

The Xerox® DocuShare® Digital Mailroom Solution

Digitize and Manage Incoming Mail Correspondence

The mailroom is ripe with opportunities to transform manual document processes into efficient, seamless digital workflows. DocuShare Flex for Mail helps you easily manage high-value incoming correspondence, so your teams can process and distribute information faster than ever before.



THE DOCUSHARE FLEX FOR MAIL SOLUTION

Automate the capture of all incoming mail and correspondence and deliver structured electronic information to your business processes, systems, and end users. DocuShare Flex for Mail allows you to jumpstart downstream information workflows to improve speed, security and accuracy for transactional processes like accounts payable, claims and invoice processing.

Efficient Content Management

Capture, review and act on correspondence from inbound physical mail, including mail directed to individuals or departments.

Digitized Processes

Tie incoming mail and downstream processes together to help streamline how critical business information reaches decision-makers.

Compliance, Simplified

Support industry compliance and corporate policies with full audit traceability and records management.

Secure Access

Benefit from leading-edge cloud hosting security practices along with encrypted user authentication, scheduled backups, off-site storage and site replication.

In today's fast-paced business landscape, effectively managing incoming correspondence has never been more important. That's why we developed the Xerox® DocuShare® Flex content management platform for digital mailrooms to provide the ability to process incoming mail, increase collaboration and improve decision-making.

MAILROOM CHALLENGES

- Information Capture
- Slow processing of incoming business documentation
- Cumbersome content storage and retrieval
- Document traceability
- Inefficient business workflows
- Slow transactional processes
- Decision-making based on outdated or inaccurate information
- Communication with stakeholders

BUSINESS OUTCOMES

- Increase productivity
- Accelerate document processing and distribution
- Improved compliance
- Automated processes
- Secure access to content

Learn more about digitizing inbound mail processes with DocuShare Flex for Mail at xerox.com/ecm