

▶ Document Indexing Services

At Data Dimensions, we utilize the latest technology to convert paper documents and records into electronic files and digital images - from the smallest sales receipt to the largest document sizes. Convert your paper documents and records into prompt business transactions by utilizing document imaging services.

Unlock the potential of your business by saving time, money, space, & resources, while turning your documents into prompt business transactions.

At Data Dimensions, the non-core processes of document imaging and indexing are our core competencies. We are equipped to handle all your document imaging and indexing requirements, digitizing any format or type of document into whatever format you request. Utilizing Six Sigma® methodologies, we offer a seamless approach to document indexing through:

ddTracker: Data Dimensions' proprietary software offers complete workflow control. Utilizing bar code technology, **ddTracker**, monitors and reports every paper document in real-time during the complete transition, from the minute your documents enter our facility throughout the entire process of converting your data until images are delivered to your systems.

Data Capture: Data Dimensions utilizes the latest technology with various software to provide for cost effective services suited ideally for high volume applications, such as forms processing, key from image, data extraction (OCR/ICR), and online data capture. A leader in data capture, Data Dimensions offers onshore, homeworker, and/or offshore personnel to perform functions of data capture. Consistent quality is ensured through Six Sigma® methodologies.

Document Indexing: Indexing creates organization to your documents. An index system helps to ensure future retrieval is simple and efficient. Users quickly sort through large volumes of data to retrieve the correct document. Data Dimensions allows for the client to determine how documents are indexed and designate critical fields. Using the following methods, documents are indexed by:

Optical Character Recognition (OCR): OCR automatically translates printed words into alphanumeric characters with accuracy, enabling each occurrence of a word to be tracked. OCR reduces the need for manual indexing while improving search capabilities.

Indexed Fields: Also known as template fields, enables users to locate documents by a specific search field. At Data Dimensions, we work with you to identify fields and if OCR is not able to be used, we utilize key from image. Auditing is performed to ensure accuracy and currently, we guarantee 99.5% field level accuracy based upon fields designated as critical for onshore. Data Dimensions' standard onshore field accuracy for non-critical fields are guaranteed at 98%.



Outsourcing your document indexing services provides you with:

- ▶ Accelerated access to information, allowing for effective collaboration, better communication and faster business decisions
- ▶ Quick and easy searches for information allows for increased productivity
- ▶ Modern technology without the need to purchase costly equipment and/or software
- ▶ Back-up and redundancy for disaster recovery
- ▶ Accuracy guaranteed
- ▶ Increased space by eliminating filing cabinets & paper storage costs
- ▶ Increased customer satisfaction—client information is at your fingertips

ddCapture

BECOME PROACTIVE TODAY

To learn how Data Dimensions can help you achieve your goals,

Call or visit our website:

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