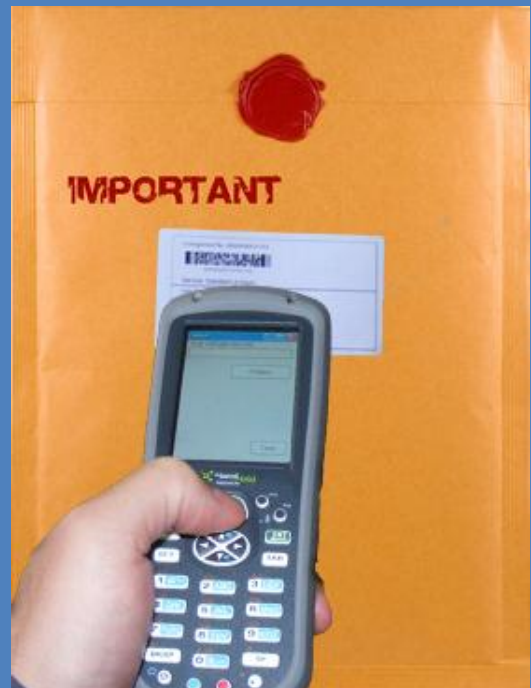


Delivery PoD FILEtrack

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Keeping Track of your Files, Records and Documents



DeliveryPoD FileTrack in a Nutshell

- Know where everything is:
 - Within Records Office
 - Any Internal Location
 - Any Customer Location
 - Allocated to Person
 - Whilst in Transit
 - Scan onto Courier
 - Scan onto Vehicle
 - Scan onto Mail Trolley
 - Scan into Building
 - Scan Into Location
 - Anywhere!
- Full Audit Trail
 - Date & Time & Mobile User
 - Item Details
 - Signatures, Persons Name, Location...
- Tracked with Courier Technology
 - Barcode & RF ID Technology
 - Barcode Items
 - Barcode Locations & Boxes
 - Signature Capture
 - Mobile Computers
 - Integrated Camera
 - Record Damage
 - Record Can't Complete
 - Desk Cradle, Wireless LAN and 3G / GPRS Communications
- Moulds or Fits Around You
 - Highly Configurable
 - User Defined Fields
- Single or Multi Site Capable
- Location Audit
- Web Based System
 - Can reside on your server
 - Single PC option for small installations
- Full Reporting
 - 20+ Reports
 - User Configurable
 - Drag and Drop Column Grouping
 - Export to Microsoft Excel / Adobe PDF

Tracking Files, Documents & Records

FileTrack is a complete solution for keeping track of Files, Documents and Records within your organisation.

Tracks Files In Store, Outside & In Transit

Unlike other systems, FileTrack keeps track of your files whilst they are in transit as well as when they are stored. After all it is no use keeping track of something when it is in the Records Department if you lose all control as soon as it leaves!



Buildings



Locations (store rack, cabinets, desks etc)



Mail Trolleys



Individual Staff & Customers



Our Own Vehicles



3rd Party Couriers

FileTrack allows you to track items across your entire infrastructure (buildings, locations, staff), whilst in transit (e.g. scan onto courier, scan into building once delivered) and to customers (including their staff, locations etc.)

Tracking Stages are configured, by entering a name (e.g. "Store onto Vehicle"), then tick boxes are ticked depending on what you want the stage to do:

- Text Name
- Obtain Signature
- Take Photograph
- Move to Vehicle
- Record Reg Plate
- Passed to Courier
- Allocate to Person
- Allocate to Customer
- Damage Recording

You can have as many tracking stages as you like. They take no more than 60 seconds to set up and they auto-deploy to the mobile computers. We set them up for you to start with, but you can add more yourself at any time.

Full Audit Trail

The system provides a full audit trail (history) for each item. This includes all of the information gathered including signatures, location names, building, mobile computer user, date and time etc.

You can also set the system up, so the audit trail can show you all the people that have seen a particular memorandum or confidential document.

