DATAMATICS

DATAMATICS DIGITAL WORKPLACE eOFFICE SOLUTION

Paperless collaboration for the digital industry

Misplaced documents, lack of tracking mechanism, and low transparency results in process slow-downs. Reduction of paper use with a focus on using digital media not only accelerates the decision making process but also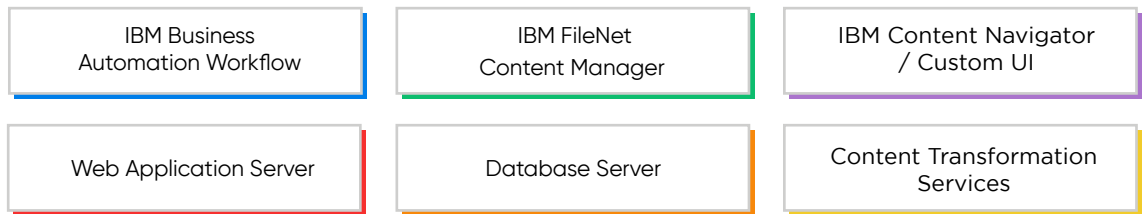 acts as an enabler of efficient delivery, which is the corner stone of the eOffice paradigm. Additionally, the growing regulatory demand for data compliance is also one of the key drivers for the growth of the electronic document management industry.

DATAMATICS DIGITAL WORKPLACE eOFFICE SOLUTION

The solution is an enabler for paperless office and helps manage daily movement of files, correspondences, and office memorandums. It eliminates paper usage and improves transparency, accountability, and traceability of each file in an organization. It's advanced **collaborative features** enhance and help the decision making process.

The solution is powered by IBM Platform and consists of:

IBM Business Automation Workflow	IBM FileNet Content Manager	IBM Content Navigator / Custom UI
Web Application Server	Database Server	Content Transformation Services

DIGITAL OFFICE MODULES

Correspondence Management	File Management	Office Note Management	Committee & Meeting Management
Captures and archives all decisions throughout the lifetime of the office correspondence	Helps in efficient movement of the digitized assets with complete accountability and audit-ability throughout the lifecycle	Manage files and correspondences with electronically driven green notations	Helps with system managed alerts, notifications, and reminders, with ease of creating or dissolving committees dynamically, maintaining records of the committee decisions, minutes, etc.

Collaboration & Messaging	Knowledge Management	Internal/External Query Management
Provides a collaborative environment with advanced features, such as chat rooms, discussion forums, etc.	Captures, maintains, and manages the information and knowledge generated through various business processes for future reference	Helps to adhere to the deadlines for response to queries; provides a glimpse of approaching deadline without even opening the file through visual indicators

BUSINESS BENEFITS

Improved productivity & efficiency in day-to-day operations

Increased security because of multi-level authentication, role-based access to authorised employees, and encryption

Increased accountability due to incorporation of user-name & passwords and digital signatures

Improved cost savings due to virtual repositories as well as reduction in number of physical repositories and associated office space

Optimization of e-Office and go-green initiatives through saving on paper utilization

Optimized usage of man-power by eliminating need for assistants/messengers to transfer files

Elimination of data loss due to rodents, fire, misplacements, thefts, etc

Increased employee engagement due to quick connect with fellow employees at the click of a button, using integrated Social Media features, RSS feeds, and group chat

Increased revenues due to saving of precious time in speedy movement of documents/files

Increased visibility of incoming documents due to real-time status updates and bird's eye view provided through dashboards as well as MIS reports to authorised personnel

Easier tracking, traceability, search-ability, and retrieval of all the enterprise documents at all levels of stakeholders for a particular file as per RACI matrix

Improved processes due to digital workflow ensuring quick file movements between enterprise hierarchies, alerts to eliminate pendency, audit trail to improve transparency

Faster decision making as files can be retrieved in seconds

SUCCESS STORY

A large NBFC used the **Digital Workplace eOffice Solution** at its 28 offices and subsidiaries to digitize 901025 pages and save 1802 reams of paper.

The solution is used by 600 users across geographies with a creation of 20 index files, 40 subject files, and 120 correspondence letters on a daily basis.

It saved stationery items in 1000s and associated costs in millions Q-o-Q. The solution reduced snail mail utilization from 1500 per month to almost negligible. It also saved efforts of 112 human resources across 28 locations utilized to physically move paper files.

The solution helped the NBFC to achieve end-to-end digitization and capitalize on interest earnings due to days saved in file/document movement. It also helped in faster decision making and pursuing more business proposals with the same number of resources.

DATAMATICS
Deep in
Digital

ABOUT DATAMATICS

Datamatics enables enterprises to go Deep in Digital to boost their productivity, customer experience, and competitive advantage. Datamatics' portfolio spans across three pillars of Digital Technologies, Digital Operations, and Digital Experiences. It has established products in Intelligent Document Processing, Robotic Process Automation, AI/ML models, Smart Workflows, Business Intelligence, and Automatic Fare Collection.

Datamatics caters to a diverse global clientele across Banking, Financial Services, Insurance, Healthcare, Manufacturing, International Organizations, and Media & Publishing. The Company has a presence across four continents with significant delivery centers in the USA, India, and the Philippines. To learn more about Datamatics, visit www.datamatics.com

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