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

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

Increased accountability due to Improved cost savings incorporation of user-name & passwords due to virtual repositories Improved productivity as well as reduction in and digital signatures & efficiency in number of physical Increased security day-to-day repositories and because of multi-level operations associated office space authentication, role-based access to authorised employees, and encryption Optimization of e-Office and Elimination of data go-green initiatives loss due to rodents, through saving on Optimized usage of paper utilization fire, misplacements, man-power by thefts, etc eliminating need for assistants/messenge rs to transfer files **BUSINESS BENEFITS** Increased revenues due to saving of Increased employee precious time in speedy engagement due to quick movement of connect with fellow documents/files employees at the click of a button, using integrated Social Media features, RSS feeds, and group chat Easier tracking, traceability, search-ability, and Faster decision making retrieval of all the enterprise documents at as files can be Improved processes Increased visibility of retrieved in seconds all levels of stakeholders due to digital workflow incoming documents for a particular file as per ensuring quick file due to real-time status **RACI** matrix movements between updates and bird's eye enterprise hierarchies, view provided through alerts to eliminate dashboards as well as pendency, audit trail to MIS reports to improve transparency authorised personnel

# **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 named as 'Leader' in IAOP 2021 Global Outsourcing 100 List of the world's best outsourcing providers



Datamatics recognised at UN Global Compact Network India Innovative Practices Award "Women at Work" 2020



TruBot recognised at Gold Stevie Award 2020 for 'Sales & Customer Service'



TruCap+ wins People's Choice Stevie Award 2020 for 'Favourite New Products'



Rail Analysis India Award 2020 & 2019 for Automated Fare Collection technology



MRSI Golden Key Award 2019 for 'Best Business Impact through Analytics'

# **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

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