



www.filetrackingiot.com





Tracker IoT LLC

Software, Tracking and Security Technologies



Experience designing and implementing file management solutions since 1984

File management software for managing documents, files and archives

Support for barcode and RFID (radio wave) file tracking technologies



Improve Efficiency, Reduce Costs, Enhance Service

Update filing systems without proper labeling to enable visual versus cognitive filing processes, eliminate file pull-outs to read labels on folder fronts and minimize misfile challenges.



Side tab color coding enables rapid, visual filing processes and significantly increases file storage capacity. Color coding with barcode and/or RFID tracking technologies provides real-time file visibility.

- Open-Shelving increases file storage capacity 50%+ within available floor space
- Color-coding of files increases efficiency through visual versus cognitive file pulls and refiles
- Tracking systems keep track of file locations for rapid access of needed files

Representative Experience



United States Department of Homeland Security

RFID/Barcode file labeling and tracking system utilized by the U.S. Department of Homeland Security to track and manage sensitive government files:

- New records are enrolled to software and label printed RFID, barcode and text for each new file folder
- USB RFID/barcode scanner is utilized for check-in and check-out
- RFID antennas at file room doorways automatically, passively track files being removed or returned
- Mobile scanner is utilized to rapidly inventory files-in-circulation, audit all files and FIND missing files



Middlesex County, NJ Prosecutor's Office and Juvenile Court

Middlesex County, NJ initially implemented FileTracker over ten (10) years ago for the Prosecutor's Office and has expanded the system over the years for the Juvenile Court and other uses within the County:

- The system implemented is centered around the use of USB RFID-barcode scanner to input RFID numbers to the file management database, print labels with color-coding, text fields, barcode and RFID for placement on the side tabs of folders and mobile RFID-barcode scanners to inventory and locate files
- The mobile scanner is utilized to inventory files-in-circulation to keep file locations current in the database, to locate files like a metal detector and for full system audit.



BankUnited

RFID/Barcode file labeling and tracking system for over 500,000 loan files utilized by BankUnited representing over \$90 billion in assets, including commercial and residential loans:

- Replaced legacy file tracking system within 30 days of contract, including importing over 500,000 records
- System integrates with backend core processing system for bi-directional data interchange
- Core to the solution is check-in and check-out of records and complete history of all files
- Mobile scanner is used to find missing files using frequency of beeps and cold-warm-hot color scale

Representative Experience



United States Department of Transportation

When the U.S. Department of Transportation moved into new facilities, we implemented over 50 open-shelf storage systems for storing active file folders, along with file labeling and tracking system:

- Users enter folder data to software and print labels with RFID, barcode and text for each new file folder
- USB RFID/barcode scanner is utilized for check-in and check-out
- Mobile scanner is utilized to rapidly audit/inventory all files in-circulation and in file storage systems
- Mobile scanner functions like a metal detector to quickly Locate needed/missing files

United Arab Emirates Ministry of Interior

System to track and manage sensitive Department of Civil Defense personnel file folder records. Extensive deployment of RFID technology to manage and secure files:

- RFID tags are placed on all personnel folders for check-out, check-in and inventories
- RFID antennas are placed at two (2) file room doorways to track files doing In and Out
- Twelve (12) hallway RFID antenna file detection zones and two (2) building exits implemented
- Mobile scanner to inventory, trace, audit and locate files



National Oceanic and Atmospheric Administration

Over 300,000 files and 50 million documents that we inventoried, identified, captured data and printed labels for folders. Consolidated documents within unitized file folder records based on unique contact #'s:

- System implemented for six (6) regional centers in USA for NOAA contract files
- Physically audited all documents at all sites on shelves, in boxes and in folders to unitize documents
- Color-coded file labeling based on Contract #'s with each digit 0 through 9 with unique colors
- RFID technology for check-out, check-in, inventories, audits and Locating files



Representative Experience



Supreme Court of Canada

RFID/Barcode file labeling and tracking system utilized by the Halifax Canada Supreme Court to track all case files throughout buildings and in Judges Chambers, and is also utilized to track 'hot documents':

- Files are labeled with RFID, barcode and text for workstation and mobile computing capabilities
- Documents that are received by the Court while file is in-circulation are tagged with RFID until in file
- USB RFID detectors are placed throughout building and chambers to track files real-time as they move
- Mobile scanner is utilized to inventory, audit and find files



