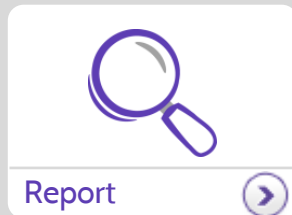
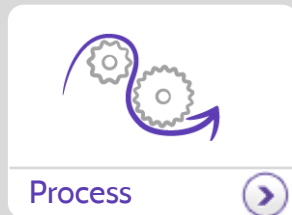
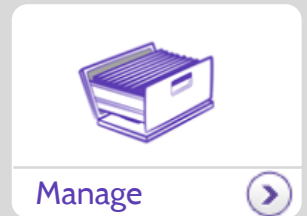
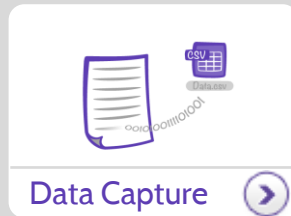
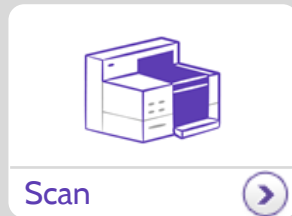
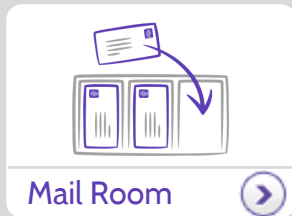


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About Cleardata

Cleardata helps businesses throughout the UK to go paperless, save valuable office space, employee time and money using a combination of outsourced services and clever software solutions.

Established for over 14 years, Cleardata has an experienced team of document management experts to examine your existing paper processes and provide a paperless solution to suit your requirements and budget.

We've built our business on quality and security and offer an accredited service, compliant with industry standards.

As a member of the Information and Records Management Society, we keep up with industry news and document management solutions.

Our modern facilities accommodate our scanning bureau, secure document storage warehouse, document processing bureau, shredding equipment and IT team.

How Can We Help?

- ✓ Scanning bureau digitises 3 million images each month, using high production scanners, utilising Kodak technology.
- ✓ Intelligent data capture services to automate your manual processes, such as data entry and verification.
- ✓ Secure archive storage services trusted by many clients including NHS, Local Authorities, Housing Trusts and Solicitors.
- ✓ Process thousands of incoming financial documents and claims for organisations in the UK. Our security cleared staff sort and check mail, scan and upload data to a secure cloud hosted document management system.
- ✓ Document management solutions to efficiently manage your information, providing flexible access for staff from multiple locations, automating workflow and manual processes
- ✓ Bespoke mobile iPad technology for field based workers. Save money and time processing paperwork. Provides a fast ROI, improving cash flow and increasing levels of customer satisfaction.



Mail Room



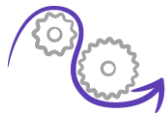
Scan



Data Capture



Manage



Invoice Process



Reporting



Archive



Security



Cleardata UK Limited

Innovation House,
Riverside Business Park,
Blyth, NE24 4RP
Tel: 0800 046 8081



Certificate Number: FS 505511



Certificate Number: IS 541786

Security & Accreditations

Our Facility

Cleardata offers secure document management, mailroom services, storage and scanning facilities. Our modern UK premises have been designed for the highest standards of document management, security and protection.

The facility has been inspected by many NHS, Local Authority and Pharmaceutical companies and meets their high compliance standards.

We're proud of our facilities, which are fitted out with the latest systems to ensure our client's records are securely protected.



Biometric entry systems



Cleardata's premises are protected by biometric fingerprint entry systems. All employees are registered, with the system requiring staff to place their finger on the reader to gain access. This provides a record of access events to our premises by time and date.



Secure perimeter fencing

Our premises are protected by secure perimeter palisade fencing. This provides high level security for our warehouse and scanning facility. Palisade fencing is vandal resistant, hard to climb and difficult to damage, offering the ultimate protection.

Redcare security systems



Our intruder and fire alarms are both protected by Redcare Security. This immediately links the alarms with the police and fire brigade, ensuring that emergency services are instantly contacted in the event of a fire or security incident.



