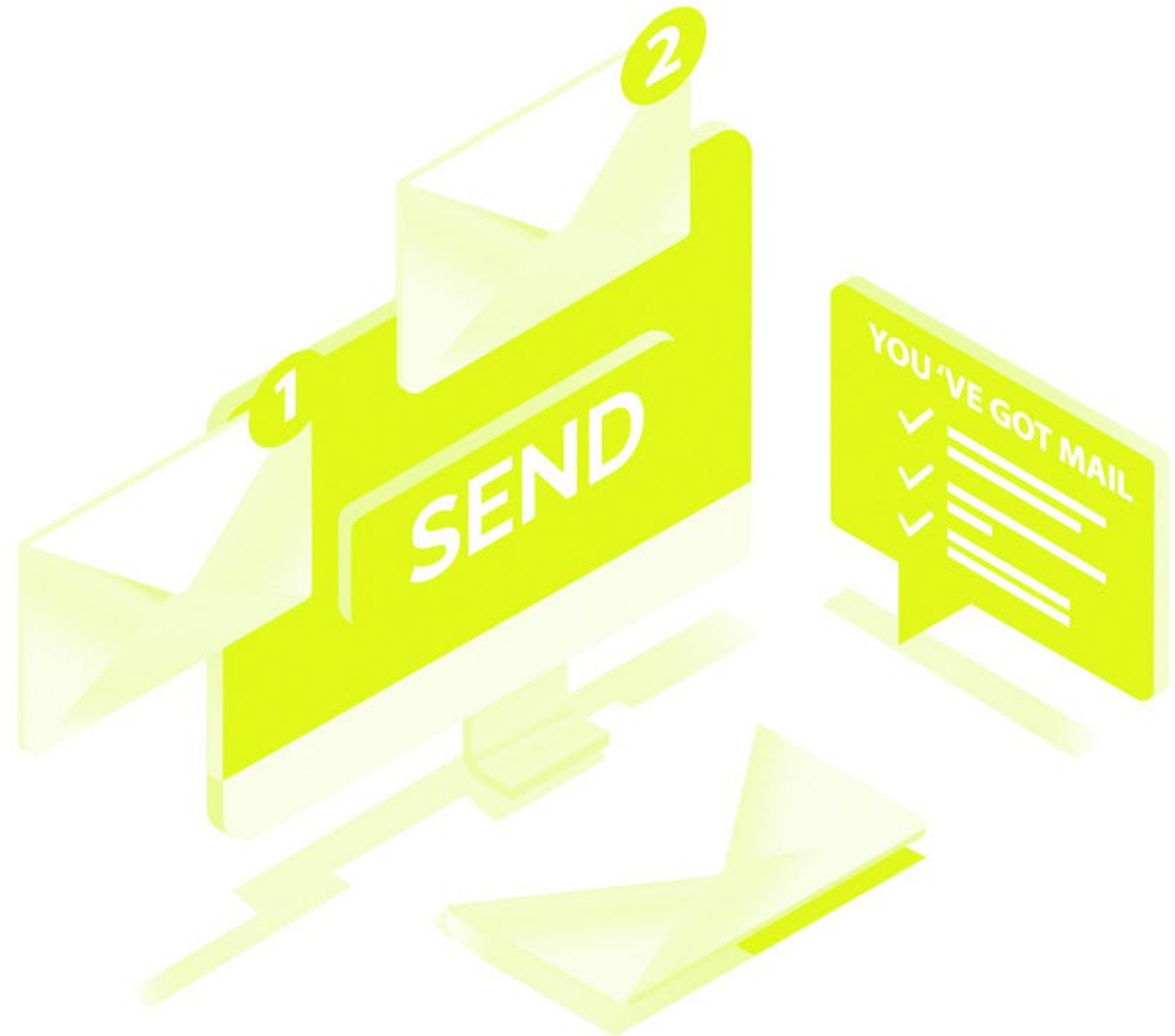


TCG III

ENABLE THE DIGITAL ENTERPRISE

DPS Mailroom: Solutions for the digital mailroom

Webinar 23 May 2023



The webinar is part of a series

Today's topic: DPS Mailroom for intelligent document processing



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Your speaker today



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About TCG Process

TCG Process group

On the market since 2006 with meanwhile **14** locations worldwide

