Law Firm RFID Case Study

Antonelli, Terry, Stout & Kraus is one of the largest intellectual law firms in the United States, with a large population of patent, trademark and licensing files to manage. Intellectual law is extremely time sensitive, because the US Patent Office requires that patent & trademark claims be processed on a precise schedule.

Problem

Staff could not get files when they were needed, resulting in office-wide frustration and operational inefficiencies.

Solution

The VirtualDoxx RFID Records Management System

- Firm was quickly converted to a fast, reliable, real-time RFID records management system

- Every file was labeled with RFID transmitter and color-code, using VirtualDoxx's All-in-One label

- RFID Readers check files in and out of the file room and track files wherever they go

- RFID enables groups of files to be processed and tracked all at once — instantly updating the file location database

- RFID portable Reader inventories files in circulation and finds missing files — just point the Reader around an office and it will BEEP if the file is there

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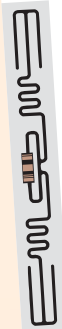
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Method for DTMF Transfer by RTP
ANTONELLI, TERRY, STOUT & KRAUS, INTELLECTUAL PROPERTY LAW

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INDEX
files with efficient color-coding, text and bar codes

IDENTIFY
file locations and status

TRACK
files whenever they move or change hands

FIND
missing files quickly

CONTROL
access to files and retention schedules

SOUTHWEST**SOLUTIONS**GROUP
business organization systems

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business organization systems

Intellectual Property Law

"Records Management was the most problematic area of our law practice. Staff constantly complained, 'we can't get files when we need them, and we can't effectively represent our clients if we don't have the files we need, WHEN we need them!' The firm's performance was at risk, so we turned to VirtualDoxx software, services and radio frequency technology. It's worked for our office, and now our staff has confidence they will get the files they need, WHEN they need them! We recommend VirtualDoxx for any law firm that wants to improve Records Management and FIND FILES!"

DON PRATER – RECORDS/FORMALITIES/DOCKETING MANAGER
ANTONELLI, TERRY, STOUT & KRAUS, LLP

Mobile-Track
Portable RFID Reader
Finds Files Anywhere

- Just point Reader around an office or at groups of files — it will BEEP if the file is there and guide you right to it.
- Quickly inventory every file in circulation. Automatically update records management system with file status and location.
- Track files to specific cabinets and automate file purges—keep track of what files go in what boxes.

Control-Track
Check In/Check Out Controller

- IN and OUT openings activate RFID sensors — automatically tracks files in and out of filing cabinets.
- No software to operate—the Controller reads and tracks files automatically.
- With the use of RFID-labeled staff ID badges, file transfers are associated with the responsible person.

Office-Track
RFID Tracking Antennas

- Attach RFID antennas to ceiling tiles and around doorways for office-wide file tracking.
- Install on or inside furniture, on shelving sides or any wall or work surface.
- Files entering offices are read by the RFID antennas and the software is updated with current file locations.

Portal-Track
RFID Choke-Point "Read Zones"
for Passive File Tracking

- Portals positioned next to doorways track files without human effort, whenever files pass through the door.
- Portals can be installed at any 'choke point' in a facility where real-time file tracking is desired: who, what, where, and when.
- Lights and sound can alert staff to unauthorized file removal.

"All-in-One" Labels
Visual and Efficient Filing
with Color, Custom Text,
Bar Code and RFID

- Labels have RFID transmitters built-in. When scanned by a radio wave Reader, the label transmits its ID information.
- Labels are color-coded as a visual guide to file identification — go right to the section you want. Misfiled folders are easily identified.
- Printing All-in-One labels is fast and easy on any standard office color ink jet printer, and are less expensive than other RFID labels.

Filing System NOW
Complete Filing System
Design and Implementation

- With VirtualDoxx file conversion services, you can have a turnkey RFID filing system with no interruption in workflow and an instant boost in productivity.
- VirtualDoxx provides Certified Records Management staff to help design your filing system and oversee project management, ensuring your filing system is optimized and your operational costs are minimized.
- Store more files in less space. Use open-shelf filing cabinets and high-density, rolling filing systems for maximized storage capacity and efficient filing.