

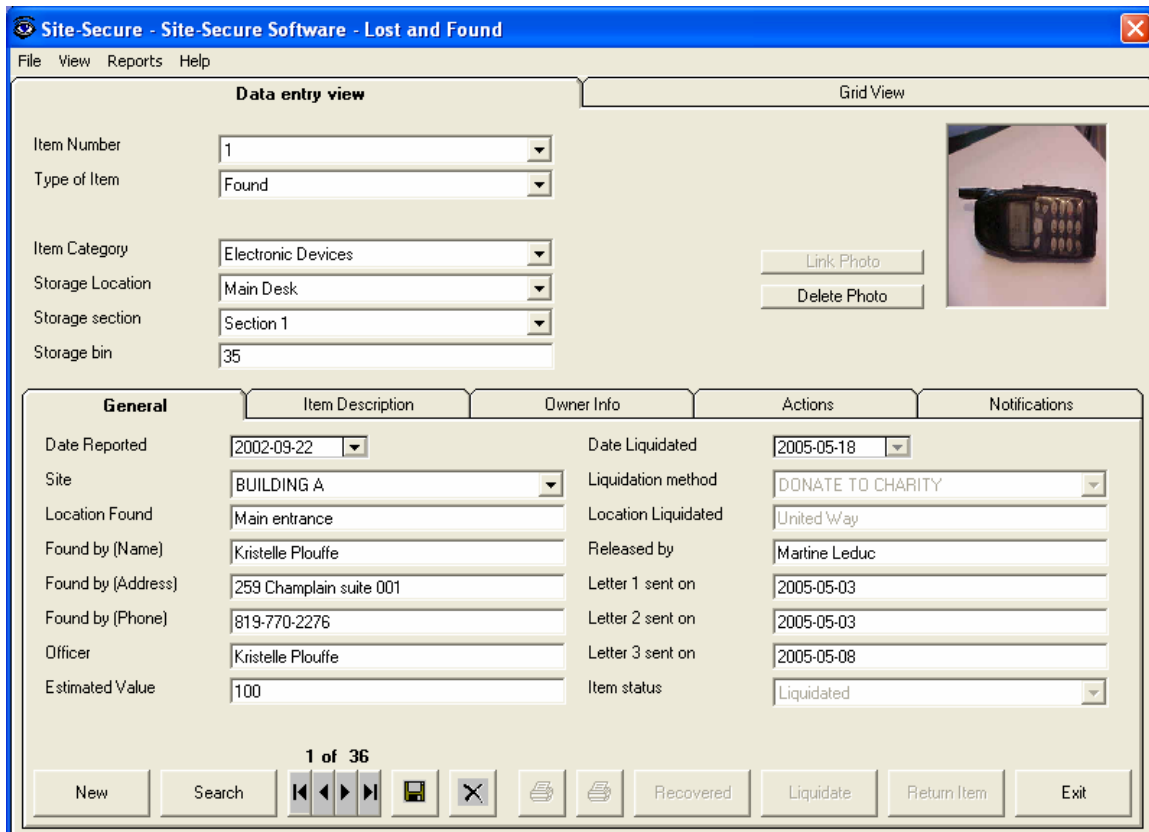


SITE SECURE

Security Management Made Easy

Lost & Found Module

The processing and tracking of lost and found items is becoming more and more of a challenge for the authorities responsible for this task. From sunglasses to laptops and camcorders, maintaining accurate records of these items can strain your resources. **Site-Secure's Lost and Found** module was specifically designed to help record the details of these items, the locations at which they were found, held and if transferred to a central storage area, it's location and the date and time of transfer. It is possible to record every detail of a found item, such as a wallet or a purse's contents, the name of the finder, its present custodian and its estimated value. If the name and address of the owner is found, the software can send up to 3 form letters advising the owner that the item(s) have been found and where to claim them. Digital images of the items can be stored online and identifying tags printed as well as receipts for the claimant's signature, if the item(s) are returned. If the article is claimed, the name, address and telephone number of the claimant is recorded as well as the date of return. If the article is not claimed after a predefined period of time, it may be liquidated via an auction or donated to a charity. The method of disposal is also recorded in the database.



Site-Secure - Site-Secure Software - Lost and Found

File View Reports Help

Data entry view Grid View

Item Number: 1
 Type of Item: Found
 Item Category: Electronic Devices
 Storage Location: Main Desk
 Storage section: Section 1
 Storage bin: 35

Link Photo
 Delete Photo

General Item Description Owner Info Actions Notifications

Date Reported: 2002-09-22 Date Liquidated: 2005-05-18
 Site: BUILDING A Liquidation method: DONATE TO CHARITY
 Location Found: Main entrance Location Liquidated: United Way
 Found by (Name): Kristelle Plouffe Released by: Martine Leduc
 Found by (Address): 259 Champlain suite 001 Letter 1 sent on: 2005-05-03
 Found by (Phone): 819-770-2276 Letter 2 sent on: 2005-05-03
 Officer: Kristelle Plouffe Letter 3 sent on: 2005-05-08
 Estimated Value: 100 Item status: Liquidated

1 of 36

New Search [Navigation] [Save] [Close] [Print] [Print] Recovered Liquidate Return Item Exit

Features

- Detailed description of found item contents
- Where, when and by whom found
- Print a storage identity tag
- Computer generated tracking number
- Print claimant's receipt
- Record of storage location
- Record of the disposal method i.e. charity or auction
- Record of estimated values
- Record of date, name, address and telephone of claimant
- Store enlargeable digital image(s) of found items
- Record name, address and telephone number of finder
- Create custom queries and reports
- Ability to log currency in a "Cash out" data entry screen

Image Viewer of found items



Extensive report capabilities

With the Site-Secure Report Builder, an almost infinite number of reports can be generated for data analysis and statistical reporting.

The screenshot shows the 'Report Builder' application window. At the top, there are two date pickers: 'From' set to 2002/09/22 and 'Till' set to 2006/05/08. Below these are several tabs: 'Item Category', 'Item Number', 'Type of Item', 'Storage Location', 'Officer', 'Item status', and 'Liquidation method'. The 'Item Category' tab is active, showing a list of categories with checkboxes: 'Forgotten Item' (checked), 'Found', 'Lost', and 'Seized'. To the right of this list is a box labeled 'Select requested items or 'Clear All/Select All''. Below this box are three buttons: 'Find', 'Clear all', and 'Select all'. At the bottom of the window are three buttons: 'View Sql', 'Build Report', and 'Exit'.

Also included are built-in “quick reports” such as:

- Number of items found by date
- Number of items by category
- Number of items returned to owner
- Number of items donated to charity
- Number of items sent to auction
- Number of items found per building
- Number of items valued above a predefined set of values and total value in inventory
- Total estimated value of items donated to charity
- Breakdown by charity