



Mailroom is a parcel tracking system and Proof of Delivery (POD) software system, using PC based software and hand held data capture terminals, designed to enable you to track the movement of mail and packages between mail room and recipients within your organisation.

- Easy recording of arriving and departing mail
- Automatic email to recipient for incoming mail
- Pigeon-hole Collections
- Fast mail tracking
- Signature capture for Proof-of-Delivery (PoD)
- Courier and Van deliveries
- Web based parcel tracking and reporting
- Mail trolley delivery and collection
- Portable scanners
- Barcode printing.



Summary of Mailroom functions:

- Easy entry of arriving mail with tethered barcode scanner
- Sorting of mail into mail types – parcels, letters etc
- Email advice to recipient on arrival of mail in the Mailroom, singly or batched
- PDAs with bar-code scanning and signature capture for proof of delivery.
- Email advice of uncollected mail items
- Collection of outgoing mail items
- Bar code Label printing on arrival of mail
- Fast search and retrieve
- Multi user or single user
- Universal internet access to data
- Document scanning
- Easy import of database of recipients.
- Ability to change field heading and names to your own terminology.

How does Mailroom work?

On arrival at the mail-room the incoming mail items, letters, parcels or packages are labelled with a barcode or the external courier barcode can be used to save time. The items are then booked in against the recipient on the internal mail tracking system PC software using a barcode scanner.



Either pre-printed rolls of barcode labels can be supplied or the internal tracking barcode can be printed on a desk top printer which can be supplied with the system

Details of the package contents, reference number, courier, weight, type of item: large letter, box etc, can all be recorded. An optional email can be automatically sent to the recipient to notify them that a mail item has been received for them.

If large quantities of mail are handled a batching system can be used. Bundles of mail items for the same addressee or drop off point are tracked in the same way.

Internal mail delivery personnel are equipped with a hand held terminal which they log on to. They scan each parcel when collecting from the Mailroom and signature capture is used when the mail item is delivered to the recipient for proof-of-delivery. They can also photograph the item in case of damage.

We supply a choice of PDA with the system. The M3 0X10 can function wirelessly across an internal WiFi network or GPRS connection for real time update of the delivery tracking system. Alternatively they can be downloaded on return to the post-room for batch updating of the mail tracking software.

If an item of mail is returned to the post room undelivered and no PoD is obtained a failed delivery email can be automatically sent to the recipient.

The process works in reverse for outgoing mail and parcels that are to be collected from a location in the organisation and taken to the Mailroom for collection by courier or postal service.

If a mail package is lost there is a complete audit trail of all movements of the item from the point it was booked in at the post-room so that it's last known location can be traced.

Recipients and other staff can track parcels and view reports through the internal parcel tracking web module.