



COLORFLEX DESKMATE CASE STUDY



DESKMATE :: LAW FIRM CASE STUDY

New York Law firm has minimised their search time for Case Files with RFID DeskMate™.

The Firm:

Founded over 50 years ago and specialising in US Immigration Law, Family & Divorce Law, Personal Injury and Criminal Defense Law, this New York based Law Firm has helped over 50K clients with their legal matters.

Today, the office is busy with clients meeting with their respective attorney or associate about their own particular legal matter. With over 25 attorneys and associates, there is a high volume of case files moving about the office, in and out of offices. With this much activity, finding a specific file at a moments notice can be critical. This required time for a dedicated member of staff to find the correct case file. When another case required another file, the same member of staff was required to find the file, even if it had left the designated filing area.

After an extensive search for various solutions to their problems, management decided that a barcode system would not solve their problem, and that an RFID tracking system had the best chance to improve their records management and tracking. The firm decided on DeskMate™ & MasterTrak Plus™ after comparison with other much more expensive RFID tracking systems on the market. Using USB instead of ethernet cabling for inter-connecting the readers to the office computers greatly reduced the cost, time and office disruption required for installation and implementation of the tracking system.

More Efficient Tracking of the files:

During the implementation of DeskMate™, each designated desk had a DeskMate™ RFID Reader installed. With each case file labeled with an RFID label, the case files could be tracked automatically as they enter an office by simply coming within 3 feet of the reader. As personnel entered each area or office, they simply had to bring the file or files close to the reader to "read" the file. Once the DeskMate™ reader "reads" the file, it is automatically logged out to that particular desk or person, effortlessly.

Now, when files are delivered or brought into each office, they are "read" and then can be put anywhere in the office. When the folder leaves and

enters another office, it is automatically "read" and MasterTrak Plus™ is updated with the new location.

File Requesting:

When anyone is looking for a specific file, they look up the file in MasterTrak Plus™ (MTP) and see where it is. They can then use the Requesting Feature in MTP to request that the file be brought to them, or get it ready for a clerk to pick it up. The Request Slip can be printed in the filing area and produced as a paper copy to be used as a pull ticket, routing slip or as a marker on the Outguide.

Creating New Case Files:

When case files were created before MTP, a blank folder had the appropriate information for filing hand written on the folder tab. Now, with the RFID label Printer, the descriptive information is entered into MTP and by pressing the Print button, a new label is produced and applied to the case file tab. The printed client information is neat and very legible for filing purposes. When printed on the RFID label Printer, the tag



is "encoded" with the key number to track the folder. The same number is then printed on the label as a barcode.

Using this number, the folder is always unique from any other, including files from the same client or case, making tracking individual case files much easier and more accurate.

When the tracking system needs to expand, more readers can be easily and economically added due to the USB connectivity process, therefore allowing the system to grow as the firm's requirements change. Some of the best features of RFID DeskMate™ are its ease of scalability, plus lower costs for hardware and installation.

With DeskMate™ on the job, a law firm's case file management is more efficient, making the office more productive by providing the necessary information to the attorney in a timely manner.