

Supercharge your mailroom processes

Key benefits include:

Reduce Operational Overheads

The Digital Mailroom ensures reliable and consistent processing of your business critical documents and information.

Increased Efficiency

Through automation and the use of intelligent classification technology, the delivery process removes the risk of lost documents and drives efficiency by routing digital mail to the relevant individual or department in a fraction of the time that a manual process would take.

Streamline Operations

Business rules are easily embedded into the workflow engine and key documents automatically routed throughout the organisation, escalated for approval and authorisation as required.

Return on Investment

These key benefits provide proven cost savings and business efficiencies leading to a return on investment within the first 12 months.

Start

Collect document from any source - electronic or paper

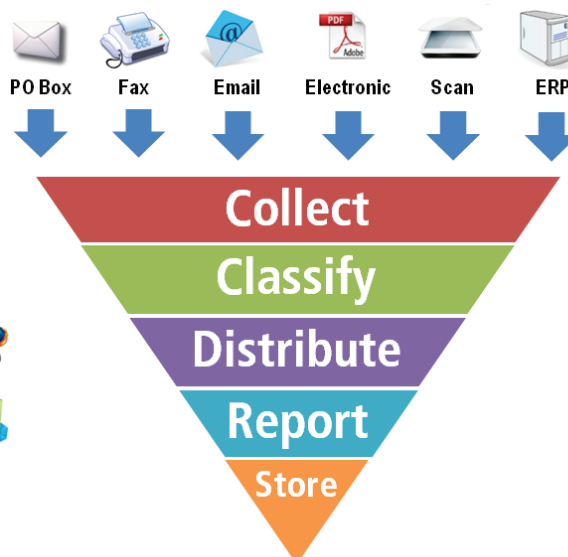
Key from Image
DBase Lookup
OCR

Workflow approve via
email or browser

Performance Statistics
Identify bottlenecks

Store/Archive and
Retrieval

End



Organisations across all industry sectors and of all sizes are aiming to increase their competitive edge and to reduce costs. To achieve this companies need to improve productivity and efficiency - one way forward is to optimise the handling of documents by implementing a digital mailroom solution.

The Digital Mailroom eliminates the circulation of physical paper post; components include scanning, importing, indexing, classifying, reporting & electronic filing.

Available in the cloud or on-premise the infoRouter Digital Mailroom solution can help make departments more efficient & productive and offers potential for immediate cost savings and a quick Return On Investment.

With Digital Mailroom you can have one entry point for all incoming business documents regardless of the format (paper, fax, email, etc).

Once intelligently captured, an electronic version is classified then distributed to employees through a controlled workflow process.

Real time reporting is used to track the progress of documents, eliminating lost post, reducing processing time and speeding up customer service.

Finally, documents are securely stored and archived - the Digital Mailroom helps you find, share and organise the information you need via any web browser.

More advantages of the Digital Mailroom

- Increase process transparency and improve internal controls
- Provides tracking and auditing functionality
- Compliance and records management
- Reduced printing, distributing and storage costs
- Improved internal and external communication