John Hopkins Medical Center

- Color-coded labels with text and barcode are printed based on digits of patient number
- USB barcode scanner is utilized for medical record check-out and check-in
- Mobile barcode scanner is used each day to inventory files-in-circulation
- File location report is placed on staff bulletin boards each morning so they know where files are located



Botswana Ministry of Infrastructure and Housing Development

RFID/Barcode system for critical project and personnel files utilized by the Ministry for tracking files and folios (documents) that are the backbone of the Ministry's operations:

- Color-coded side tab labels for folders, and black text/barcode/RFID labels for folder fronts and for folios
- Monitors received documents from received date through final disposition for rapid response
- Tracks files and documents throughout facilities real-time so staff can quickly access needed files
- RFID and alarms/lights at building exits prevent the unauthorized removal of files or folios

Representative Experience



Elanco Pharmaceuticals

Elanco Animal Health is a pharmaceutical company that develops and sells products and services to treat and prevent disease in animals. Elanco is the third-largest animal health company in the world.

- Elanco has batch records which are file folders with documents within the folders.
- Initial site has approximately 70,000 records and there are multiple sites globally. Folders follow products through the manufacturing process, quality review, product packaging and additional processes. There are continual QC checks throughout the manufacturing and scientific process.
- Inactive folders are placed in archives for box/files-in-box tracking and transferred offsite.



Douglas County Nebraska Court, Prosecutor and District Attorney Offices

RFID/Barcode file labeling and tracking system for over 100,000 records utilized by the Douglas County's case file folders and archive boxes for the Prosecutor's, District Attorney, Juvenile Division and District:

- Integrates with case management software for import of records and printing of color-coded file labels
- RFID antennas automatically and passively track files at file room and archive center doorways
- RFID detection zones within facilities track files real-time as they move
- Mobile scanner is used to inventory files-in-circulation and to rapidly locate missing/needed files



Shelby County Tennessee Sheriff's Department

Shelby County Sheriff serves approximately 1,000,000 citizens, and produces and tracks approximately 25,000 warrant jackets annually as well as Orders-of-Protection files:

- Customized color-coded side tab labels for folders including 11 text fields and barcode
- System integrates with backend case management system to import new records automatically
- Utilizes USB scanner for check-out and check-in
- Maintains history of all files from origination through final disposition

Immediate Return-on-Investment

- At any given time between 3% and 5% of an organization's files are lost or misplaced – **Information Week**
- US Managers spend an average of 4 weeks a year searching for or waiting on mis-filed, mis-labeled , untracked or “lost” files – **Cuadra**
- 400 hours per year the average employee spends searching for paper documents – **Gartner Group**
- 40-60% of an office worker's time is spent handling paper, which translates to 20-45% of an organizations labor costs and 12-15% of an organization's expenses – **Inform Magazine**

