

OUTSOURCING DATA CONVERSION

The need for data conversion is at a peak now as there are several processes and challenges present in any enterprise: mergers, acquisitions, and new technology developments. The accessibility, quality, and diversity of information that a firm has at its disposal is becoming increasingly important to customers. Converting data to a readily available and easily accessible format is a must.

Some of the reasons why data conversion is important are:

- * Sheer volume or bulk of information makes it difficult to manage
- * Multiple destinations
- * Multiple input formats
- * Inconsistent styles
- * Complexity of data

Use data conversion to transform your data

- * From paper document conversions to computer ready files for the Internet, Intranet and Extranet, CD-ROM and database
- * From invoices and applications to intelligent systems
- * From guarantee cards and contest forms to customer relationship management
- * From paper documents/scanned images to TIF files

Outsourcing data conversion services

Data Capture, which involves defining forms to the system, scanning the forms, and executing Forms Processing (FP) which recognizes forms and text on forms.

Data Validation, which provides for verification and correction of the data recognized by Forms Processing or for data entry when a form cannot be recognized.

Data Output, which produces files based on the input from the forms and writes these files in a format suitable for processing by other applications or legacy systems.

Other data conversion services

- * Document preparation Handwritten, Machine Print, Reader Response
- * Word Processing
- * Image Keying and Capturing
- * Document Management / Imaging
- * Document Retrieval
- * Scanning
- * Electronic Recognition: OCR (Optical Character Recognition) & ICR (Intelligent Character Recognition)
- * Bar Code

Why outsource data conversion?

- * Save 50% on labor rates and on personal overheads
- * Get accurate results
- * Faster turnaround on large volumes of data
- * Quality checks and data validation for error free results
- * Statistics are monitored, maintained, and analyzed for each job
- * Save on overtime costs, hiring, and training costs
- * Save on electricity and equipment purchase and maintenance costs
- * Concentrate more on your core activities.

Not all organizations have the expertise or resources to carry out the data conversion process. Data conversion is essential, but it is definitely not the core activity of most organizations that require it. Outsourcing will enable a company to concentrate on its core activities while data conversion experts can handle the work efficiently, ensuring quality results.

Outsource your data conversion work and convert your data into a powerful management resource. Don't let it just accumulate and gather dust. Exploit the latent potential of all this information through data conversion.