

# Law Firm Case Study

## Make your file folders SMART!

File folders can do a lot more than sit on a shelf, they can send out a message saying 'here I am, here I am'!

Trust the leaders in records management and radio wave technology! Have a Smart Office today with Smart File Folders!

Radio wave file folder labels enable you to find missing files, and also ensures an efficient filing system that makes filing fast and accurate, and that prevents misfiled records.

Labels include text fields about your record, a bar code # and color-coding...with the radio wave transmitter included!

## Why Find a File

- Label Printing Software Customized to Your Filing System Needs
- Labels with Radio Wave File Folder # Matching your Database
- Lookup File #'s using your Existing Software
- Enter to the Scanner and Find Files like using a Metal Detector



## THE PROBLEM:

Attorneys and staff were frequently unable to find lost files. Only later to find them in their office or briefcase under other files that were overlooked in the dash to get to court. Cases were reset and business disrupted. When courts, clients or fellow constituents are left hanging because of lost files tempers flair. **Everyone blames the file clerk!**

## THE OBJECTIVE:

The Law Firm is one of the largest firms specializing in property evictions in the USA. Files are extremely active during a few month time span, and are generally adjudicated within 90 days. Given the volatile nature of eviction cases, the firm's ability to respond immediately or quickly is critical, and is often required real-time i.e. find lost files fast!

## OUR SOLUTION:

Implemented Find a File solution with reusable RFID labels. Now staff can quickly find missing files, and get them to the staff that needs them for real-time work processing.

## Benefits of Find a File System

- label printing software customized for your existing or preferred filing system / file indexing
- labels with radio wave transmitter that print on standard ink jet printers
- portable radio wave scanner with fast, easy-to-use software to find missing files
- system can be expanded to inventory files-in-circulation for proactive file location tracking