Hydrosense Water detection system

Cleardata's premises have a hydrosense water leakage detection system, which protects our warehouse facility from any water ingress, to prevent any damage to documents and paperwork. The system continuously monitors the premises for any water leaks.

24 hour CCTV monitoring



All areas of our facilities, including our archive storage warehouse, scanning bureau, digital mailroom, offices and property exterior are monitored by 24 hour CCTV. Providing surveillance inside and outside our premises to deter criminal activity and monitor all staff activities whilst handling documentation.



Vesda Enhanced Fire Detection System

Premises are fitted out with a VESDA system - (Very Early Smoke Detection Alert.) An enhanced fire detection system which continuously monitors and tests the air to detect smoke. This system can detect tiny particles of smoke, providing an early warning system for fire. Argon gas protected storage also available at our archive storage premises if required.

Accreditations & Compliance

Our Security

We have worked hard to ensure our business is accredited to the latest standards for information security and records management.

Cleardata has been accredited to the latest ISO standards, including ISO27001 and ISO9001. ISO27001 provides compliance for Information Security and ISO9001 offers compliance for quality management systems.

Our dedicated accreditations team regularly check that the business complies against all our security standards, providing preventative and corrective action reports where necessary

Cleardata maintains its quality management system (QMS) to help us to continually improve our solutions and the way that we operate our business so that we can pass on the benefits to our customers. As a consequence of our high quality standards, all of our operational processes are accredited with ISO 9001:2008 (Quality management system)



Certificate Number: FS 505511



Certificate Number: IS 541786



PCI Compliance

We have self certified our business for PCI Compliance, enabling us to securely handle financial data. Secure red zones have been set up, featuring: biometric finger print access, separate broadband connection, shredding facility, CCTV & security cleared staff.



Inspections and Audits

We welcome your own internal inspection or audit team to check out premises. Cleardata prides itself on the security and management of its scanning and archiving facilities. The company has undergone many inspections by NHS, Local Authority, Financial and Pharmaceutical clients.



Security Clearance - NPPV Level 2

All staff are trained to handle records securely and Disclosure checked. The business is also certified for employee security clearance to Non Police Personnel Vetting Level 2.



Data Protection Act Registered

Our business is data protection act registered and the team is trained in handling data securely and efficiently.

Digital Mail Room Solutions

Outsourced Mail & Automation

Cleardata is a UK document management company, accredited to ISO27001 and ISO9001 for information security and quality management. The business is trusted by blue chip, local authority and NHS clients and regularly handles financial and insurance documentation.

Cleardata offers a combination of outsourced mailroom services and clever software solutions to help businesses go paperless, reduce costs, speed up processing times and re-utilise effort towards core business activities.

How the process works...

Review and Setup

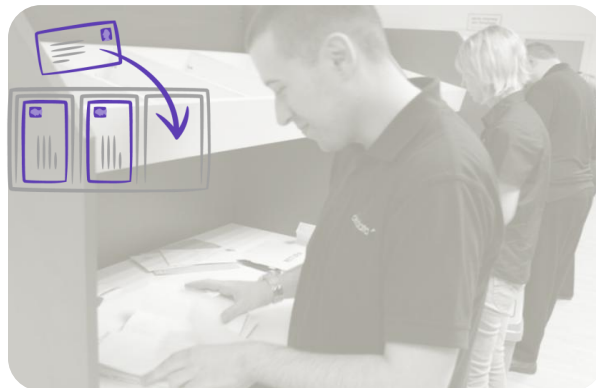
- Consultation to review existing paper processes
- Workflow and report to map out proposed solutions, and provide ideas to operate more efficiently. Cleardata provides a combination of outsourced mailroom and scanning services, efficient paperwork design, intelligent data capture solutions, online document management and automated workflow.
- Agreed contract period, with SLA's

Mailroom Services Available

- Diverted mail using PO box, with mail opening & sorting
- Secure cheque handling and banking, with G4S collections
- Document scanning
- Intelligent data capture to extract information from paperwork.
- Digital upload to any required format, via secure ftp or online document management solution
- Automated workflow to speed up processing times

Security

- Premises offer security for your documentation, protected by biometric entry, enhanced fire detection, Redcare security and 24 hour CCTV systems. The building offers PCI compliant zones for financial documentation.



