WHY INTELLIGENT MAILROOM AUTOMATION?

As the office environment continues to evolve, many organizations are adjusting to the challenges of having a distributed workforce. Maintaining business continuity is always high on the priority list. With an increase in businesses moving to a blended model of employing workers both on-site and remote from home, many are struggling with paper-intensive, manual processes that are reliant on inbound business documentation.

A Digital Mailroom solution is a dynamic enabling technology which not only addresses current remote worker challenges put provides a foundation for digital transformation which has become an urgent need for organizations looking to build resiliency.

HERE ARE 5 REASONS TO CONSIDER A DIGITAL MAILROOM SOLUTION.

1. Enhancement of business processes

When digital mailroom solutions are put into place, the speed of many business processes can be greatly improved. Intelligent data capture technology allows enterprises to automatically identify, extract, and analyze all the data coming into their organization. The right data is sent to the right place faster, enabling better, more actionable insights. Regardless of the format or origin, a digital mailroom is designed to ensure every piece of information coming into your organization is processed and directed to the right person, department, or workflow, regardless of the physical location of the recipients.

2. Acceleration of response and decision speed

Automation through machine learning gets the information to the right department or individual quicker and in a uniform way. From data intake to response, straight-through processing for standard tasks creates efficiencies of time and effort with regard to decision making and response. Digitizing incoming information and automating processes provides real-time status visibility and clear traceability with a couple of mouse clicks. Fast response times to inquiries helps to improve supplier relations and increase customer satisfaction.

3. Turning the unstructured into structured

From emails to a plethora of document formats, a lot of information flowing into your organization is unstructured. A Digital Mailroom solution can use your reference files to improve the data classification and extraction quality. Smart technology, such as machine learning and pattern recognition, structures incoming data before it enters your company. This helps to greatly reduce the chance of human error and ensure overall information quality. Unified data enables improved workflows, increased efficiency, and the possibility to monitor and adapt KPIs.

4. Reduce operational costs

Digitalization and automation through software decreases administrative work. Removing or reducing repetitive manual tasks eliminates the risk of errors and misplaced documents, which require an investment of time and money. Moreover, it is possible to save on storage, archiving, maintenance, and transportation costs.

5. Compliance without headaches

If you're in an industry that requires regulatory compliance, it's likely that there are rules on how long you retain correspondence and other documents, and how easily you can retrieve them. Reduced human error, clear traceability, and automatic application of security authorization and retention policies are just a few ways a digital mailroom helps ensure compliance. Automatic tagging and sorting, on top of digitizing all incoming documents and information, makes it easy to quickly find the right files. Moreover, most of it happens automatically; so you don't have to spend days and weeks preparing for compliance audits.

DIGITAL MAILROOM SOLUTIONS FROM CANON U.S.A.

Remove friction from processes by bridging the gap between dislocated workers and disparate systems while increasing visibility and transparency. Implementing a Digital Mailroom may be the first step on a journey towards a digital transformation which can help ensure business continuity and resilience moving forward.

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