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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