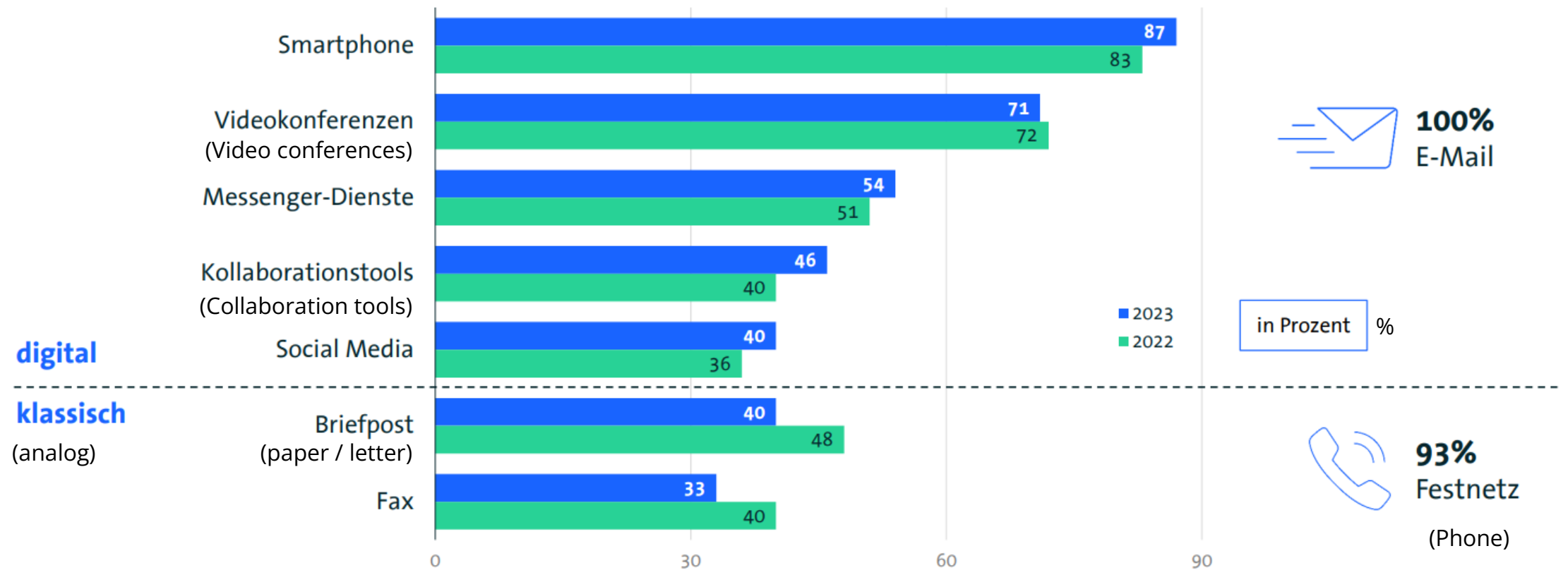


- Switzerland
- Germany
- Chile
- Brazil
- Portugal
- Spain
- France
- Poland
- USA
- Canada
- Japan
- Australia
- Italy
- UK

E-mail communication and other input channels

The diversity of corporate communication is growing

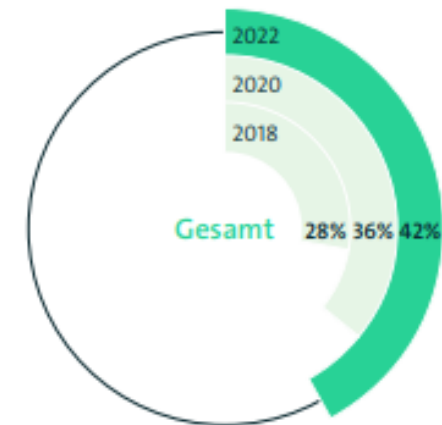
The most frequent channels of internal and external corporate communication (according to a Bitkom survey)



Why Intelligent Document Processing?

