

# GDO Digital Mailroom

grace: digital office

Powered by **ELO**  
Digital Office

For more information on how Grace Digital Office can help you, call 1300 164 614 or [information@grace.com.au](mailto:information@grace.com.au)

Grace understands that managing incoming mail and email is not only a manual and time-consuming task, but also leaves room for costly data entry errors. To solve this problem, we have introduced the Grace Digital Mailroom.

Our Digital Mailroom solution, allows you to manage and automate the classification of incoming documents and correspondence (paper and emails) without pre-sorting and automatically capture accurate, relevant and validated metadata.

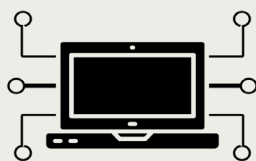
Our Digital Mailroom's strength comes from its capacity to validate data in the incoming mail items and correspondence against your existing system data and enrich the information received.

Utilising Artificial Intelligence (AI) and Machine Learning (ML) technologies, the solution remembers for next time the same item is received automates the classification and data capture of your incoming (and outgoing) documents and correspondence.

#### Process:



1) Workshop



2) Specifications



3) Configuration



4) Test



5) Go Live

Built in workflows then notify the actioning officer (or group) to commence the relevant business process.

Documents and data are formatted to your business rules and filed within your secure and compliant Grace Digital Office.

Through the use of common connectors and Grace Digital Office's open architecture, the processed items can also be registered into existing leading Document Management Systems.

#### Benefits:

- Custom solution designed for your needs
- One-stop service solution
- Automatic classification
- Centralised archiving Solution



# Grace Digital Office

Powered by **ELO**<sup>®</sup>  
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes.

Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses.

Grace's partners are 'best-of-breed' technologies, including ELO<sup>®</sup> Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO<sup>®</sup> product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO<sup>®</sup> partnership provides our customers with the benefit of world leading technologies with Australian expertise.

### iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

### Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.

Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.

Get to know the extensive portfolio of Grace Digital Office business solutions:

Digital Mailroom



Records Management



Invoice Management



Contract Management



HR Personnel File



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