

# Releasing the power of your data

## Restore's Digital Mailroom Solution



### Receive

Collate all inbound communication, no matter the source, and push it through the same digital workflow.

### Capture



Scan any paper documents, and then classify with the other communications, using our intelligent capture software.

### Cloud

The digital, classified documents are uploaded into Restore's own in-house, Manchester supported, cloud based document management system:



Paper originals can be returned, stored or securely shredded with Restore DataShred - maintaining the chain of custody of your data.



### Process



Restore's digital workflows, analyse the documents and can upload to the correct databases and email to the correct people or teams for action.

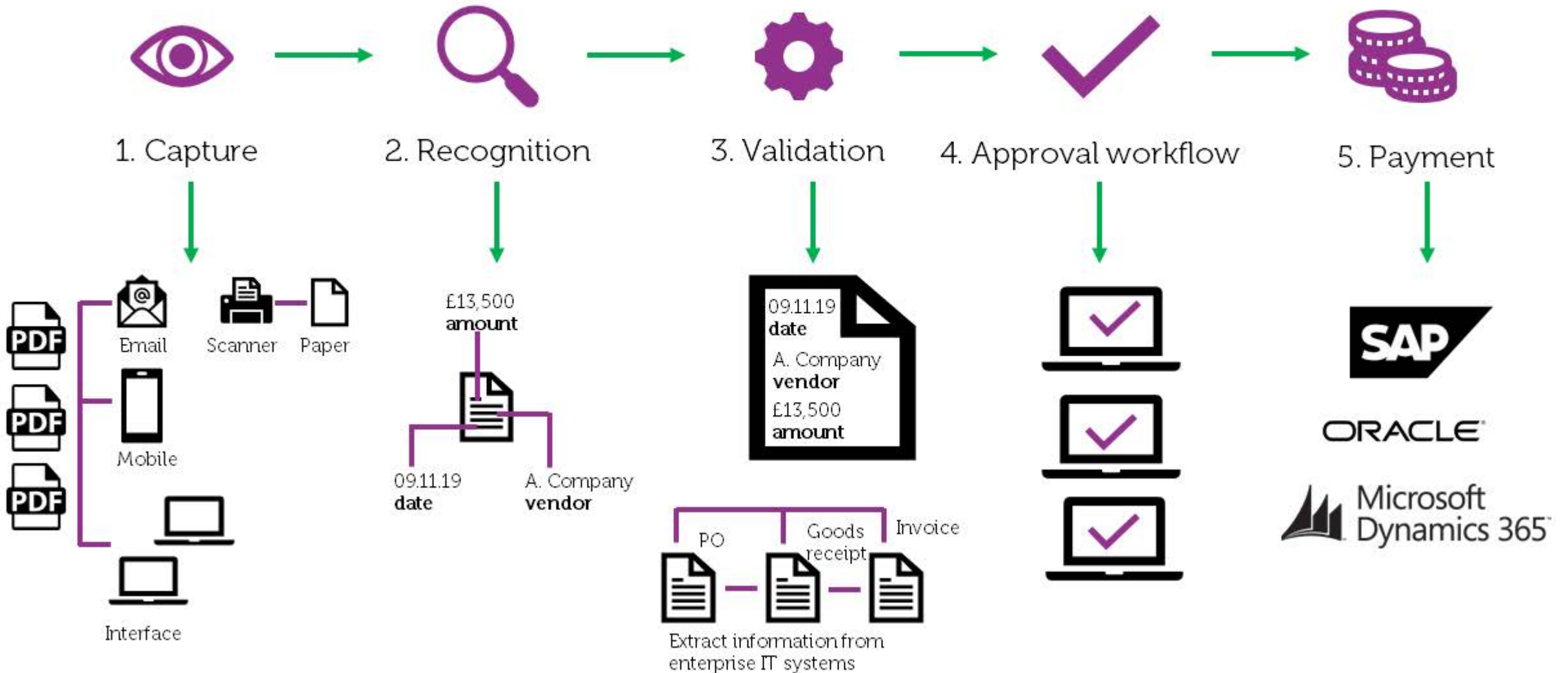
### Automate

Automate the matching of information, eg case files or PO numbers to invoices, or create automatic correspondence based on templates - to make responding easier and quicker.



### Respond

# The digital mailroom process



# E-invoice portal Managing the email attachments