Levers with a big impact for your path to the digital enterprise

- **Fast and error-free processing**
- **Flexible handling of different input channels, formats and document types**
- **Reduction of paper work**
- **Reduction of costs**
- **Direct access to information by departments**

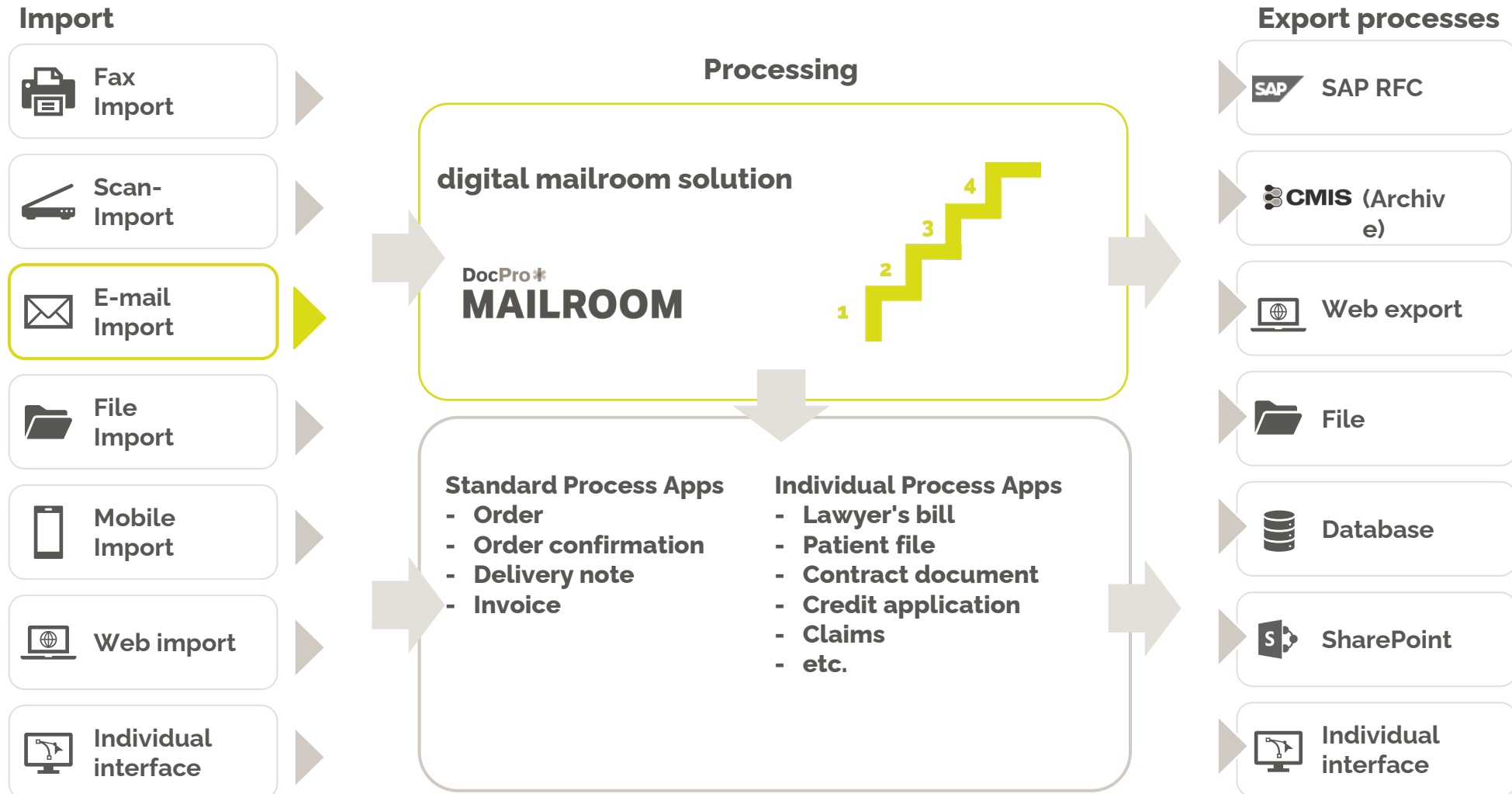


Basis: Unternehmen/Organisationen ab 20 Mitarbeitenden (2022: n=1.102; ÖV n=101 | 2020: n=1.104 | 2018: n=1.106) |
Angaben für »Alle Geschäfts- und Verwaltungsprozesse laufen papierlos ab.« und »Etwa ein Viertel ist papierbasiert.«
Quelle: Bitkom Research 2022

Intelligent Document Processing with DocProStar

One platform for your processes





Mapping of all commercial processes with DocProStar



Generic e-mail inbox & DPS Mailroom

Generic e-mail inbox

One process for many use cases

-  Categorisation of attachment formats
 - Permitted → Formats are processed
 - Forbidden → Processing is stopped and work item is moved to a clearing folder in the inbox
 - To be ignored → Processing continues, but without the attachments to be ignored
-  Normalisation of the permitted formats, e.g.
 - Same size
 - Same resolution
-  Configuration switches (process variables): Specifications for different structures without process changes, e.g.
 - With / without e-mail body
 - If with e-mail body, at the beginning or at the end of a work item/document
 - Work items per e-mail attachment / Work item per e-mail with sub-documents per attachment
-  Configuration switch after the work item has been created: If required, separation of the work item into separate work items for every sub-documents

Live Demo

E-Mail Import

DPS Mailroom

**"Stages" of the digital inbox
& options**

Overview digital inbox with DPS Mailroom

Multi-level standard solution to increase automation

DocPro* MAILROOM

1

