



# BearTracks Receiving & Distribution

The **Receiving & Distribution** module of **BearTracks** is an industrial-strength mail center application that provides full support for your receiving and internal tracking needs. Our receiving functionality is sophisticated yet easy to use and can be accessed from desktop workstations or mobile handheld computers. Delivery scenarios include individual secure delivery with signature and/or badge scan, efficient bulk delivery for workgroups or departments, offsite or common area deliveries, and more. Dockside carrier reconciliation, package rerouting, online tracking and email notifications are all standard features, and advanced functionality such as automatic sorter integration is also available. The entire system is scalable from dozens of shipments per day to tens of thousands of shipments per day, with no limit on the number of locations that can be supported.

## Receiving

- Industrial-strength mail center application
- Web-based technology – easy to deploy, easy to maintain
- Choice of data entry methods: desktop, PDA, automated sorter integration, carrier import
- Barcode scanning and dockside reconciliation with the carrier
- Capture of X-ray and other security inspections
- Employee database integration with lookups for inbound packages
- Differentiation between addressee, intended recipient, and actual recipient
- Enter shipments for internal delivery (e.g., building and mailstop) or external delivery (street addresses)
- Automatic assignment of the item to a delivery route
- Dropdown lists, standard defaults and user-defined fields
- Capture purchase order and asset information
- Alerts triggered on tracking number, addressee or sender
- Optional e-mail notification of shipment's arrival
- Support production scanning in addition to delivery workflows

## Distribution

- Maximum accountability via completely configurable workflows, variable by site or location
- Complete electronic delivery manifest with detailed item information sortable by route, building, mailstop, recipient, priority, etc.
- Captures a scan, status and signature for any number of workflow steps using handheld delivery devices
- Easy deliveries of multiple items & multiple deliveries to the same recipient
- Records all delivery actions (both deliveries and attempts)
- Wireless synchronization for handheld devices
- Secure delivery option (requires badge scan, not just signature)
- Track all events for cost allocation & performance management purposes

## Information Management

- Flexible search, retrieval and proof of delivery for couriers and mail clerks
- Web-based display of delivery information for end-users
- Automatic email generation customizable by event and package type
- End user or mail center input & view special handling instructions
- Wide selection of standard list reports for day-to-day operations
- Parameter-driven statistical reports with output to Excel
- Performance management module Integration for managing to KPIs/SLAs
- Charge back services to departments based on services actually delivered