# Supporting A Seamless Digital Transformation Journey.

tarasol

Correspondence Management System

**Correspondence Management –
A different approach for a Chaotic
Challenge!**

It is the process of transforming a paper based unorganized handling of organization correspondences to digital mode of operation where efficiency and collaboration are the main pillars.

**Tarasol is a simple yet effective platform that:**

Captures, tracks, and secures inbound, outbound, and internal correspondences

Manages correspondence content and associated procedures

Delivers advanced search and reporting capabilities

Enables personalized user experience

**We adhere to smooth, tailored, and efficient digital transition and ensure that organizations realize immediate time to value.**

# How It Works...

**Configure**

Organization structure and access rights.

**Capture**

E-mail, fax, paper correspondences.

**Register**

Inbound/ outbound/internal correspondences, classify details, and route!

**Process**

Correspondence procedures; Initiate tasks and collaborate with teams.

**Archive**

**Disseminate/Close**

**Track**

Correspondence status and follow up.

Maintain process health & generate insights through advanced reporting.

**Move from costly, inefficient use of resources to a paperless and productivity driven environment!**

## Business Automation

❑ Capturing all types of correspondence in one place

❑ Saving employees' time and speeding up information and content retrieval

❑ Managing correspondence deadlines, priority levels, confidentiality, and more

Move from costly, inefficient use of resources to paperless, productivity driven environment!

**Move from paper piling to clear routing and coordination.**

## Team Collaboration

❑ Ad hoc coordination scenarios that ensure compliant processes

❑ Efficient task assignment and follow up

❑ Coherent approval cycles

❑ Instant notifications and reminders

**Move from costly, inefficient use of resources to paperless, productivity driven environment!**

**Move from paper piling to clear routing and coordination.**

**Move from Security risks to privacy and access control.**

## Security & Compliance

- ❑ Role-based access rights and permissions

- ❑ Protected information and document confidentiality

- ❑ Full traceability through **audit trail**

- ❑ Process authenticity through Digital signature

**Move from costly, inefficient use of resources to paperless, productivity driven environment!**

**Move from paper piling to clear routing and coordination.**

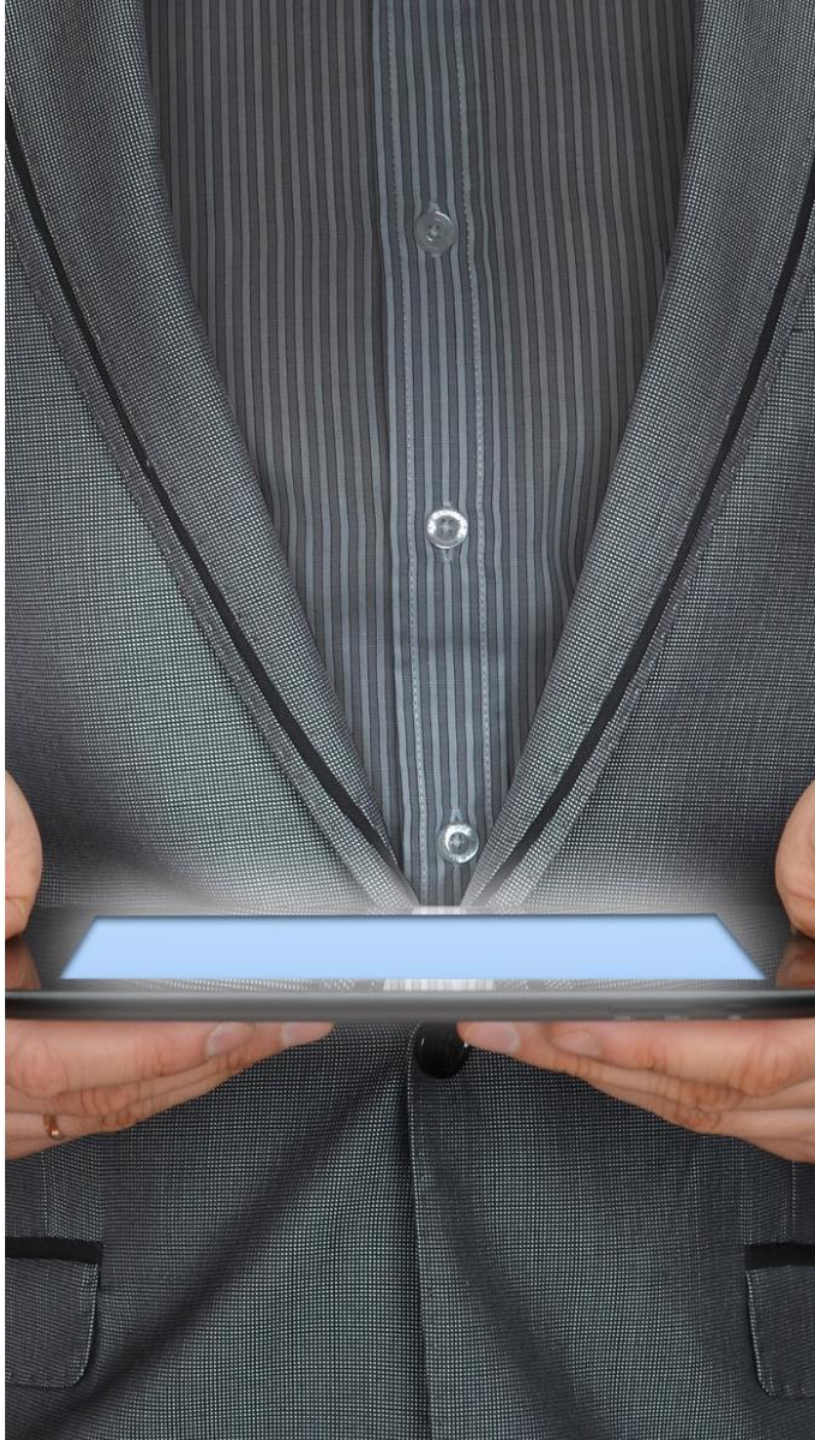**Move from Security risks to privacy and access control.**

**Move from lack of visibility to insightful performance analysis.**

# True Insights

- ❑ Advanced reporting center delivering operational and analytical reports and dashboards

- ❑ Employee and departmental productivity KPIs

- ❑ Statistics and analysis for work in progress

## Pen experience for Executives

❑ Executives can have correspondences at their finger-tip wherever they are!

❑ Designed to provide a focused, touch experience for executives.

❑ Executive can sign and annotate PDF files using electronic pen

# System Capabilities

## Adaptability

At any digital maturity stage, Tarasol caters and adapts to customers' needs.

## Scalability

Supports complex, multi-tenant architecture whenever needed or as your organization grows.

## Interoperability

Available connectors for integration with leading document management systems.

## Efficiency

Built to be deployed and customized in a very short period.
(Fast time to value)

# Let's Start Your Digital Transformation Journey!