Optimised Workflow Software

Digital Mailroom

Intelligent document workflow solution

SHARP

Be Original.

Transform the way you process mail.

Effective management and utilisation of information is a vital part of daily life in modern business.

This is as true in the boardroom as it is in the mailroom, where thousands of pieces of correspondence can enter your business in any given year.

Optimised Workflow

To ensure the most efficient and effective means of handling your post we have created a digital mailroom solution - as part of our suite of Optimised Software Solutions - that accurately distributes mail to the right individuals, or even exports to your line of business applications, for example accounting software.

As you would expect, we have made ease-of-use a key component of the digital mailroom. Staff simply scan the mail and the intelligent software does the rest, quickly identifying the recipient and alerting them via email, with a link to the received document, along with key data such as the date of delivery. Digital documents can also be added to the workflow and processed in the same way.
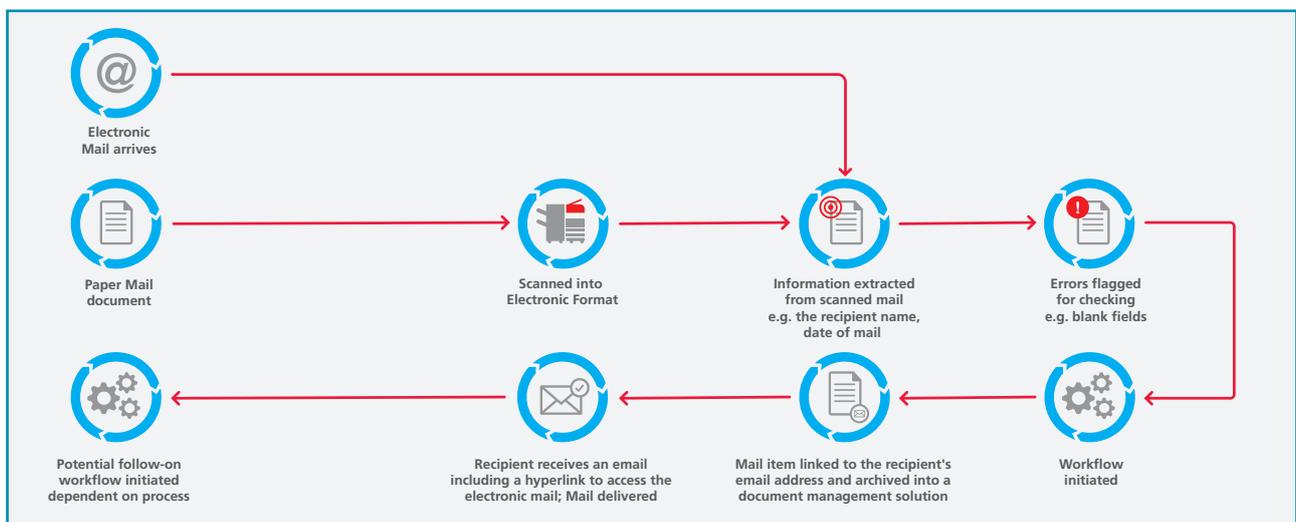
Multiple benefits

From legal contracts to application forms, customer questionnaires and the full range of received mail, all the post that comes into your business can be scanned quickly and easily. Hard copy mail items no longer need to be physically distributed to the recipient, as everything is securely stored and quickly accessible, even on a mobile device, via the digital mailroom's Document Management System.

Every piece of processed mail will have a full audit trail showing when it was received, who the recipient was, and when they were notified; something that simply is not possible in a traditional paper-based mail environment, where human error can mean that mail is delivered to the wrong person or even lost.

Maximum efficiency

High volumes of post can be rapidly sorted and distributed electronically. Recipients can search and view their mail on any connected device, including smart phones and tablets, increasing ease-of-use, convenience and business agility.

- Electronic Mail arrives
- Paper Mail document
- Scanned into Electronic Format
- Information extracted from scanned mail e.g. the recipient name, date of mail
- Errors flagged for checking e.g. blank fields
- Potential follow-on workflow initiated dependent on process
- Recipient receives an email including a hyperlink to access the electronic mail; Mail delivered
- Mail item linked to the recipient's email address and archived into a document management solution
- Workflow initiated

Build simple workflows for increased efficiencies.

Maximise productivity by automating workflows.

Processing mail deliveries rapidly avoids unwanted delays in responding to important communications.

Optical Character Recognition (OCR) is used to capture important details pertaining to each scanned mail item and index them accordingly. That means you can rest assured that not only are all your mail items safely stored, they can be retrieved easily from the Document Management System. Misfiled letters and delayed actions will become a thing of the past.

Furthermore, if duplicate letters need to be circulated to key recipients, the system can ensure the right people are given access to the right documents. This also helps reduce storage costs and the time that would have been taken up duplicating and distributing copies.

The digital mail room also provides visibility of any bottlenecks in the process so resources can be allocated effectively to improve business outcomes.

Secure and efficient

Once your mail items are stored securely in a central repository it is quicker and easier to work with them than even the most efficient traditional mailroom. Documents can be found, retrieved and circulated whenever needed. Added to which, document security is enhanced by being able to ensure the right person receives notification of their mail. Audit trails provide a record of when an item was accessed and read, and by whom.

Should there be a requirement to forward an item of mail to another business function, rules can be set-up to ensure documents like invoices get passed on automatically.

Set automated rules to ensure mail is sent to the correct recipient.

Secure document storage and automated alerts provide more effective ways of working.
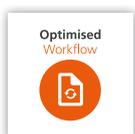
Welcome to Sharp

Sharp Information Systems Europe (SISE), a division of Sharp Electronics Europe, offers a comprehensive portfolio of award-winning document management and display solutions to help organisations transform the way they engage with information. Sharp's industry-leading MFPs and high volume systems sit at the heart of integrated applications for digital transformation.

Sharp's proprietary Open Systems Architecture (OSA) technology transforms MFPs into powerful information portals, seamlessly integrating to the cloud and third-party business applications. Sharp Cloud Portal Office is an award winning document management and collaboration system designed to help small- to medium-sized businesses drive growth, improve efficiency and reduce costs.

By facilitating the transition to new equipment, methods and processes, Sharp Optimised Managed Services help improve how businesses interact with information through enhanced digital workflows and more collaborative working.

Sharp also offer a range of display solutions that include video walls for immersive entertainment, digital signage and innovative interactive touchscreens for engaging presentations. Through its sales and support service Sharp helps its customers create, manage, visualise and share information, inspiring ideas from technology.

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www.sharp.co.uk

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