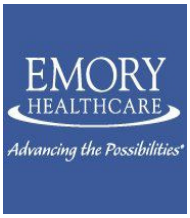
Records Management and File Tracking

Representative References



Virtual Doxx Corporation

Virtual Doxx Corporation specializes in the implementation of full-featured records management software that utilizes bar code and radio wave technologies for file tracking, workflow, chain-of-custody, accountability and security. Virtual Doxx's SmartTraxx software is commercial off-the-shelf-software (COTS) that has been in ongoing development since 2003 and that continually iterates based on customer requirements. Customers include the U.S. Department of Transportation, U.S. Transportation Security Administration, National Oceanic & Atmospheric Administration and governments and commercial customers in eighteen (18) countries. Bar coding and radio wave tracking technologies keep track of file movements and file locations, so that staff can rapidly access the folders that they require, providing significant productivity gains and improved service across the enterprise:

- the average employee spends 400 hours annually looking for files (Gartner Group);
- at any given moment, 3% to 5% of files are missing (Forrester Research);
- professional staff spend an average of 4 weeks a year searching for or waiting on misfiled, mislabeled, untracked, or 'lost' files (Cuadra Associates).

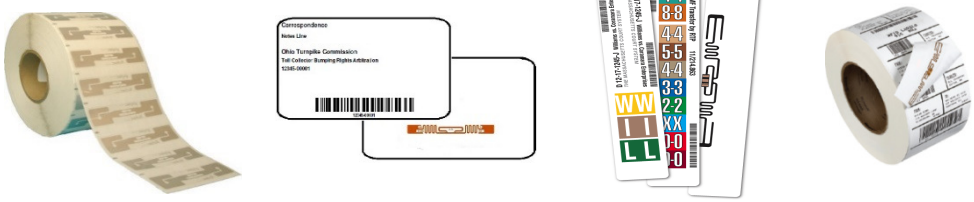
Virtual Doxx is a recognized world leader in RFID file tracking and records management solutions, including shelving, high density (mobile) file storage systems, file folders, color-coded filing systems, computerized file registries, file tracking technology, file security and electronic records. Virtual Doxx records management solutions deliver dramatic efficiencies and provide organizations with the ability to improve operations and customer service.

RFID Technology

RFID technology utilizes radio waves to tag documents, folders and archive boxes for passive tracking across the enterprise. RFID labels include an antenna and a computer chip with a unique identification number. The RFID number is entered to the database using a USB scanner, to correlate a label's ID number with a document, folder or archive box database identification number (similar to a vehicle license plate number being associated with the vehicle identification number (VIN #) in a database).

RFID antennas can be connected to USB ports on computing devices and are linked to networks via Ethernet drop, POE or WiFi and can be installed at any choke-point within an organization to passively track the movements and locations of tagged objects and people. Portable RFID scanners inventory files and update the database via USB sync or WiFi, keeping file locations current in the database, so that database queries return correct file locations. RFID technology enables real-time visibility so that staff can quickly access needed documents, files, binders, drawings, media and boxes.

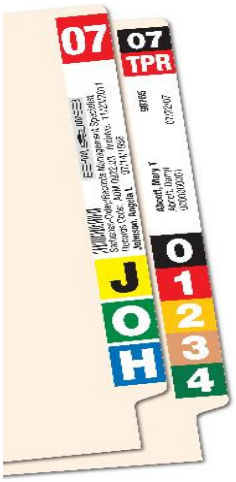
RFID Labels



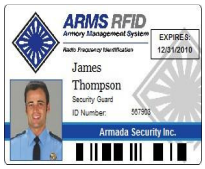
RFID ‘wet inlays’ are self-adhesive ‘labels’ that are removed from rolls and that are applied to folders or other media to enable detection by RFID antennas. Wet inlays cannot be printed. Labels with RFID inlays embedded on the underside of the label are also available in printable formats, utilizing standard ink jet printers (sheeted labels) or specialty thermal printers (roll labels).

Whereas RFID provides dramatic efficiencies relative to quick access of file folders or other tagged media, color-coding remains an essential element of records management best-practices and overall records management efficiencies. Vision and touch are always required to access tagged objects.

U.S. Department of Labor



RFID ID Cards



Staff and visitors can be tracked with RFID cards, or, RFID labels can be placed on existing ID cards. RFID ID cards can be printed with name, text information, bar code and photo. Staff can be tracked independently of records management and/or staff can be tracked in association with the files or other tagged media in their possession. RFID tracking data includes person detected, files or other tagged media detected, location at which detected and time / date of the event, automatically updating audit trail records in the database every time people, files or other media are detected. Additionally, security functions can be applied that limit access to specific people, files and places based on authorizations.

