



BearTracks Small Office

For a truly enterprise-wide deployment, a tracking solution must support not only major corporate facilities but also dozens or hundreds of smaller offices. The **Small Office** module of **BearTracks** is perfectly suited to supporting smaller sites, with no hardware, software deployment or training required. Capabilities include inbound receiving, exchange of accountable pouch mail with corporate offices, and basic search and reporting. The Small Office module allows BearTracks customers to roll out a universal infrastructure for accountable tracking and compliance.

Small Office Functionality

The **BearTracks Small Office** module provides simplified access to receiving, search and pouch functions, primarily for smaller facilities characterized by low volumes and lack of a dedicated mail center. Functionality includes:

- Inbound receiving and confirmed delivery via an interface designed to be operated by a receptionist or administrative assistant, without requiring specialized training or hardware
- Confirmed receipt of accountable interoffice shipments (direct or pouch) from major corporate centers or other small offices
- Desk to desk tracking of accountable interoffice shipments originating from the small office
- Search and reporting capabilities suitable for the small office environment

Enterprise Integration

The **BearTracks Small Office** allows smaller facilities to tap into a Web-based infrastructure for accountable tracking that spans the entire organization, with a minimum of overhead, maintenance or IT support. Advantages include:

- Provide tracking for critical items from all entry points into the organization, not just those at major facilities
- Provide item and process visibility that is truly enterprise-wide, from small office to corporate centers and vice versa
- Gather statistics and metrics that take into account the operations of the entire company, not just the largest offices