Decipha

Electronic repository

We know that data quality, timeliness, error-free performance and cost efficiency are important to business and government enterprises.

Our electronic document image and data repository services are designed to reduce paper document handling, simplify document search and retrieval of archived information and reduce costs.

Secure, flexible and customised

Through our extensive experience, we are aware that many organisations consider document and data traceability and compliance as the most important benefits of a data capture and storage service.

Decipha's highly secure image and data repositories with hosted online solutions provide:

• **Security:** Our repository services support password protection, user-based levels of security and system security.

• **Flexibility:** We offer the ability to manage ever-increasing volumes of information, different document types and unstructured information.

• **Customisation:** Our systems enable you to align the look and feel of stored forms and data with your branding requirements.

• **Assurance:** Our services support your adherence to compliance requirements with state and federal legislative and regulatory requirements (such as ATO TR 2005/9) and international requirements (such as Sarbanes-Oxley Act 2002).

• **Integration:** We offer the ability to add workflow functionality to enable a stored document to be routed via various users in your organisation and processed through to completion.

Ensure document and data traceability and regulatory compliance through Decipha's secure image and data repositories and hosted online solutions.

We have over 18 years of experience in helping business and government enterprises better manage their incoming information.

Outsourcing your information management requirements to Decipha can help you streamline and automate your current processes to reduce costs and improve efficiency. This can result in faster payment cycles, business process improvement and simplification and realisation of compliance requirements.

As a business of Australia Post, Decipha can also leverage the extensive range of Australia Post services that may complement customer records, mail and information management, including data cleansing and our secure MyPost Digital Mailbox service.

This information sheet is a summary only.

For more information about how Decipha and Australia Post can help you reduce data handling costs and improve your operational efficiency, visit decipha.com.au, call 13 11 18 or speak with your Australia Post Account Manager.