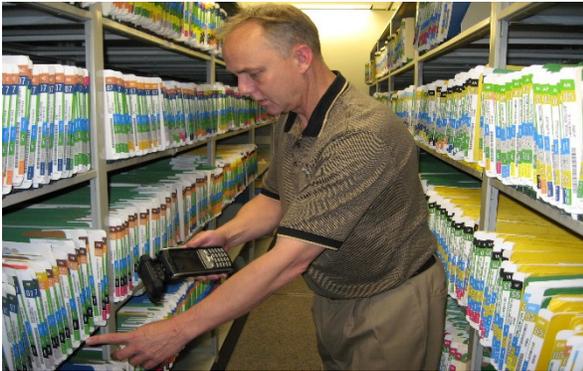




Records Management Systems



Virtual Doxx Corporation is a USA technology company providing comprehensive records management solutions including filing systems, computerized file registries, file tracking technologies and electronic document management.

SmartTraxx delivers the ability to track documents, files and archives utilizing software, bar coding and state-of-the-art RFID (radio wave technology). RFID enables passive file tracking without staff having to follow or utilize manual processes.

- Computerized File Registries
- File Folder Label Printing
- Passive radio wave File Tracking
- Find Files with Radio Waves
- Workflow and Task Tracking
- Records Classification and Retention
- Electronic Document Management
- File and Document Security



THE USE OF DOCUMENTS AND RECORDS SIGNIFICANTLY IMPACTS PRODUCTIVITY, COMPLIANCE AND CUSTOMER SERVICE. CONSULTING STUDIES INDICATE THAT STAFF COMMONLY LOSE APPROXIMATELY FOUR WEEKS PRODUCTIVITY ANNUALLY DUE TO THE INABILITY TO ACCESS NEEDED DOCUMENTS IN A TIMELY MANNER.

VIRTUAL DOXX CORPORATION STAFF ARE CERTIFIED IN RECORDS MANAGEMENT AND HAVE BEEN DESIGNING AND INSTALLING FILING SYSTEMS, COMPUTERIZED FILE REGISTRIES, FILE TRACKING SYSTEMS AND ELECTRONIC DOCUMENT MANAGEMENT SOLUTIONS FOR OVER 30 YEARS.

RFID TECHNOLOGY TRACKS FILES ON DESKTOPS, THROUGH FACILITY CHOKE POINTS AND DOORWAYS. PORTABLE SCANNERS ENABLE FILE INVENTORIES AND THE ABILITY TO FIND MISSING FILES. RFID PREVENTS THE UNAUTHORIZED REMOVAL OF DOCUMENTS AND FILES.

RFID Radio Wave Technology

Manual business processes for registering and tracking files underperform, because staff and external Users do not follow the policies and procedures that are required for effective records management and file accessibility. RFID technology passively tracks files, eliminating the need for adherence to manual process, polices and procedures. RFID improves productivity and enhances customer service.

Mobile

Portable RFID Scanners are primarily utilized to periodically inventory (trace) files-in-circulation, so that the RFID database maintains correct, current file locations. The scanner can also be utilized to find missing , documents files and archives.



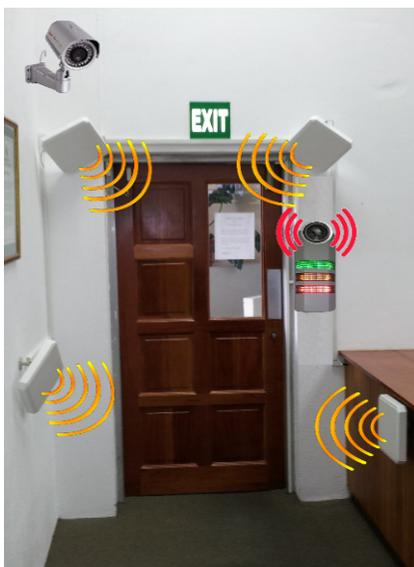
Desktop

RFID scanners can be attached to workstations by USB connection and will **automatically** update the database with the locations of tagged records or documents. Each device is named in the database as a person or place, for location updates.



Choke-Point

Network-connected antennas can be placed at doorways, elevators, stairwells, along hallways, at entrance / exits, in offices or anywhere that documents, files or archives travel. RFID can also track the people moving the files.



