

File and Document Tracking



Can you imagine the headache that you feel when searching for a file that was lost in the first place? This process happens time again in virtually every office every single day. Missing or misplaced files alone can increase labour costs by 50% or even more. Every minute spent searching for a lost or misplaced file and the painful process of re-creating the file take away from workplace productivity and costs. The

following puzzles therefore require careful evaluation:

- ✚ Does your company have challenges finding records that are removed from their permanent location?
- ✚ Are there records frequently lost or misfiled inside your file room or record centre?
- ✚ Are important documents missing from folders/records?
- ✚ Do you find yourself spending too much time searching for and/or re-creating lost records?
- ✚ Do your records present a potential legal liability?
- ✚ Can you access inactive records in a timely fashion?

If these posers sound like an experience in your office, then your solution is right here.

Very large organisations, government and businesses as they grow have found it hard to keep track of documents and even more so a difficult task to retrieve important and other sensitive/needed documents. An efficient and more productive method is now being introduced by **smartech** to provide solutions to these and other challenges associated with filing and documents.

Smartech RFID document tracking service is designed to provide solutions which will enable organisations to solve the puzzles mentioned above to enable company's track and manage all hard-copy documents. In addition it will provide file security, file audit in minutes rather than days or weeks, track, and manage controlled documents. Properly managed document and file tracking assists business to reduce resources as well as improves bottom-line.

Other benefits include increased employee efficiency, productivity – reducing time and costs associated with losing documents. Even the time spent in searching for documents is reduced. Again, document's tracking also facilitates file inventory/audit and loss prevention because all files can be accounted for in real-time. A lot of resources and money is saved in the process of implementing RFID system to track documents and files.