

WorkTrace for Postal Operators

What is it?

It is an information technology service for Posts. It controls Postal operations, quality and automates administration. It uses the power of web and pervasiveness of mobile computing to link Postal customers, logistics suppliers, transporters and e-tailors into a transparent, controllable and efficient logistics chain.

WorkTrace is provided as Software As A Service made up of three components:

Applications
Infrastructure
Services

Who can use it?

WorkTrace covers any company configuration. It includes coverage of classical international postal business. Extra territorial offices of exchange. National Business, consignment shippers, retail. It can be used by Single company or Multi company co-operative.

Product coverage

A complete range of product support is offered. All Standard products are supported such as EMS, Registered, EPG, Parcels as well as particular National Products.

Functional Coverage

WorkTrace supports the following range of applications and functions:

Extended Track and Trace
International Mail
Reclamation
Web interface to prepare parcels
Quality and Volume control
Consignments – clients
Returns Management
REIMS & International Accounting
Link to airlines
E*Tailor gateway
Counters
Mobile Logistics
CRM – planned

International Accountancy and REIMS

Mail Accounting & REIMS system module supports all UPU requirements. WorkTrace commits to upgrade the system to evolving UPU requirements.

WorkTrace is a truly pay and drive service.

As it is a pure Web service, it is available everywhere immediately. No installation, no special hardware required. The following are functions included in this module:

- **International Accountancy** Fully Automated International Accountancy Module allows fully automated generation of the monthly and quarterly accountancy documents in support of letter mail and parcels flows. The module is based on three sub modules.
- **REIMS Module** allows the operation of continuous REIMS sampling. It allows the generation of proper receptacle labels as well as monthly and quarterly accountancy documents in support of sampling. The module is easy to use and based on six sub modules. Thanks to its viewing facilities it allows you to view, analyze and update the samples according to a rich set of selection criteria. WorkTrace supports continuous sampling as well as generates electronic eN01 and cn55.
- **Transport.**
Supports transport accountancy function

Take data once use everywhere

Operation of accountancy, does not require separate data entry. In fact all data comes from the operations of receptacle acceptance and dispatch preparation.

WorkTrace leverages data captured at scanning of inbound and outbound mail receptacles and from incoming electronic messages. The same data, captured by operations via receptacle and item scanning, supports international electronic message exchange, quality of service control, track and trace as well as accountancy functions.

Audited accountancy data adjustment

Modules allow easy manual recording / modifications of data in case adjustments or corrections are needed. All manual data changes are recorded and can be audited via Audit logs.

Information import/export facility

Accountancy data is exportable and importable to Excel, or directly to/from WorkTrace database.

Global design Local look

WorkTrace business rules driven architecture and information export facilities allow for effective customization of core reports as well as creation of new reports satisfying particular organization requirements.

The service is comprehensive and at the same time modular.

WorkTrace information import/export facility together with its Menu management facilities allow to mesh WorkTrace native with client native accountancy data and reports into a integrated accountancy system, simply by definition of appropriate business rules;

CRM link to Hybrid mail planned

Critical Advantages

Pay as you Go

No investment, no installation required, no hardware, payment volumes linked. Easy to get in, easy to get out.

Comprehensive yet modular

Take only modules you need and mix with in-house.

Global design –Local look

Easy to customize for your look & feel.

Business Rules driven

Nothing in WorkTrace is hard coded or rigid. All its data capture screens, labels layout, reports and system behavior in general is defined by business rules. System language, look and feel will change on the fly by changing business rules.

WorkTrace References

- Malta Post
- Lithuanian Post
- Slovak Post
- Ukraine Post
- Estonia Post
- Russia Post
- Slovenia Post
- Bulk mailers....
- Catalog companies...

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ACCOUNTANCY

<input type="checkbox"/> Rates
Conveyence Dues
Air Conveyence Dues Local
Product rates
Global rates setter
<input type="checkbox"/> Source Data
Inbound Despatches LC/AO
Outbound Despatches LC/AO
Out Despatches&Transport LC/AO
In Despatches&Transport LC/AO
Inbound Parcels
Outbound Parcels
Inbound IBRS
Outbound IBRS
Inbound Air Parcels/EMS /EPG
Outbound Air Parcels/EMS /EPG
Inbound Surface Parcels
Outbound Surface Parcels
<input type="checkbox"/> Transport
OutBound Transport
Inbound Pre advised Transport
Inbound Actual Transport
List of receptacle in transport
<input type="checkbox"/> Inbound
CN09
CN10
CN55
CN56
CN55EMS
CN56EMS
CP87 Totals
CP94
CP75
<input type="checkbox"/> Outbound

REIMS

- Scheduler
- Sampling Outbound
- Sampling
- Advanced Sampling
- Volumes
- Reims Exceptions
- NO1
- eNO1
- NO2
- NO3
- NO4
- CN55
- CN56

Despatching administration		Despatching OE
SLOVENSKA POSTA		Bratislava 090
Summary of CN31 and/or CN32 letter		
Date of dispatch	Mail no	Weight Prior Non-prior LC/AO
10/01	10641	10.8
10/01	10642	18.7
10/01	10643	15.9

DUES		N01
Surface Non prio		
G Flats		
3BB1	3BB2	
Sample rate applied		
PPO		
CZECH POST		
SLOVENSKA POSTA		
E Parcets	C cards	P
0.00	0.00	0
0.00	0.00	0
0.00	0.00	0
0.00	0.00	0
0.00	0.00	0
0.00	0.00	0

Administration preparing the form



Despatching administration		Administration of destination	
US POSTAL SERVICE		SLOVENSKA POSTA	
Summary of CN 55 statements			
Office of origin	Office of destination	Weight Prior Non-prior LC/AO	M Bags Weight
CHI	BTS	3.8	0
EWR	BTS	32.7	2.9
JFK	BTS	2217.9	15.9
LAX	BTS	801.5	0