The Digital Mailroom

Ephesoft Transact helps businesses automatically classify, separate, sort and extract data from paper, fax and electronic documents to expedite and automate mailroom processing. Ephesoft makes business critical information available to business processes and customers faster and more accurately.

Mailroom Struggles

Mailrooms have the potential to be plagued with a multitude of problems. Mailroom clerks often have time consuming tasks such as opening, recording and labeling all incoming documents.

They often must identify, sort, photocopy and deliver mail to several departments, sometimes in different cities or even countries, which is yet another process. What happens if an invoice or payment falls through the cracks and vanishes? Or even worse, a critical time-sensitive document? The best business decisions depend on thorough and timely information. When important mail is waiting to be processed, it slows down the entire company. From new orders, approvals, contracts and other important documents, decision-makers can't afford to wait for information.

Recent hurdles such as a pandemic, economic downturns or other enterprise scalability changes can also affect mailroom processes. Creating safer workplaces with less people or adapting to working from home can create challenges without the right automation tools.

Accelerated Mail Automation

Ephesoft's digital mailroom technology precisely and quickly identifies and sorts documents based on its content through its patented, machine learning technology. The platform distinguishes between invoices, orders, payments, contracts and any other forms of mail without inserting patch code pages or separator sheets. Your manual mail document/distribution process can be transformed into an accurate, well-structured and productive method.

Ephesoft's automation software delivers verifiable results to provide complete visibility into incoming documents and information through our user-friendly interface, enabling companies to track, review and modify their data. By automatically classifying, separating, sorting and extracting data from incoming documents in paper and electronic formats, mailroom workers can identify the information you need without manual data entry, without time-consuming document sorting.

Every mistake made by manual data entry costs your company valuable time and money. Ephesoft can quickly and accurately extract the data from the entire document, including line-by-line items. The system will validate this data with your line of business systems, flag exceptions, then direct the extracted data to appropriate internal systems for processing. Your mailroom team can now eliminate data entry duplications and delays, and focus on more critical, high-value tasks.

The Digital Advantage

Large organizations that have numerous remote locations, either domestically or across the globe, will have no issue processing their incoming mail documents with web-based access, either on-premises, hybrid or in the cloud. A digital mailroom creates productivity, efficiency and accuracy with the ability to adapt to any market changes. The power of Ephesoft's digital mailroom technology and workflow lies in its streamlined functionality and incredible ease-of-use.

Here are some key benefits:

- Centralized mail system for greater visibility, accessibility and data quality
- Accurately classify, separate and extract data from documents automatically
- Reduction of mailroom costs and an increase in productivity
- Machine learning algorithms teach system with only 1-2 document samples
- Simple integration into ERP, ECM, Content Services, RPA and other line of business systems
- Fast and easy implementations
- Improved employee productivity and job satisfaction
- Decrease internal inquiries with faster mail processing
- Recognize ROI in months

"Training the team was easy. It only took a one-hour session on how to use Ephesoft for most of the team. A few others required an extra 15 minutes of training, so it was simple."

– Eddie Morace, Testing & Implementation Coordinator at Vopak