

SimplyMailroom

**Quick.
Effective.
Mobile.**

www.restore.co.uk/digital

#RestoreAnswers

Introduction

Restore Digital's SimplyMailroom is our basic mailroom solution. Some digital mailrooms are a catalyst for making organisations paper-free. For automating workflows. SimplyMailroom is about replicating digitally, the simple functions of a traditional mailroom.

If you are interested in reading about our full mailroom offering the brochure can be [found here](#).

Our SimplyMailroom solution appeals to organisations who:



Require a simple way of accessing their post to ensure business continuity.



Have a remote workforce, who have actions triggered by the day's post.



Want a quick to set up, cheap digital mailroom to run as a pilot. Which they can then develop over time into something more sophisticated.

How does SimplyMailroom compare to more sophisticated mailrooms?

SimplyMail is our basic level mailroom solution. Where mail is rerouted to a Restore Scanning Centre. The post is opened, scanned and then saved. Either in a cloud-based system or post can be transferred via sFTP.

Our solution is often bespoke to individual needs the more sophisticated they get. In the previous diagram, we have described a bronze, silver, gold and platinum mailroom options.

Once SimplyMailroom is set up, then more features can be added. Increasing your return on investment. Typically, organisations find immediate benefit by adding:



Classification



Automated extraction



Workflow rules



Benefits of a SimplyMailroom

Quick to set up

SimplyMailroom can be set up in just five days. Allowing your remote teams to start processing quickly.

Cost effective

SimplyMailroom is cost effective, and over time ROI can be increased as enhanced features are added.

Speed up transactions

Speed up the time to realising revenue. By making information available and into internal systems faster.

Increase visibility and control

Gain real time knowledge on information entering your organisation.

Reduce operating costs

Reduce the costs of opening, sorting and manually distributing post.

Same day digitalisation

Fast turnaround of the daily post. With service level agreements that mean relevant information gets to the right person fast.

Scalable

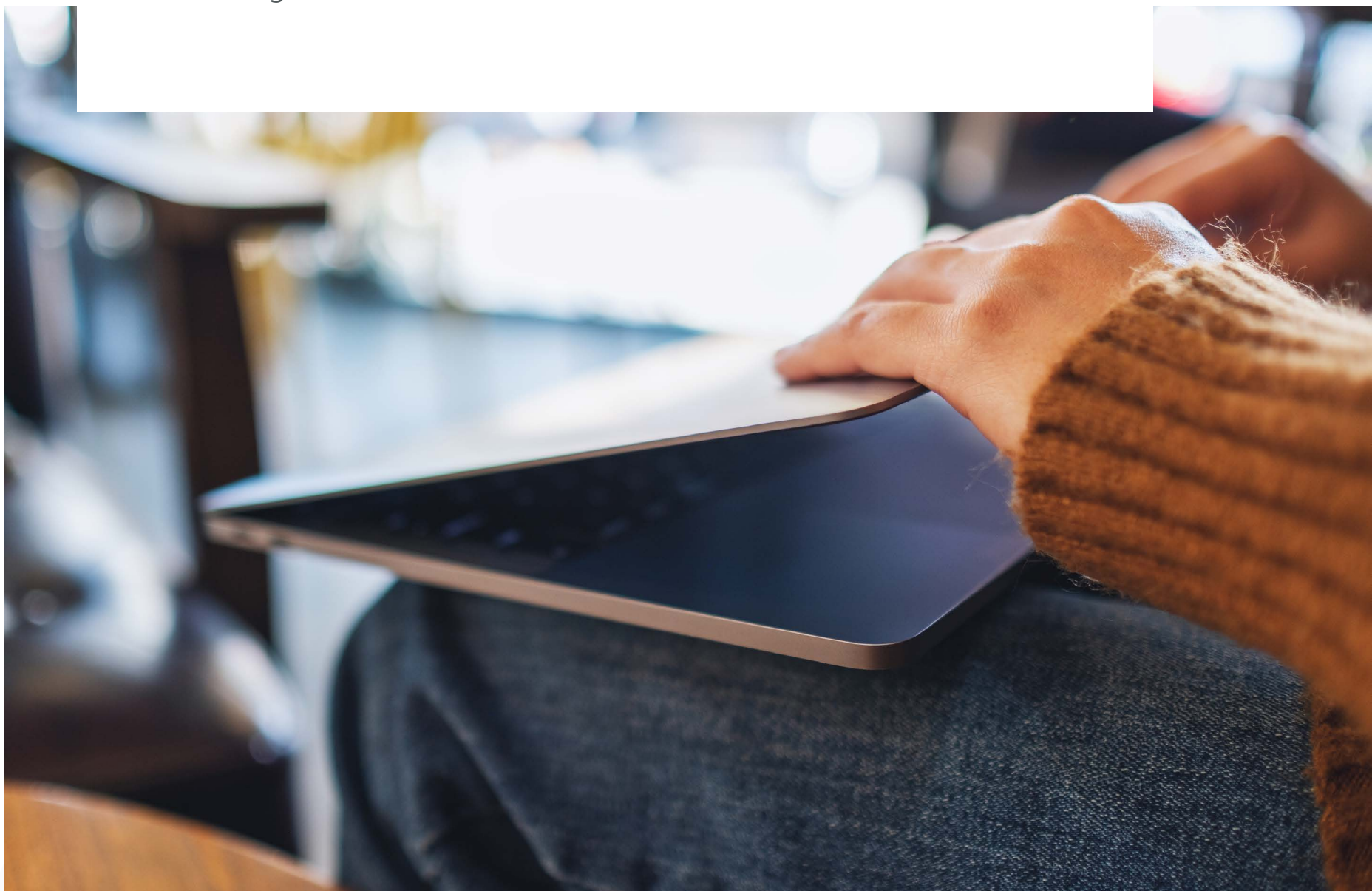
Manage your peaks and troughs of mail without incurring unnecessary overheads.

