such as imbedding tags inside covers or built in the file label.

There is no better way to find a specific file than with **SAM RFID**. When you are looking for a specific file, you simply download the ID of what you are looking for and pull the Trigger on the Mobile RFID Reader. As you walk around, scanning boxes or stacks of files, it will beep when the item is found. With RFID, archived records in boxes can be scanned easily without having to open the box. With Barcodes, boxes would have to be opened or files moved on a desk and the barcode scanned. If you can see the barcode, then you already have the item in your hand, which shows how Barcode is not useful in finding files. What used to take hours manually, will now only take minutes with **SAM RFID**.



### Main Database Screen - Item Master

Barcode	: 123456	Status	: OUT
Number	: 112233	Location Type	: Emp
Name	: Smith, Sally	Employee Name	: Tivan, Mark
Description	: Loan Application	Employee ID	: 100
Type	: Re-Finance	Phone Ext	
Division	: Banking	Trans Date	: 12/08/2014 01:10 PM
Text Field 1		Due Date	: 12/20/2014
Vol Number	: Vol 2		

Date Received: 12/07/2014  
 Reten Name: Ten Yrs Create Date  
 Retent Date: 12/08/2024

Date of Birth: / / Dept:   
 Date Term: / / Box Number:   
 Location: Dallas Archive Date: / /

Path:

## Check In/Out

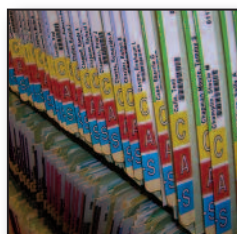
Keeping track of items entering or leaving their designated areas, such as the File Room, can be automated with the addition of RFID Door Readers. The Door Readers will read any folder coming within range and will even add the direction of either "In" or "Out". If the Door Reader is not an option, the Self Check Out Module can be used. Using a Touch Screen, the user simply identifies themselves from a pull-down and the built in RFID Reader reads the RFID tagged folders and assigns the folders to the person. The Self-Checkout module works with any PC or with the supplied Checkout Kiosk option.

## Easy Search

When you want to look up an item, simply enter the information on the appropriate field or multiple fields and press FIND. All the related items matching your criteria will instantly be listed. Narrow down your search easily by sorting on the appropriate field column and as you type your criteria, the list will become more defined.

## Physical Inventories are Faster and Easier

With the **SAM RFID** Solution, physical inventories can be accomplished much faster and with less effort, which translates into more productivity and profitability, by reducing manual labor costs. It works like this - with the SAM Mobile RFID portable, the user scans the area they are in, whether it's Barcode or an RFID location tag, then scan the items in the area. It could be a room, staging area or shelf location. With RFID, scanning files on a desk can be done without having to move files to see the barcode. Once the inventory process is complete, the user docks the portable reader and the SAM Software auto syncs the portable data to the SAM Software and updates all the items location with the time/date of the transaction.



## Standard SAM Features

- Over 20 Text Fields plus Date Fields and a Memo Field
- Field Titles can be Customized by End User
- Multiple Databases Supported
- Works as Client Server or Internet/Intranet
- Seamless Color Label Printing Program Included
- SQL Backend
- Predefined Standard Reports Included
- Export Feature
- Auto Populate Data Fields
- Request Feature
- Allows Pictures of Items to be linked to Data
- Allows Pictures of Employees to be linked to Data
- Tracks Employee's Certifications and Qualifications
- Imaging Feature of Certification Paperwork linked to Employees
- Built in RFID Writing or Linking Capabilities
- Quick Start Tab
- Multiple Ways to Search/Find Data
- Email Notifications for Overdue or Non-certified Items
- Optional Purpose field for Check In/Out's
- Built in Retention Scheduler
- Tracks Active Items and Archive/Destroyed Items
- RFID has an Optional Monitoring Screen Displaying Items Moving Thru Portals
- Optional Portable Reader Allows Easy Physical Inventories
- Optional RFID Portable has Search/Find Feature