

Digital Mailroom Solution



DIGITAL MAILROOM SOLUTION BENEFITS:

- ✔ Digitise your mail with ease
- ✔ Provide instant recipient notification of incoming mail
- ✔ Distribute your mail quickly and securely (multiple recipients and locations)
- ✔ Reduce the risk of lost mail
- ✔ Initiate faster business transaction processing
- ✔ Streamline end user self-registration of mail into EDRMS
- ✔ Automatically initiate EDRMS workflow on mail
- ✔ Align business processes with governance, regulatory and digitisation standards.

Take the hard work out of digitising and distributing your physical mail with EzeScan's Digital Mailroom Solution.

Many businesses struggle with processing and distributing incoming correspondence. Much of this mail is time sensitive and critical to the business. Physical distribution of mail can be time-consuming and prone to errors, with mail being sent to wrong recipients, lost or forgotten, or filed incorrectly. Lack of immediate visibility may result in an organisation not responding to an urgent matter quickly enough. EzeScan's Digital Mailroom Solution can help you digitise and action your mail faster!

DIGITISE YOUR MAIL WITH EASE

With EzeScan and a high-speed TWAIN/ISIS compliant scanner or MFD, your mailroom staff can quickly digitise incoming mail. The user interface makes it easy for an operator to capture relevant metadata and easily distribute to the right person or workflow. EzeScan's digital mailroom solution creates a digital trail of incoming mail so your critical information is not lost or forgotten.

DISTRIBUTE TO YOUR STAFF QUICKLY & SECURELY

EzeScan's Digital Mailroom solution eliminates the delays with physical mail distribution to get your information to the correct people faster. Distribution workflows can be selected to allow automated email notification and distribution. End users or business units can view, action and register their mail in EzeScan's Remote Indexing WebApp on any device from any location. EzeScan also helps to meet your governance, regulatory and digitisation requirements.

EFFORTLESSLY REGISTER INTO YOUR EDRMS

Automated business intelligence ensures your documents are named and filed correctly into your EDRMS if required. Automatically initiate EDRMS record actions or workflows. EzeScan supports integration with over 40 popular EDRM systems.

HOW IT WORKS

GENERAL MAILROOM WORKFLOW



Hard copy mail enters the business via the mailroom and is scanned using EzeScan Desktop Software



EzeScan captures relevant metadata with operator validation and distributes digitised mail to recipient via EzeScan Web Application

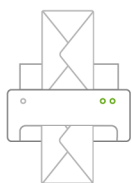


Recipient receives email notification. Users can review mail, self-register and initiate business process from any device.



EzeScan uploads to supported storage destination

SECURE MAIL WORKFLOW



Envelopes marked "private or confidential" are scanned using EzeScan Desktop Software



EzeScan captures relevant metadata with operator validation and distributes digitised copy to recipient via EzeScan Web Application



Recipient advises on secure mail
 - Open, scan and send
 - Do Not Open, deliver physical mail
 - Junk mail, discard



If mail is advised NOT to be opened, the hard copy envelope is physically delivered



If mail is advised to be opened, it is sent to the general mailroom workflow above

THE EZESCAN ADVANTAGE

EzeScan provides fast, cost effective business process automation solutions including simplified document back scanning, accounts payable, data robotic process automation, forms data extraction, mailroom/correspondence automation and highly integrated EDRMS capture. With thousands of installations in Australasia, North America and the UK, EzeScan is your ideal digital transformation provider.