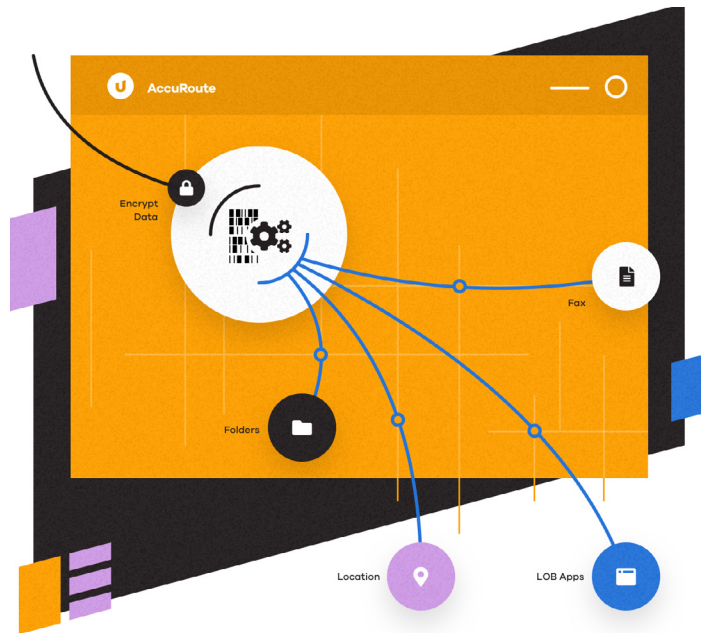


# Streamline inbound mail with a digital mailroom

Standardize digital mail capture and routing to improve access, ensure security, and quickly get staff content they need.



## Get mail delivered fast.

Automating the mailroom organizes critical content, grabs key data points, and sends it to the right place quickly, no sweat.

- Give staff immediate access to critical documents and communications.
- Improve security with the authenticated routing of documents containing sensitive customer and company data.
- Help teams collaborate by setting destination rules for multiple recipients based on keywords.
- Improve project turnaround times and, in turn, provide your customers with a fantastic experience.



## Reduce costs and increase productivity.

Help staff collaborate from anywhere using the devices they already have while reducing your bottom line.

- Eliminate paper-related costs such as printing, couriers, and postage.
- Use optical character recognition (OCR) to quickly track down documents.
- Reduce labor costs associated with managing physical mail.
- Say goodbye to off-site storage costs and delays waiting for archived content.

# Conquer two big challenges of mailroom processes: delivery and filing.

## Faster, more efficient delivery

Document delivery has traditionally been dependent upon the time it takes for content to be put in the hands of the recipient. The same is still true today, but the means of document delivery is vastly different.

As businesses of all types and sizes look for ways to increase efficiency, manual, paper-driven processes are one of the first places to innovate within the enterprise. Corporate mailrooms should be a primary point of focus when it comes to modernizing processes with digital mailroom technology.

In today's environment, mobility is key. Documents must be immediately accessible by staff for an organization to remain competitive. The end results of mailroom digitization are time saved and expectations exceeded.

Improved access to business-critical documents means faster project turnaround times, more empowered and productive employees, and an overall better customer experience. Most importantly, increased accessibility affords timekeepers more time to focus on billable or high-value work.

## Organized, accessible filing

The volume and velocity of information that flows in and out of a business continues to grow. For many organizations, profiling is mission critical to determine how to fulfill the critical task of indexing for quick reference and recall. Most businesses already store their information in ECM and DMS systems. However, they lack the ability to easily search and retrieve those documents simply because they don't have the right resources, such as OCR, to correctly profile information once it's been captured.

In the manual process model of capturing, profiling, and storing documents, many inefficiencies may decrease productivity. By digitizing, organizations can easily automate processes to remain competitive, increase billable productivity, and efficiently store documents and data.



## Additional benefits of a digital mailroom

- Save on time spent maintaining physical paper documents
- Increase billable hours
- Eliminate printing, courier, and real estate costs needed for document storage
- Increase universal accessibility for remote staff, so they can get work done anytime, from anywhere and any device
- Decrease waiting time for document turnaround
- Improve security and decrease document loss or misfiling due to human error
- Simplify processes and put end users at ease





# It's not just about banishing snail mail. It's about getting control of your content.

Implementing digital mailroom processes enables secure, fast delivery and reliable, authenticated access to relevant content in a digital format.



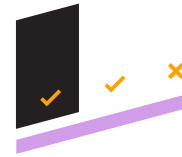
## Get the data you need, no action required

Perform automated forms classification and data extraction to grab relevant content, ensure accuracy, and then deliver it to the right place.



## Make sure you know what your data is up to

Get red flag alerts so you can anticipate issues before they happen. Whether by accident or by malicious means, data loss or theft is a big no-no.



## Put secure, compliant processes in place

Provide a digital footprint for every single document that comes into your business, so you're well prepared for the next compliance audit.



*Technology has been our strongest ally in making our firm more **lean, efficient and mobile**. Relying on electronic documents rather than paper gives lawyers **more freedom to work anywhere**, allows them to respond to clients faster, and reduces their stress level.*

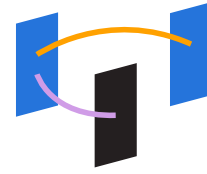
**Louis J. Mazzio**  
Chief Information Officer, Post & Schell



**89%** of CIOs see a need for agile, scalable IT infrastructures to ensure business continuity

**70%**

of invoices arrive as paper mail



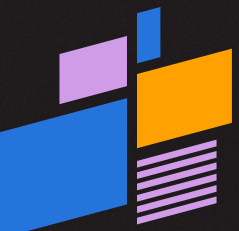
## Complementary products

Pair Upland AccuRoute with other Document Workflow products for a secure, automated end-to-end solution.

-  **Intelligent Capture**
-  **InterFAX**
-  **FileBound**



**Upland's expert team will help you define the right strategic approach for your digital transformation needs and ensure our technology aligns with your goals, resources, and processes.**



## Ready to get things done?

Let us show you what Upland AccuRoute can do.

[Request a Demo](#)

**Upland AccuRoute** helps organizations accelerate business processes by automating data capture and extraction using optical character recognition (OCR) to securely process through workflows to applications, people, or storage. With AccuRoute, users can easily capture, process, deliver, or fax content from any device using a single, unified platform.