Virtual Mail Room – PO Box

Divert your incoming mail and paperwork.



Mail Opening and Sorting

Mail will be opened and sorted for you. Cheques can be separated and banked, using secure collection services.



Mailroom Scanning

Once opened and sorted, documents are digitised using the latest production scanners and output to any required format. Data can be returned via secure FTP site or uploaded to our online document management solution.



Intelligent Data Capture

OCR and intelligent data capture software is offered to enable the automatic extraction of data from your paperwork. Saving manual processing time and improving the accuracy/verification of your data. This is an ideal solution for documents e.g. claims or invoices.



Automation and Workflow

Workflow solutions to automate the journey of your documentation and speed up your processing time. Provide immediate access to information for authorisers or reviewers in your business.

Document Scanning Services

Cleardata offers high volume document scanning services, combined with intelligent data capture, document management solutions, secure document storage and shredding. Our modern premises have been designed and accredited to the highest BSI standards including ISO27001 (information security), ISO9001 (quality management). Cleardata is trusted by many businesses and organisations throughout the UK. We can help through a range of services including:-



Boxing Up and Collection Services

Boxing up and collection throughout the UK. Cleardata offers heavy duty archive boxes to accommodate your paperwork.



Digital Mailroom and Preparation

Digital mailroom service to open and sort your incoming documentation. Our preparation team can remove all staples and paperclips from your documentation prior to scanning.



Document Scanning

Scan any size of image from small format up to AO large format maps and plans. We use Kodak scanners throughout the bureau. Capable of capturing up to 410 images per minute, these scanners automatically recognise colour and produce high quality digital images. The scanners easily handle documents of different sizes, weights and types to deliver high document scanning productivity.



Large Format Scanning

Our large format bureau uses OCE technology. This technology can capture vellum, paper, transparency, fabric or any other type of drawing paper. We can also print or photocopy your large format documents for your own use. The scanners produce high quality digital images, picking up fine detail such as faint pencil marks or drawing references.



Intelligent Data Capture

OCR and intelligent data capture technology, enabling the automatic extraction of data from your paperwork. This can be used to save time processing documents such as claims or invoices.



Quality Checking

200% quality checking for all scanned images. Each image is checked by two separate operatives.



Indexing

Our IT team can index your documents by any required fields e.g. name, date or reference number. Once indexed digital information can be found quickly and easily using a simple keyword search technology.



Digital Output & Document Management

Output your digital images in any required format. Images can be returned via secure ftp upload, dvd, cd or memory stick. Alternatively we offer digital upload via our online document management solution, enabling fast, easy access for multiple users from any location using a web browser.



Secure Document Storage & Shredding

Our scanning bureau has a secure document storage and shredding facility onsite. We can return your paperwork to your premises, shred or securely store in our archive facility. \



Document Storage Services

Cleardata provides fully managed archive storage services, with fast digital retrieval to companies throughout the UK. Our facility offers secure document storage, scan on demand digital retrieval and managed shredding and destruction services.

Premises are accredited to ISO27001 for information security and ISO9001 for quality management services. The facility has also been approved by external auditors for blue chip businesses and organisations including the NHS and Public Sector. Cleardata's services include:-



Archive Storage Boxes

Cleardata offers heavy duty archive boxes to accommodate your paperwork.



Boxing Up and Collection Services

Boxing up and secure collection throughout the UK using our own fleet of vehicles, complete with vehicle tracking for your security.



Indexing

Indexing service available to log and record all your documents and information.



Secure Archive Storage

Secure storage in our state of the art document storage facility. Fully managed archive storage with managed destruction dates and fast digital retrieval.



