

by Star Storage

ERA 

Digital Mailroom, Electronic Registry and Correspondence Management

Digitize, Automate and Standardize Mailroom Processes Company Wide

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Transform your mailroom into a valuable strategic asset for your organization.

With enterprise class functionalities for registration, scanning, data capture and automatic document routing capabilities, your knowledge workers can harness the entire power of information exactly when they need it for better and faster business decisions.

01.

POSITIONING



Digital Mailroom

Use advanced document capture, classification, data extraction and business workflow integration to digitize and intelligently route all of your company correspondence reducing cost, freeing up valuable resources and improving business productivity.



Electronic Registry

Eliminate the risk of losing documents or erroneous classification using a companywide centralized electronic registry ensuring document traceability. Increase business process efficiency through automated notifications tools and task allocation.



Correspondence Management

Automate mailroom process and correspondence distribution to the right person and processes, quickly register, classify and automatically route any piece of incoming or outgoing business communication, identify and extract relevant content from paper and electronic correspondence.

02.

MARKET NEEDS AND MOTIVATION

- Increasing inbound communication arriving through all channels;
- Need for even faster reaction on queries in order to improve the customer experience;
- Competitive pressure to increase productivity, quality and transparency;
- Cost reduction by minimizing manual work processes and physical storage;
- Meeting compliance standards and acting environmentally responsible;
- Long response times / penalties due to delayed processing and distribution of documents;
- High costs for photocopying and distributing physical documents;
- Difficult document tracking - registration of /access to documents (inbound/outbound/internal) and their distribution to different authorized persons is laborious and hard to follow;
- Low efficiency - in a workflow the ratio between working time and waiting time is 1:4.





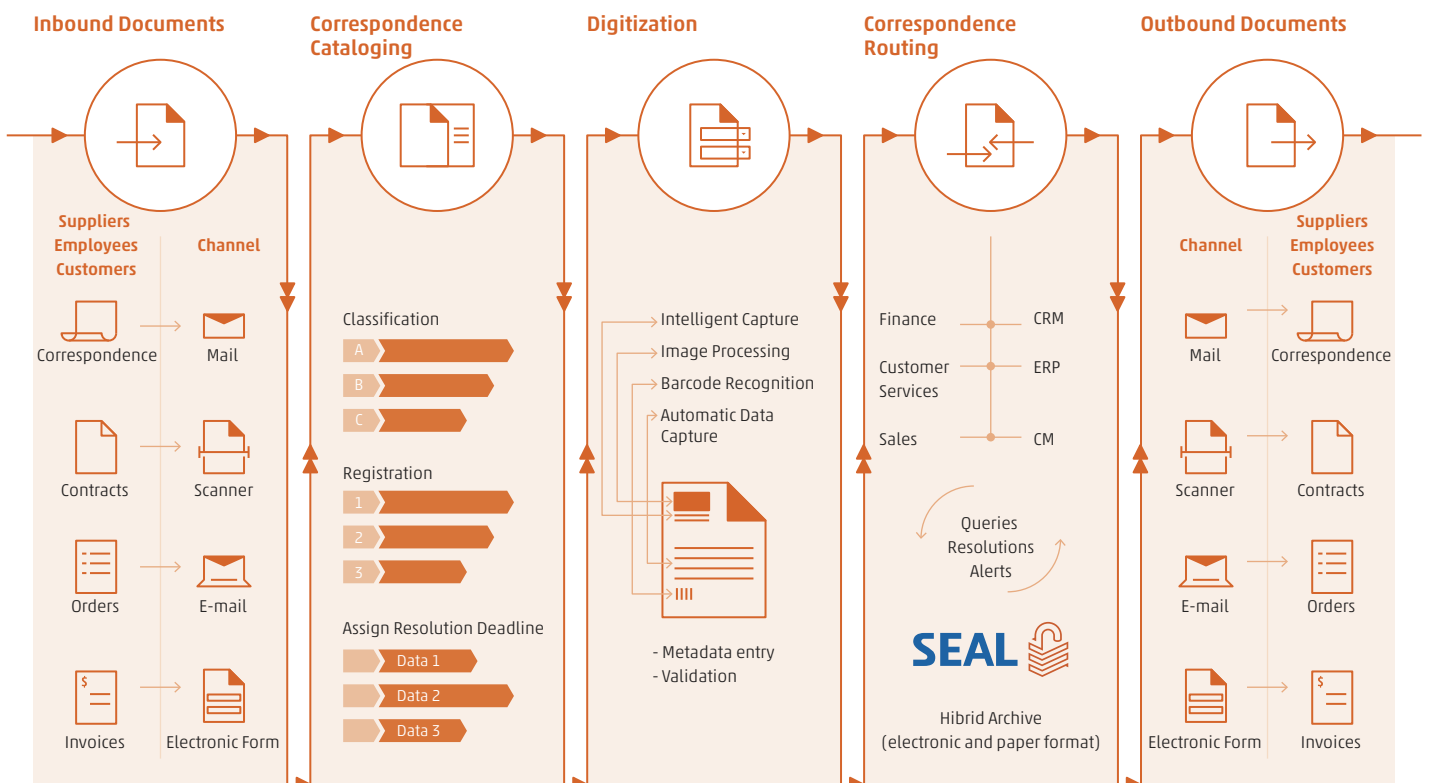
03.

