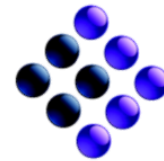


# University Mail Tracker



## Internal Mail Tracking Solution

Mail Delivery Tracker is ideal for universities with large sites or buildings, it follows the movement of internal mail, letters and parcels from arrival in the post room to their last known location, recording and reporting every stage of delivery.

Delivery Tracker is a PC based barcode solution working with hand held portable terminals. The PC views have a spreadsheet appearance making it easy to 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 multi site universities. This is available as a totally maintained service on easy monthly payments for low capital outlay.

## Total Solutions



Mail View

Mail BarCode	Recipient	Mail Type	Description	Courier	Supplier	Mail Status	Location	SerialNo
1000001	ADAMS	packet	Cables	Royal Mail	johns Ltd	with courier	IT	
1000003	ALLEN	Parcel	Broom head	UPS	lewis Ltd	booked - in	Maintenance	
1000005	POTTS	Parcel (heavy)	Paper	MISC	Jones Ltd	on van	Admin Office	
1000006	OLDFIELD	letter		Royal Mail		with courier		
1000007	ABBASOGLU	Parcel (heavy)		UPS		booked - in		
1000008	O'NEILL	Parcel		TNT	Hughes Ltd	on van		
1000009	ABBASOGLU	packet	papers	john		booked - in		
1000010	ABBASOGLU	packet	papers	john		booked - in		
1000011	ABBASOGLU	packet	papers	john		booked - in		
1000012	ABBASOGLU	packet	papers	john		booked - in		
1000013	ABBASOGLU	packet	papers	john		booked - in		
1000014	ABBASOGLU	packet	papers	john		booked - in		
1000015	ABBASOGLU	packet	papers	john		booked - in		
1000016	ABBASOGLU	packet	papers	john		booked - in		
1000017	ABBASOGLU	packet	papers	john		booked - in		
1000018	ABBASOGLU	packet	papers	john		booked - in		
1000019	ABBASOGLU	packet	papers	john		booked - in		
1000020	ABBASOGLU	packet	papers	john		booked - in		
1000021	ABBASOGLU	packet	papers	john		booked - in		
1000022	ABBASOGLU	packet	papers	john		booked - in		
1000023	ABBASOGLU	packet	papers	john		booked - in		
1000024	ABBASOGLU	packet	papers	john		booked - in		
1000025	ABBASOGLU	packet	papers	john		booked - in		
1000026	ABBASOGLU	packet	papers	john		booked - in		
1000027	ABBASOGLU	packet	papers	john		booked - in		
1000028	ABBASOGLU	packet	papers	john		booked - in		
1000029	ABBASOGLU	packet	papers	john		booked - in		
1000030	ABBASOGLU	packet	papers	john		booked - in		
1000031	ABBASOGLU	packet	papers	john		booked - in		
1000032	ABBASOGLU	packet	papers	john		booked - in		
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1000097	ABBASOGLU	packet	papers	john		booked - in		
1000098	ABBASOGLU	packet	papers	john		booked - in		
1000099	ABBASOGLU	packet	papers	john		booked - in		
1000100	ABBASOGLU	packet	papers	john		booked - in		

Recipient View

Last Name	First Name	Telephone	Mobile	Email	Company	Department	Fax
ABADIE	Veronica	x 225		Vabadie@glasgow.org.uk		Chem Eng	
ABBASOGLU	Mehmet	x321		mabbasoglu@glasgow.org.uk		Admin	
ABBOTT	Donald	x556				goods in	
ABEL	Richard	01673 445667				Physics	
ABRAHAM	Brad	x334				Physics	
ACKERMANN	Thorsten	x445				Chem Eng	
ADAMS	Holly					Admin	
ADAMS	Tanya					Chem Eng	
ADAMSON	Alice					Chem Eng	
ADEBANJO	Kemi					Physics	

## Add Mail

New Item

Mail BarCode: 1000015

Courier: Royal Mail

Supplier: Jones Ltd

Recipient: ABBASOGLU

Mail Status: arrived

Location:

Description: Personal letter

SerialNumber:

Order Number:

Date Entered: 29/09/2011 15:45:36

LastAction:

Notes: Will be delivered in next post run unless a request is made for it to be held in post room to be collected ASAP. contact post room on x345 or email postroom@glasgow.org.uk

OK Cancel

## Features include:

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

# Total Solutions

## 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

**Excel Report Generation**

Mail BarCode	Mail Type	Recipient	Mail Status	Location	SerialNumber	Order Number	Date Entered	LastAction
1000002			arrived	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			arrived	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		

## Barcode Connexions

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Fax: 01442 247739

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