

# Digital solutions to overcome business challenges during the pandemic...

>Scan & upload to cloud

>Digital mailroom

>Online document management

>Robotic process automation



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# >>Scan & upload to cloud

## Scan your paperwork and upload to the cloud

Many businesses are now faced with staff working from home due to the Covid-19 pandemic.

Ensure staff have access to important paperwork, by digitising your documents and uploading to the cloud.

Cleardata offers high volume document scanning services throughout the UK.

Our bureau digitises around 5 million documents every month and can scan any size image, from small format tickets up to large format drawings or plans.

Cleardata uses the best Kodak production scanners which scan to high

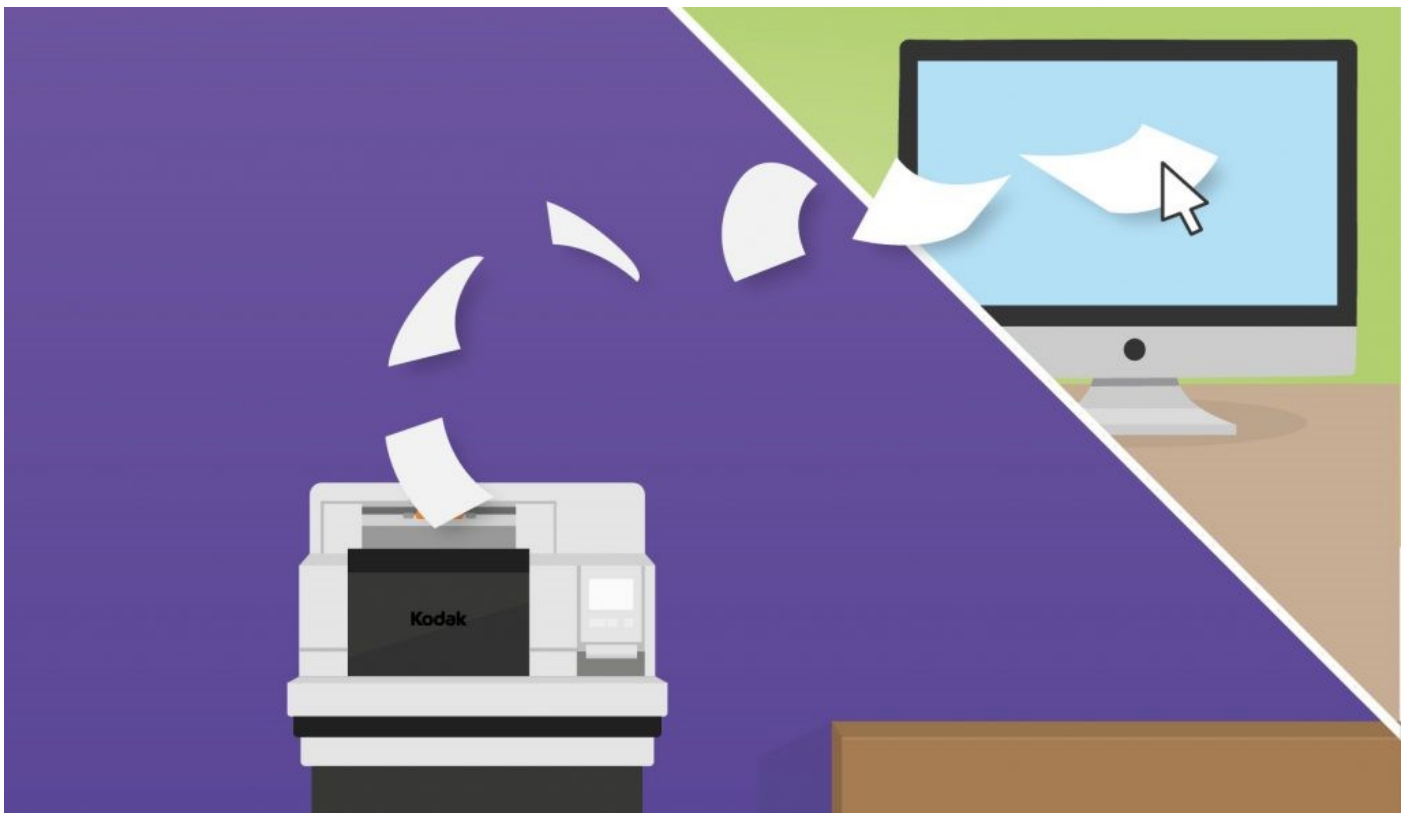
quality and can convert to any digital format to ensure compatibility with existing business systems. Our business is assured for information security, quality management systems, cyber essentials and BS 10008 the standard for legal admissibility of electronic information.

All scanned images are quality checked by two separate operatives, ensuring a high quality scanned image.

