Outsourced
Digital Mailroom Processing

Go Digital–
Go Make Some Money

Concentrate on Business Development NOT Office Administration

Hassle free process to scan your inbound mail to Digital format and distribute it easily and quickly throughout your organisation where ever your staff may be.

- Reduced administrative overhead
- Reduced storage space requirement
- Improved delivery cycle
- More flexibility in working practices, location independent working etc.
- Lower unit cost of handling each mail item
- Improved customer service and supplier / partner relationships

DajonData
Management

The benefits of outsource with Dajon vs. Inhouse

INHOUSE:

- Purchase costly scanning equipment and software solution
- Re-train existing mailroom staff to carry out scanning operation
- Ongoing costs associated with maintenance and support of hardware and software
- Valuable office space occupied by un-necessary equipment, paper storage and people

OUTSOURCE:

- Reduction in Headcount
- No up-front capex
- No ongoing maintenance overhead
- Reduced management task enables increased focus on core business activity
- Increased efficiencies mean direct cost saving vs. alternatives
- Supports transition to fully electronic documents in the most painless way
- Full externally managed audit trail

The Dajon Process

PAPER PROCESSING

- Mail arrives at Dajon IP centre via PO Box, Courier or Dajon collection vehicle
- Each item is opened, logged and bar-coded
- Junk mail can be removed and destroyed if required
- Mail items are sorted and classified into batches ready for scanning

SCANNING AND DATA PROCESSING

- All items scanned and indexed
- Intelligent OCR processing of mail items to extract data to create indexing and meta data relating to the mail item, e.g. sender details, recipient, document title, date sent.
- Receipt/scan date and time recorded with batch details and bar code number for audit trail
- Automatic and Manual checks by expert operators to ensure accuracy of meta data and image quality
- Cheques banked following scanning and data capture process
- Mail items for long term storage or return to customer (e.g. deeds and some other legal documents) separated out for return or storage as appropriate

MAIL DELIVERY

- PDF or TIFF images of mail items and/or extracted data work-flowed between client recipients using Dajon's document management software
- Auto acknowledgement of mail delivery when the mail item is opened by the recipient
- Capability for recipients to forward mail items to other staff members within the system with confirmation of receipt
- System administrator (post room manager) automatically notified of delivery status of all mail items daily
- Items with no valid addressee and general mail items routed to holding account for checking and onward routing by systems administrator.

STORAGE AND DESTRUCTION

- Processed mail items placed into temporary storage at Dajon secure archive facility for pre-determined time to allow mail to be processed and any queries relating to the system to be handled
- Mail items securely shredded in weekly batches and re-cycled on receipt of approval from client authority

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