

Data Conversion

■ Introduction

Saitech executes large volume data-entry operations, with low turn-around time for the creation of databases, electronic word-processing, in all leading electronic formats. A skilled team of data-entry operators works in shift-operation.

By applying different proprietary, post-processing routines such as double entry; Saitech guarantees a high accuracy level of over 99.95% for all its data-entry service.

Your data becomes smarter, easily accessible and organized when it leaves Saitech. Of course, while adding life to it, we also guarantee the confidentiality of the data provided by you.

Saitech does not believe in simple and dumb data conversion. It is always our effort to make your data smarter, easily accessible and organized. Our aim is to make your database a strong marketing tool for you.

We strive to convert your data with a constant eye on quality and functionality, the aim being to exceed the expectations of our customers and clients. Thus we become a working extension of your technical conversion team, providing services that are ideally suited to today's requirements for consistent, tightly structured and highly accurate databases. We do not just convert your data; we also try to understand your objectives in a broader context.

At Saitech, **Data Services** customers/clients are provided with

- ❖ The highest level of quality in the industry
- ❖ Timely delivery
- ❖ The highest level of accuracy
- ❖ Complete consultancy for database creation
- ❖ Excellent customer care/support

■ Services:

- ❖ Conversion of data across various databases on different platforms
- ❖ Data conversion via input/output for almost any medium
- ❖ Data conversion for databases, word processors, spreadsheets and many other standard and custom-made software packages, according to the requirement
- ❖ Add/remove/change record delimiters
- ❖ Convert raw data into MS Office
- ❖ Text to PDF and PDF to Word
- ❖ Data compilation in PDF from several sources
- ❖ E-book conversion
- ❖ Conversion from PageMaker to PDF format
- ❖ Conversion from Word to HTML format
- ❖ Conversion from Text to Word Perfect

Migration service like data conversion.

Any data in raw form has no significance unless it is processed and made more meaningful. We at Saitech, have considerable expertise in producing Data Sets from the images and tailoring it to fit your requirements. The processing can be done in both analog and digital modes where resolutions can be adapted for all geo-components.

We at Saitech offer following operations in our processing chain:

Customizing the data for each of our client's cartographic reference system. We also undertake Geo-referencing data sets according to each client's specific cartographic reference system

Quality Control operators record the results of quality checks performed after each processing step, including those performed on finished products including: acquisition geometry, spatial triangulation, photo-interpretation, color balancing, final verification of ground information and individual building geometric information.

■ Infrastructure

Facility: Spacious two floors with all the infrastructure needed, such as datacom links, power supply backup, data recovery mechanism and supporting facilities.

Security: Round-the-clock professional security with modern alarm systems. Multiple password protection and firewalls to prevent unauthorized access to our internal network.

Equipment: Latest generation Intel architecture computers with adequate configurations for a multitude of tasks. The servers are ultra-modern and reliable.

Software: Most of the widely used software for data processing, electronic publishing, imaging and conversion is available at Saitech. We have also adopted the latest OCR engines to improve our data capture programs.

Volumes: The current system potential is 100 personnel shifts of eight hours each, three times a day, 24-hour workday. The total workforce capacity is about 100 personnel, with adequate care taken of high quality and productivity.

■ Quality:

We try to achieve this through the following:

Understanding the requirements: At the very outset we try to fully understand the client's requirements and then start working towards fulfilling them.

Sample work/testing: Before we begin full production for a project, we undertake tests to ensure that the final results will be exactly what the customer wants. Testing usually uncovers quality or production issues and lets the customer see the actual output and how it can be used.

Technology and software tools: Our computer software can help in verifying accurate data entry. We use field validation, table lookups, consistency formulas and logic rules. Validation tables are used to make sure that only the acceptable data is entered. It might include checking the zip code, city and state against the postal service database. If the client's project has a specific database of acceptable information, our software can set up 'validation' rules and checks.

Training: We constantly provide training to our employees with a view to achieving high accuracy. Apart from regular training programmers, the Saitech operators and proof-readers undergo a job-specific training before they begin work on a project. This ensures that they understand the requirements of each project thoroughly.

Quality Assurance: Quality means that the finished product meets with the client's requirements with regard to accuracy, format and deadline. The QA system at Saitech includes procedures and schedules for data entry, validation checking, random quality checks and output delivery. The output is checked thoroughly before delivery.

For Details, contact us at:

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