Package Barcode	Tracking Stage	Completed	Date and Time	Details	Image or Signature	Extra Information
000000000113201784	Load Mail Trolley	Yes	16/07/2010 08:08:39			Into Building: Bournemouth HQ, Into Mail Trolley, Kates Trolley in Bournemouth HQ, User: Kate Silver
000000000113201784	Deliver With Trolley	No	16/07/2010 08:17:10	Could Not Complete - Customer Not Available		User: Kate Silver
000000000113201784	Customer Collects	Yes	16/07/2010 08:25:57	Received By: Julie Grey		User: Peter Webb

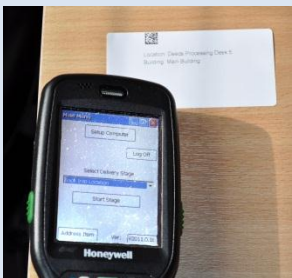
Tracked with Courier Technology

Technology from our DeliveryPoD Courier and DeliveryPoD Mailroom solutions is used to provide full track and trace capability no matter where the files and assets go.



Barcodes can be attached to files, desks, storage locations, mail trolleys, even staff badges for quick, error free tracking & storage

Signature Capture is carried out on screen (if needed). In built camera allows you to record damage, prove failed deliveries or just take a photograph.



Easy Import of Existing Files and Locations

FileTrack provides a number of tools for importing your current Locations, Files and Documents. In fact we will assist you in this process to ensure you get off to a good start.

Email Notifications

In order to keep control, you can set up automatic emails to notify staff when certain things happen. For example:

- Set an email to let you know immediately if a particular missing file is scanned.

- Send an email when a particular document goes through the "Load onto GP Delivery Van".

Location Audit

Mobile computers can be used to check that all the items listed as being in a location are actually there. In addition if unexpected items are found, they can be recorded as being in that location or scanned back to their currently recorded location.

Web Based / Single PC Option

The solution is web based, which offers a huge set of advantages over traditional systems:

- Reports are accessed via Web Browsers already installed on your PC's
- Single Standalone PC Option (low cost)
- Full Server Install – so you can access information from any:
 - PC
 - Mobile Computer / PDA*
 - Smartphone* (e.g. iPhone, Android, Symbian etc.)
- scalable to thousands of users
- Can be installed on your Server or a 3rd Party Server
- Access to Information can be made easily accessible to the people you want to access it

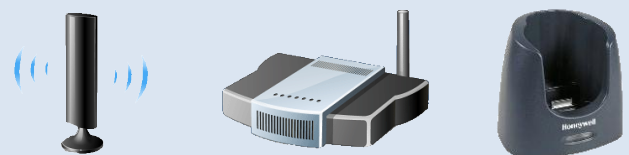
*Requires a mobile Internet Browser and connection to the Server, perhaps over Wireless LAN, 3G, GPRS etc.

Single or Multi Site

DeliveryPoD can cater for multiple sites as well as just a single site. That means you have visibility of all your files, documents and records throughout the entire organisation.

Communications

Mobile Computers can send and receive data via:



- Desk Cradles
- Wireless LAN
- 3G / EGDE / GPRS (mobile phone networks)

If the unit is out of wireless coverage, the data is stored and forwarded to the Server when it comes back within coverage.

Full Reporting

A full range of reports and search functions are provided so that you can properly manage your files and documents. Here are a few of the reports:

- **File / Document / Record Report**
 - Current Location
 - Details and Notes
 - Tracking History
- **Location Report**
 - List of Files, Documents and Records for that Location
- **Building Report**
 - Arranged by Location
 - Lists all Files, Documents and Records
- **Location Check Report**
 - Identifies Files, Documents & Records and when they were last known as being there
- **Files at “External Locations”**
- **Decommissioning / Destruction Report**
 - Lists items that have been decommissioned or destroyed

All reports feature:

- **Full Search capability** (description, owner, type of asset, building, location etc.)
- **Export to Adobe PDF and Microsoft Excel Files**
- **Drag and Drop Column Grouping**
 - Drag any column or columns to the group by area, to organise the report on those columns

- For example a report grouped by “Asset Owner”, then broken down by “Building” and “Location”

Technology Section

FilePoD was produced using industry standard technology:

- Web Site (ASP.Net)
 - Microsoft SQL Database
 - Express Version (free)
 - Full Versions (large installs)
 - Hosting Options:
 - Your Server
 - Third Party Hosting
 - Single PC (smaller installations)
- Microsoft Windows Mobile & CE based Mobile Computers
- Communication via Secured Web Services, so you can use:
 - Desk Cradles
 - Wireless LAN
 - GPRS / EDGE / 3G
- All software produced in Visual Basic.Net
- Http and Https Options
- All software was produced in the UK by our own staff.



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