CUSTOMERS CHALLENGES AND ISSUES

- Delayed response to customer requirements due to significant time lost for information retrieval;
- Difficult distribution of information between authorized users from inside or outside of the company;
- Loss/damage of documents;
- Lack of visibility concerning organizational processes;
- Inadequate decision support due to poor access to relevant business data;
- Ensure security related to information access;
- Faster and more accurate decision-making processes.

04.

REFERENCE ARCHITECTURE



Speed up your business with quick and accurate access to information.

Gain visibility, traceability and security throughout the entire life cycle of documents, respond more quickly and accurately to customer requests and obtain easy access to the entire organization's document workflows.



01.

KEY FUNCTIONALITIES



Document Registration – unique number

- Registration with uploaded attachment;
- Initial registration without content and later attaching by scanning;
- Integration with StarCapture for data and content capture.



Documents Traceability

- Documents traceability using barcodes;
- History for both electronic and physical documents flow.



Work Assignment

- Task Assignment to persons or groups.



Capture – Scanning

- Increased processing speed of documents;
- Low effort – less data input;
- Increased security – personal scanning;
- Document processing using OCR or BCR;
- Traceability using barcodes;
- Integration with MFP leveraging StarCapture for data and document capture.



Electronic Registration

- Registration of inbound/outbound/internal documents and their rapid distribution to authorized user and groups;
- Easy collaboration towards common objectives;
- Improved efficiency of business processes through automated notifications tools and the allocation of tasks (resolutions, comments);
- Strong decisional support;
- Document ad-hoc grouping into folders with well-defined security;
- Easily distribute documents within the organization or to external issuers;
- Embedded web based viewer;
- Facilitate physical document distribution by grouping documents in batches and generating PDF statements;
- Automatic renewal of registers at the beginning of a new year;
- Document state tracking during it's life cycle.



Electronic Archive (integration with SEAL)

- Rapid integration of various data into business processes;
- Reduced storage costs, minimize paper use
- Audit and monitor of activities;
- Data security and controlled access to data;
- Compliance with legal regulations or internal regulations of the institution.

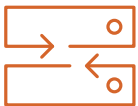


Strong decision support for increased business agility.

02.

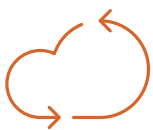
DELIVERY MODELS (LICENSES)

ERA is an application available both as a perpetual license to use On-Premises or can be access On Demand as a Cloud Service from our own Data Centre.



On-Premises

Choose On-Premises deployment to leverage your existing infrastructure and build up your private cloud to gain instant visibility and traceability for your business correspondence.



On-Demand

Avoid expensive up-front hardware and software costs and ongoing IT maintenance fees. ERA lets you grow your company easily, giving you the pace of mind to concentrate on your core activities and make faster and better informed business decisions.

03.

DIGITIZE CORRESPONDENCE MANAGEMENT

Mail management within the organization has never been simpler!

Manual processes that rely on documents in hard copy make the staff of a company to spend over 45% of the working day with activities related to the processing, filling, collecting and reviewing document input / output.

With ERA you have visibility, traceability and security throughout the life cycle of documents, you are able to respond quickly to customer requests and have easy and secure access to document flows company wide.

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Real world benefits, increasing performance and smart working.

Eliminate the risk of losing documents or erroneous classification using a company wide centralized electronic registry ensuring document traceability.

01.

FEATURES

- Registration of documents retrieved by scanning or importing files;
- Registration and assignment of a unique number based on a dedicated inbound/outbound registry;
- Automatic barcodes generation;
- Identification of scanned documents and their classification leveraging barcode recognition (BCR) and Optical Character Recognition (OCR) functionalities;
- Document routing to authorized users inside or outside the organization;
- "Inbox" functionality for managing the documents distributed by authorized users;
- Modifying, versioning and linking related documents;
- Actions available at the document level: routing, completion, rejection, withdrawal;
- Notifications by email in relation with the deadlines of documents received and modified;
- Integration with Office suite of tools and support for creating templates of documents;
- Mapping of global roles based on user business role within the organization;
- Assign resolutions to documents received or sent via the business workflows;
- Simple and advanced search using predefined filters or rules created on the spot;
- Advanced functionality for viewing documents by organizing them into a tree structure;
- Specific flows for routing and approval of business documents;
- Control and visibility of information based on roles defined at the application level;
- Audit for the actions at the document level;
- Comprehensive set of specific reports;
- Graphical representations of the reports;
- Easy integration through web services with external systems (ERP, CRM, other business applications);
- Integration with SEAL - advanced system for hybrid archive management (electronic and paper).





02.

KEY BENEFITS



Minimizing the amount of paper used within organizations, as well as significantly reduce the costs of photocopying documents.



Eliminating the risk of losing documents or erroneous classification by their centralized registering and unified records management throughout the entire document's life.



Optimizing the time for the document processing and routing by ensuring the right conditions for fast information processing: automatic distribution and notification tools and easy actions on the document.



Reduced time for information retrieval, reducing the volume of photocopies within organization.



Complete visibility of the organization's processes by providing detailed information on the status of documents and their route within the organization.



Easy and secure access to product features and documents managed within the solution leveraging a completely auditable IT environment.



Gain unrestricted view over the entire set of organizational processes.

Product proudly developed by Star Storage

Star Storage is a global technology provider developing and delivering state-of-the-art information protection and management solutions for top private and public organizations. With 17 years of experience, own Intellectual Property and a portfolio of over 500 customers on 4 continents, with strong expertise in top industries such as banking, insurance, telecom, manufacturing, utilities and public administration, the company plays a key role in the digital transformation, mobile and cloud journey of any size organization.



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