



Let's Solve

# Going Paperless with **LTI's e-Office Solution**



A Larsen & Toubro  
Group Company



## LTI's e-Office Solution: Transforming Tedious Tasks to Efficient Business Processes

Market is going through unprecedented changes with industry consolidation, changing consumer behavior, new digital channels, cost pressures and new regulatory norms. Manual and paper based organizations have high Turn Around Time (TAT) leading to low operational efficiency; uses high physical space leading to high Total Cost of Operations (TCO) are unable to adhere to the changing regulatory norms. Paper based organizations have no option but to elevate and adopt the new digital wave.

The evolution of digital technologies and their wide accessibility has ensured that going paperless isn't a dream anymore. LTI can help you on board this wave with its e-Office Solution. This solution will be an unprecedented enabler for organizations to ride on an extremely high customer experience with high agility and low cost of operations.

## LTI's Digital Solution

LTI's e-Office solution is built to create a long-term foundation of having an integrated platform for performing key business functions. This will help us automate the day-to-day office activities and processes on the digital platform, eliminating movement of paper & file in physical form. It's key solution components includes:

### Machine Learning

(automated, faster and judgmental decisions)

### API

(Expose the internal operations to external parties)

### Omni Channel Integration

(Mobile and other smart devices)

### RPA

(Automate Mundane Task)

### BPM

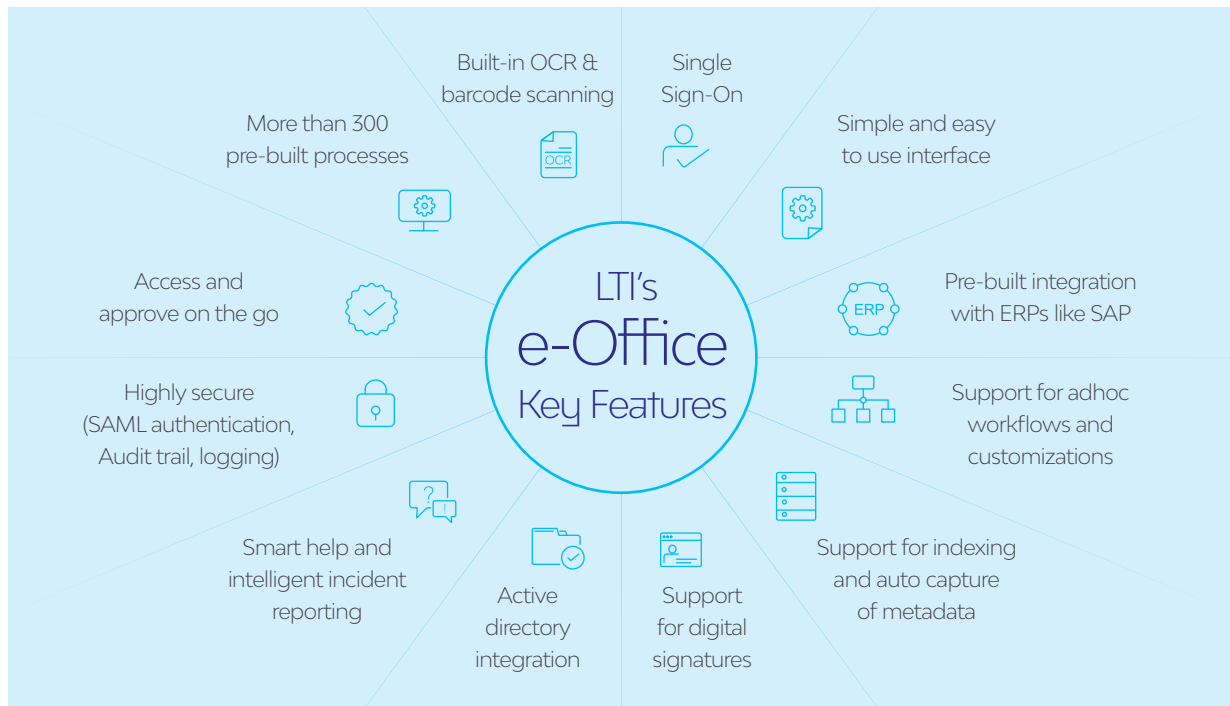
(Workflows)

### ESB

(Integrations)

