



Toward the digital future

DATA ENTRY AND PROCESSING SERVICES



WWW.CMC-OUTSOURCE.COM

Severe competition in the global economy leads to trend of increasing quality requirements of products and services, thereby forcing enterprises to specialize their business processes. Hence, concentrating on core business processes and outsourcing non-business processes to third parties are considered as a wise business strategy of enterprises. We understand that data is one of the most important resources for any enterprise or organization but it is not their core business. For the purpose of bringing the best support to customers, at CMC we offer data entry service in order to turn our strength into your strength.

ON TIME DELIVERY



QUALITY ASSURANCE



CUSTOMERS' SATISFACTION



Benefits

- Allow you to concentrate on your core business.
- Ease your administrative burden.
- Save time, money with trained workforce.
- Reduce infrastructure cost.
- Better distribution of resources.
- Fast turnaround time.

CMCSOFT's competency

Domain expertise

Education
Information centers and libraries
Archives and Museums
Banking/Finance and Insurance

Quality Assurance and Information Security

99,9% accuracy
ISO 9001 - 2000
ISO 27001
CMMi3

Human resources

In-house data entry team of 105 staff and 11 supervisors proficient in many languages such as English, French, German and Japanese.

Bridge engineer and Advisory teams proficient in many languages .

CMCSOFT can ramp up a team of 50 professional data entry operators within 10 days

What we process

Our Data Entry service provides data entry related services for all kinds of textual data capturing, particularly:

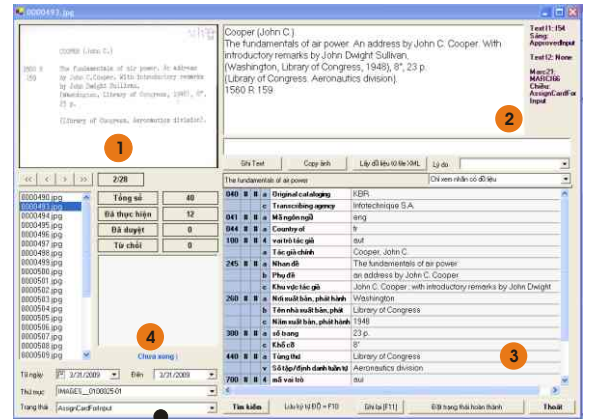
- Handwritten document, printed document.
- Image files in any format.
- Business Transaction Data entry such as sales / purchase / payroll.
- Yellow Pages and White Pages Keying.
- Data Entry and compilation from Websites.
- Business Card Data Entry into any Format.
- Strategic Data Entry into Software Programs and Applications.
- Receipt / Bill Data Entry.
- Catalog Data Entry.
- Manuscripts Data Entry.
- Copy, Paste, Editing, Sorting and Indexing Data into any format.



Tools and Standards

Metadata schemas & description rules	EAD Dublin Core MARC21 TEI MODS AACR2/ISBD Industry specific metadata schemas
Output file formats	XML/XSLT, HTML ISO 2709 CSV PDF RTF Access/Word/Excel formats
Tools	OCR ICR OMR State of the art technologies Check spelling tools in many languages Document management tools Project management by using Whizible

