

enadoc
BPO SERVICES





Document Capture and Data Entry Services

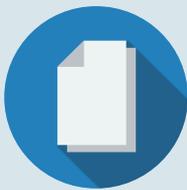
Without the right information at the right time, decisions in a company can make or break opportunities in a competitive market. If your company deals with data, you would know that the process of capturing data and transforming them is a tedious and time consuming process. Our Document Capture and Data Entry Services provide an answer to this problem.

Enadoc LLC has been working with organizations of all sizes in managing their document processing and data capture needs from hundreds to billions of records. Data capture usually refers to acquiring data from physical sources such as paper documents, forms, receipts, microfilms, photographs, images, and other electronic formats by converting them to a standard digital format.

Depending on customer requirements and nature of the project, Enadoc implements various technologies to deliver expected data and document processing tasks by meeting the volume, schedule, quality, and industry standards. Some of these technologies include distributed document capture, remote/online data entry, Intelligent Character Recognition and Forms Processing Services, page and forms recognition, online/offline image-enabled data entry, full-text, XML and RTF conversions, and simple heads-up data entry.

In order to deliver these services, we follow international standards and quality guidelines. Our services are delivered from state-of-the-art BPO Centers (options including local, near-shore, and off-shore) with production level data processing software platforms and well-trained professionals. At the moment, more than 500 document and data processing professionals are working in our production bureaus which can easily scale up based on customer demand. Our BPO Centers are equipped with the latest technologies, backup and disaster recovery methods, security and safety implementations, FTP hosted secure sites for data transfer, dedicated internet/IP-VPN connectivity, and fully functional data hosting and processing environment.

OUR OFFERINGS



Forms Processing Services: We use sophisticated forms processing platforms to extract data from structured and semi-structured documents using advanced recognition techniques including OCR, ICR, OMR, barcodes, data tables, and page recognition, among others. Once extracted, all data fields are validated using state-of-the-art quality assurance and control methods to ensure the highest level of output quality.



Remote Data Entry Services: We provide remote data entry and processing services for organizations throughout the world. We provide data collection, extraction, quality control, and release into customer data systems using advanced distributed capture management technologies.



ePub Content Conversion Services Enadoc offers end-to-end conversion services for all types of documents including hard copy, microfilm, and other digital and analog media. The service include data capture, document imaging and archival, data modeling services, metadata creation, DTD/schema development and updates, content structuring, SGML/XML transformation, cover page design, quality control services, and other document or format conversions.



Archive, Backlog Document Capture Services: We provide fully-outsourced services to capture physical documents with millions of records to using industry-standard document capture workflows. Our standard workflow tasks include document preparation, document capture, image quality enhancement, data extraction/metadata entry, data quality control, and release.



Live Document Capture Services: We offer live document capture services to customers to meet their service and quality standards and to achieve outsourcing objectives. Document capture services are provided either in the customer's location or in our service offices, depending on customer service level requirements.



Books and Large Formal Document Capture: We offer book data capture services and capture of large document formats including A2, A1, and A0. We also provide digital book conversion services for publishers and other online requirements.



Data Collection and Presentation: We collect data ranging from surveys, geographical data collection, data analysis, and report generation.



Consultancy and Training: We provide the best corporate level and enterprise level solutions with over 20 years of focused experience. Our certified experts on digital document imaging, content management, workflow mapping and deployment, and enterprise level business process re-engineering, are ready to help with your needs.

Key Advantages of working with Enadoc:

- We are specialized and focused on document processing services and document management solutions. Our dedicated service bureaus, state-of-the-art software and infrastructure with over 500 professional staff ensure that the projects we undertake are delivered, meeting project objectives and quality levels with maximum customer satisfaction.
- Our technical experts certified by CompTIA CDIA+ (Certified Document Imaging Architect) and team leaders certified by PMP (Project Management Institute) assure you that we have the best human resources in the industry to work with you to realize your corporate and business objectives.
- We ensure service level improvements and cost savings for our customers using advanced technology, automation, and well-defined quality guidelines.



Enadoc is a U.S.-based document management solution company focused and specialized on electronic document management solutions and document processing services. Our Cloud offerings are hosted with Amazon Web Services, designed to ensure 24/7 availability, high security, disaster recovery capabilities, and protection for your records.

ENADOC LLC
3 Bethesda Metro Center
Suite 700
Bethesda
Maryland 20814
M: +1 301 332 8923