USB RFID/Bar Code Scanner

USB scanners support RFID and bar coding with a single device, and enables the use of RFID to scan individual, stacks or carts of folders or other tagged media 'all at once' for check-in and check-out functions, saving time versus one-at-a-time bar code or software transfers. USB scanners operate hands-free or by depressing a trigger on the devices grip. USB scanners are also utilized to scan the RFID label number when file folders are other media are being labeled and corresponding data is being added to the database (new record creation/origination). If records and/or other media are being placed in boxes, USB scanners are typically used to scan box/container bar code or RFID tags and then to scan folders or other media being placed in the box. The database is automatically updated with parent/child relationships (boxes/containers (parent) and folders/media (children)).

Portable RFID/Bar Code Scanner

Portable RFID scanners enable periodic inventories of files-in-circulation, so that staff can query the RFID database and determine the current locations of files, precluding the need for searching for files and disruptive email blasts asking "who has this or that file". If on occasion a file cannot be quickly accessed, the portable scanner can be utilized to find needed files, using sound, color scale and numeric index to guide staff to within a few inches of a needed file. Portable scanners can also be utilized to scan 'location tags', such as on shelves that hold folders or other tagged media and/or containers, to update the database as to the specific locations of folders and containers placed into storage. Further, when folders or containers are pulled from a storage location, the folder can be scanned and a destination can be selected from a drop-down list on the scanner to indicate the intended destination of a tagged object being transferred from storage into circulation.

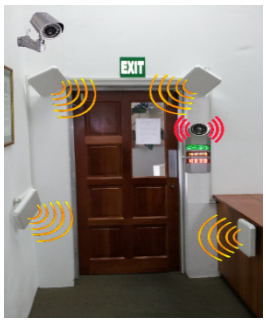
Desktop Scanner

Desktop scanners can be connected to the USB port of computing devices and are powered by the device, and are named in the database as a person or as a place. The scanner detects files within a work area and automatically updates the RFID database with the locations of detected, tagged objects. Desktop scanners are ideal for records management environments whereby 'messengers' deliver folders, containers or other tagged media to staff. When messengers deliver the tagged objects, the database is automatically updated with the current, exact location of the tagged objects delivered to a person or work area.

Choke-Point Detection Zone

RFID antennas can be placed above ceiling tiles, on ceiling tiles, on walls or any surface and can be placed at doorways, elevators, stairwells or any choke-point to passively detect the locations of files and people as they circulate, automatically updating the RFID database with most-current file locations via network connection or WiFi. For best performance, a reader and four (4) antennas are highly recommended for choke-point detection zones, including two (2) side mount and two (2) overhead antennas.

RFID Smart Doorway

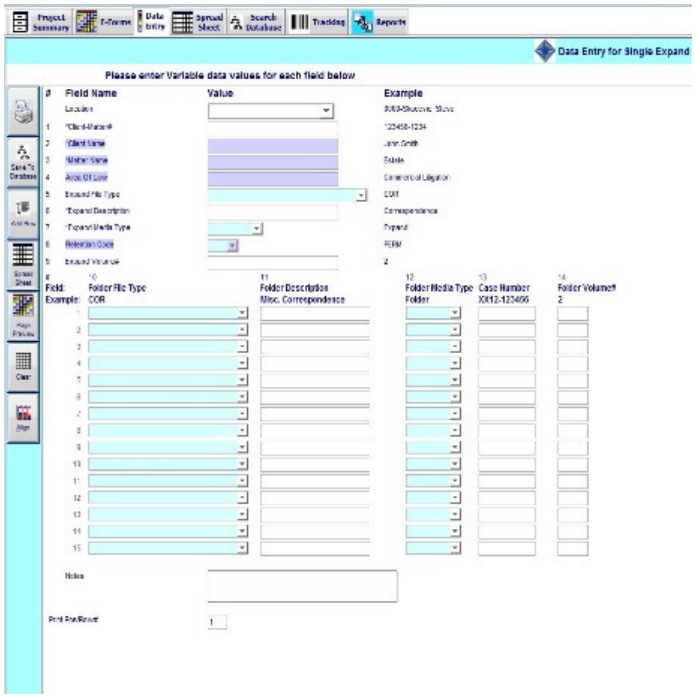


To determine the direction files are moving and/or to detect the person moving files, file room doorways or entrance/exit points can be outfitted with RFID antennas and motion sensors. RFID smart doorways enable passive file room check-in and check-out, including the ability to update file locations based on RFID ID cards and/or by checking files out to Requestors. Alarms, flashing lights and/or video cameras can be included for triggering of security mechanisms based on business rules and authorizations.

