

The title 'Digital Mailroom' is centered on a large orange rectangular background. To the left and right of this background are vertical strips of blue digital graphics, including circuit patterns and icons like an envelope and an '@' symbol.

Digital Mailroom

The best business decisions depend on timely information. From new orders, approvals, contracts and other important documents, decision-makers can't afford to wait for information. Yet many company mailrooms still very much depend on manual processing.

Traditionally, mailroom clerks open, record and label all incoming documents. They identify, sort, photocopy and deliver mail to several departments, sometimes in different cities or even countries. Invoice or payment information and time-sensitive documents can and do get lost in this process. Every mistake made by manual data entry costs your company valuable time and money.

Safer Workplaces

Creating safer workplaces with fewer people, or adapting to working from home, is also slowing down traditional mailroom processing.

The Solution? A Digital Mailroom

Digital mailroom solutions using machine learning technology help businesses automatically classify, separate, sort and extract data from paper, fax and electronic documents. Machine learning algorithms need only one or two document samples to teach the system to distinguish between invoices, orders, payments, contracts and any other forms of mail.

Integrating Data across Business Processes

Web-based digital mailroom solutions are ideal for large organisations with dispersed offices and employees. A centralised automated mail system provides greater visibility and data quality. Business critical information is available to business processes faster through integration with ERP, ECM, Content Services, RPA and other line of business systems.

A digital mailroom drives productivity, efficiency and accuracy. It reduces costs now and puts the business in a better position to respond to market changes in the future.

About SynApps

SynApps Solutions is an independent services and solutions company specialising in Content Management and Process Automation.

Hundreds of organisations across public and private sector markets rely on us to successfully manage and deliver ECM and workflow-driven projects across the business.

To find out how we could help you, contact us at www.synapps-solutions.com