IoTFileTracker Technology

Cloud or On-Premises



Documents/Folios, Files and Archives

SERVERS

DATABASE APPLICATION
BACKUP TEST/DEV



Available as on-premises solution



Available as cloud-hosted solution



LDAP/Active Directory Supported



API Integration with back-end systems

USER

USER

USER

USER

NETWORK SWITCH

USB PORT

ADMIN

TECHNICAL



Network reader and antennas for doorways and location detection zones



Alarm/ Lights to prevent unauthorised movements or removals



Videos cameras for visual security



Mobile scanners for put-aways, pulls, inventories and to find files



Electronic signature to validate custody turn-over



RFID Barcode scanner for Check-in, Check-out and Admin functions



Document scanners for electronic records



Tablets for mobile computing and file management



Doorway and mobile fingerprint, iris and facial access control device



Fingerprint scan to authenticate personnel at time of Check-Out

Tracker IoT Technology

Cloud or On-Premises



**State-of-the-Art, Best-of-Breed Technology for
Long Term Stability and Performance**

Documents – Files - Archives



Folios / Documents



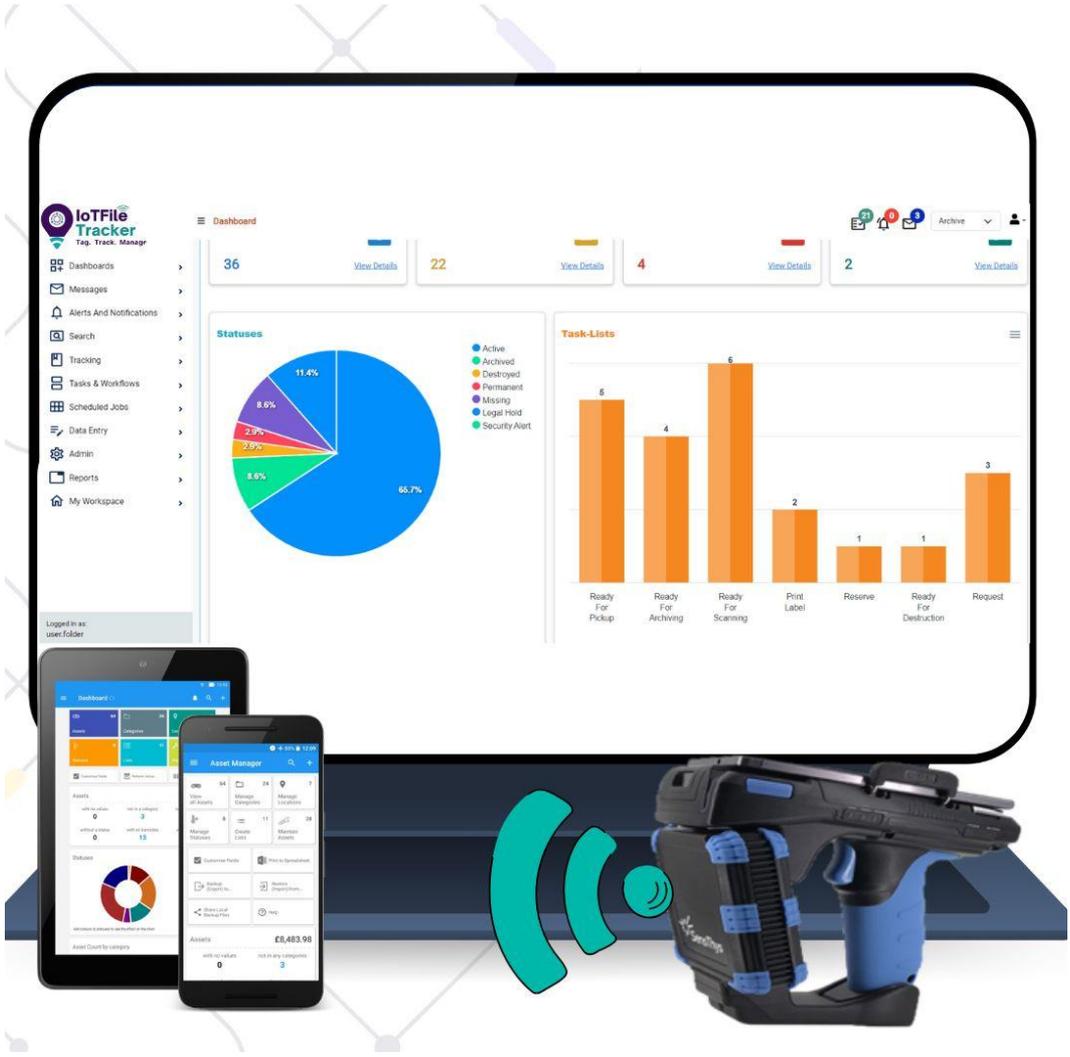
Files



Archives

IoTFileTracker enables management, tracking and location of documents, files and archives through parent-child database relationships for full life-cycle records management.

Immediate Return-on-Investment



Records Management Consulting & Services

Physical Records

Increased staff productivity and improved customer service



- Current Records Management Program Assessment
- Complete Records Life Cycle Analysis
 - > Active, Inactive, Archived, Vital, Destroyed
- Legal Research for Compliance
- Development of Records Classification Schema
- Development of Retention Schedules
- Information Maps
- Information Governance
- Policies and Supporting Procedures
- Record and Document Inventories and Purging
- Filing System Design and Procedures
- Archive System Design and Procedures

Records Management Consulting & Services

Electronic Records (ECM / EDRMS)



