

iOffice® mail tracking software

Create full accountability for mail from receipt through delivery to the recipient.

A company's mail center is an essential locus for the receipt of paper-based and mission critical communications such as checks, contracts and proposals. Verifying and tracking relevant delivery information is essential to maintaining the integrity and security of the internal mail cycle.

The Mail Module ensures full accountability and on-line chain of custody detailing delivery time, date and signature.

100% web-based
robust, flexible reporting
EASY TO USE

real time tracking tools

- Automated package input upon receipt via hand-held device or desktop.
- Recipient data is scanned and captured via mobile computing devices.
- Barcode tracking labels.
- Automatic courier identification.
- Delivery manifests.
- Automated signature of receipt.
- Mobile computing interface enables operational flexibility.

archive

- All transaction data is archived and readily available via the tool's search function.
- Search any transaction by date, recipient name, tracking number or courier name and retrieve signed-by information and date-and-time stamp.

reporting tools

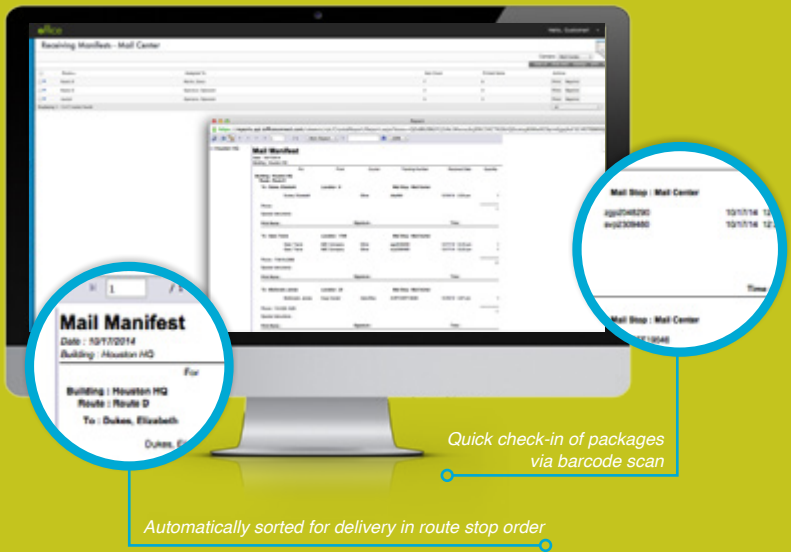
- Track incoming, interoffice and outbound letters and packages.
- Track miscellaneous activity and volumes such as trays, tubs and outgoing postage.
- Centralized portal for recording all non-accountable mail items that do not require signature of receipt.
- Standard and customized reporting options.

MODULAR
easily shares data with other systems
HIGHLY CONFIGURABLE



complete portal integration

The **Mail Module** is integrated with the portal data backbone so that updates and changes are universally shared providing a complete office and facility management suite. In addition, workflow integration with the Move and Space Module is available which allows occupant location data and mail package delivery location data to be synched real time.



Did you know?

iOffice also provides modules that support the management of the workplace including space management, move management, service request, room reservation and asset tracking?