



Mailroom e-Post Office

How can Mailroom e-Post Office set me free?

Documotive's e-Post Office lets you capture, categorise and deliver incoming post electronically. The recipient team or individual is notified of the arrival of a new document ensuring all business post is handled appropriately and on time.

How does it work?

Incoming mail is scanned at a central point and automatic business rules on privacy, response deadlines and escalation procedures are applied automatically during document categorisation.

Email notification of new mail is sent to the appropriate recipients, who can accept or reject mail items. By clicking a link within the email, recipients are taken directly to their inbox with a list of items.

Mail is delivered in a fully featured browser and can be enlarged, reduced and rotated for ease of viewing. Users have the option of storing documents in a secure electronic repository, available to other team members involved in the task or project.

The system gives you a real-time overview of everything happening in your organisation – who, when, where, how – to ensure documents are handled in an appropriate and timely manner.

The e-Post Office system eliminates the problems of lost mail and office black holes. It promotes efficiency by improving the delivery of information, whilst reducing internal post and courier costs.

Documotive's e-Post Office solution can be enhanced by adding the Customer Dashboard to provide a fully featured customer service solution.

Technical specification:

- Windows Server: 2003
- Pentium 1GHZ / 512MB RAM min
- MSSQL, .NET Framework
- PDA / Mobile Device running Windows Mobile 5 or later (optional)
- Any TWAIN-compliant image-capture device
- Computers running Windows XP Professional
- Internet Explorer or an Outlook-based Client Application.

set yourself free

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The Documotive range includes:

- Finance Scanning Solutions
- Integrated Housing & Tenancy Document Management
- Mailroom e-Post Office
- Expenses Claim Process
- Customer Dashboard
- HR File Management
- Intelligent Data Capture from scanned forms and letters
- Document Hosting Solutions.

Benefits:

- Saves time and increases efficiency
- No need to deliver mail
- Reduces costs
- Tracks everything that comes into your organisation
- Reduces internal mail and courier costs
- Improves security
- Allows for disaster recovery and business continuity
- Meets regulatory compliance
- Streamlines services by automatically analysing mail distribution
- Improves customer service.