

# HashMemo

## Correspondence Management System

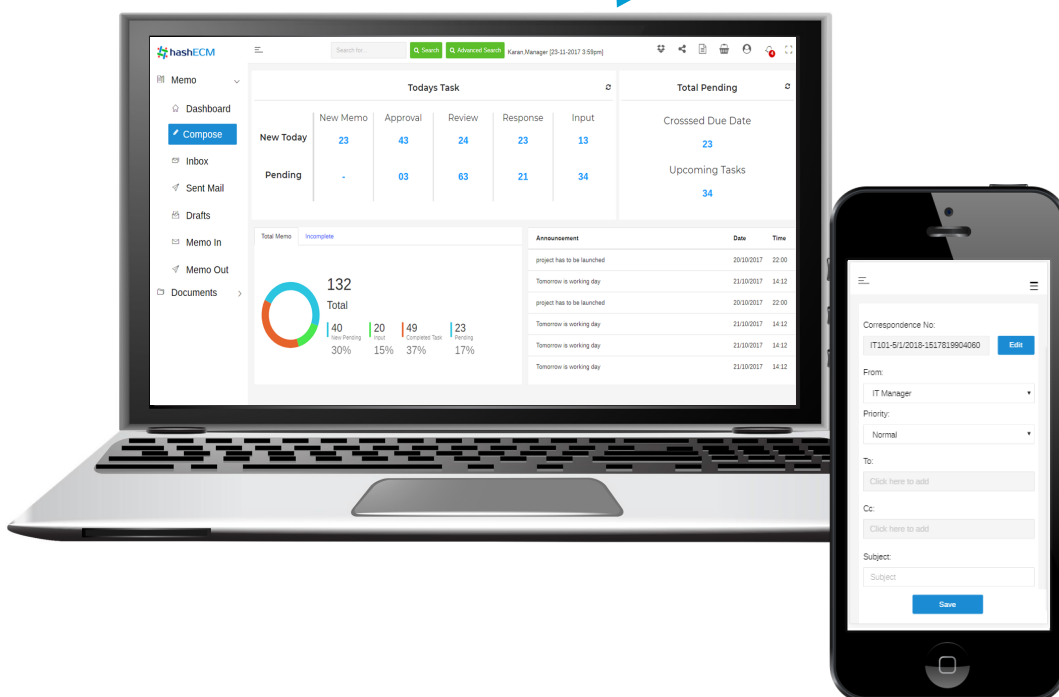


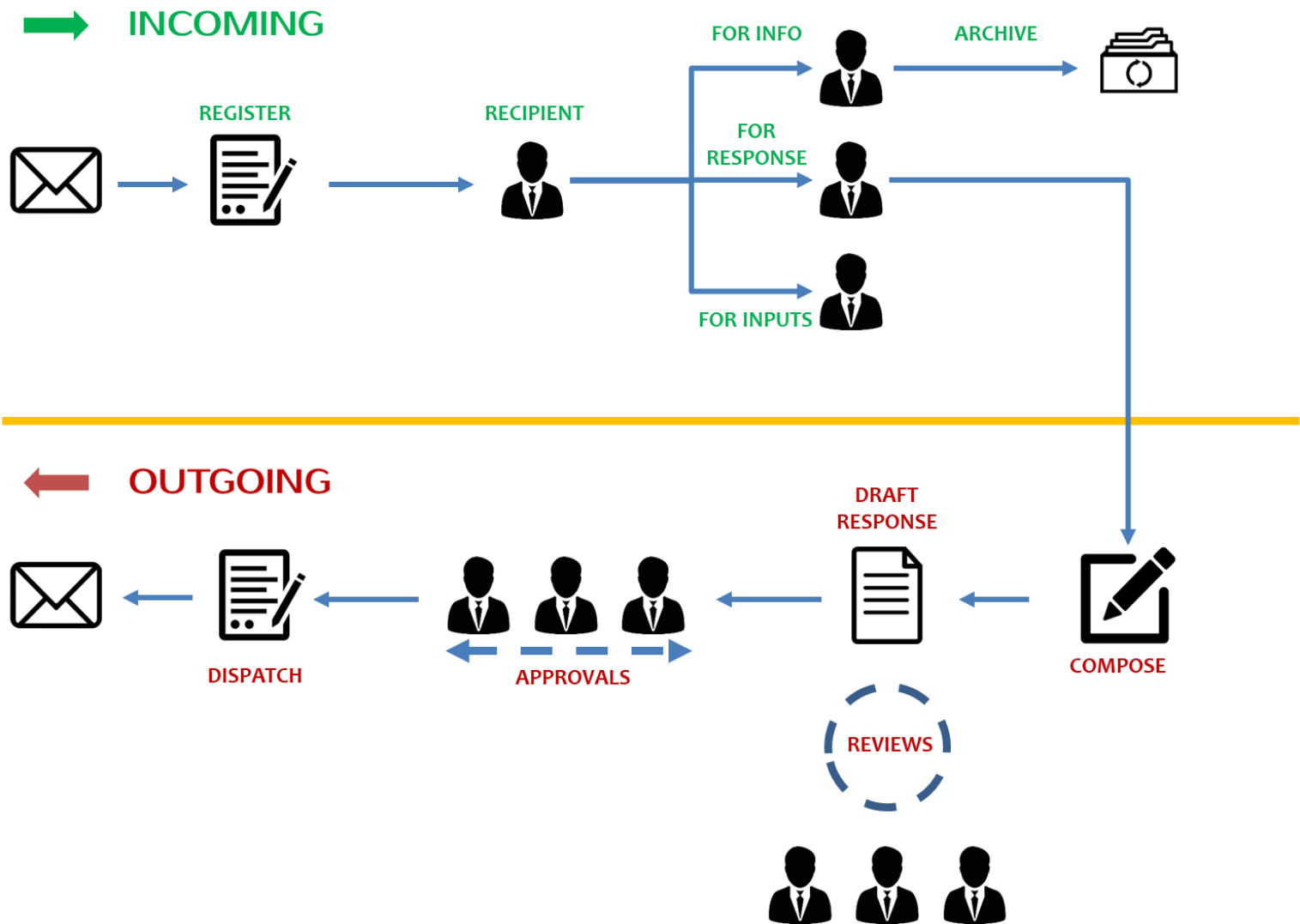


HashMemo is a comprehensive document management product that provides a seamless integrated environment for correspondence management. Its intuitive web-based interface makes all operations related to the management of an organization's correspondence easier, more efficient and completely transparent.

## KEY FEATURES

- Collaborative interface allowing sharing of files and documents within and across departments.
- Supports role-based actions such as creation, approval, review and distribution of correspondence.
- Allows attachments that can be embedded in the correspondence document.
- Automatic generation of the correspondence document from templates.
- Outgoing and Incoming registers.
- Ability to scan incoming documents directly from the application.
- Ability to add incoming correspondence directly from MS Outlook.
- Advanced search capabilities.
- Streamlining of admin functions such as mapping organizational structure, managing





## BENEFITS

- Streamlining of correspondence processing and response times.
- Ensuring traceability of every article of correspondence.
- Management of a diverse range of correspondence.
- Reduced turnaround times for critical communications.
- standardization of correspondence management across departments.
- Enhanced security due to closely monitored access to confidential correspondence.
- Consistency in following processes makes it easy to



## About Us

HashECM is a global provider of Enterprise Content Management (ECM), Adaptive Case Management (ACM) and Customer Communication Management (CCM), with a global footprint having deployed at the world's leading Oil Companies, Banks, Insurance firms, Government, Telecom Companies & Shared Service Centers.



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