

DATAMATICS

DIGITAL
WORKPLACE

DIGITAL WORKPLACE SOLUTION

The future-proof cloud-based remote workplace



The recent tryst with recurrent pandemics, infection risk due to repeated handling of paper documents, and the focus on Go Green initiatives is mandating governments, social bodies, banks, and PSU organizations to look for Digital alternatives as their paper consumption is on the higher side. Misplaced paper documents and files as well as lack of transparency, accountability, and traceability is demanding Digital Transition and a change in the protocols in which enterprises function towards a paperless Digital Office model.

Datamatics Digital Workplace offers a cloud-based, paperless digital office solution. It can be customized and tailored to suit the widest set of business requirements including snail mail tracking and file management, digital office automation, and records management towards a remote collaborative workspace. It enables enterprises to embrace an immensely agile, safe, scalable, and future-proof business model for supporting a remote operations or work from home culture.

Datamatics Digital Workplace is powered by **Cloud-based Enterprise Content Management (ECM)**, Intelligent Data Capture or Intelligent Data Processing or Intelligent OCR, and configurable workflows. Artificial Intelligence (AI) / Machine Learning (ML) algorithms improve the classification, storage, and retrieval of the digitized data assets. A seamless User Experience Design (UXD) powered by .Net technologies offers an intuitive and strategically designed user interface.

DIGITAL WORKPLACE BUSINESS FUNCTIONS



DAK / File Management and Tracking on Whitehall based file system



Correspondence / Letter Management



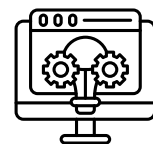
Office Note Management



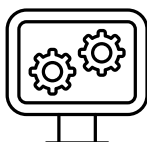
RTI Management



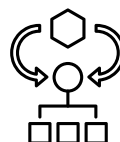
Committee & Meeting Management



Integration with Circular Management Application



Digital Office Automation



Dynamic Collaboration



Dashboard & Reporting



Records Management



Document Archival

DIGITAL WORKPLACE FEATURES



Eliminates Paper Usage



Pre-defined
Escalation Matrix



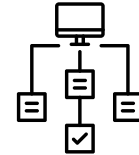
Advanced Collaborative
Features



Anytime Anywhere
Access



Native Language
Compliance



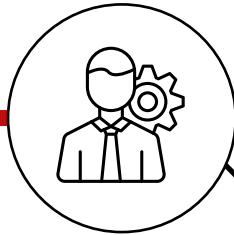
Integration With
Enterprise Applications



DIGITAL WORKPLACE MODULES

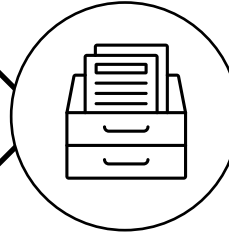
Correspondence Management

Captures and archives all decisions throughout the lifetime of the office correspondence or snail mail



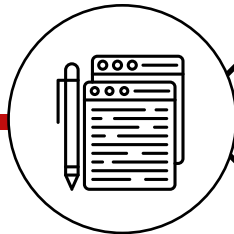
File Management

Helps in efficient movement of the digitized assets with complete accountability and audit-ability throughout the lifecycle



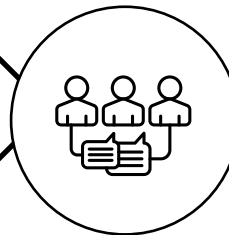
Office Note Management

Manage files and correspondences with electronically driven green notations



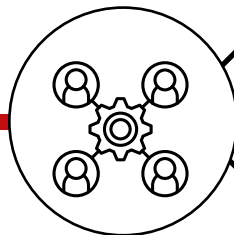
Committee & Meeting Management

Helps with system managed alerts, notifications, and reminders, with ease of creating or dissolving committees dynamically, maintaining records of the committee decisions, minutes, etc.



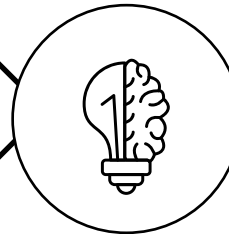
Collaboration & Messaging

Provides a collaborative environment with advanced features, such as chat rooms, discussion forums, etc.



Knowledge Management

Captures, maintains, and manages the information and knowledge generated through various business processes for future reference



Internal / External Query Management

Helps to adhere to the deadlines for response to queries and provides a glimpse of approaching deadline without even opening the file through visual indicators



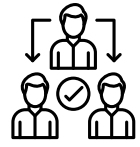
DIGITAL WORKPLACE BENEFITS



Improved Productivity
& Efficiency



Optimization Of Digital Office
And Go-green Initiatives



Faster Decision Making
Due To Fast Search And
Faster Retrieval



Increased Security Through
Multi-level Authentication



Increased Accountability Due
To Usage Of Digital Signatures



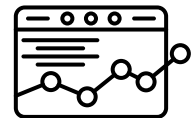
Improved Cost Savings Through
Reduction In Physical Spaces



Elimination Of Data Loss Due
To Misplacement Or Thefts



Increased Employee
Engagement In WFH Mode



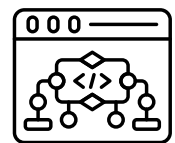
Increased Revenues Due To
Speedier Movement Of Files



Optimized Usage
Of Man-power



Improved Processes
Eliminating Pendency



Easier Tracking, Traceability,
Search-ability And Retrieval

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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