Security and compliance

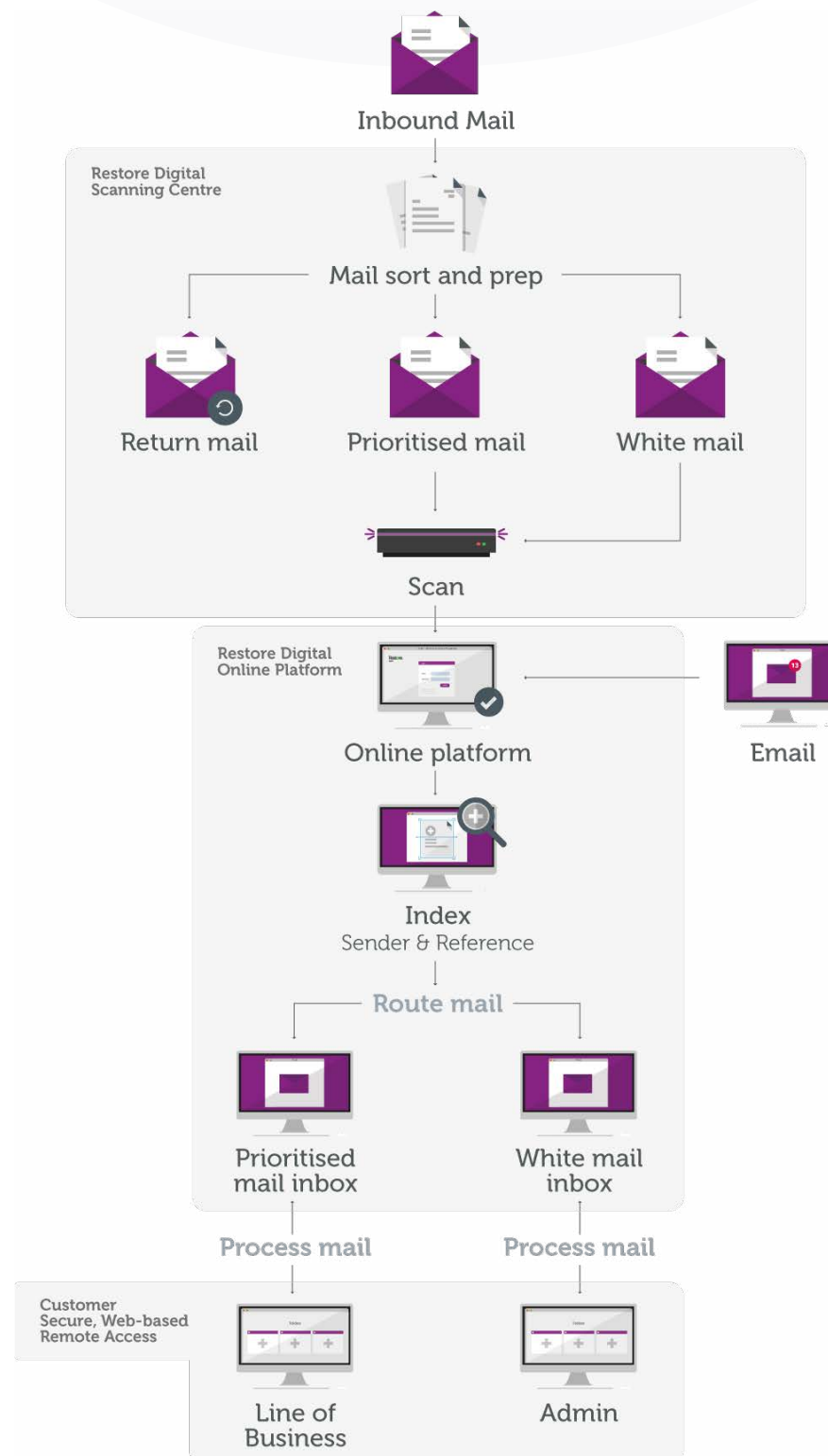
Fully auditable from receipt, and once electronic, easily manage retention periods and permissions.

Increase customer satisfaction

Respond faster with automated mail classification and routing.



How does SimplyMailroom work?



Inbound mail is rerouted to a Restore Scanning Centre.
Ideally this is via a PO Box.

The mail is collected by 8am and then sorted into batches:



Returned mail



Prioritised mail



White mail



**Mail with cheques and original items
(e.g. birth certificates)**

Simple preparation is completed, and the items are scanned. They are then uploaded into a digital platform, for example DocuWare or eView. Here uploaded mail is added to appropriate folders. With permission settings so only the correct people can access the scanned images.

The images can be routed to individual's emails. Or notifications sent from the system to email that images are uploaded and ready for processing.

Alternatively, new email addresses can be set up. Where we can send the prioritised mail and the white mail. With teams having access to the in-boxes for processing.

We can also combine hardcopy mail with emails inboxes. Routing those into folders or inboxes for processing.

Who we are

Restore Digital is part of Restore Plc and together we provide the complete solution to organisations' document and data management.

At Restore Digital we help organisations empower their data, with security, auditability and compliance as the backbone.



If you are interested in finding out more.

Get in touch and we'll happily answer any of your questions:

info@restoredigital.co.uk

Join the digital transformation discussion on LinkedIn:

www.linkedin.com/company/restore-digital/

Twitter: [@RestoreDigital](https://twitter.com/RestoreDigital)

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