



Intray – Managing Post

Introduction

The 'Paperless Office' has been the subject of much debate over many years. Union Square believe that this is generally an inappropriate ambition for any business as in certain instances paper will always have its place. What is clear is that most businesses generate huge amounts of waste through the duplication of paper documentation after it enters the business. The Workspace Intray is designed to solve this problem by making a significant move towards a 'less-paper' office and, because it can be accessed from anywhere, making incoming post and faxes available to an individual whether they are in the office or not.

Main features

- An automatic routing mechanism is provided to move scanned post electronically to individuals in the business.
 - The scanned documents are automatically routed to the individuals intray 'dashpart' effectively replacing the physical intray on their desk.
 - Incoming faxes are routed in the same way so they appear alongside electronic post.
 - A user can open their post and faxes from the dashpart, publish them directly into the Workspace Document Management System, discard them or pass them to a colleague to deal with.
- Any documents published into Workspace can be optionally OCR'd which means their content will be indexed and searchable like most others in the system.
 - Intray integrates with many different scanners and Digital Senders using either programmable email address books or bar-code technology to specify recipients.
 - The tendering system integrates directly with the Workspace Document Management system to allow automated storage of tender response documents.

Who uses it?

Many clients use the Intray to streamline the process of distributing post and more easily capture received documents in Workspace. The original hard-copy documents are destroyed or stored, depending on their importance, the latter is often done sequentially. Originals can be moved off-site if saving valuable office space is an issue because the electronic copy is always available and the original can be retrieved in exceptional circumstances. When post and fax gets distributed electronically it is accessible by users from any point where they have a connection to Workspace.