

CARA

Digital Mailroom

Consolidate physical mail and email with the CARA Platform. Our Digital Mailroom provides a comprehensive solution for adding workflows, out of office features and delegating work.

The Benefits



Bridging the Digital Transition

Facilitates the move towards digital transformation with a streamlined workflow process.



Enhanced Tracking

Enables better tracking of tasks and prevents loss of documents. A 'history' tab on the mail objects shows possession history throughout the mail's lifecycle, aiding in tracking.



Increased Efficiency

Drives efficiency by eliminating disjointed information sources.

CARA Digital Mailroom

Physical Mail Processing



1. Mail Delivery

Physical mail is delivered to the company.



2. Scanning and Ingestion

All mail is scanned by Captiva. The scanned mail is ingested via Captiva and created as a document in CARA.



3. Metadata Capture

The scanning process captures metadata, which is stored in CARA as objects. Metadata includes recipient name, recipient email address, mail sender, mail sender address.



4. Workflow Automation

CARA automatically puts the digitised mail onto a workflow. The digitised mail is sent directly to the appropriate person.



5. Task Management

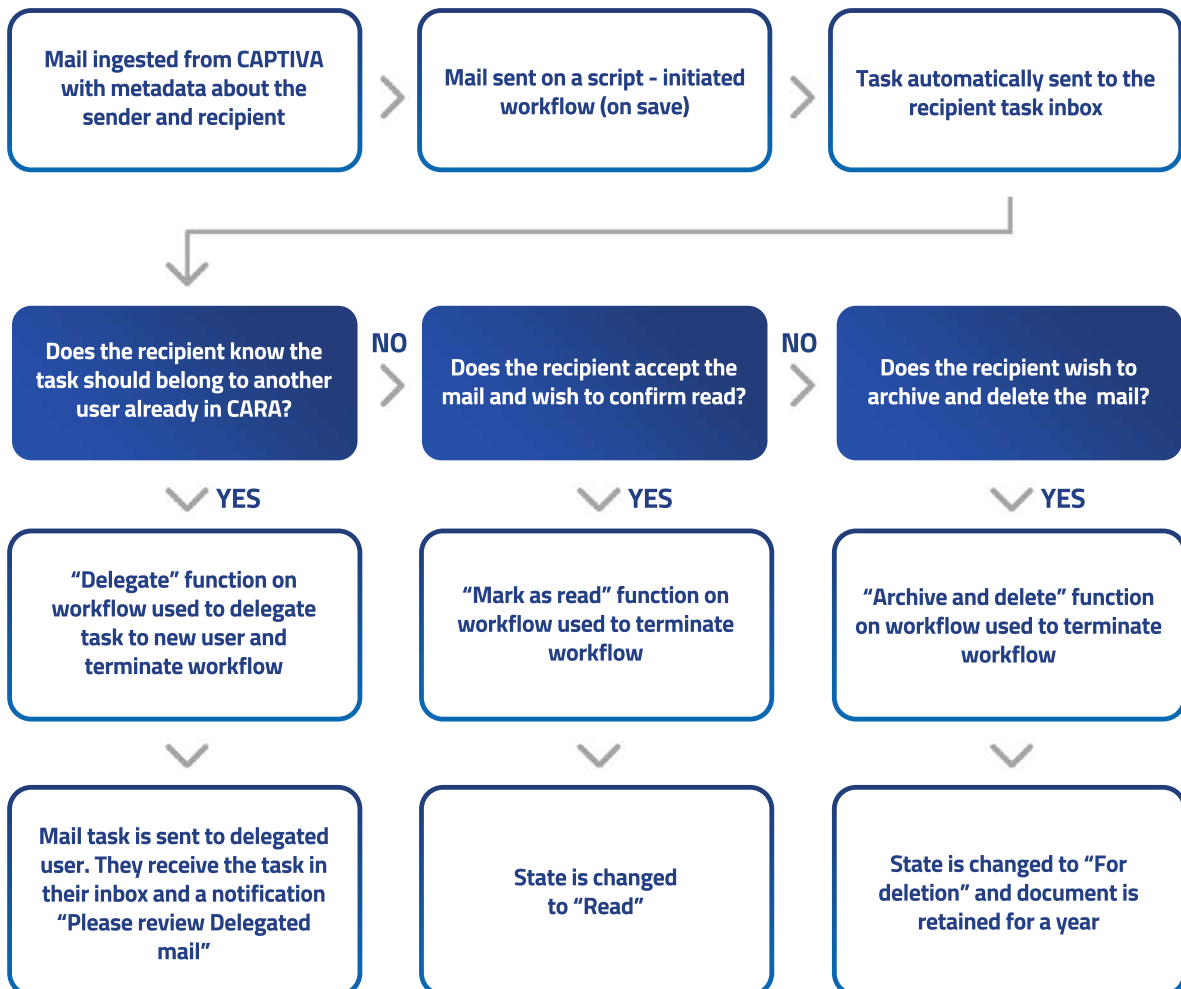
Tasks can be delegated, started, completed.



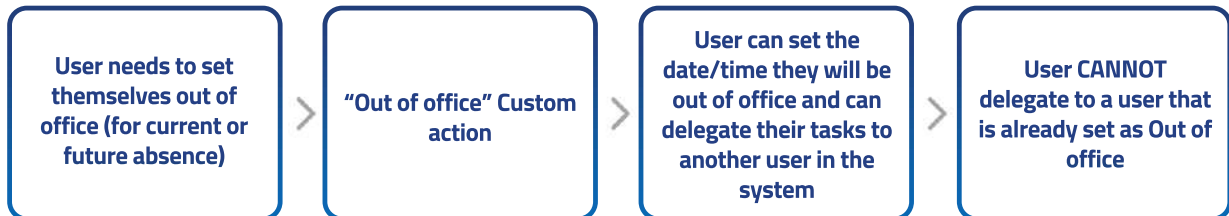
6. Out of Office Feature

CARA offers an out-of-office feature for mail
An 'administrative delegation' feature will allow an admin user to set out-of-office delegations on behalf of an employee.

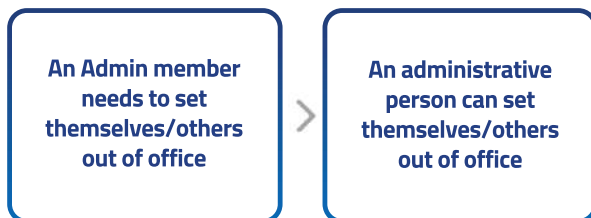
Overall flow



Out of office (Personal)



(Administrative Delegation)



The CARA Enterprise Platform a cloud solution for data, content and business process management. Backed by global content storage leaders, you can be safe in the knowledge that all your information is protected by cutting-edge technology with a fully managed system in your private cloud.

