

# Ephesoft Transact

## Mailroom Automation Solutions

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Ephesoft's Smart Capture® mailroom automation software helps businesses automatically classify, separate, sort and extract data from paper, fax and electronic documents. Ephesoft makes business critical information available to business processes and customers faster and more accurately.

### The Challenge

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.

### The Solution

Smart Capture automated 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 Smart Capture 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, our Smart Capture solutions 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 instantly 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.

## Benefits

Large organizations that have numerous remote locations, either domestically or across the globe, will have no issue processing their incoming mail documents. That's because Ephesoft's Smart Capture® automated mailroom technology is 100% web-based, either on premise or in the cloud. The flexibility to access information via any workstation around the globe without installing or updating software at each station is a critical benefit. A digital mailroom represents a giant advance in productivity for an organization. The power of the Smart Capture Mailroom Automation workflow lies in its streamlined functionality and incredible ease-of-use. Here are some more 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
- Machine learning algorithms teach system with only 1-2 document samples
- Simple integration into ERP and compatibility with 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**

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