



BearTracks Interoffice

The **Interoffice** module of **BearTracks** provides desk to desk accountability for all internal accountable shipments. Employees place requests for service via a convenient Web interface. Distribution staff members use our interoffice shipping functionality to manage the pickup, transport and delivery of internal mail or shipments. Consolidation and tracking are provided from floor to floor, city to city, or continent to continent for any interoffice shipping scenario. BearTracks offers the industry's most sophisticated pouching functions, enabling full tracking & visibility of each individual item in a pouch even while pouches are being shipped between facilities – and even when pouches are enclosed in other pouches.

Internal Shipping & Tracking

For end-users

- Convenient Web-based desktop interface to request internal shipments and related services and to track inbound, outbound and internal shipments
- Optional integration with outbound shipping portal for “one-stop” access to all shipping-related functions

For the mail center:

- Accountable tracking functions for Web and PDA
- Management consoles for pickups and deliveries
- Configurable workflows with site-by-site variability
- Cost allocation for internal services
- Performance management module integration for managing to KPIs/SLAs
- Enterprise-wide desk to desk accountability

Pouching

- Specialized functions for building, shipping, receiving and reconciling interoffice pouches (and other types of consolidation containers)
- Nest pouches to any depth (e.g., track individual checks within an envelope within a bag within a lockbox within a truck) while maintaining 100% visibility for every individual item
- Search and tracking capabilities support both peer-to-peer and hub-and-spoke environments

Applications

- Priority or confidential interoffice mail
- Print center deliveries
- Onsite files and records boxes
- Training materials
- Expense account receipts
- Checks and financial instruments
- Airline tickets
- Internal distributions
- Office moves
- Computers and networking gear
- Computer backup tapes
- Audio visual equipment
- Furniture
- Artwork displays
- Many industry-specific uses: account applications, client files, proof bags, product samples, lab results, engineering prototypes, etc.