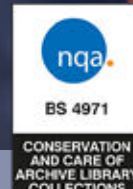# OASIS
Information Secured

Digital Mailroom Automation

Improve efficiencies and reduce labour time and costs with OASIS Digital Mailroom solution

- » Automated correspondece processing
- » Increase overall efficiency
- » Time and cost savings
- » Better regulatory compliance
- » Departmental collaboration

PCI DSS COMPLIANT

nqa. ISO 9001 QUALITY MANAGEMENT

nqa. ISO 14001 ENVIRONMENTAL MANAGEMENT

nqa. ISO 27001 INFORMATION SECURITY MANAGEMENT

nqa. BS 15713 SECURE DESTRUCTION OF CONFIDENTIAL MATERIAL

nqa. BS 10008 LEGAL ADMISSIBILITY OF ELECTRONIC INFORMATION

nqa. BS 4971 CONSERVATION AND CARE OF ARCHIVE LIBRARY COLLECTIONS

nqa. BS 7858 SECURITY SCREENING

CYBER ESSENTIALS CERTIFIED PLUS

What is Digital Mailroom?

Our solutions allow you to sort hundreds of documents received by mail, digital or physical and categorise for easy access

Our digital mailroom solution enables organisations to process documents from multiple sources in both physical and digital format. Furthermore, documents can easily be shared between departments through intelligent workflow.

Unlike other digital mailroom services, we give you the power to add, amend or remove business processes, through our user friendly workflow module.

Automate correspondence processing

Each type of document (such as invoice, application form or contract) is classified based on image, text, lines and separator sheets and made readable (to the software) by means of OCR (Optical Character Recognition). OCR is a technique that reads letters, numbers and punctuation marks from a document

so that they can be edited and archived. Incoming mail is delivered directly into any system via direct file transfer (VPN) and can also be automatically forwarded to the mailbox(es) of the appropriate department and/or person based on preconfigured workflows. Complaints can then be automatically forwarded to the Customer Service Department and invoices to the Administration Department.

Increase overall efficiency

There is an age-old saying within the business world that remains relevant to this day – time is money. Should you continue to use the older method that revolves around paper, you will have to delegate a number of employees to spend countless hours sorting through the documents which also can be lost.

The OASIS Solution

This manual process is extremely time consuming and takes time away from skilled individuals that could be focusing on other core business tasks. If you are looking for a cost-effective solution for receiving high volumes of letters, look no further than a digital mailroom.

Time and cost savings

Because fewer manual operations are required, a lot of time is saved, and operational costs are reduced. Just think of manual operations such as storing mail (temporarily), sorting it, delivering it and perhaps keeping track of whether or not mail has been received when someone is not in the office. This is now a thing of the past with the digital mailroom. Mail is scanned, optionally data can be classified and extracted, and then delivered.

Better regulatory compliance

Regardless of the industry, organisations across Europe are required to adhere to a number of growing governmental regulations regarding client confidentiality and personally identifiable information (PII). Identity fraud has become an increasingly prevalent issue in recent years, so the storing of information must be closely monitored. By adopting the method of document scanning and digital ingestion utilising a digital mailroom, you are able to hide confidential information behind extra layers of security, subsequently reducing the chances of content being lost. In the long-term, this is an excellent way to reduce costs.

Departmental collaboration

There is a reason departmental collaboration is the last point in our list, this is because it is the most overlooked benefit of utilising a digital mailroom. Individuals may be on different floors, in different buildings or even different countries. Unlike traditional post, which needs to be reposted or scanned and emailed, digital mailrooms allow users to assign to individuals or other team queues for review. Not only does this save time and money, it also helps build interdepartmental relations.
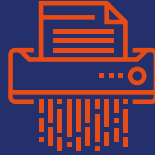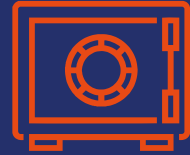
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Records Management

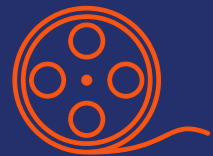**Scanning & Digitisation**

Shredding & Destruction

Vault Storage

Tape Restoration & Conversion

Regulatory Compliance & GDPR

Cloud Storage & Business Continuity

Media Vault