



Key Business Solutions, LLC
575 Virginia Dr, Suite D
Fort Washington, PA 19034
Phone: 1-877-787-2511
Fax: 610-419-7166

Package POD



Bring the city to work.



Reinforce your brand.



Be inspired by nature.





Integrated Postal Tracking System

- Package Pod installation is plug and play with your QTrak database
- Provides a single Hosted (SAAS) database to access detailed chain of ALL DELIVERIES.
 - Via package locker
 - Over the counter
 - Via courier to mail stop
 - Capture unlimited scans per package including at receipt, at recipient assignment, delivery with signature, photo, or card swipe confirmation, when stored in locker, when retrieved from locker
- Single, secure integration point for uploading student, faculty, employee, and staff data
- Unlimited email and text notifications
 - At receiving
 - Stored in locker
 - Pick up reminders
 - At delivery
 - On a delivery attempt
 - When special handling is required
- My Mail Services Unlimited user license iOS and Android App
 - Customer Branded
 - Send Push Notifications To Package and Mail Recipients
 - Recipients gain real time visibility into items waiting to be picked up
 - Retrieve items from lockers directly via App without having to use Kiosk
- Single scan package storage in locker from iOS app saves time by eliminating having to pre-scan packages and frees up Kiosk for pick ups



System Capabilities

- Single database integration. Upload csv file with student, employee, faculty, staff contact data at scheduled intervals via API and/or upload via web portal. Data can be edited once in QTrak.
- Email and/or Text Notifications with package images and notes
- Contact look up by first name, last name, mail stop, dorm, room number, or department
- Automatically capture detailed chain of custody data for package receipt, delivery, pick up, store in locker, retrieved from locker, removed by supervisor from locker
- Email status updates processing, delivered, opened, error
- Real Time Locker dashboard on QTrak.net shows detailed locker info availability, size, package info, stored time.
- Search package tracking detail by any data scanned or entered into the QTrak system. Including: tracking numbers, locker numbers, names, PO Box number or department name.
- Reporting options include pdf or excel generation, along with graphing tools. KPI report includes time from receipt to pick up for all packages.

Front or Rear Loading Lockers

Installed in wall, on wall, or back to back

Indoor, Outdoor, & Refrigerated

Kiosk or Individually Controlled Lockers

ADA Compliant

Full Graphic Wrap Custom Branding

Custom Base Colors

All Steel Construction – Custom Sizes Available

Store or remove packages via QTrak App

My Mail Services App for recipient package pick up

Image captured when package is retrieved

Unlimited User QTrak Subscription

Individual Locker Sizes

Extra Small Lockers – 2.85”H x 20”D x 17”W

Small Lockers – 5.7”H x 20”D x 17”W

Medium Lockers – 11.6”H x 20”D x 17”W

XL Lockers - 23.5”H x 20”D x 17”W

XXL Lockers - 34”H x 20”D x 17”W (Overflow & Oversize)

