



Republic of Botswana



**VirtualDoxx**  
**RFID**

The **Botswana Ministry of Infrastructure, Science and Technology (MIST)** maintains files and folios related to building projects, personnel and the country's infrastructure.

#### **Problem**

Presidential decree requires that response to correspondence (folios) received by government ministries occurs within ten (10) days of receipt. Correspondence must be matched to a file folder and routed to an action officer for action and response. MIST's records were not color-coded, files were tracked using registry books and files were manually traced, resulting in excessive difficulty in accessing needed files in a timely manner and delays in responding to incoming correspondence. Further, there were no security protocols to prevent files from being removed from the ministry for unauthorized purposes.

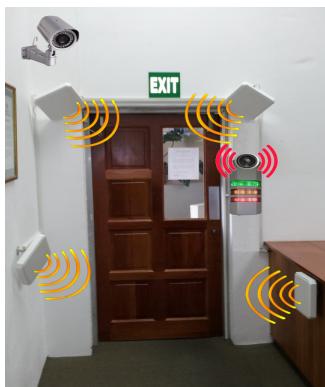
#### **Solution**

Implemented SmartTraxx computerized file registry, RFID (radio frequency identification {radio waves}) tracking and security technology and electronic document management solution.

#### **System**

- New folders, fastener clips and color-coded filing system
- Records management database of folios, files and archives
- Computerized transfers of files to recipients
- RFID at Registry doorway automating check-in / check-out
- RFID at each hallway to track files to floor and area
- RFID on action officer desks to track to exact recipients
- 'Ready-for-Pickup' notifications to file Registry staff
- Mobile portable RFID scanner for rapid file tracking
- RFID security and alarms at building entrance/exits
- Digitization of incoming correspondence for eRecords
- Comprehensive records management reporting

## Optimized Records Management through Best Practices, Technology and Innovation



- Motion Sensors define direction files are traveling
- Antennas identify the files that are being removed or returned
- Files being returned are updated to location = File Registry
- Files being removed are updated to the Requestor of the file
- People are tracked going in or out through use of RFID ID badges



- Antennas are placed at hallways, elevators and stairwells
- Each set of antennas is defined as discreet location in database
- File locations are updated when pass through a detection zone



- Desktop detectors are placed on desks and work surfaces
- Each detector is named as a person or place in database
- When files enter work area locations are updated in database



- Portable scanner has approximate 5-meter detection range
- Rapidly trace (inventory) all files that are in-circulation
- FIND files with sound, vibration, color-scale and numeric index



- Motion Sensors detect people movement and turn on antennas
- Antennas determine if a file folder is in proximity of exit doors
- If folder is detected, alarm and flashing lights are triggered
- Specified personnel receive email and SMS text security alerts
- Software tracks security breaches and links to video footage

**Track File Movements and Prevent Unauthorized Removals**