Simple cost-effective solution with database-supported manual validation of the responsible clerk and subsequent distribution via e-mail or our mailbox solution

2

Extension with simple automatic classification to determine the concern of the work item and automatic recognition of the clerk

3

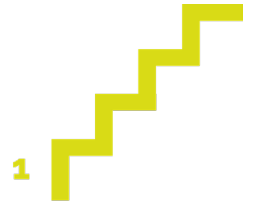
Extension to include AI-based classification with automatic training in the background

4

Extension and adaptation to project-specific adjustments and optimisation of automation rates with our team of experts

DPS Mailroom - Level 1

Simple & cost effective solution



- Supported input processes:
 - Scan
 - E-mail
 - File Import
- Work item and document structuring
 - Separator sheets or barcodes when scanning
 - Attachments for emails as separation
- Simple web-based validation client for manual entry of the responsible clerk
 - Master data import for clerks with lookup in the mask (incl. incremental search)
- Work item structure can be changed manually in the validation client



Suitable as an introduction to digital processes with a focus on rapid implementation

Live Demo DPS Mailroom Level 1



DPS Mailroom - Level 2

Extension with simple automatic classification and extraction



- Automatic classification using a **keyword table** to determine the document type
- Automatic extraction of the addressee based on the existing master data
- New activity **DPS Decide**: Decisions in DPS processes are made automatically. The activity contains a dynamically expandable and modifiable **business rules engine**. Based on the decision, the further processing of work items can be controlled.
- "Decide" activity in stage 2 is used to determine the clerk based on document type and addressee (customisable by client)



Suitable both for expansion from level 1 and for entry with a desire for automation

