Benefit Analysis of Using RFID System on Document Management

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ABSTRACT

The main purpose of document management is to effectively control the state of document life cycle and to monitor security the contents of document. Paper files are not like electronic files which the user can search directly and quickly by computer processing. Employees often neglect the issues in storage and retrieve of the paper files, but they are integral part of the work. Once employees can not locate the important paper files, it will affect the right and interests of the parties. The study analyzes the benefit for using RFID system on document management, focuses on inventorying and retrieving the paper files. Using RFID technology to paper file inventory and retrieve, analyze the before-and after comparison about the benefit of personnel matters and time cost, describe it by cost and quantifiable benefit analysis. Estimate the return on investmet (ROI) and Internal Rate of Return (IRR) of the RFID application on document management. In conclution, the study puts forward the specific benefit instructions and suggestions for the case study.

Keyword: RFID、Document Management、Benefit Analysis