



DataWorX

Data Entry and Processing

DATA ENTRY

DataWorX's offers high quality, cost-effective data entry services suited from medium to high volume data entry applications such as a database or mailing list compilation, key from images, data extraction from web, electronic publication, file conversion etc.

We can accurately input any type of data. It is unproductive to tie down office staff with data entry requests. Their time can be put to ones best advantage by letting DataWorX complete your data entry needs. A one-time need or an ongoing requirement, large or small, we have a solution to fit your needs. Our work is timely, accurate and cost-effective while we treat your documents with care.

Our Services include

- Text / Data Entry
- Data extraction / Online data retrieval from web
- Scanning and Word Processing Services
- Indexing / Hyperlinking Services
- CD-preparation and replication
- File Transfers

We convert paper-based data into electronic format. Our specialty is Text entry, Conversion of books, periodicals, research papers into digital form and also into Web pages. We work with handwritten or typed or printed text. Send us your files via the Internet / e-mail as zip file, rtf file, tiff file, pdf file or hard copies. We will convert them into digital form.

We can input

- Books, manuals, periodicals, research papers etc.
- Customer Lists, Warranty Registrations
- Trade show contacts
- Business cards
- Catalogs, and
- any other data entry needed

Online data entry and internet search

- Online data entry and remote verification: from paper / image to web, or web to web:
- Online data retrieval and data entry to scour online resources and enter relevant data from those sites into a database
- Identifying client specified products and adding them to their website database through the content management tools

Output

We can deliver the information in any format including Microsoft Word (*.doc), Microsoft Access (*.mdb), Microsoft Excel (*.xls), Database (*.dbf), Adobe Portable Document Format (*.pdf), HTML, ASCII, and on hard copy, CD, floppy diskette, cartridges, or via the Internet/ e-mail or any other mode of your choice.

- documents: photograph