- Establish Record and Document-Type Definitions
 - > Reconcile Against Legal Compliance Guidelines
- Analyze Current Records to Determine Scanning Needs
- Establish Solution Schema for Day-Forward Operations
- Map Workflow Processes for Document Processing
- Analyze IT Requirements for Solution Deployment
- Electronic Document System Deployment Services
 - > Preparation of Documents for Scanning
 - > Scan and Index Documents, Files and Archives
 - > Quality Control and Performance Benchmarking
- Design and Deploy Turn-Key Electronic Records System
- Complete Deployment and Training Services

IoTFileTracker Technology Video



Watch on YouTube

https://www.youtube.com/watch?v=WT_Jqsv6CGg

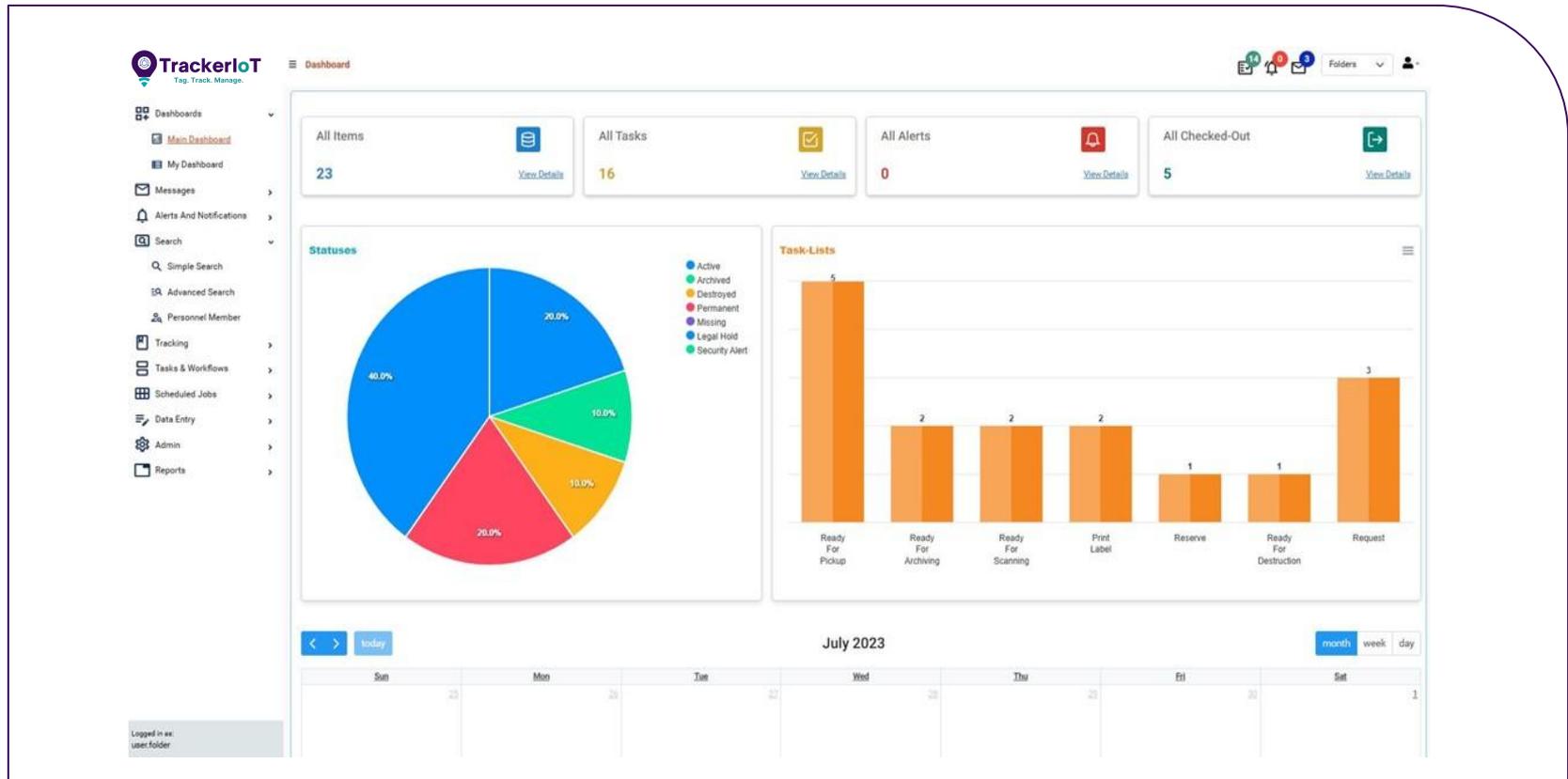
IoTFileTracker Software



- Proven COTS (commercial off the shelf software) rapidly configurable for each customer's exacting requirements
- Prints labels for new files and archives
- Uses barcode and RFID for check-in and check-out, real-time tracking, inventories, audits and security
- Enables staff to query file locations, reserve and request records, and notify when files are ready-for-pickup
- Regulates retention schedule compliance, including due dates for archiving and destruction
- Tracks records that go into archive boxes and the locations of archives in storage
- Complete audit trail historical records of all activity
- Unlimited standard and custom reports