Scan on Demand Service

Our onsite document scanning bureau enables fast digital retrieval of your documents. The team can retrieve, scan and digitally return your documents within a guaranteed 2 hours of your initial request.



Managed Destruction & Shredding Service

Managed destruction dates for your archives, with secure shredding at our site, using our industrial shredding equipment.



Security



Redcare Security

Intruder and fire alarms protected by Redcare Security, linking with the police and fire brigade. This ensures emergency services are instantly contacted in the event of a fire or security incident.



Biometric entry systems

Biometric fingerprint entry systems, provide secure entry and a record of access events to premises.



Vesda Enhanced Fire Detection System

Very Early Smoke Detection Alert System, this enhanced fire detection system continuously monitors and tests the air to detect smoke.



Hydrosense Water detection system

Hydrosense water leakage detection system, protects our warehouse facility from any water ingress, to prevent any damage to documents and paperwork.



24 hour CCTV monitoring

24 hour CCTV Monitoring, providing surveillance inside and outside our premises to deter criminal activity and monitor all staff activities whilst handling documentation.

Cleardata Data Entry

Solutions and Services...

Cleardata is a UK Document Management company, accredited to ISO27001 for Information Security.

Our team can provide manual data entry services or automated capture processes using digital scanning, OCR, ICR and Intelligent Capture software.

Outsourcing these services is increasingly identified as a means of reducing costs and improving the delivery of high volume, non-core, but business critical services.



Data Entry Services

Data Entry

Cleardata has the capacity and expertise to capture any type of data, typed or handwritten. Our team can key thousands of documents each day in a variety of formats. The company has invested in state of the art software, supported by in house IT programmers and quality control staff.

Accuracy

Our data entry services are assured up to 99.95% accuracy, with levels agreed for each job. Operators are experienced in validation and quality control processes.

Single or Double Entry Service

Our double entry service provides excellent accuracy levels. Unique software allows a second operator to carry out a separate entry on the work, without having access to the initial capture. The software prevents the operator carrying on, if any entry varies from the first.

Timescales

Turnaround times are customised to meet the expectations of each client. Services can be provided overnight, same day, next day or within 2 - 7 days, dependant on the job requirements.

Automated Capture

Scanning

Cleardata provides professional document scanning services, digitising over 3 million images per month. We use the latest Kodak scanning technology, providing high quality digital images and provide a 200% quality checking service.

Intelligent Data Capture

Once your paperwork is scanned we can use OCR or ICR capture software to intelligently extract your information. Captured data can be validated against data files e.g. postcode, providing high, consistent accuracy levels. Automating your data capture can speed up your data processing and validate your information.

Form Design

Our team can help design your paper forms and surveys for optimum scanning capture. Using bar-code labelling and individual text boxes to transform your capture rates. Barcodes can also be used to pre-capture information from a form, removing the need for customers to enter common data and reducing your capture requirements.

Online Document Management

Our Solution

Cleardata's Online Document Management solution provides secure online electronic document and content management with fast, easy search and retrieval. The system offers:-

- Flexible document access from anywhere, using a web browser.
- Sorting & classification by category, attributes & users.
- Fast search functionality, including innovative key hook search, allowing you to search & view associated documents from other products, e.g. Sage, Excel, Word.
- User sharing workspace, with notes, tasks & project management.
- Version control and electronic audit trail.
- Integration with Outlook and Explorer.

Secure & Compliant



Cleardata is accredited to ISO27001 for Information Security. Our on-line document management system is provided on a SAAS platform (software as a service), delivered over the internet. Data is securely hosted in UK data centres, with best in class infrastructure. Records can be protected at a user level, using password protection.

Sort & Classify & index documents



Store and sort your electronic documents by category, attribute or user group. Index by any required key field. Fast search functionality, enabling users to find information easily.

Automated Workflow & Authorisation



Set up workflow to automate the flow of your documents. Claims, invoices, operational documents can be automated to go to the correct person in your business for approval or query.

Integrate with Outlook



Automatically add and classify emails to your on-line document management system on send, integrated with Microsoft Outlook.