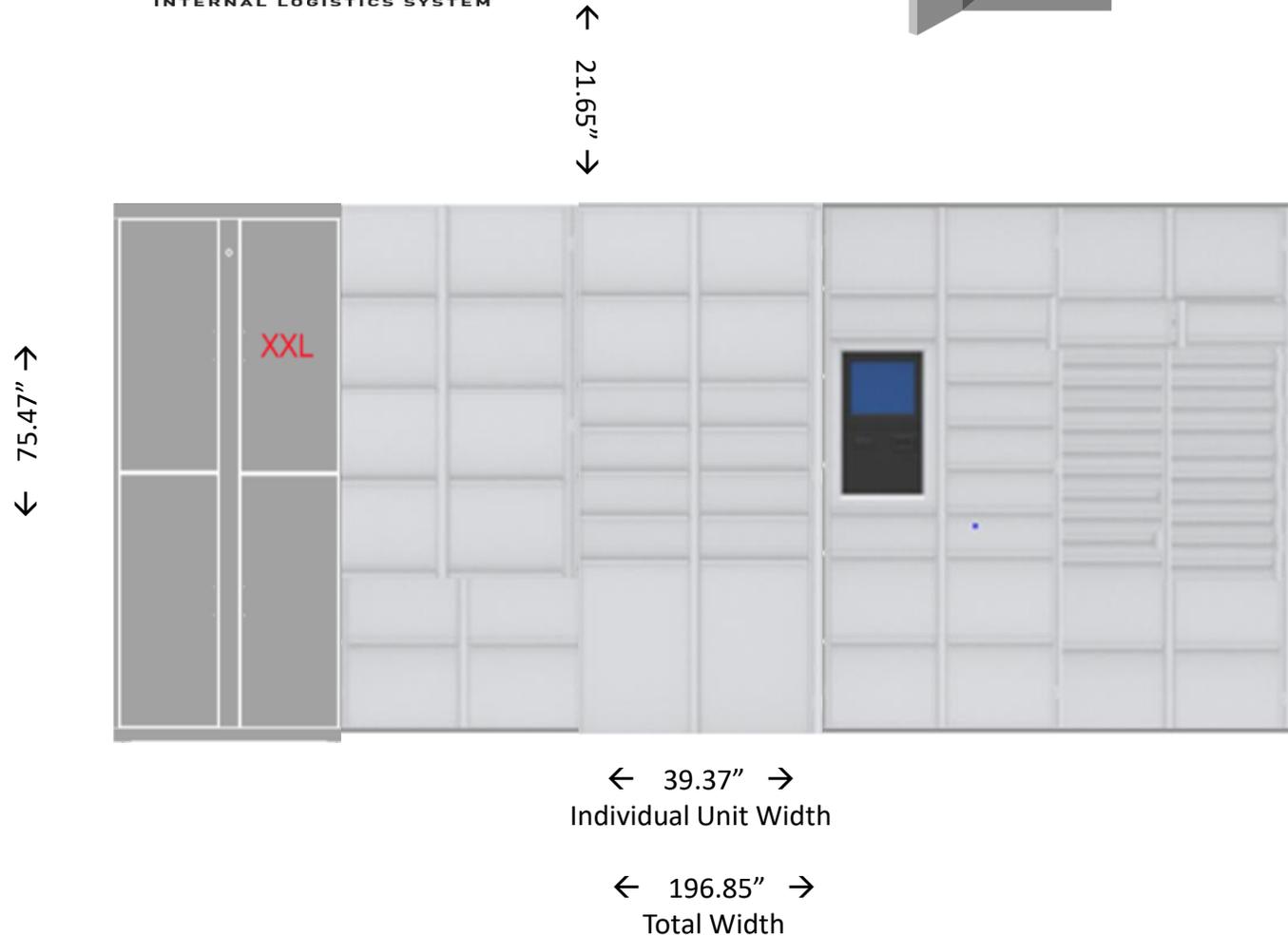
Customer Requirements

8 Week Lead Time

Single Grounded 15A Power Outlet Located Above Each Kiosk Unit

Hard Wired Internet Connection Located Above Each Kiosk Unit

WiFi Internet Connectivity Needed For QTrak App





- Custom branded mail services app
- Recipients have visibility to all mail and packages waiting to be picked up
- Send alerts to internal customers
- Retrieve packages from Package Pod directly using app bypassing the Kiosk
- Send/Receive digital letter mail images with communication options. Discard, Forward, Hold
- Available for Apple & Android

Installation Timeline

Delivery 8 Weeks From Receipt of 50% Deposit, 50% After Installation

Locker Custom Color Choice Needed With Order

As-Built Drawing will be provided 2 Weeks After Purchase Order

Pre-Installation Site Visit 2 Weeks Prior To Installation

On Site Installation and Training 2 Business Days



Workflow

QTrak iOS App Mailroom User Storing Packages In Front Loading Locker – Mailroom employees wheel out hampers of packages to the locker banks they will be loading. They select the name or number of the locker bank they are working with from the drop down on the home page of the QTrak App. They pull a package from the hamper. Using the existing route function on the QTrak App they will scan the barcode on the package, select the recipient from the drop down menu, tap store in locker, select the size of the locker needed, and an available locker door will open. The user places the package in the locker and closes the door. The recipient will receive an email/text notification with a 4 digit access code.

IMPORTANT – While loading packages into lockers with the App. Recipients CAN pick up packages via the Kiosk or My Mail Services App.

Recipient Package Pick Up – Recipient approaches appropriate Kiosk and selects Pick Up Package and enters 4 digit access code from notification. Locker door opens, recipient takes package and closes door.

Or

Using My Mail Services App – Recipient approaches appropriate locker bank. Via App selects the package to be picked up and taps open locker and retrieves package.



- Single scan package storage in locker via QTrak App
- One database for all locker, counter, and on campus deliveries
- Unlimited user licenses and delivery data storage on the cloud
- 6 Kiosk pick up points greatly reducing cues at Kiosk
- 24/7/365 user and recipient support
- Training, support, and software updates included
- Reminder, attempted delivery, delivery email/text notifications
- Secure cloud database allows you to give access to data, greatly reducing package status phone calls
- Free QTrak App available from App Store or Google Play
- Intuitive user interface little to no training needed
- Fully mobile system allows for quicker locker replenishment.
- Intelligent Q Lockers give recipients 24/7 secure access to their packages, while reducing your package delivery resources.
- Locker columns can be installed in any configuration
- Additional lockers can be installed anywhere.
- Lockers are available in a variety of finishes
- Google search gives supervisors residents quick access to detailed histories of all packages
- Fast & efficient processing of packages saves money by reducing labor
- Increases student satisfaction

EMMANUEL

SAINTS



Back-Loading - Front



Back-Loading - Rear















69-136

137-204

Handbook
137-204