Site Dashboards



- Fully configurable dashboard with graphs and charts to display critical records management data
- Management interface for tasks, workflows, alerts and messaging
- Calendar that displays tasks and alerts based on dates

Task Calendar

- TrackerIoT**
Tag. Track. Manage.
- Dashboard**
- Dashboards
- Main Dashboard
- My Dashboard
- Alerts & Notifications
- Search
- Tracking
- Tasklists/Queues
- Data Entry
- Admin
- Reports
- My Workspace

61 Archive

< > today **January 2026** month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Task Due: Ready for Pickup - File FD10001 (Wed 7)

Task Due: Print Label - New Record FD10003 (Fri 9)

Task Due: File Ready for Archiving - FD10002 (Sun 12)

Task Due: File Folder Request - Need File - F (Thu 15)

Task Due: File Destruction - FD10005 (Tue 20)

Task Due: Reserve File - FD10004 (Wed 21)

Task Due: File Request - FD10008 (Thu 22)

Find-A-File Technology video



Watch on Youtube

<https://www.youtube.com/watch?v=a5EgXxSh7Wk&t=6s>

Barcode and RFID Technologies

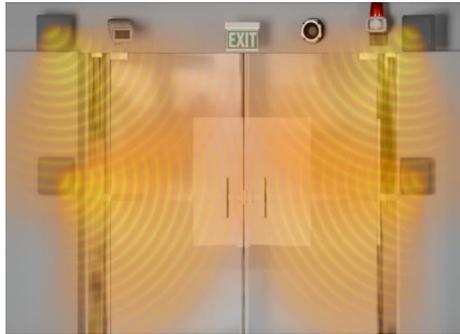


Barcode-Enabled Records Management



- Check-out and Check-in with USB scanners
- Mobile scanner to scan shelf or drawer locations and the folders or boxes going onto a shelf or within a drawer to know exact folder and box locations
- Scan folders to archive boxes at time of archiving with USB and/or mobile scanners
- Inventory and trace files with mobile scanner

RFID-Enabled Records Management



- RFID labels can be placed on documents, folders and archives
- RFID labels are detected with USB scanners, mobile scanners and networked antennas
- Location data automatically updates database / server
- System is available to User workstations, laptops, tablets and phones
- Enables 'real-time' tracking and many labels detected all-at-once from a distance

