



Does your organisation redistribute incoming post or parcels or collect mail for despatch?

Do you ever 'lose' important mail *in the system*?

With Pass Mailroom you will never again lose important post or parcels.

Pass Mailroom is an internal mail tracking and PoD system, using PC based software and hand-held data capture terminals, designed to track the movement of mail and parcels between mailroom and recipients within your organisation.

## LOCATION, LOCATION, LOCATION

If you want:

- Easy recording of arriving and departing mail
- Automatic advice to recipient for incoming mail
- To find current location of mail
- Signature capture for proof of delivery
- Web-based parcel tracking and reporting
- A fast return on investment

If you are a:

- Bank or Building Society
- Company with large sites and many buildings
- NHS Trust: doctor's surgery, ambulance station, outlying departments
- University: internal departments, student post tracking in halls of residence
- Company with a single site but with many floors and departments

## THEN WHAT YOU NEED IS PASS MAILROOM

How does Pass Mailroom work?

On arrival at the mailroom the incoming mail item is labelled with a barcode - or the external courier barcode can be used to save time. The item is 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 is printed on a desk top printer such as the [Zebra GK420T](#). This can also be supplied as part of the system.

Details of the parcel contents, reference number, courier, weight, type of item e.g. 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.

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 new [PSION EP10](#) can function wirelessly across an internal WiFi network or GPRS connection for real time update of the delivery tracking system. Or they can be downloaded on return to the mailroom for batch updating of the mail tracking software.

If only the batch download of transactions are required we can supply the system with the [Psion NEO](#) hand held terminal.



Mail code

Condition



PSION EP10



Item code

Name

Place Signature



PSION NEO

If an item of mail is returned to the mailroom undelivered, a failed delivery email can be automatically sent to the recipient.

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

If a mail item is lost, there is a complete audit trail of all movements of the item from the point it was booked in at the mailroom so that its last known location can be traced.

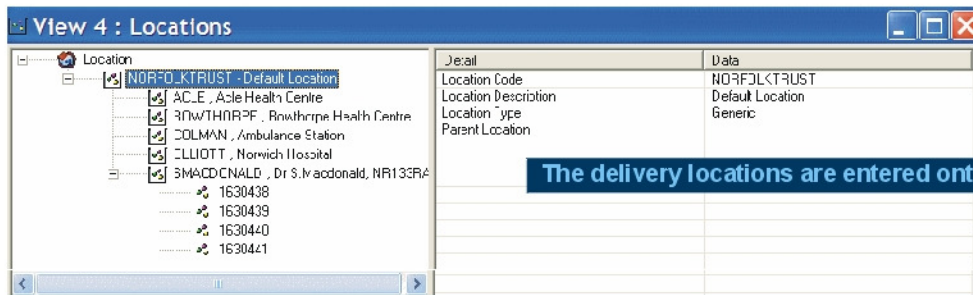
Recipients and other staff can track parcels and view reports through the internal mail tracking web module.

Pass Mailroom has the following reports:

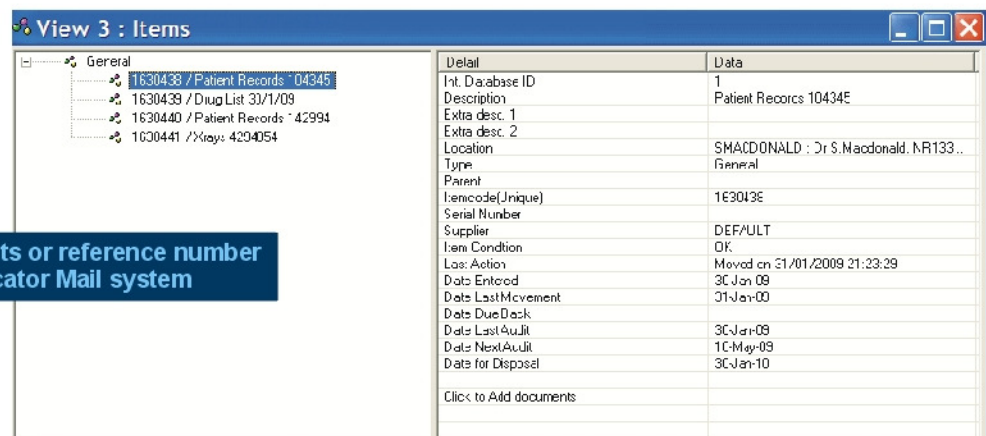
- Mail received by recipient
- Mail received by carrier
- Mail received by date
- Current location of mail item
- History of mail item
- Volume of mail
- PoD



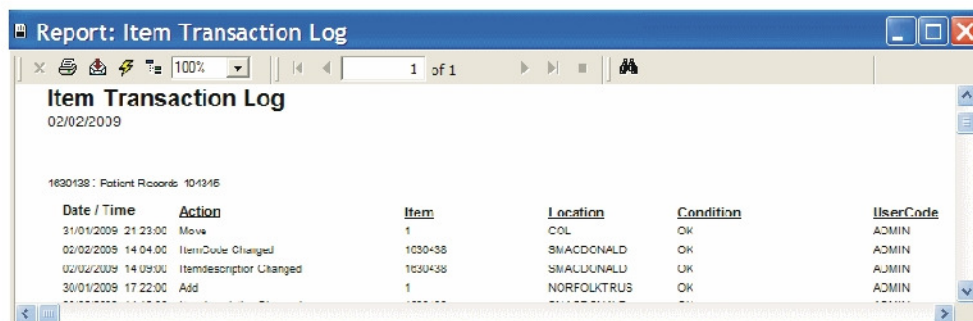
ZEBRA GK420t



The delivery locations are entered onto the Locator Mail system



The detail of the contents or reference number are logged onto the Locator Mail system



### Demonstration

Do you want to see how Pass Mailroom works? We can show you via our on-line demonstration service.

Register your interest and we will contact you by phone or email to arrange a suitable time for you. We then send you a URL to link to and one of our experienced trainers will walk you through all the functionality of the PC and hand-held terminal software answering any questions you may have as we go.