Version Control & Audit Trail



Check documents in and out of the system. Provides full version control with comments at a user level, as well as a full electronic audit trail for your records.

Title	<input type="text"/>
Version Name	<input type="text"/>
Comments	<input type="text"/>
File Name	<input type="text"/> <input type="button" value="Browse..."/>
Action	<input type="button" value="Check in File..."/> <input type="button" value="Cancel"/>

Explorer Integration



Add explorer library to your computer, click add to document management system and index at the point of adding

Project Collaboration & Task Management



Easy to use shared workspace. Set up project groups, forums, discussions and news items to keep your project team up to date with relevant information. Assign tasks, workflow, delegate items and add files and documents associated with your project.

Scanning & Upload Service



You can scan, index and bulk upload your digital records at your premises or Cleardata can provide a service to do this for you. We operate a professional document scanning bureau, capturing over 3 million images each month.

Fast Search & Retrieval

Flexible Search Functionality To Suit Your Business

Cleardata's On-line Document Management System allows you to easily search your records:-

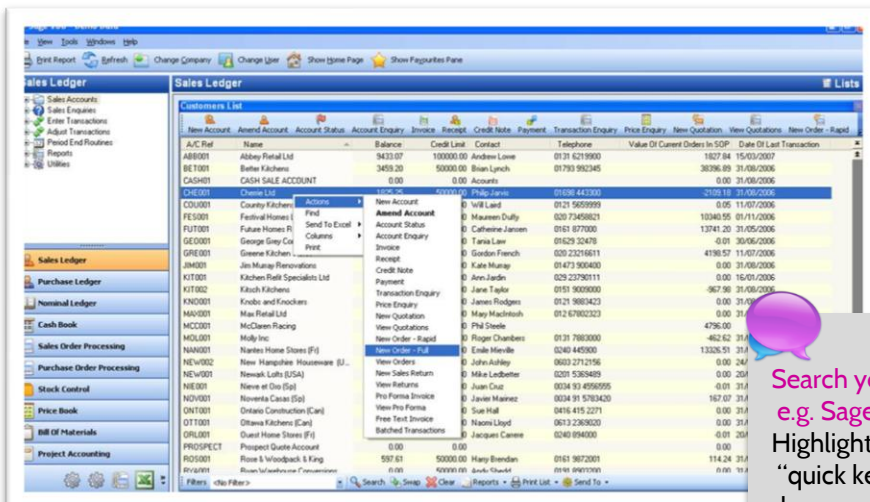


1. Search by **category** e.g. Invoices, HR, Sales, Production or Operational Records
2. Search by **indexed attribute** e.g. supplier name, document number, date
3. Search by **document type**
4. Save **your favourite searches** in your workspace, so you can find records easily and quickly
5. Key hook search -allows you to search records stored from any other system, e.g. Sage, Excel or Word.

Item Content Search

Title	contains.	
Description	contains.	
Category Name	=	all
Created	=	
Modified	=	
Size	=	
Owner	Browse...	
Item Type	<input type="checkbox"/> Discussions <input type="checkbox"/> File <input type="checkbox"/> Folder <input type="checkbox"/> Project <input type="checkbox"/> News <input type="checkbox"/> Task Comments <input type="checkbox"/> Saved Category Query <input type="checkbox"/> Topics <input type="checkbox"/> URL <input type="checkbox"/> Workflow <input type="checkbox"/> Record <input type="checkbox"/> Saved Data Query <input type="checkbox"/> Saved Workflow Query	
Shortcuts	<input checked="" type="radio"/> include <input type="radio"/> exclude <input type="radio"/> only shortcuts	
Checked-Out Files	<input checked="" type="radio"/> include <input type="radio"/> exclude <input type="radio"/> only checked-out files	
Checked-Out By	Browse...	
Action	Search...	Reset... Cancel...

Find & View Associated Documents From Other Products



Search your records from any other system. e.g. Sage, Excel, Word. Highlight a search reference, click your chosen "quick key" e.g. ctrl F4" and search all your stored documents. Associated documents will pop up for you to view.