Check-in / Check-out



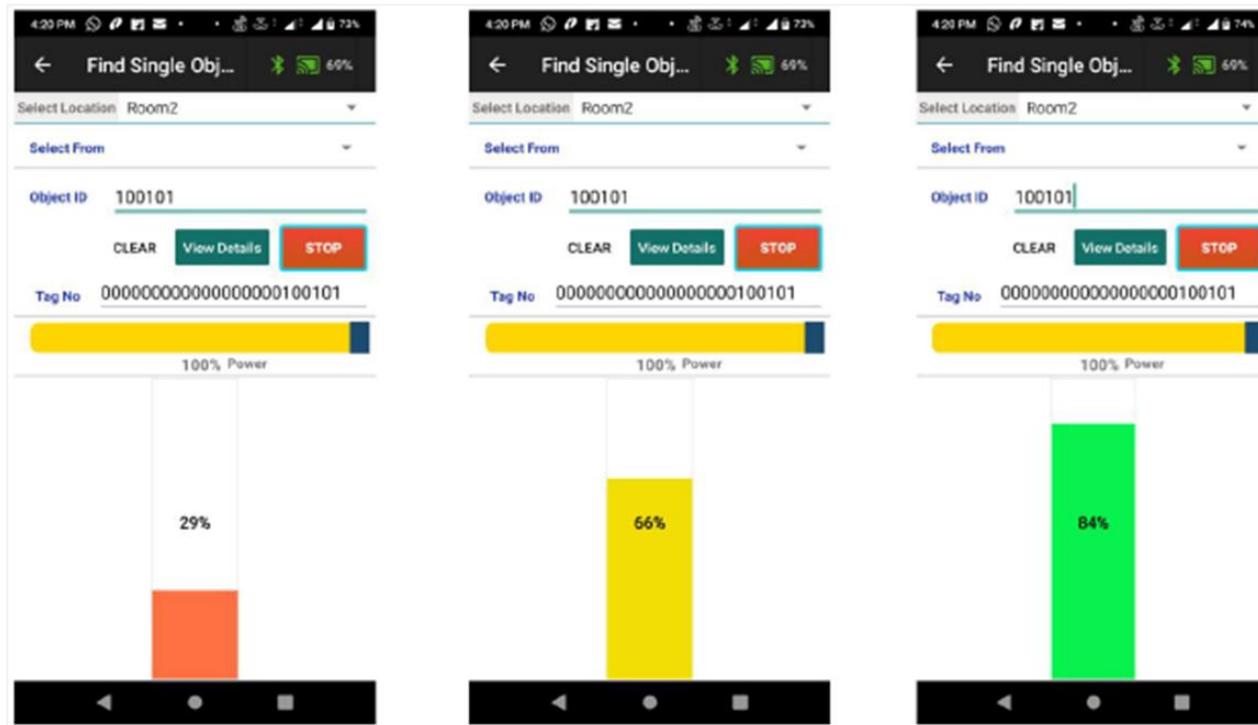
- USB scanners emulate the keyboard and support scanning both RFID labels and barcodes, automating manual processes with scans
- Enables scanning single records, stacks of records, carts of records or boxes of records all-at-once from about ~18 in. / ~45.7 cm
- Enables scanning of box labels and folder labels at time of archiving to know files in a box
- Optional capture of electronic signatures at time of check-out to validate transfer-of-custody

Locate, Trace, Inventory and Audit Files



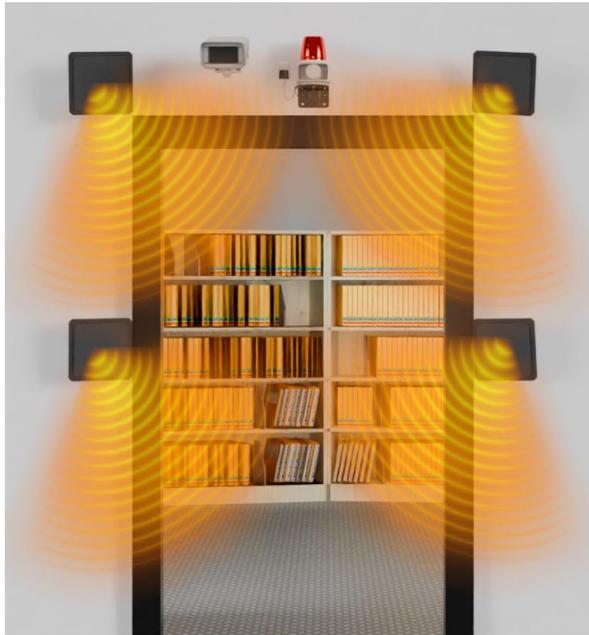
- Mobile RFID/barcode scanners are typically the most important component of a file tracking system, and can detect files from 20' / 6 meters+ distances
- Folders often move from person-to-person or place-to-place after check-out, so, the check-out location in the database becomes stale and inaccurate over time
- Mobile scanner enables tracing/inventory of files in an office in less than 30 seconds, which updates file locations in the software so staff know where files are located for fast access
- Enables rapid location of missing or needed files with frequency of beeps, cold-warm-hot color scale and 0 to 100 numeric index

Inventory (Trace) and Locate Files



- Mobile scanner has label detection distance of 25' / 6 meters+ to inventory and locate files
- Inventory all documents, files and archives within an office or work area in less than 30 seconds
- Rapidly locate missing/needed files with frequency of beeps, numeric index and color scale

Auto-Tracking at File Room and Archive Doorways



- RFID doorway tracking zones can be utilized to compliment USB scanner check-in/check-out or as primary method of tracking folder exits and returns
- RFID folder and archive labels are detected at doorways with antennas that are positioned to both detect labels and determine directionality...In versus Out
- Staff can be equipped with RFID ID cards that enables tracking both the folders are archives going through a door, and the direction of travel, and, the person carrying the files

