



Pinnacle Data Management Ltd

Established in 1994

Entrusted with Millions of Documents

- Document Storage
- Bulk Scanning
- Data Capture
- Document Management System
- Data Storage

Complete Document Management

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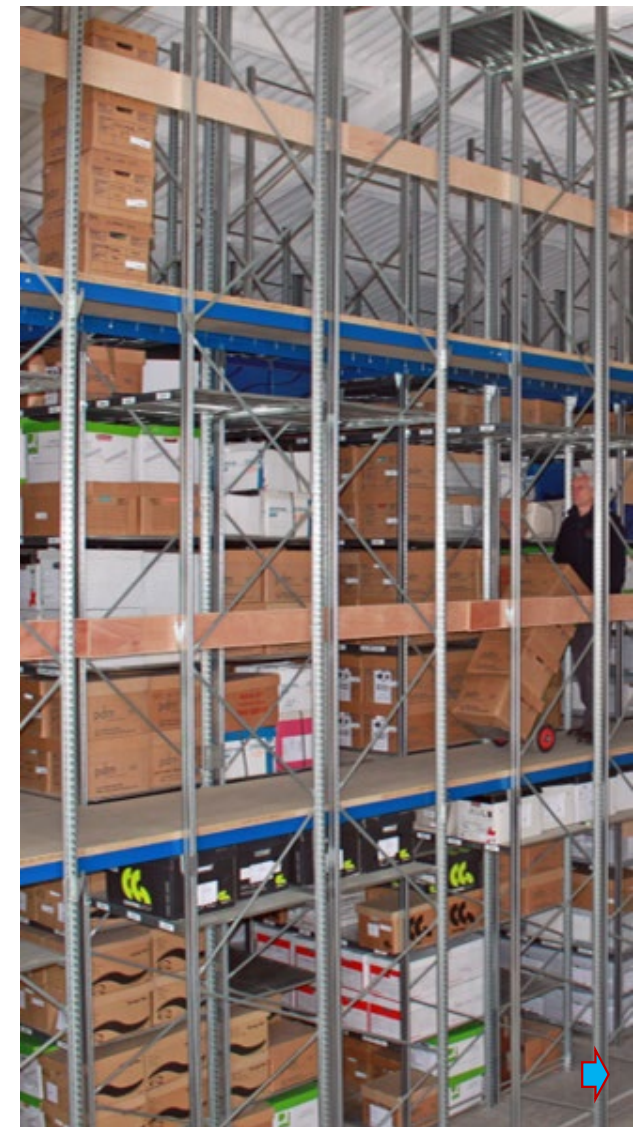
Call: 07000 560 560 or 01621 894 117 | sales@pdm-archive.co.uk | www.pdm-archive.co.uk



Document Storage



- Total life document management
- 20 years experience
- Millions of files handled
- Advice
- Collection
- Indexing
- Storage
- Retrieval
- Scan-on-demand
- Shredding



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Bulk Scanning

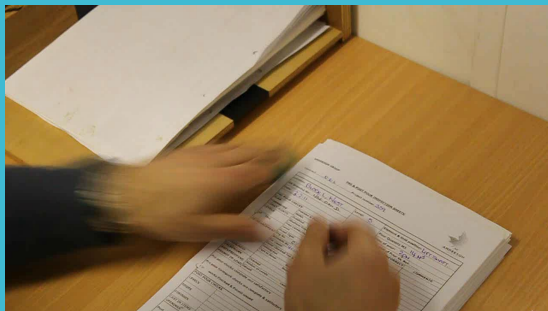


- Very latest hardware
- Top level software
- Scanning up 250,000 pages per week
- Top quality images
- With the smallest possible data size per image





Paper Preparation



All paper:

- Is removed from wallets, pouches, folders
- Has staples removed
- Has folds and creases removed and tears repaired where possible
- Is stacked neatly and accurately using forms
- Stored in pigeon holes ready for scanning





High Volume Scanning

Images are:

- Scanned at 175 page per minute
- De-speckled
- De-skewed
- Hole punches auto-removed
- Auto rotated
- Blank pages removed
- 16 sensors checking for duplicated pages

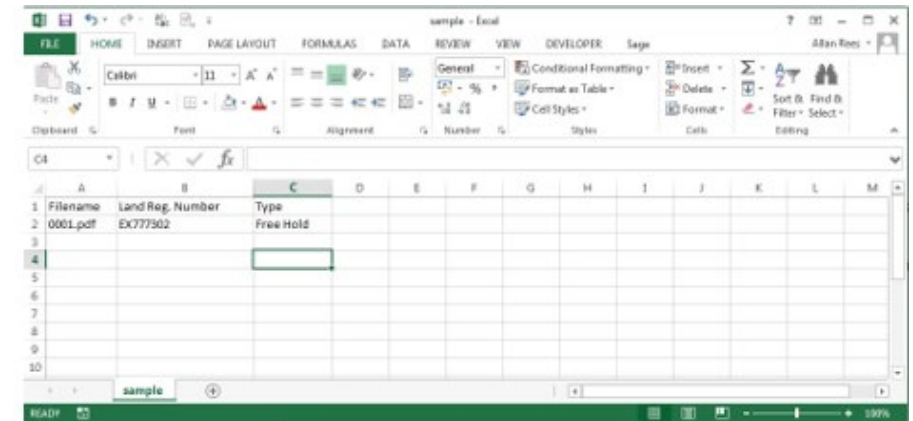




Indexing

Indexing can be:

- File name and folders (as in a Windows directory)
- Or provided with a data file normally a csv. for export into any document management system see below





Data Capture

It is **now possible to capture data for all types of document** using intelligent OCR the latest generation of optical character recognition.

If you have a project which requires tedious repetitive and / or expensive data entry, send us a copy and we will see what we can do. **You will be amazed what is now possible with the latest technology.**





Purchase Invoice Processing

- It is now possible to use power of intelligent OCR to extract the data from purchase invoices paper, digital, e-mailed, even captured on a mobile phone.
- If you have large volume of purchase invoices which are expensive to process and would like to automate the process, ask for our presentation on purchase invoice processing at sales@pdm-archive.co.uk



Process Platform
Extractions, Classification



Validation/Approval etc.



Organisation





Document Management System

- Pinnacle Data Management Limited can provide you documents on a top end document management system which can be simply to store the information we have digitised fully encrypted
- Or it can be built into full document management system which includes:
 - Full e-mail integration
 - Full tracking of documents
 - User level access control
 - Work flow module timed and tracked
 - OCR
 - Unlimited indexing capabilities





Data Storage

- PDM can offer digital document storage of all your data securely stored on our server with our document management system
- The server is monitor 24 7 365 for failed logins
- The server is externally tested monthly for security
- The database is fully encrypted
- All staff have a CRB test and sign a confidentiality letter





Shredding



When the time comes, we manage the destruction of your documents for you. They are shredded then bailed and sent for recycling and made back into paper tissue.





The Next Step

What to Do Next:

Contact us with your questions. We will be happy to provide you with as much information as you need:

Call: **07000 560 560** or **01621 894 117**

Email: **sales@pdm-archive.co.uk**

For more information about Pinnacle Data Management we invite you to visit **www.pdm-archive.co.uk**