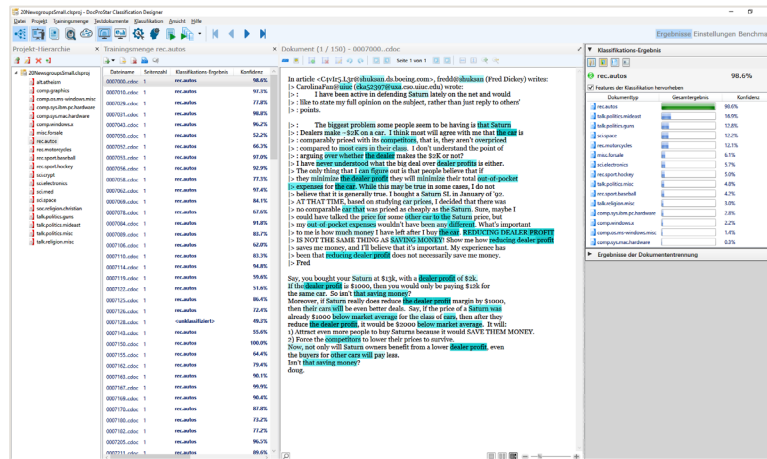
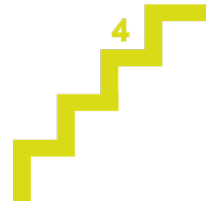
DPS Mailroom - Level 4

Project solution

- Expansion to an individual solution via TCG Consulting
- Training of documents by key users with the DPS Classification Designer
- Highest automation rates possible
- End-to-end automation possible



Suitable for individual projects with the highest automation requirements



20NewsGroupsSmall.clsproj - DocProStar Classification Designer

Benchmark-Ergebnisse - Konfusions-Matrix (Trainingsmenge)

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alt.theism	107																						9
comp.graphics		90	2	2		2								1	2	1	1						1
comp.ms-windows.misc			2	109	3												1						1
comp.sys.ibm.pc.hardware					113	1	1	1							1	3							
comp.sys.mac.hardware						1	118	1	2														
comp.windows.x				1		1	129																
misc.forsale						1		1	105	2				1	1								
rec.autos									150														
rec.motors										103													
rec.sport											96												
rec.sport.baseball												105											
rec.sport.hockey													105										
sci.crypt														90								1	1
sci.electronics							1		1						121								
sci.med																102							
sci.space																	101						
soc.religion.christian																		115					
talk.politics.guns																			119				5
talk.politics.mideast																				2		102	2
talk.politics.misc																				1	1	12	7
talk.religion.misc																					1	1	3
																							79

DPS Mailroom - Optional Features

Better adaptations to your requirements with additional features

Option name	Description
Barcode classification	Determination of the document type via barcodes
Personal inbox	As an alternative to forwarding by e-mail, we offer a mailbox solution. In this case, all agents have their own personal inbox, including deputy regulations, etc.
Straight through processing	When all the required information has been detected with sufficiently high confidence, work items are processed without any human interaction.
Sender identification	The sender of a work item is automatically determined based on data provided.
QA workplace	Additional web client for quality assurance with own authorisation and predefined control criteria and quotas.
Supervisor workplace	Additional web client for supervisors with their own authorisation. Operations from validation and quality assurance can be forwarded here.
Training workplace	Additional web client for the generation of training documents for the optimisation of classification projects with own authorisation and predefined control criteria and quotas.

Intelligent Document Processing with DocProStar

We would like to stay in touch with you about the DPS Mailroom.