Track Files Real-time at any Choke-point



- Networked RFID antennas can be placed along hallways, at elevators and stairwells or at any 'choke-point' to passively identify file movements and update the IoTFileTracker database with real-time file locations
- RFID antennas can detect both files and the people carrying the files
- IoTFileTracker will show the 'last location at which a file was located', including time and date, and 'who was carrying the file'

File Tracking at Desktops



- USB 'desktop detectors' connect to computers in an officer or work area
- Each desktop detector is named in the database as a discreet location, such as 'front desk' or 'John Doe'
- When a folder is delivered, the folder can be passed by the desktop detector to define that the folder was delivered to a specific location at a specific time/date
- If staff bring a folder into their work area, versus being delivered, the staff can proactively pass the folder in proximity to the desktop detector, or, folders will be automatically tracked when within 2' to 3' of scanner
- Potential support for RFID-enabled In and Out trays on desks
- Can also be utilized to scan 'documents in folders' at time of checkout and at time of return

RFID Entrance/Exit Doorways and File Security



- RFID antennas can be placed at file room doorways, elevators, stairwells or building exits to prevent the unauthorized movement of files
- If a file approaches a RFID security detection zone in an unauthorized manner, an alarm, flashing lights and camera can be triggered
- Alerts are also transmitted real-time to designated email addresses and cell phone #'s
- All security events are saved as audit trail records and can be linked to camera time/date stamps



Electronic Records and Document Management

Electronic Records



- IoTFileTracker includes database schema for archives, folders in archives, folders and for documents-within-folders
- Electronic documents and electronic folders can be attached to folder and document database records
- Documents are stored in their native format, such as .doc or .pdf
- Most current electronic document or record version is immediately available to staff
- Prior versions of electronic documents and records can be retrieved on-demand

Preparation of Documents and Records for Scanning and Indexing (Document Prep)



- Pull records from storage systems and offices
- Remove staples and paper clips from documents
- Smooth out corners and folds/bends in documents to make the documents ready for high-speed scanners
- Organize/sequence documents to produce electronic records, after documents are scanned, based on document-types and the sequence of documents for each document-type
- Place separator sheets or barcoded separator sheets for each document type to automate sequencing of scanned documents by document-type
- Route documents and empty folders to scan stations so that documents can be rapidly scanned
- Re-insert documents to folders and return to storage or their primary and current location

Scan / Digitize Documents



- Load prep-ready documents to high-speed scanners for batch scanning
- Auto-organize documents based on document-type, utilizing separator sheets / barcode separator sheets
- Interpret scanned documents for indexing purposes
- Utilize a record-to-record (folder-to-folder) reconciliation of folder documents being scanned, to folder indexing data that resides in an existing backend database software application and apply indexing data
- Manually enter data for folder index fields and/or document index fields as may be required, if data cannot be pulled from an existing backend software
- Provide Quality Control procedures to ensure that legacy physical records are properly digitized/indexed
- Upload digital documents and indexing data to the electronic document management system

Electronic Document Management Solutions (EDMS)



- Our proprietary file management system enables seamless management of both physical and electronic records without requiring 3rd party EDMS solutions
- We also support and have skills fully implementing a leading U.S.A. EDMS solution that can be utilized stand-alone, or, integrated with our physical file management system, that has been implemented for many U.S. federal, state and local government entities for over forty-five (45) years
- We understand that sometimes budgets can be an issue, and a lower cost EDMS solution is required. We also support a leading 3rd party EDMS solution with extensive, successful government and commercial EDMS deployments globally



