



Digital Mail Room

Fast digitisation of incoming mail with minimum effort

categorisation • rapid capture • batch process • touchscreen interfaces • document workflow • indexing • ocr



flowmatrix

The **Digital Mailroom** made easy



Intelligent management of **all document types** without compromise

FlowMatrix allows companies and organisations to optimise the management of information through efficient, secure and audited business process automation. FlowMatrix connects MFP devices, mailroom scanners, client desktops and core business applications through a highly powerful rules-based delivery engine and client collaboration tools.



The **QuickDrop MailRoom** product

FlowMatrix QuickDrop MailRoom is a modular solution allowing the maximum automation of incoming mail with the minimum amount of human intervention. The solution incorporates high speed 'minimum-click' touch screen interfacing for fast batch process with a 2nd phase document workflow engine and client application for ultimate control of 'document type' processes. An administrator can easily create category and document type groupings, and define data extraction, indexing and submission rules at a document level basis.

The system is designed to minimise the amount of human effort needed to complete a capture and delivery process and can handle structured, unstructured and semi-structured documents of all size formats.

FlowMatrix can handle complicated document types however large the volume

A two phase approach for **maximum efficiency**

Mailroom users can rapidly submit batches using the FlowMatrix ScanPort touchscreen PC, which dynamically understands all of the document types setup on the system. The ScanPort can process and QA normal and large format documents then submit to workflows designed to automate delivery of the document type. The secondary QuickDrop MailRoom client supports indexing, OCR, redaction and self-service templating for workflows and document structures. The system has also been designed so that document types are tagged with their own scanning settings and automation rules. The system can parse documents for reference fields, barcodes and other values to aid categorisation, automatic indexing and routing rules.

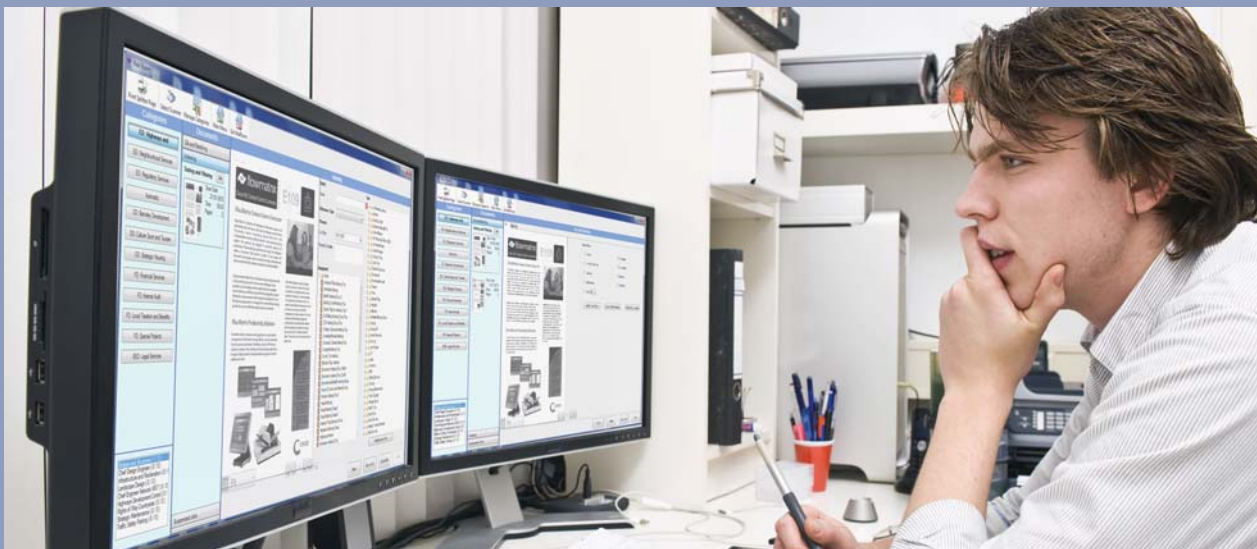
Key Features

- ScanPort Touch Screen Batch Import and QA Station
- Comprehensive QuickDrop MailRoom Client with Advanced Workflow
- Self-Service Automation Templating for Document Types
- OCR, Indexing, Categorisation, Redaction, Forms and Auto-indexing



FlowMatrix ScanPort touchscreen batch processing interface with 'minimum-click' operation

The solution has been designed so that mailroom users can easily share the workload by switching roles very easily with full process audit from point of capture through to delivery into electronic content or EDRMS. In addition final decision making for documents and indexing can be deferred to a remote department or user using their own QuickDrop desktop client connected to the same queue-based management as the mail room.



About our business

we pride ourselves

Paper River is a leading UK developer of information capture and processing tools. We have a full suite of in-house tools for Forms Processing, Invoice Processing, Digital Mail Room and Correspondence Routing all built around a rules based processing engine. Our products are designed to automate the capture and processing of information by extracting and using the intelligence within a document. Built around a system of user, group and document work queues, users can easily and simply make decisions if needed by using fully collaborative desktop interfaces. Our solutions save time and reduce costs almost immediately.

We also develop other solutions

Business Process Automation

Full automation of unique client information processes

Contact Centre Processing

Minimum click capture, audit and receipting for one-stop shops

Distributed Capture

Capture by MFDs & network scanners into electronic content

Digital Mail Room

Capture, categorisation, batch process and workflow

EDRMS Migration & Legacy Archive Capture

Migration between content systems and paper archive digitisation

Invoice Processing

Comprehensive automation with line item, approval and goods receipting.

Planning Processing

Fast planning application capture with publishing, archive and redaction – including plans.

Remote Mobile Capture

Remote wireless capture of documents and images for mobile workers.

Secure and Controlled Printing

Pull printing, print room, information firewall and cost management

Web & Forms Capture

Production of web, smart phone, tablet and paper forms.



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