We also offer a full indexing service, to allow you to search digital data quickly and easily.

Digital images can be returned by SFTP or uploaded to our low cost online document management system.

For further details [contact our team.](#)



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# >>Digital mailroom

## Outsource incoming mail for digitisation

With businesses restricting the number of employees onsite, consider temporarily re-directing your mail to Cleardata's mailroom service to avoid a bottleneck in processing and an impact on your customer service.

Re-direction can be completed quickly and easily, with the help of our team.

Once it arrives at our mailroom facility, envelopes can be opened and mail sorted and scanned in accordance with your business needs.

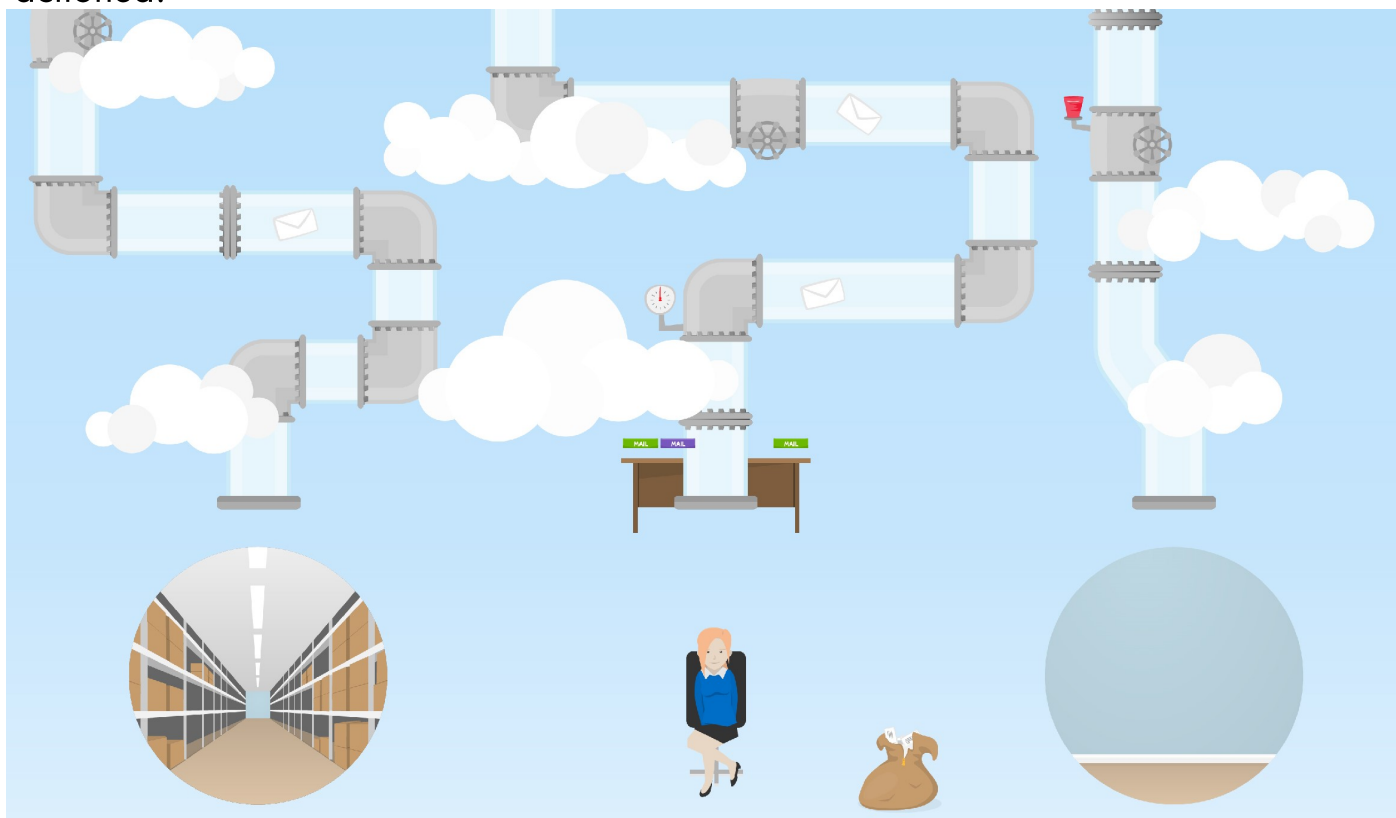
Paperwork can be indexed by document type, reference of department to ensure it can be easily found and actioned.

Our team can also validate incoming data against your existing business systems to ensure accuracy, or provide a list of exceptions if information is missing or incorrect.

Once scanned and processed, the team can return digital files via secure SFTP or upload to our cloud document management system for fast and easy access.

