

- ✔ 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.

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!

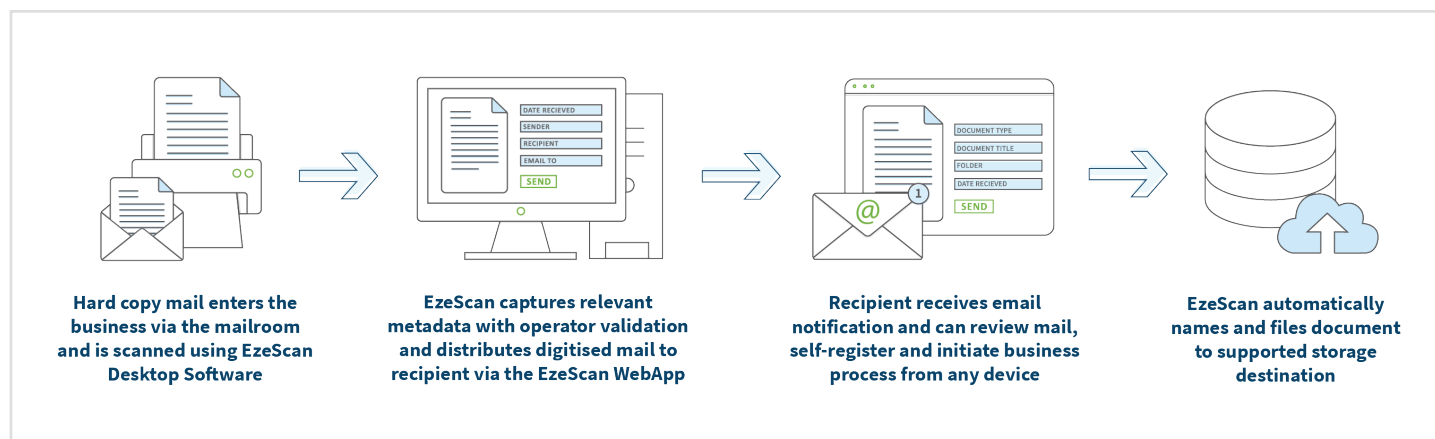
With EzeScan and a high- speed TWAIN/ISIS compliant scanner or MFD, your mailroom staff can quickly digitise incoming mail. The intuitive user interface makes it easy for an operator to capture relevant metadata and easily distribute to the right person or workflow. EzeScan's digital mailroom solution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

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.

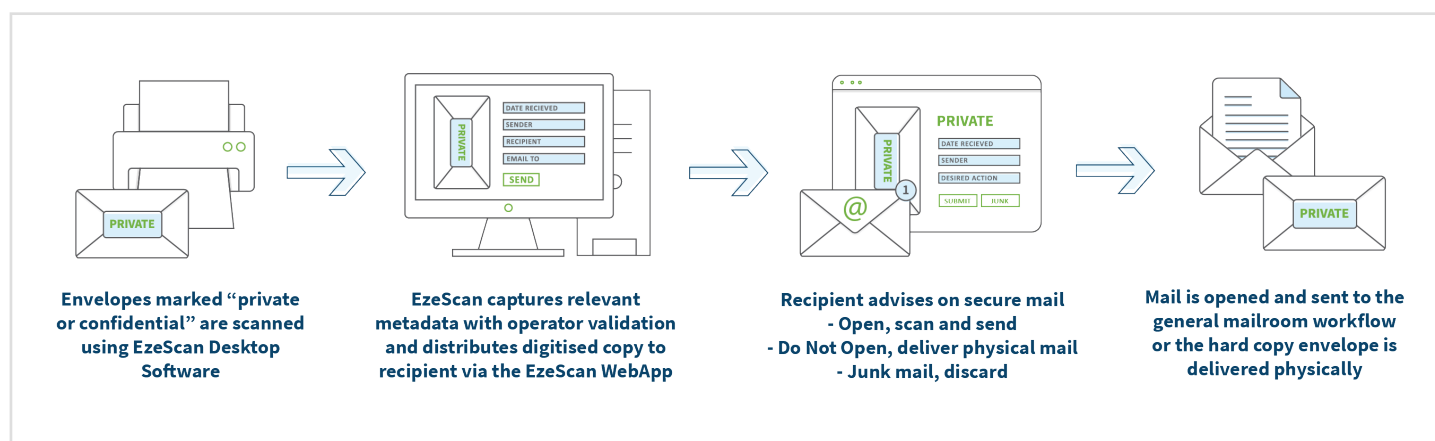
Automated business intelligence ensures your documents are named and filed correctly into your EDRMS if required. Automatically initiate EDRMS record actions or workflows. EzeScan supports integration with over 40 popular EDRMS, practice management and finance systems including Sharepoint, TechnologyOne ECM, Objective, OpenText Content Manager, iManage, M-Files and Laserfiche. For other systems, customers utilise EzeScan's configurable CSV/XML output or ODBC database connectivity.

Workflow Scenarios

General Mailroom Workflow



Secure Mail Workflow



The EzeScan Advantage

EzeScan provides fast, cost effective capture and business capture and process automation solutions including simplified document back scanning, accounts payable, 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.