Further webinars for DPS mailroom



Product description with all features and details of the DPS Mailroom solutions

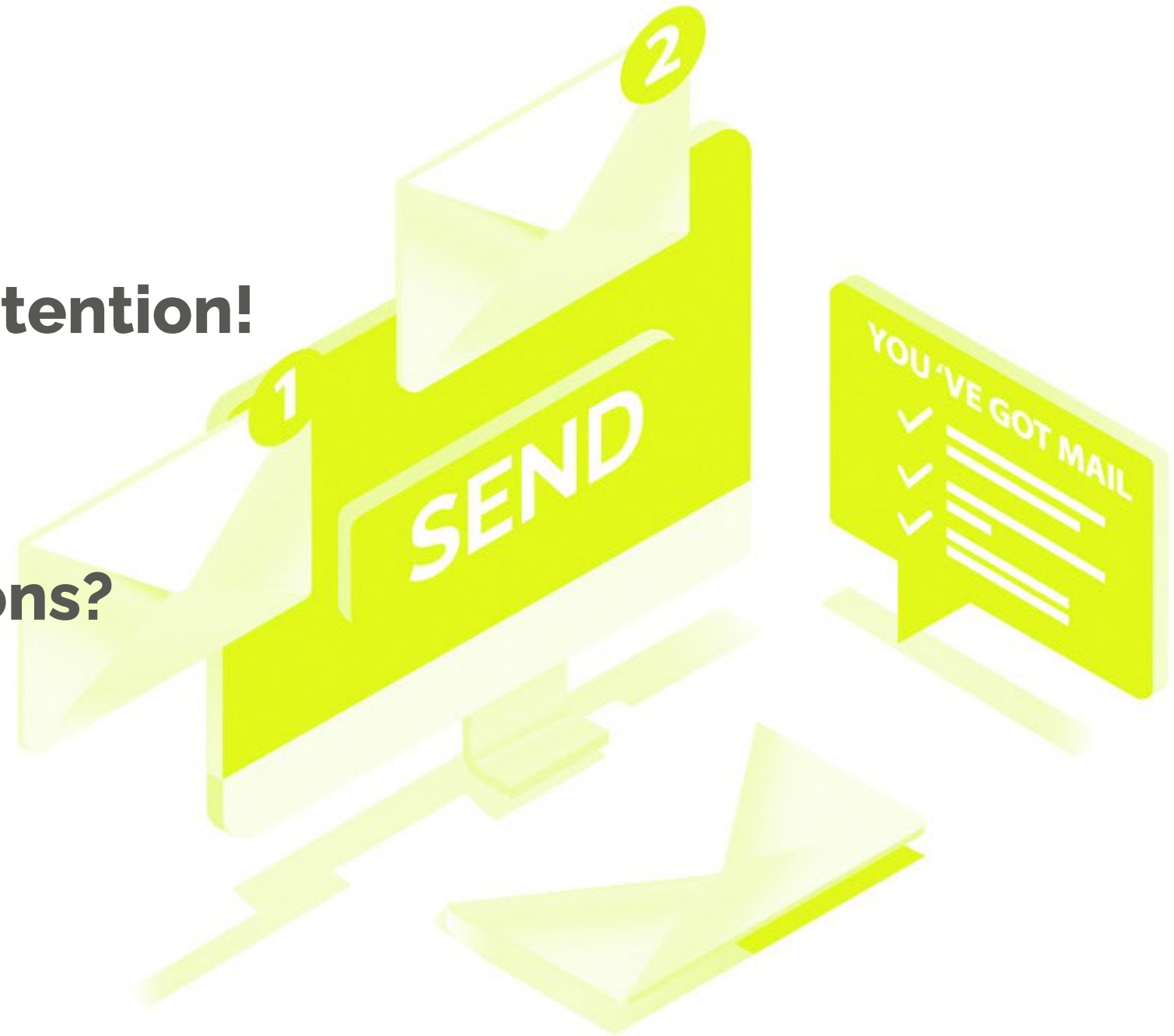


Personal consultation on which solution is best suited to your requirements

- Email process
- DPS Mailroom process for automated inboxes

Thank you for your attention!

Are there any questions?



Follow-up

You will receive all important information about the webinar by e-mail.

- **PPT Slides**
- **Recording**
- **Questions and answers**



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