Cleardata uses the latest Kodak scanning technology and ensures all scanned images are quality checked by two separate operatives.

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# >>Online document management

## Flexible access, search and retrieval for home workers

Allow home workers to access documents using our secure cloud document management solution, Cleardox EDM.

This easy to use document management solution acts as a secure depository from your paperwork, providing compliant storage for your digital information.

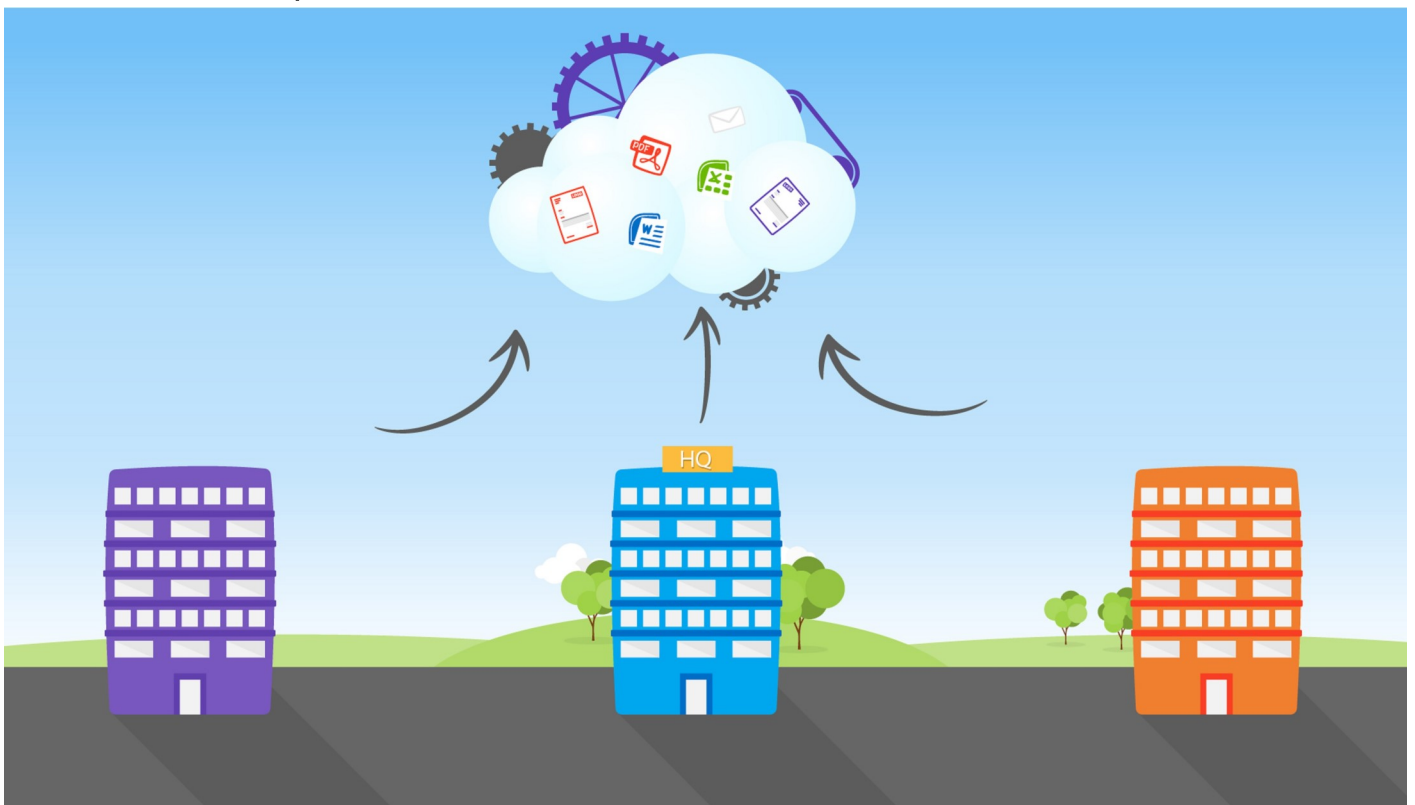
The system comes with a quick search feature allowing you to find information at the touch of a button, even when logged into other business systems.

Users are only provided with access to the information they require, in accordance with your business rules.

Cleardox EDM provides secure restrictions at a user, role or departmental level. You can have basic, as well as super users who can set up and maintain admin/access rights for your business.

Users can upload files from their desktop, using Windows style functionality and the system ensures files are indexed in a consistent manner, each and every time, using inherent folder structure to ensure compliant tagging or indexing

Cleardox also provides version control to allow you to manage documents as well as a full audit trail, enabling you to remain in charge of your business information and meet data protection requirements.



