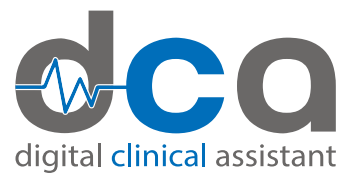


# Inbox Cleanup

## Intelligently Automated



### The Challenge

- Manually sorting through and processing 1000s of documents is a low-value, error-prone, tedious, and time-consuming task
- The clutter of irrelevant or outdated documents can obscure crucial information, increasing the risk of errors
- The time spent managing excessive documents contributes to higher costs and employee burnout

### The Solution

- Automation of 10+ clicks, scrolls, and typing events per document
- Automation searches configured inboxes for items to be closed or deleted
- Review the document and record notes about why the document is being closed
- Logically closes the document, removing it from the inbox but rendering it recoverable, should it ever be needed again.

### The Benefits

- Save 2 minutes per document to perform document closure or deletion
- 1000s of documents automatically closed per week
- Tidy inboxes allow your team to focus on the highest-priority tasks
- Delegate what typically takes up to 40 hours per week of work to the DCA, which can accurately complete the work in less than 1 hour



### Workflow

