



**You've just tracked down
the company that can keep track
of your documents in no time.**



TIG

Anything's possible.

Document management has traditionally existed in the form of paper-based filing systems that are prone to misfiling problems that later make document retrieval time consuming and difficult, if not impossible. While the majority of documents are filed electronically these days, for documents of great value such as contracts and wills, paper-based copies must continue to exist.

To ease the pain of maintaining and tracking these documents, TIG has developed the Asset Tracking Tool (ATT) for Document Tracking.



A new application of an old technology known as Radio Frequency Identification (RFID) has been adopted into the document tracking process. A sticky tag embedded with a small chip, which has a unique serial number, is attached to a document or file. This tag communicates its unique serial number when an RFID Reader is passed within a metre of it. The Reader picks up the tags unique serial number and updates the corresponding record in the central database with the most recent location of the file as well as updating time and date.

What makes this RFID technology so great is that it can read multiple files simultaneously making the locating of lost or misplaced documents and files extremely fast and effective. Because RFID does not require line of sight to work, even files and documents hidden in cupboards or locked drawers can be found.

RFID tagged files can be tracked to physical locations as well as. Physical locations could be a room or a floor of a building, while project teams, people and departments can also have files assigned to them.

Types of valuable documents that should be tracked include Signed Contracts, Project Files, Specification Documents, Warranty Agreements, Insurance and Official Application Forms, and even Wills.

Document tracking can also be used to check files in and out of central filing systems, perform file “stock takes” and even record transfer of responsibility of files.

For further information please call TIG on 02 9407 8770 or visit our website at www.tigint.com



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