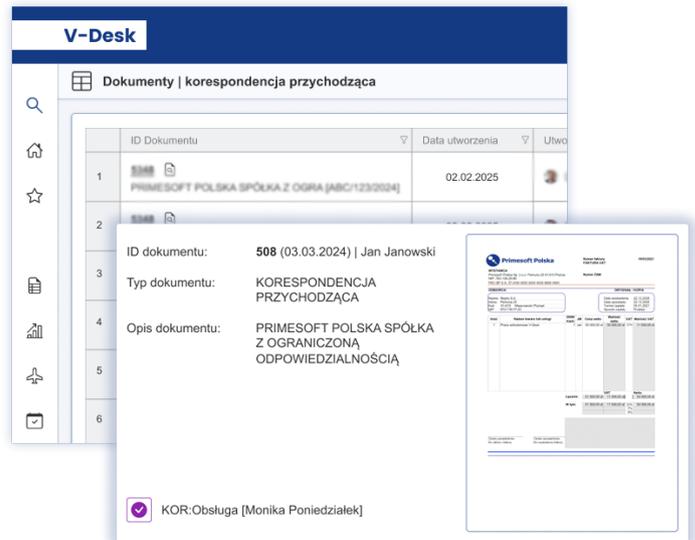


# Mailroom

## Digital correspondence management

With digital correspondence application streamline and efficiently manage incoming mails regardless of its source of reception.

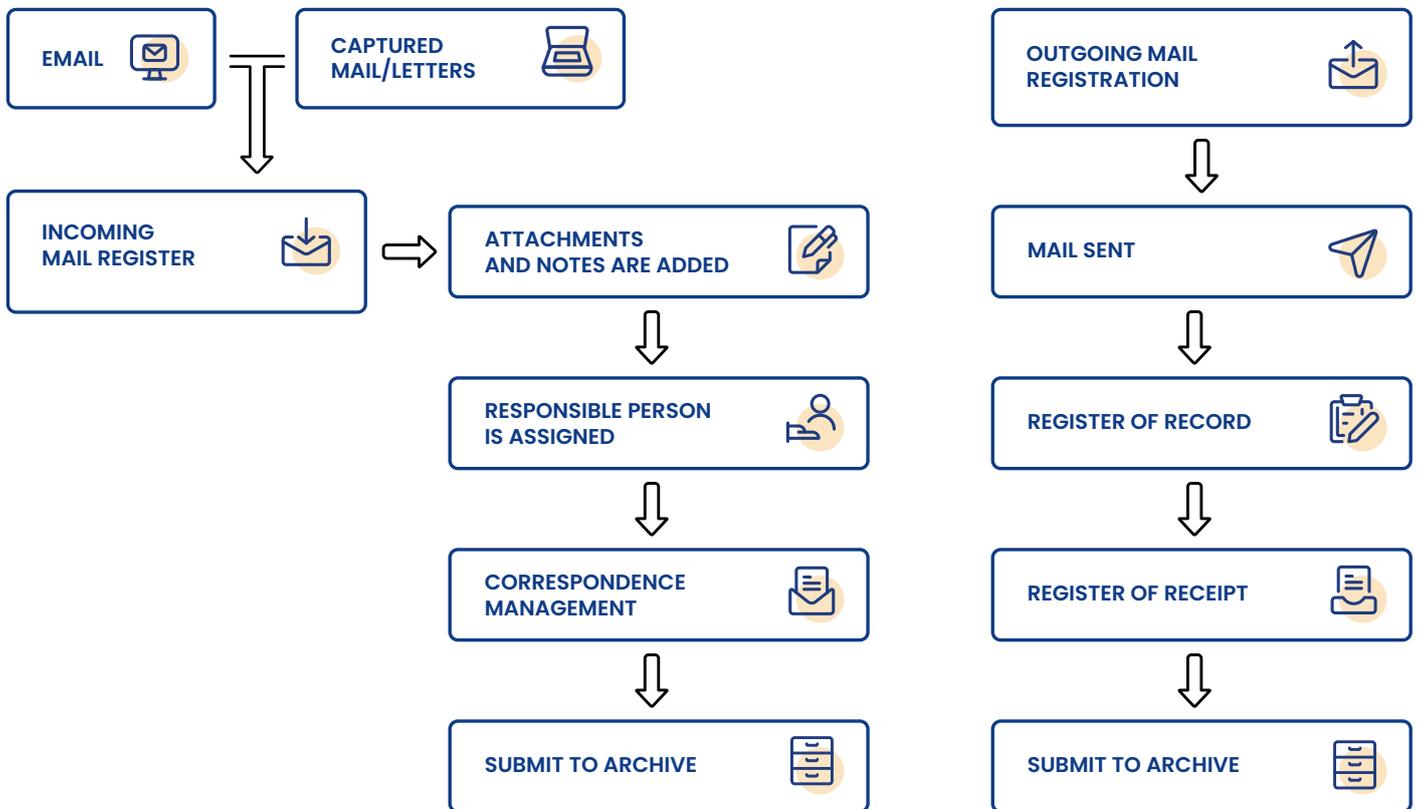
Do not allow letters or any other mail to be moved from hand to hand in search for its recipient. Register and process all correspondence both incoming and outgoing in one place.



## What digital mailroom enables?

- ✓ to register (no matter the source of reception) both incoming and outgoing mail
- ✓ to **categorise, classify a document with V-Desk AI analysis**
- ✓ **automatically with AI support extract data** such as case numbers, dates, addressee and recipient data
- ✓ record and archive any correspondence
- ✓ to add notes and attachments
- ✓ authorised access to documents and process stages
- ✓ full text search – OCR technology application
- ✓ routing of the documents in a process – **AI mechanism suggest where or to whom submit a document**, based on earlier cases
- ✓ to register matters, assign responsibility based on the correspondence
- ✓ access rights management
- ✓ to create favourite reports

## Correspondence process – how it works?



## Digital correspondence advantages