Doorway

RFID doorways include a network-connected reader four antennas, and two motion sensors, to passively track the people and files being removed-from and returned-to file rooms. The RFID data captured includes files moved, person moving the files, direction of travel and time / date. Security devices can be triggered, including flashing lights and alarms to prevent unauthorized file movements or removal from facilities. Unauthorized events are time-date stamped in audit trail 'alert' records and can be compared to video / camera time / date stamps.

SmartTraxx Records Management Software

SmartTraxx delivers robust records management functionality and incorporates records management 'best practices'. SmartTraxx is commercial off-the-shelf (COTS) software that is configured for each customer based on the customer's exacting data, workflow, tracking, security and reporting requirements. SmartTraxx established a computerized database of documents, records and archives, manages tasks, automates retention scheduling, enables requests, reservations and transfers and unlimited reporting. SmartTraxx ensures that staff have rapid and reliable access to files.

Features and Benefits

- ▶ Parent/child database schemas
- ▶ Track documents, records and archives
- ▶ Print labels for new folders
- ▶ Workflow queuing and task management
- ▶ Manage archive and destruction cycles
- ▶ File movement histories (audit trails)
- ▶ Prevent unauthorized file access or movements
- ▶ Attach documents to database records
- ▶ Reengineer business process using eForms
- ▶ Print labels for archive boxes and track boxes
- ▶ Unlimited reports and reporting
- ▶ Computerized File Registries
- ▶ File Folders and Indexing Systems
- ▶ File Shelving and High Density Storage Systems

Representative Clients

- ▶ National Oceanic & Atmospheric Administration
- ▶ U.S. Department of Transportation
- ▶ U.S. Department of Labor
- ▶ U.S. Department of Homeland Security
- ▶ United Arab Emirates – Ministry of Interior
- ▶ Trinidad-Tobago - Police Services
- ▶ Government of Canada - Judiciary
- ▶ Government of Botswana - MIST
- ▶ Kingdom of Saudi Arabia – Royal Guard
- ▶ Government of Tanzania - GERP
- ▶ State of Arizona Crime Lab
- ▶ State of New Jersey Court System
- ▶ Douglas County DA and Prosecutor Offices
- ▶ State of Washington School System

SmartTraxx is integrated with security devices to prevent unauthorized file access or movements.



Computerized File Registry

The screenshot displays the VirtualDoxx web application interface. The browser address bar shows the URL: <http://www4-premium.virtualdoxx.com/html5/vdoxx/tracking/>. The application has a navigation menu with options: Home, Data Entry, Spread Sheet, Records, Report, Chart, Queue, User, Location, Tracking, Box, portable Sync Report, Import, and More. The user is logged in as 'mst admin'. The main content area is divided into two panes. The left pane, titled 'MIST Files-MISTFiles', contains a data entry form with the following fields and examples:

#	Field Name	Value	Example
1.	*Location		
2.	*Reference #		MIST 5/1/1
3.	Customer Reference #		12345
4.	*Confidential? (MISTC)		Y or N
5.	Volume #		2
6.	*Title	Title	Smith, John
7.	Related File #s		123456789,234567890
8.	Date Opened		21/11/2015
9.	Date Closed		30/11/2015
10.	Unit		Legal
11.	Designation		ADS
12.	Gender		Male
13.	Validation Failed	<input type="checkbox"/>	
14.	Missing Folio #s		123456789-001,123456789-002
15.	RFID		E200300000000000000001234
	Notes		

Buttons at the bottom of the form include 'Save', 'Add to spreadsheet/cart', and 'Download Sample CSV'. The right pane, titled 'Sample Label', shows a 'MISTFileSideTab' with a 'Download PDF' button and a visual representation of a sample label. The label features a barcode, the text 'MIST 5/1/1', and the name 'Smith, John'.

Developed in state-of-the-art HTML 5.0

Unlimited Data Layouts with Single Database Instance

Complex Parent-Child Relationships Supported

Robust Reporting through Pre-configured SQL Queries

Fully Integrated Bar Code and RFID Tracking Technologies

Document, File and Archives Security

Scalable for Tracking People and Assets



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