

Data Capture

From keypunch to automation and beyond, we have been capturing data for over three decades.

During that time, a lot has changed. Today, we employ both automated and manual systems to capture data after mailroom imaging. Our automation and robust tracking mechanisms offer fast, secure processing. And our expert operators take it to the next level, using logic that far surpasses that of a machine.

Capture	<ul style="list-style-type: none"> • Mailroom • Fax and FTP • Back-end file conversion
Intelligence	<ul style="list-style-type: none"> • Dual voting engines • De-speckling / cleaning / skewing • Doc type recognition
Output	<ul style="list-style-type: none"> • Character repair / field repair • Client validation / tables and WebDE • Upload

Our Relentless Quality

We are relentless in our focus to provide our clients with high-quality data capture solutions. We insist on stringent SLAs to ensure that data is accurate and available in a timely manner.

Our Automated Solutions

Optical Character Recognition (OCR)

Our OCR processing is technology in motion. Data is automatically extracted from scanned images and immediately available for electronic processing.

- Align and prepare images
- Edit and correct data
- Convert imaged data into computer-readable characters
- Validate data accuracy (database look-ups and customized rules)

Automated Document Recognition (ADR)

Our ADR solution automates the recognition of forms and classification of documents. It sorts electronic images in preparation for highly efficient and accurate data capture. ADR works with any third-party or internally authored workflow and can support English, French and Spanish documents.

ADR solutions reduce:

- Overhead
- Error rate
- Number of sorts
- Processing time

ADR solutions increase:

- Accuracy
- Consistency
- Cost-efficiency

Our Manual Solutions

We combine Web-based architecture and a powerful GUI to offer you a dynamic operator guided data capture solution, called WebDE.

WebDE:

- Incorporates high-speed data entry into Web-browser technology
- Enables operators to perform data entry without extensive software installation
- Interfaces with our Master Control Program for logical workflow engagement

WebDE's benefits to you include:

- Data integrity – Restricts and tracks data access throughout the workflow
- Configuration ease – Project Manager Utility reduces design and implementation time
- OnePass repair – Character and field repair, sight verify and interactive validations in one pass
- Quality improvement – Randomly samples keyed data and feeds them to WebDE for comparison

Our Offshore Capabilities

Onshore, Offshore and Near-shore

We use WebDE to deliver data capture directly into your system, around the globe and around the clock. WebDE's browser technology offers an encrypted environment for security with installations. Updates are pushed to your system from our Web portal for rapid deployment and maintenance.

WebDE also delivers flexible and seamless data entry around the world, including:

- Compliance with strict security requirements
- Interaction only with the application server – never the database
- Single workflow, for less monitoring and more measurable results
- Multiple locations and hundreds of users.

Our Data Access and Storage

Xerox Transactional Content Manager (XTCM)

XTCM is an enterprise content management solution specializing in document and transaction content management. It provides for data, document, and workflow consolidation in a single-source, web-based environment

- Secure upload, storage, retrieval and destruction services for paper documents, and electronic files
- Workflow automation and reporting
- Disaster resistant and secure content storage and retrieval centers

Our flexible index and storage options fit the needs of any organization and provides immediate access to information from any location, at any time. Access to information stored is efficient, secure and cost-effective. A simple Web interface gives you access to unlimited locations and data types.

We create a backup of all data and relocate it to an off-site storage facility, creating an automatic disaster recovery solution.

Our Data Security

We are committed to the data security and privacy of your information. Our powerful physical and system security measures include:

- Dedicated facility space
- No co-mingling of client data
- Dedicated network and infrastructure
- Password-protected login access
- Encryption and certificates, at the very minimum
- Backup media stored at secured, off-site facility
- Single point of reference and accountability

