

# Reduce the Cost of Doing Business with RFID Radio Frequency Identification



> Protect > Identify > Track > Find > Control



**C & A Associates, Inc.**

[www.caassociates.com](http://www.caassociates.com)

Document and Records Management | Asset Management



## VirtualDoxx RFID Records Management and File Tracking

**RFID technology is replacing manual barcode systems in many businesses across the nation. Any business wanting to cut costs and increase productivity should explore the many advantages of RFID.**

**RFID works better than barcodes.** A significant advantage of RFID devices is that the RFID device does not need to be positioned precisely relative to the scanner. We're all familiar with the difficulty sometimes encountered by store clerks in making sure that the barcode can be read. And obviously, credit and ATM cards must be swiped through a special reader.

### RFID: Who Uses It and Why?

**Law Firms:** Records management, and the ability to get files in a timely manner.

**Hospitals/Medical Clinics:** Patient record folders.

**County Governments:** Tickets, arrest warrants, evidence tracking. Losing a record or evidence can mean losing a case.

**Insurance Companies:** Claims processing, asset tracking.

**And More:** Virtually any company who needs to keep track of and account for:

File Folders | Computer Media | Drawings | Binders  
Equipment | Product Inventory | Physical Assets

If you need to know where your records or assets are, you can be more efficient and save time and money by taking advantage of RFID.

### RFID for Records Tracking

Increasing regulatory changes are putting new pressures on many organizations and institutions to implement stronger record-keeping practices and privacy assurances of their records.

Now you can document the authenticity, integrity and chain-of-custody for all of your files.

Locate and retrieve records faster and more efficiently. Know where they are and who is reviewing them with a few keystrokes.

### C&A Associates offers a records management system for any size or type of business.

**Virtual Doxx** software and RFID technology from C&A Associates enhances records management efficiencies, reduces operating costs, prevents and finds misplaced files, controls file locations, and automates archiving & retention/lifecycle management. Virtual Doxx optimizes the ability of staff to access the information needed...when they need it...enhancing productivity and internal/external customer service. Virtual Doxx is fully integrated with RFID (Radio Frequency) and bar code technologies to streamline records management tasks and passively control the movements of files, binders, computer media, physical assets, or other items.

**Let our technology expertise become your competitive advantage.**

### Inventorying Your Assets





*RFID solutions can deliver greater than 99 percent inventory discovery accuracy, and up to a 95% reduction in labor costs. It can increase asset utilization, enhance process assurance, reduce theft and losses, and give your organization reliable and cost-effective regulatory compliance.*

*RFID allows you to eliminate paper-based asset tracking and management, and let your employees do far fewer manual asset adjustments and reconciliations. Location and status changes for assets now happen automatically.*

## Protecting Assets and Customer Data: A Business Imperative

### Inventorying Your Assets

Whether you're inventorying desks and chairs or expensive servers and laptops, chances are a lot of man hours are being deployed to conduct manual or bar-coded audits. With RFID, you can literally walk into a room, point, and have an instant inventory.



### Product Inventory

Businesses which maintain a product inventory can shave hundreds of hours off their time spent tracking and accounting for inventory status and location. Once the RFID system is in place, it can provide real-time information used for re-ordering.

### Risk Mitigation

Knowing the location of servers and other hardware holding customer data is a business imperative. Being able to more quickly identify the assets with RFID is a clear benefit.

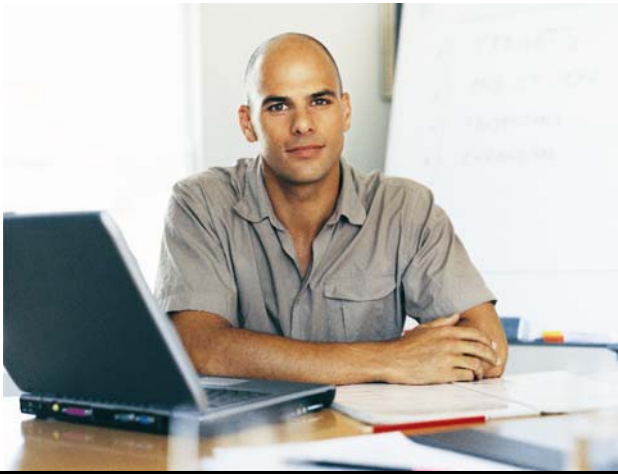
*Having up-to-date, accurate inventory data simplifies the process of accounting for your corporate assets for tax purposes.*

### Improved Data Security

Many organizations worldwide are beginning to utilize the readers in their facilities to identify the assets that are moved in and out on a regular basis. The system may be upgraded to trigger an alarm and even snap a picture or create a video when a portal reader detects, for instance, a laptop being removed from your offices before the data is properly cleared for removal.

From the company that banks have trusted for decades with their safes and security systems, C&A Associates brings you a real RFID advantage. We provide unique solutions for difficult logistical tracking of inventory, equipment, file folders and almost anything. We are the only company in the market today that can provide the end to end solutions and in house expertise of every facet of RFID. In contrast, some companies offer one or a couple of parts i.e. the hardware, software and the tags. However, C&A has the ability to give you economies of scale and provide total accountability. We are the company that provides you with a one-stop shop approach offering everything under one roof.





*With RFID, an organization can scan a rack of equipment in just seconds, and reconcile the asset record automatically.*

*We'll help you leverage RFID technology so you, too, can experience the benefits of accurate, up-to-date inventory.*

## C&A Associates RFID Document and Asset Management

We are the only company that provides you with the one-stop shop approach offering you it all under one roof including:

- Tag selection and placement
- Existing asset & file conversion services
- Software with installation training and support
- Materials Inventory handling and logistics expertise
- Records management process and file flow expertise
- Proven experience in most "discovered" applications
- Hardware selection, installation and support

**ASSET TRACKING:** Each asset profile can be expanded to include an unlimited number of data fields, which can be dynamically defined by a user. **Typical Item Information Includes, but is not limited to:**

- Asset Number
- Model and Serial Number
- Manufacturer
- Acquisition Date
- Purchase Order Number, Invoice Number
- Cascading Location (Building, Room, etc.)
- Classification
- Item Category
- Date of last Inventory
- Warranty and Support Contract Details
- Miscellaneous Asset Characteristics
- Cost Center
- Vendor
- Custodian Employee Name & Contact Info
- Asset Status
- Miscellaneous Comments

**Once an RFID tag is read, this information can pop up on the screen, auto populate a data base, and provide a report.**

Join scores of other organizations who have embraced the advantages of RFID technology:

US Department of State

US Department of Defense

US Department of Homeland Security

National Institute of Standards & Technology

US Department of Labor

US Small Business Administration

Johns Hopkins

Lockheed Martin

Northrup Grumman

Arent Fox Law Firm

Booz Allen Consulting

Bearing Point consulting

UCAL San Francisco Medical School

State of Massachusetts Court System

US Century Bank

Progress Energy

Coca-Cola

### **RFID could be for you.**

If there is a clear need for a fully automated data capture and analysis system that will help you keep track of your valuable assets, equipment and files, while improving security and regulatory compliance, we should explore your options together.

**Contact us today for a free consultation.**



P: 225.791.7797 F: 225.791.7820  
www.caassociates.com