Checklist:
Is Digital Mailroom Right for You?

DIGITECH SYSTEMS

"79% of organizations realize that they must transform into a true digital business in order to survive."- AIIM

Use the checklist below to determine if your organization would benefit from having any of these eight capabilities.

Paper Documents

☐ Reduce costs of physically handling, managing, and storing mail.

☐ Lower occurrence and costs of lost physical mail.

Digital Files

☐ Convert to easy-to-use digital mail files.

☐ Provide audit trails to improve compliance.

Automation

☐ Automatically route mail through workflow process steps like approval.

☐ Accurately extract key information from mail.

Cloud Storage

☐ Allow secure access to mail from anywhere, anytime.

☐ improve remote work capabilities and collaboration.

If you checked yes for any of these eight capabilities implementing a digital mailroom is right for you. Rather than receiving and distributing incoming communications via physical delivery or email, organizations use document scanning to digitize incoming paper-based mail and upload it (along with email) to a document management application to automate security, classification, and distribution.
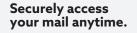
Start Benefiting From A Digital Mailroom Today!

With an automated digital mailroom, you can make working remotely easier on your organization, trust that your mail and email are protected from cyber threats and save time and money on paper, storage, and document management costs.

We Can Help! Visit www.digitechsystems.com or call 866.374.3569 to **easily set up your digital mailroom today.**

Easily manage any mail document.

Instantly route your mail anywhere.

Securely access your mail anytime.