

**DATAMATICS**

**PAPERLESS  
TRANSACTIONS**

# **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,

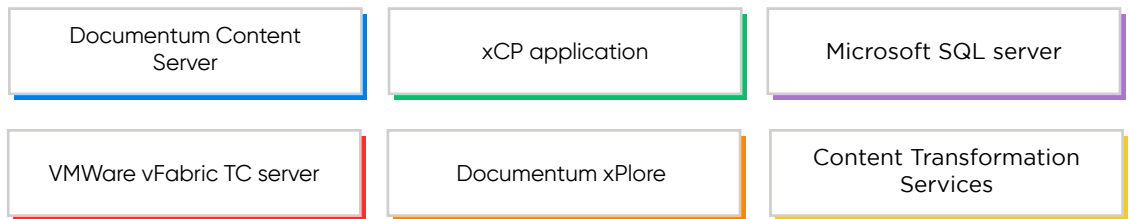
which is the corner stone of the eOffice paradigm. Additionally, the growing regulatory demand for data compliance is also one of the key drivers for the growth of the electronic document management industry.



## 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 OpenText Documentum and consists of:



## 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



## 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.



# KEY AWARDS & RECOGNITIONS



Datamatics TruBot and TruCap\* won Silver and Bronze Awards at the Asia Pacific Stevie Awards



Datamatics TruCap\* won People's Choice Stevie Awards at the American Business Awards 2020



Datamatics recognized in the IAOP 2020 Global Outsourcing 100 List of the world's best outsourcing providers



Datamatics TruBot wins Gold Award at the Stevie Awards for Sales & Customer Service 2020



Datamatics wins the Rail Analysis India Award 2020 for Automated Fare Collection technology



Datamatics TruAI wins Gold Stevie Award at the American Business Awards® 2020

## ABOUT DATAMATICS

Datamatics provides intelligent solutions for data-driven businesses to increase productivity and enhance the customer experience. With a complete digital approach, Datamatics portfolio spans across Information Technology Services, Business Process Management, Engineering Services and Big Data & Analytics all powered by Artificial Intelligence. It has established products in Robotic Process Automation, Intelligent

Document Processing, Business Intelligence and Automated Fare Collection. Datamatics services global customers across Banking, Financial Services, Insurance, Healthcare, Manufacturing, International Organizations, and Media & Publishing. The Company has presence across 4 continents with major delivery centers in the USA, India, and Philippines. To know more about Datamatics, visit [www.datamatics.com](http://www.datamatics.com)

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