

Cleardata Data Entry

Solutions and Services...

Cleardata is a UK Document Management company, accredited to ISO27001 for Information Security.

Our team can provide manual data entry services or automated capture processes using digital scanning, OCR, ICR and Intelligent Capture software.

Outsourcing these services is increasingly identified as a means of reducing costs and improving the delivery of high volume, non-core, but business critical services.



Data Entry Services

Data Entry



Cleardata has the capacity and expertise to capture any type of data, typed or handwritten. Our team can key thousands of documents each day in a variety of formats. The company has invested in state of the art software, supported by in house IT programmers and quality control staff.

Accuracy



Our data entry services are assured up to 99.95% accuracy, with levels agreed for each job. Operators are experienced in validation and quality control processes.

Single or Double Entry Service



Our double entry service provides excellent accuracy levels. Unique software allows a second operator to carry out a separate entry on the work, without having access to the initial capture. The software prevents the operator carrying on, if any entry varies from the first.

Timescales



Turnaround times are customised to meet the expectations of each client. Services can be provided overnight, same day, next day or within 2 - 7 days, dependant on the job requirements.

Automated Capture

Scanning



Cleardata provides professional document scanning services, digitising over 3 million images per month. We use the latest Kodak scanning technology, providing high quality digital images and provide a 200% quality checking service.

Intelligent Data Capture



Once your paperwork is scanned we can use OCR or ICR capture software to intelligently extract your information. Captured data can be validated against data files e.g. postcode, providing high, consistent accuracy levels. Automating your data capture can speed up your data processing and validate your information.

Form Design



Our team can help design your paper forms and surveys for optimum scanning capture. Using bar-code labelling and individual text boxes to transform your capture rates. Barcodes can also be used to pre-capture information from a form, removing the need for customers to enter common data and reducing your capture requirements.