Exit-Point Security Zone

RFID can be placed at exit points to detect files that are approaching an exit in an unauthorized manner, and can trigger IP-connected alarms and lights, and generate software, email and SMS text alerts. Software time/date stamped audit trails can be viewed and corroborated against video surveillance camera footage time/date stamps for additional event history and security breach response.

RFID Records Management Software



SmartTraxx RFID software is configured based on each customer's specific data, workflow, tracking and reporting requirements. Data from RFID scanners and antennas automatically update file locations within the database, enabling rapid database queries to determine the locations of files. SmartTraxx provides comprehensive records management and RFID functionality, including the partial listing of features below:

- One-Screen Casual User Interface for office workers to query file locations, and, to Request or Transfer records
- Administrative User Interface for file clerks and power Users for full system functionality
- Print folder side, top and/or front labels at time of record origination
- Folder Request and Reservation system that Queue's records and automates email notifications
- Track the locations of documents, files and containers using software, bar codes and/or RFID
- Find missing documents, files or containers
- Validate documents-within-folders
- Calculate time-files-out and automate overdue notices
- Track the status of files including active, inactive, archived and destroyed
- Manage record classifications and retention scheduling
- Track records to archive boxes and track boxes and the records within boxes
- Unlimited workflow queues for requests, legal hold, audit, court, archiving or similar tasks
- Unlimited reporting including complex multi-table joins
- Electronic forms
- Attachment of electronic documents to database records
- Can be expanded for people identification and tracking
- Can be expanded for asset identification and tracking

Technical Specifications

Local Server Requirements

- Virtual machine or physical server
- 2+ Cores
- 4-8 GB+ RAM (8GB+ if Database server on same machine)
- Java 6 or Java 7 JDK
- 40-200GB disk space (configured as RAID 1 highly recommended)
    - 40GB+ if database on separate server – more if logs will be large
    - 200GB+ if database server on same machine and we store backups
- UPS (highly recommended)

Operating System Support

- Windows XP/Vista 7/Windows 8
- Windows Server 2003/2008/2012
- Linux

Database Support

- MySQL
- Microsoft SQL Server 2008/2012

Workstation Requirements

- Windows XP, 7, 8 or 10
- 2GB+ RAM
- Administrative Users require Java 6 or Java 7 (JRE)
- Casual Users do not require Java

Networking Requirements

- Static IP address compatible with network
- Network gateway IP address
- Network mask
- Domain name server IP address
- Domain name (optional)
- DNS entry pointing to server (unless hosts files will be updated per workstation, or use IP address for server name)

Mobile Computing and RFID

- Portable reader syncs to database via WiFi or USB sync
- Fixed RFID readers (choke point and doorway detection zones) require network connection and power source (some readers support POE {Power Over Ethernet} and only require a network connection to a POE-enabled network switch panel)

Server Configuration Options

SMTP interface for sending email notifications

- SMTP server can be installed locally on port 25
- Or client can set up relaying (on BOTH sides) to allow Virtual Doxx server to send email to Exchange or other Mail server – need:
  - Name/IP of Mail server
  - Port number
  - Authentication Mode – Authentication Required?
  - UserID/Password
  - Email From
  - Email ReplyTo

Example of SMTP Setup parameters in Virtual Doxx:
SMTPServer=111.99.99.99
SMTPPort=25
SMTPAuthRequired=True
SMTPLogon=xxxxx.mailbox@judiciary.state.xx.us
SMTPPasswd=yyyyy
SMTPEmailFrom=xxxxx.mailbox@judiciary.state.xx.us
SMTPEmailReplyTo=xxxxx.mailbox@judiciary.state.xx.us

Active Directory Authentication via LDAP interface – need:

- Name/IP of LDAP server
- Port number
- Domain prefix, e.g. companyx\

Example of LDAP Setup parameters in VirtualDoxx:
ldap=true
ldapUri=ldaps://ldap-auth.gov.xx.yy:636
prefix=cn=
suffix=ou=Active,ou=Users,o=portal-ldap