Digital Mailroom

Digitize your mail process to make it searchable, shareable, and secure

OVERVIEW

Digital Mailroom is a web-based end-to-end workflow solution that enables organizations to streamline the intake and distribution of inbound mail. Digital Mailroom incorporates state-of-the art technology for intelligent data extraction and indexing, automates formerly manual processes, and utilizes electronic delivery methods to route mail to the correct recipient.

Enterprises determine pre-set business rules that establish proper delivery routes and methods for key individuals and departments. Recipients can also determine how they prefer to have their mail processed, whether it be through electronic delivery, physical delivery, archiving, or some combination of these.

WORKFLOW

Receiving
Incoming mail is received at Exela's onsite or offsite mail processing centers.

Processing
Exela scans and sorts mail to determine what actions are required. Mail envelopes are **(1)** opened, scanned and electronically delivered, **(2)** stored while an image of the enveloped is electronically sent to the end-recipients with prompts to determine the proper delivery method, or **(3)** physically delivered, with an image of the envelope being electronically delivered as well.
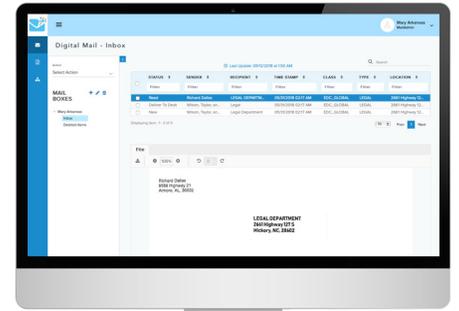
Data Extraction
Data is extracted from digitized images via OCR and ICR engines. Intelligent data capture technology extracts information from the image such as the date, recipient number, and the sender or receiver address.

Indexing
Exela's proprietary technology automates the rapid identification and indexing of documents (such as claims, invoices, payments, and customer correspondence) using machine learning algorithms.

Routing
Mail is routed and delivered according to business rules and the recipient's preferences. If further action is required, an image of the envelope is sent to the recipient with prompts for further action.

BENEFITS

- [✓] Increased accuracy and speed of delivery

- [✓] Creates an easily searchable and shareable mail system

- [✓] Security measures restrict unauthorized access

- [✓] Sustainable process that reduces paper use

- [✓] Flexible workflows according to business needs

- [✓] Integrates with complimentary systems to help unify information management efforts

Embracing complexity. Delivering simplicity.^{SM}