Clearedata Invoice Processing

Solutions and Services...

Clearedata is a UK Document Management company, accredited to ISO27001 for Information Security. Offering a combination of outsourced services and clever software solutions, we can help automate your invoice processing and save your business time and money. Our services are compatible with the majority of financial systems, e.g. Sage, Oracle and SAP. Cleardata offers:-



Outsourced Services

Invoice Mail Room



Set up a virtual mail room for your invoices and financial documentation. Mail will be sorted and opened for you.

Invoice Scanning



Scan your invoices to digital format. Invoices can be indexed by any field e.g. supplier name, invoice number or date. OCR software is used to provide search functionality, allowing users to digitally find invoices quickly.

Validation & Matching



Use intelligent invoice processing software to validate your invoices and match against your company database and pre-defined rules e.g. purchase orders or supplier list. This saves time processing your financial documentation, reduces duplicate payments, increases the accuracy of your data and identifies common invoice issues.

Exception Handling & Image /Data Return



Process exceptions such as scanning capture or system errors and provide your business with a report of true invoice exceptions e.g. unknown supplier, incorrect amount or missing purchase order number. All images and data are returned in a format suitable for your target systems, e.g. Sage, Oracle or SAP.

Invoice Solutions

Invoice Management



Hosted on-line document management and archive solution for your invoices. Access your invoices from any location, using a web browser. This hosted solution provides fast search functionality, indexing by any key field, the ability to add comments and tasks, assigned by user and automated workflow with a full electronic audit trail.

Fully Automated Invoice Processing Solutions



Clearedata can offer you fully managed accounts payable and purchase2pay solutions for you to operate on-site, or via our outsourced services. We can help provide an automated journey for your invoices and financial documentation. From invoice query to approval, we can automate your entire processes to reduce manual data entry and intervention. Helping to save time and money, increase data accuracy and improve supplier relations.

Secure and Compliant



Clearedata has a secure facility with biometric finger print entry, Redcare security, enhanced fire and water detection systems. All employees are Disclosure checked and security cleared to NPPV level 2 (non police personnel vetting).

Cleardata Dashboard Reporting

Panintelligence Solutions

Cleardata is a UK Document Management company, accredited to ISO27001 for Information Security. The company offers an online Panintelligence dashboard reporting solution, to provide real time business intelligence, bringing together information from multiple sources and databases, in an easy to understand format.

In the current climate you need to keep on top of your targets and key performance indicators. Reviewing daily reports outputted via spreadsheets and systems generated data can mean huge financial losses e.g. lost revenue due to manufacturing, operational issues or employees underperforming.

Live, real time dashboard reporting can help you monitor your business activities and make instant decisions to help your company identify immediate issues, saving money and improving efficiencies.

Streamline your business reporting

Summarise your business information in one simple view from multiple database sources, e.g. financial spreadsheets, operational performance and HR statistics.

Allow your management teams to monitor real time information and KPI's easily, accessible from any location using a web browser. Set up target and performance based triggers to receive email alerts when your business is working to target or under performing.

Dashboard reporting enables your team to drill down using dynamic charts. Providing rule based and divergent data exploration. This means you can compare data from various divisions or separate entities of your business, in an understandable format, no more trawling through spreadsheets and reports in multiple formats. Choose graphs, charts or tables to suit your business needs and pull in the data from many sources.



Dashboard view of KPI & Management Data

A single dashboard bringing together real-time data from multiple departments, databases and sources e.g. Financial Information, Manufacturing, Operations and HR



Customised dashboards

Customise your business dashboards. Easy to use, flexible system. Dashboards can track individual, team and corporate goals in real time.



Real time Reporting

Access real time information from any location, using a web browser. Get instant access to your data on the move from mobile device or tablet.



Trigger based email alerts - KPI's & Reporting

Instant trigger based email alerts to keep your management team up to date on real time business information. Find out if you're company is working to target or underperforming.



Secure access

Set up users to only access information relevant to their role.



Training

Minimal training is required, allowing your team to amend your dashboards without the support of your IT team.