### Document Management and Records Management

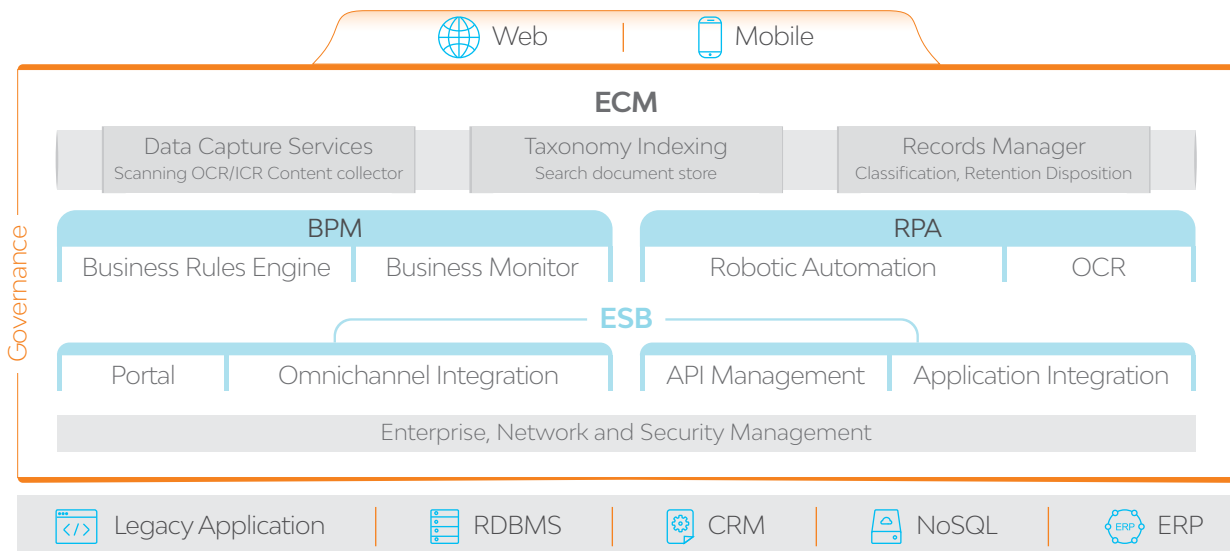
(Scanning, Auto capture of meta data, indexing, storing, retrieving, archiving)



More than 300 pre-built processes covering below domains

- |                          |                      |                        |                    |                           |                 |                  |
|--------------------------|----------------------|------------------------|--------------------|---------------------------|-----------------|------------------|
| Budgeting and Control    | Material Management  | Finance and Accounts   | Legal              | Inspection                | RTI Management  | Parliament Query |
| Monitoring and Reporting | Audit and Compliance | Committee and Meetings | Employee Lifecycle | Correspondence Management | Case Management |                  |

The diagram below represents a high level architecture of LTI's e-Office solution. Architecturally, these tools are deployed in centralized and decentralized fashion to ensure a faster response time for low bandwidth area.



## Key Implementations

LTI has implemented paperless solutions for multiple clients across various domains. The key stats of one of the biggest implementations, where LTI has played end-to-end role, includes Consulting, Product Selection, E2E Hardware Supply and Installation, Solution Implementation, and Commissioning and Maintenance of Enterprise-Wide Paperless Office Solution.

**3400** document types

**100** million documents scanned

**7800** trees saved per year  
-Go green

**45** unique documents

**35** remote centers connected to a central architecture

**4500** manual processes mapped to 600 unique processes

## Key Customer Benefits

- Automated solution leading to 30% TAT improvement
- Increased productivity and scalability by 50%
- Reduced total cost of operations by 50%
- Excellent visibility and business-friendly reports

Going paperless is a critical mandate to sustain in today's competitive world. LTI's e-Office solution helps you become more efficient, reduce your total cost of operations, improve your eco footprint, save space and time, and finally, transform your customer's experience.

LTI (NSE: LTI, BSE: 540005) is a global technology consulting and digital solutions company helping more than 300 clients succeed in a converging world. With operations in 29 countries, we go the extra mile for our clients and accelerate their digital transformation with LTI's Mosaic platform enabling their mobile, social, analytics, IoT and cloud journeys. Founded in 1997 as a subsidiary of Larsen & Toubro Limited, our unique heritage gives us unrivaled real-world expertise to solve the most complex challenges of enterprises across all industries. Each day, our team of more than 25,000 LTIites enable our clients to improve the effectiveness of their business and technology operations, and deliver value to their customers, employees and shareholders. Find more at [www.Ltinfotech.com](http://www.Ltinfotech.com) or follow us at @LTI\_Global