



SC LOGIC | Let's Evolve our Processes

Business Operations developed strategic Bold Steps on February 27, 2017. This handout highlights the Postage and Shipping Spend Analysis project.

Challenge: Inefficient Paper Process

Campus Mail Services currently uses a paper process to track packages. All incoming package information is logged manually, which includes the date, package type, and tracking number. This method has created an excessive amount of paper since these records must be retained for package status inquiries and accountability purposes. Associated inefficiencies make reviewing any documents an aggravating and time consuming process. As a result, daily operations are impacted, and the lack of quantitative analytics on receiving and delivering packages makes it difficult to evaluate performance and customer satisfaction.

Solution: Package Tracking and Management System

A package tracking and management software can help streamline our existing processes by enhancing efficiencies and improving documentation practices.



What is SC Logic?

SC Logic is an Intra EDU Enterprise System, Workstation Hardware, and Mobile Hardware which would allow our staff to:

- ✓ **Understand** our inefficiencies, develop solutions and benchmark our success
- ✓ **Create** data so we can **analyze** performance and reduce costs
- ✓ **Optimize** receiving, sorting and storing processes
- ✓ **Provide** faster and more accurate without compromising quality and resources
- ✓ **Automate** assigning and reassigning packages for quick delivery & documentation
- ✓ **Support** Chemical Inventory Management

SC Logic solution costs \$15,465 first year and \$4,849 going forward that is covered by consistent revenue stream of property auction. This project is also facilitated by IT Department.