



Delivery Tracker

Internal Mail Tracking Solution

Delivery tracker is ideal for large organisations with large sites or buildings, it follows the movement of internal mail, letters and parcels to their last known location recording and reporting every stage of delivery

Using a PC based barcode solution working with hand held portable terminals. The PC views have a spreadsheet appearance making it easy to view and use, with full excel reporting for true flexibility. The portable terminals have signature capture capability for final proof of delivery.

The solution can be run on a stand alone PC or part of a network with the option of a web based managed database for wider access where perhaps a single network will not operate, such as between NHS trusts. This is available as a totally maintained service on easy monthly payments for low capital outlay.



Item history report

MailRoom Mail Items

Mail BarCode	Contact	Courier Contact	Recipient	Location	Description	Courier Barcode	Date Entered
100009	ABBOTT		HUDSON	Room 101	parcel from J. Bennett	10101910	08 July 2011
1000001	JACKSON	JACK	JACK		parcel		
1000004	ULLAH	JACKMAN	JACKMAN	Physics Dept	letter	664554343	08 July 2011
					ox	5667888	08 July 2011
					ox		08 July 2011
					letter		08 July 2011

Changed Items

Change Date	User	From	To
08/07/2011 17:01	0	100009	100009
08/07/2011 17:01	0		ABBOTT

Features include:

- * Tracks the movement of post in/out
- * Reports all movement
- * Records delivery notes electronically
- * Screen reports at an instant
- * Captures delivery signature
- * Provides proof of delivery
- * Advises arrival by email
- * Portable terminals offer flexibility
- * Web based tracking possible
- * Excel reports

New Item

Mail BarCode: 100009

Courier Contact: ADAMS

Recipient: HUDSON

Location: Room 101

Description: parcel from J. Bennett

Courier Barcode: 10101910

Date Entered: 08/07/2011 16:51:30

OK Cancel

Add new item drop down

Solution Operation

- * Uniquely numbered bar code labels are supplied which are applied to each item.
- * External courier tracking codes may be added if detectable.
- * The portable terminal or the PC can be used to log on new items against the barcode.
- * Additional data, copies of delivery notes, pictures of damage can be added to the record.
- * If required an email can be sent to the recipient advising arrival.
- * Delivery staff use the terminal to record location and signatures.
- * Non-delivery emails can be sent.
- * Items for collection can be added via the portable terminals.
- * All the data is pooled for an excel report.
- * Excel reporting gives full flexibility to see the data you need (no fixed reporting).
- * On screen reports to answer any tracking question.

Close Sign

Client Details Notes Completed

Job No 22 Collection
250 copies of chapter

Company Thai Politics

First Name Duncan

LastName Mccargo

Telephone 0113 343 6865

Mobile

Address Botany House 1.01

Delivery 13:08

**Views of
hand held
terminal screen**

OK Exit

Please Sign Here

Signee: Duncan Mccargo

Sign & Close 13:15

Excell Report Generation

Mail BarCode	Mail Type	Recipient	Mail Status	Location	SerialNumber	Order Number	Date Entered	LastAction
1000002				good inward			05 July 2011	Location Changed to good inward
12556	boxes	ABADIE	arrived	room101			12 July 2011	Location Changed to room101
100006	parcels	ABEL	arrived	workshop			12 July 2011	Location Changed to workshop
100003	boxes	ADAMS	sorted on van	sales office			12 July 2011	Location Changed to sales office
121345		ADJOGATSE	arrived	office	44566cm	333322	12 July 2011	Location Changed to office
1000057		BECK	arrived	good inward		5567	12 July 2011	Location Changed to good inward

Mail BarCode	Mail Type	Recipient	Mail Status	Location	SerialNumber	Order Number	Date Entered	LastAction	DateLastAction	Notes	UserDate5
1000002				good inward			05/07/2011 14:05	Location Changed to good inward	12/07/2011 15:35		
12556	boxes	ABADIE	arrived	room101			12/07/2011 15:21	Location Changed to room101	12/07/2011 15:35		
100006	parcels	ABEL	arrived	workshop			12/07/2011 15:16	Location Changed to workshop	12/07/2011 15:35		
100003	boxes	ADAMS	sorted on van	sales office			12/07/2011 15:15	Location Changed to sales office	12/07/2011 15:35		
121345		ADJOGATSE	arrived	office	44566cm	333322	12/07/2011 15:14	Location Changed to office	12/07/2011 15:35		
1000057		BECK	arrived	good inward		5567	12/07/2011 15:34	Location Changed to good inward	12/07/2011 15:35		



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