Screenshot of Entry System



1. Scanned images
2. Data Entry (Double Keying)
3. Cataloguing under MARC21/other metadata schemas
4. Functions

How we process

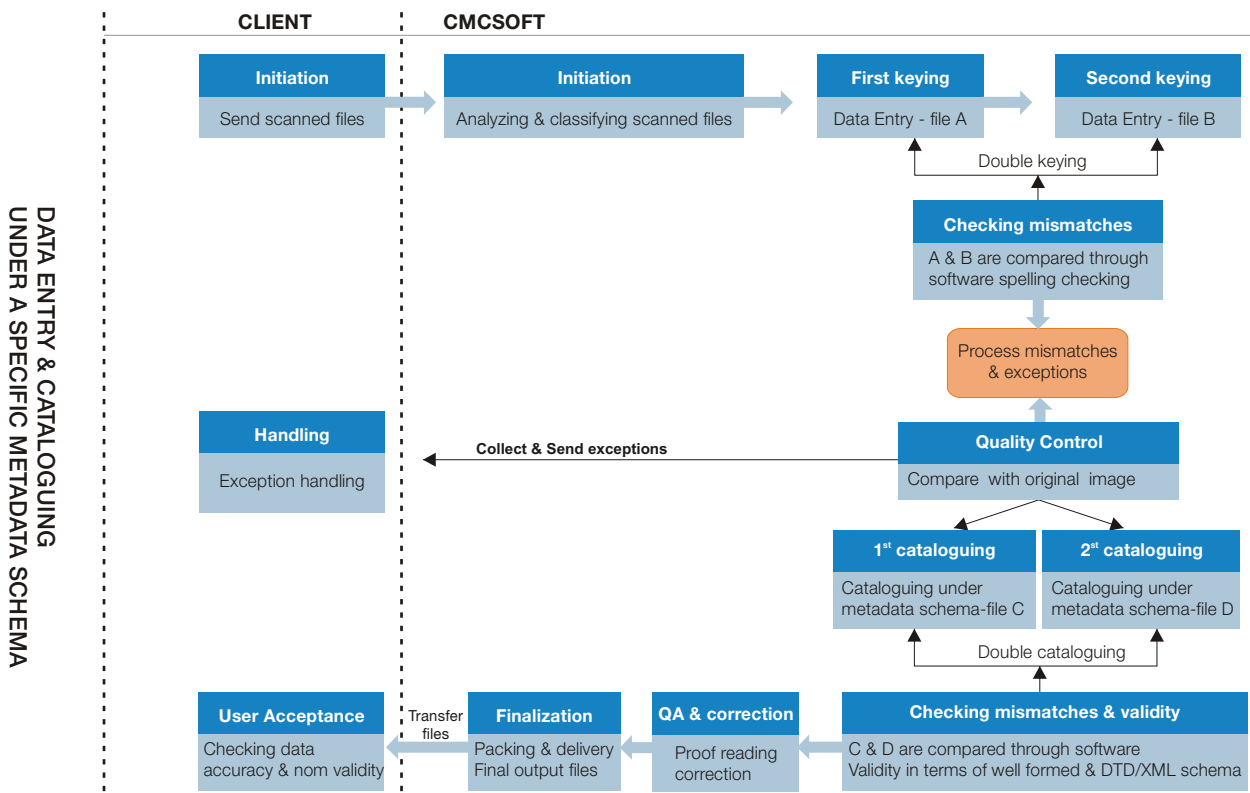
On receiving the work assignment, the project managers analyses carefully the instructions, specifications, metadata schemas and other details provided by Client. Then, they create a tool and make the instructions somewhat easy so that the Data entry operators can easily put data by zone to avoid any misunderstanding.

Data entry and content processing process are divided into 4 key phases:

- **Initiation** : analyzing and classifying scanned files
- **Data Entry** : double keying
- **Cataloguing**: double cataloguing
- **Finalization** : QA and generate output files

Final output files in the output format XML are delivered. Before finished works being delivered to the client, Project Managers have final look on the results to ensure the higher level of quality standard according to all suggestions and specifications provided.

The process is illustrated in the following workflow:



DATA ENTRY & CATALOGUING UNDER A SPECIFIC METADATA SCHEMA

■ SUCCESS STORIES

Data Entry for a national library in Europe

Data entry of more than 320,000 library cards (typed and handwritten cards) in 9 different languages.

Cataloged under MARC21 format and ISBD description rules.

Data is encoded in MARC21 XML format.

Quality/quality requirements:

Double keying and QA by CMCSOFT and Client.

99,99% accuracy.

15 000 ++ card delivery per week.

A retrospection project for a leading library in Vietnam

Data entry of more than 250,000 documents and convert to another format.

Cataloged under MARC21 format and ISBD description rules.

Data is encoded in ISO 2709.

Indexing services.

Quality/quality requirements:

Double keying and QA.

99,99% accuracy.

A leading insurance enterprise in Vietnam

Project task: Extracting facts and data from insurance claim records and inputting them into database

Duration: July 2008 - January 2010

Team: 5 operators

Performance: each operator can process 150 pages on average per day.

Project size: around 90.000 records. 3-4 A4 pages on average per record

Document type: printed insurance claim records

Quality requirements: 99.99 % accuracy.

Contact:

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