Traditional File Management Tools

Filing Systems, Folders and Document Organization



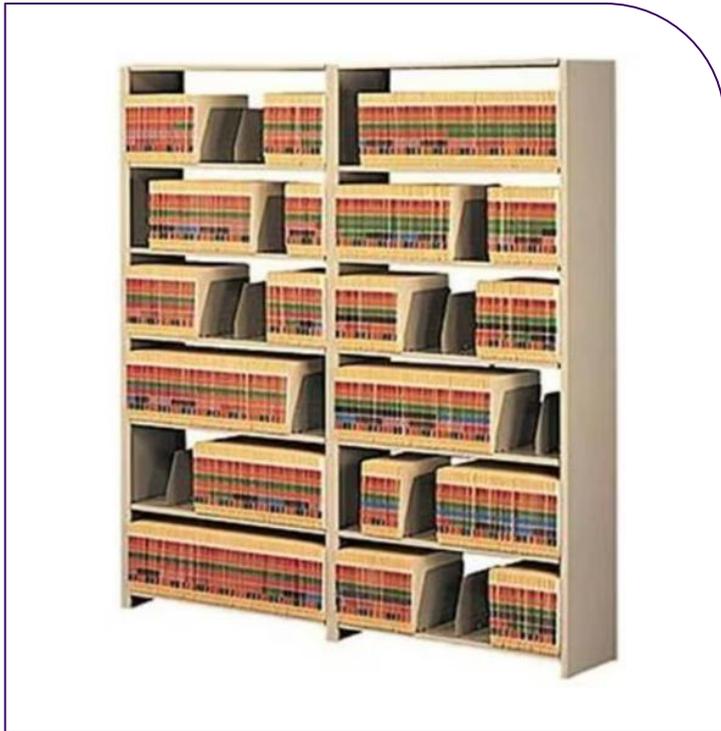
- Utilizing efficient file folders and file labeling can positively impact physical records management solutions as much as technology can impact records management solutions.
- Records management starts with filing systems and the efficiencies of file retrievals, re-files and the ability to eliminate misfiles or immediately identify misfiles
- Document organization within file folders is essential for staff to be able to quickly manage documents-within-files
- File and archive storage systems impact the efficiency of operations and the amount of floor space required to store files and archives

File Folders



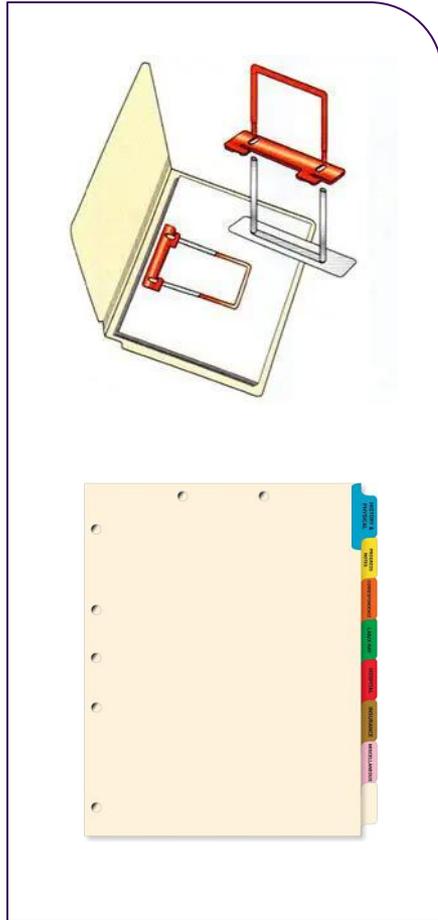
- Top tab and side tab folders
- 11pt., 14 pt. and 18 pt. manila folders and pockets with up to approximately 1" capacity
- Extra sturdy 25 pt. pressboard folders with up to 3.5" capacity, and optional interior partitions for organizing document-types
- Redrope expansion folders with up to 5.25" expansion
- Available with fastener clips to secure documents in-place

Color-Coded Filing



- Imagine a grocery store if all canned goods had white label with black print...how would you find what you are looking for, and, how would it be obvious that a can was in the wrong section?
- The human brain works well with visual inputs and works less well with cognitive reasoning
- The primary letters of a customer name or a customer # are each assigned a unique color, 0 – 9 and A – Z, forming patterns of color that guide filing process and that eliminate or illuminate misfiled records
- Placing a label on folder top or side enables visual versus cognitive filing and eliminates the need to pull folders in and out to read text information on a folder

Documents within Files



- Secure documents within folders via document fasteners
- Eliminate unthreading and rethreading of documents within a folder through use of 2-part document fasteners
- Utilize color-tabbed 'document type dividers' to organize documents based on subject matter

File and Archives Storage



- Enhance visual filing with open-shelving versus drawers
- Store more files in less space with open-shelving
- Eliminate wasted aisle and drawer-opening space

Scalability



- Office and Industrial Assets
- Parts and Tools for Facility Maintenance
- Warehouse item tracking
- Personnel tracking and mustering



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