



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 smartphones, 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 known, 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, 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 inc - Lost and Found

File View Tools Reports Help

Data entry view Grid View

Item Number	7
Tag number	51
Type of Item	Found
Item Category	Hand Bags
Storage Location	Main Desk
Storage section	Section 1
Storage bin	25



[Link Photo](#)

[Delete Photo](#)

General	Item Description	Owner Info	Actions	Notifications
Date Reported	10-11-2002	Date Liquidated	18-05-2005	
Buildings / Sites	304 O CONNOR	Liquidation method	DONATE TO XMAS WISH	
Location	Outside front entrance	Location Liquidated	XmasWish	
Found by (Name)	Martin Paterson	Released by	LARRY TOURVILLE	
Found by (Address)	259 Champlain, Gatineau QC	Letter 1 sent on	08-05-2005	
Found by (Phone)	819-770-2276	Letter 2 sent on	08-05-2005	
Officer	NORM THOMAS	Letter 3 sent on	08-05-2005	
Estimated Value	500	Item status	Liquidated	
Cash received	<input type="checkbox"/>			

4 of 59

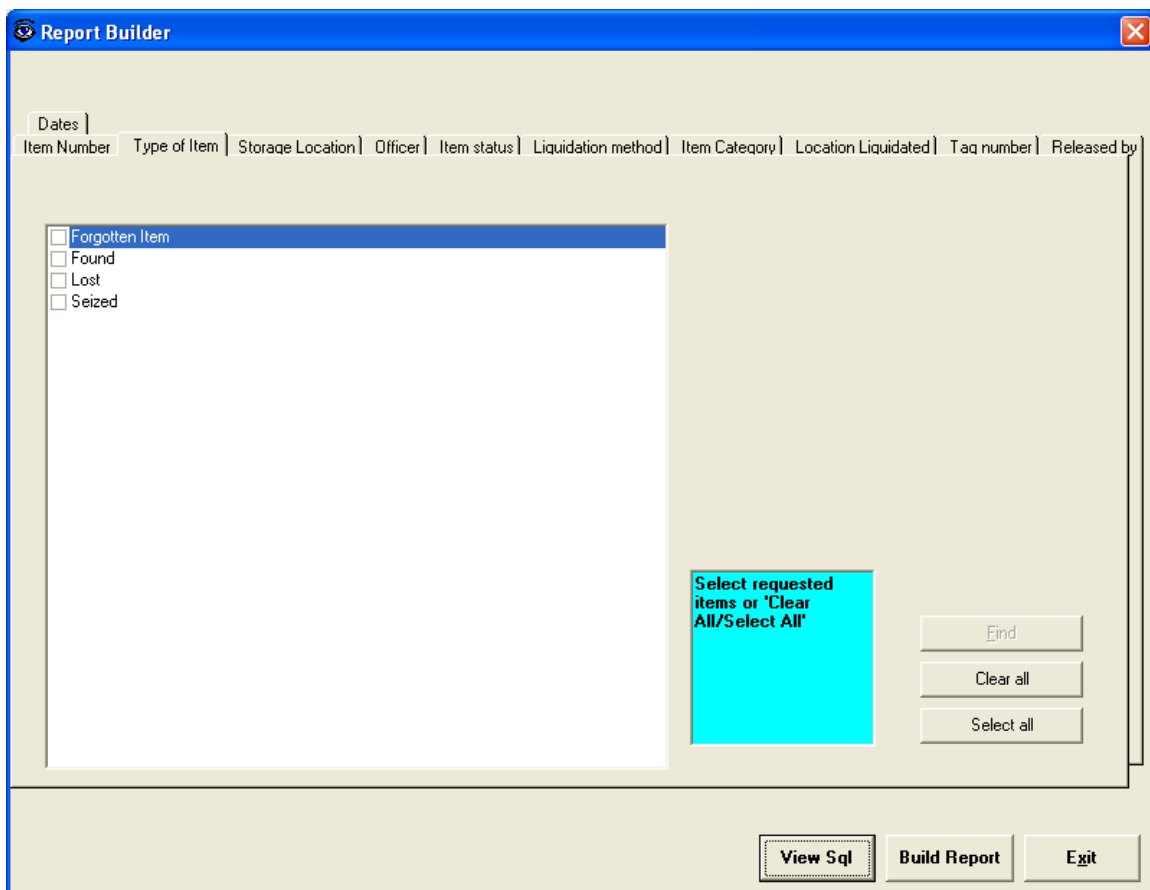
FEATURES

- Detailed description of found item contents
- Where, when and found by whom
- Print a storage identification tag
- Computer generated tracking number

- Print claimant's receipt
- Record of storage location
- Record of the disposal method
- 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
- Color coded data grid based on item status
- Ability to log currency in a «Cash out» data entry screen

EXTENSIVE REPORT CAPABILITIES

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



Also included are built-in «**QUICK REPORTS**» such as:

- ✓ Reports by number of items found by date
- ✓ Reports by number of items by category
- ✓ Reports by number of items returned to owner
- ✓ Reports by number of items donated to charity
- ✓ Reports by number of items sent to auction
- ✓ Reports by number of items found per building
- ✓ Reports by item value and total value in inventory
- ✓ Total estimated value of items donated to charity
- ✓ Breakdown by charity
- ✓ Tabulated report listing percentage of items found / returned / liquidated