Streamline and Automate Incoming Mail and Document Processing With TransAccess Digital Mailroom Service

TRANSACCESS

Today, the speed of business requires organizations to process information faster than ever. Keeping pace by effectively managing incoming correspondence has never been more important — it's a critical function that impacts agencies ability to do business and communicate with customers and stakeholders.

With TransAccess Digital Mailroom Service you can automate the capture of all incoming mail and correspondence, whether delivered on paper, in an email, via fax or at the point of origination, and deliver structured electronic information to your business processes and systems.

PROCESSING HIGH-VALUE INCOMING MAIL IS SIMPLE WITH TRANSACCESS DIGITAL MAILROOM SERVICE. YOUR CRITICAL INFORMATION WILL BE AVAILABLE AT THE POINT OF NEED.

Jumpstart downstream information workflows to improve speed, security and accuracy for transactional processes like accounts payable, claims and invoice processing, among others, creating audit trails to help with compliance and industry regulations.

Information coming from a variety of sources is electronically captured and classified. TransAccess Digital Mailroom Service can send notifications to key stakeholders if information is incorrectly classified or missing. The file is routed for action or review only if the required information is correct. Tasks and decisions are now completed with information at the point of need ensuring critical data that comes into the business reaches the right person.
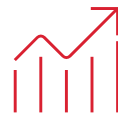

ADD MORE FLOW TO YOUR WORKFOW

Speed up processing of all forms of incoming business documentation, whether paper or digital.

Improve decision-making with up-to-date and accurate information.

Boost productivity and reduce response and mail delivery times. Review and take action on mail pieces from anywhere.
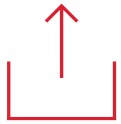
Support corporate policies and compliance with traceability and records management.

Allow flexibility: on-premise or cloud delivery, perpetual or subscription pricing, managed service or self-managed.

Let's digitize your inbound mail process and start distributing information to key stakeholders in your organization.

The mailroom is ripe with opportunities to transform manual document processes into efficient, seamless digital workflows. The Digital Mailroom solution provides your organization with incredible new ways to process incoming mail, improving collaboration and decision-making.

| Physical mail and digital information received. | Preparation and checking take place. | Scanning of physical documents. | Automatic classification, recognition and extraction. | Quality Control on the most critical items. | Images and data upload to line of business systems. | Information is now accessible to department for business process automation. |

TransAccess Digital Mailroom Service includes:

INTELLIGENT CAPTURE

Capturing information systematically from multiple sources. Scanner capture hardware that scans inbound physical mail and capture software that receives digital documents.

RPA AND ARTIFICIAL INTELLIGENCE

Enabling processes to flow in a reliable, repeatable and efficient way. Automation of repetitive process activities with orchestration provided by bots, critical data extraction and document type identification.

PARALLEL PROCESSING

Performing more than one activity at the same time, such as finding relevant data and responding to requests, multiplying processing capacity.

WORKFLOW AND PROCESS AUTOMATION

Tying incoming mail and downstream processes together, we help streamline the way critical business information reaches decision makers.

CONTENT MANAGEMENT

Using a data repository that receives data files from the processing software and ensures traceability. Managing the storage, retrieval and retention of documents.

PROFESSIONAL SERVICES AND CONSULTANCY

Helping with the installation and configuration of the solution, including technical support, process development, training and documentation assistance. On-site personnel to manage the solution on a daily basis.

We can help improve the way you work.
Find out how automation can free up your employees, take productivity to the next level and redefine efficiency. Learn more at www.TransAccessDM/ Digital Mailroom.

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www.TransAccessDM.com