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# >>Robotic process automation

## Under resourced ? Utilise our cloud software robots

With staff off sick or self isolating, you may be struggling to get some manual tasks completed in your business. Utilise our cloud based software robots to perform manual data tasks.

The robots can be programmed quickly and easily to keep your key processes up and running and ensure a continuity in customer service.

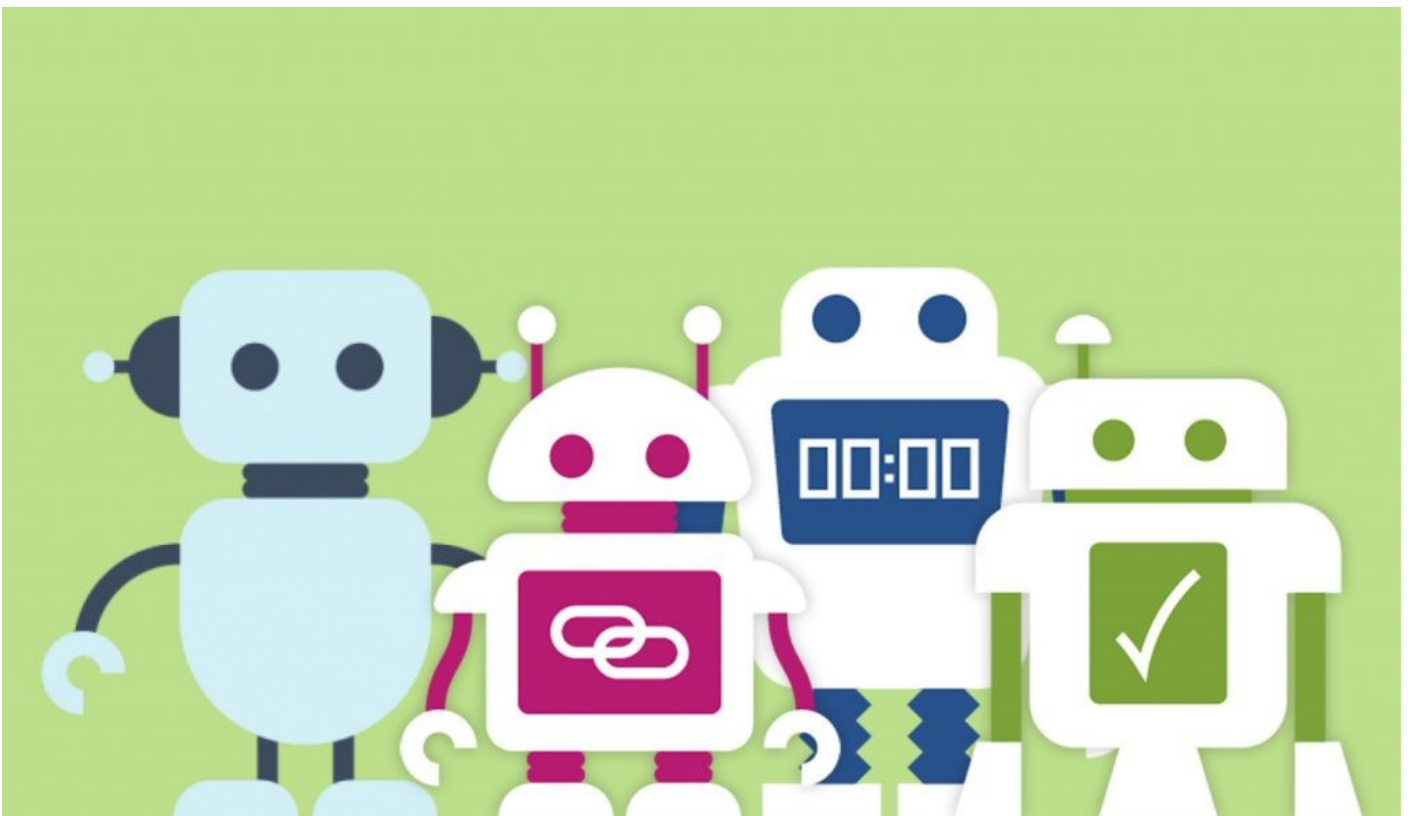
Cleardata's Robocloud service operates around the clock, 24/7, 365 days a year. Our robots don't sleep, go off sick or take holidays and perform tasks in a consistent manner each and every time.

The service is flexible, offers fast payback and can be scaled up or down.

Our digital workforce can complete a range of manual tasks for example:-

- Data entry
- Data validation
- Data migration
- Data lookup
- Sending emails
- Scheduled reporting

This can be applied to any business, department or task. From performing automated credit checks, to processing incoming claims, on boarding employees or customers and even reconciling statements. [Contact our team](#) to arrange a demo or find out how we can help.



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