



Managed Outsource Solutions
Solutions and Beyond

Get Familiar with Different **Data Entry Service Types**



Accurate Data Entry is the Backbone of Any Business

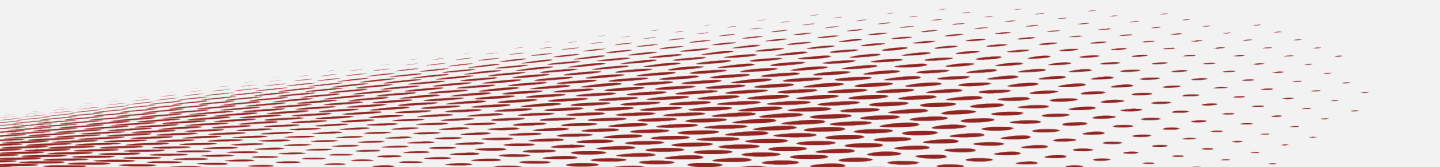
Being in the industry since 2002, we understand that reliable and error-free data makes business operations much simpler and enhances the organization's productivity. With more and more firms adopting digitization of paper documents, data entry outsourcing is in great demand now with a view to improve efficiency, co-ordination, productivity and management.

Data-entry outsourcing services market to reach USD 351.84 million by 2023 (Technavio)

What is data entry? Data entry refers to the process of manually entering a specific type of data into a computer, any other electronic device or even on paper. Each day, your firm might come across some sort of data in different formats - handwritten, excel, PDF, images or any other. You may have to deal with data related to -

- Products
- Account details
- Databases
- Insurance claims
- Numeric and text data
- Mailing list compilation
- Health records
- Logistics
- Catalogs
- Purchase orders
- Invoices
- Questionnaires

*If you have any questions or are interested in discussing how MOS can help your firm with data entry or management challenges, call **1-800-670-2809** or send an email to info@managedoutsource.com.*





Major Data Entry Services You Need To Be Aware Of

Data entry tasks can be segmented into six major categories based on their nature: Data Cleansing, Data Classification, Data Processing, Data Mining, Data Capturing and Data Conversion.

Data Cleansing

Also known as data cleaning or data scrubbing, data cleansing involves identifying, detecting and correcting corrupt, duplicate or inaccurate records from a record set or database and replacing or modifying those records with relevant information.

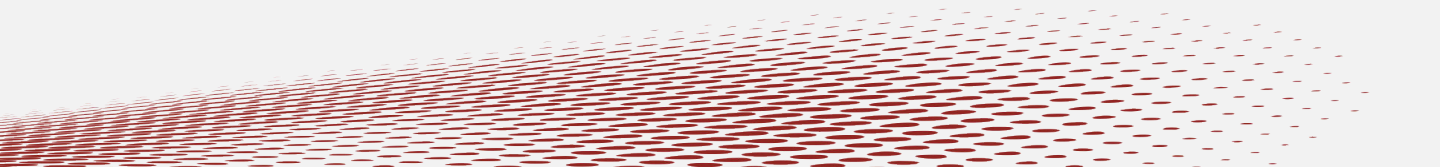
Our services include

- correction of addresses and contact details
- removal of duplicates
- conversion of upper / lower case names
- format transformations
- currency conversions
- merging of data sets

Data Processing

Data processing refers to collecting, storing, modifying, analyzing and filtering data for further use. The process helps to edit the data in such a way that it serves certain purposes based on business requirements.

Our services include

- Form filling and processing
 - Order processing
 - Mailing list compilation
 - Records indexing
 - Purchase order management
- 



Major Data Entry Services You Need To Be Aware Of

Data Classification

Data classification is the process of organizing data by relevant categories based on the type of file and content stored. Classification makes data easier to access, locate and retrieve.

Our services include

- Data sorting and classification
- Tagging and annotation
- Data indexing
- eCommerce data entry

Data Conversion

Data conversion refers to the transformation of data from one format to another. The data can be converted either from a hard copy to a digital format or from one digital format to another such as - PDF to Excel, Word to HTML, Text to ePub etc.

Our services include

- PDF Conversion
- Digital Imaging
- HTML Conversion
- Excel Conversion
- eBook Conversion
- Catalog Conversion
- ePub Conversion

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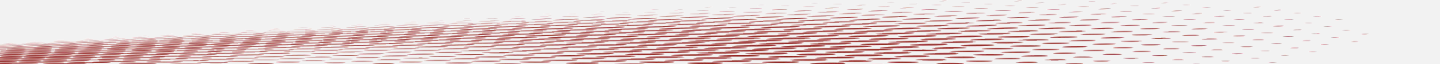
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Data Mining

Data mining is extracting or discovering key hidden information from various sources or large data sets. The process uses a broad range of techniques to find anomalies, patterns and correlations within the data.

Our services include

- Web data extraction
 - Text mining
 - Data and meta data extraction
 - Interpretation
- 

Data Capturing and Entering

The data converted from the hard copies to soft copies or data entered into online systems are collected to form an enhanced database. This data collection work is included in the data capturing services.

Our services include

- OCR (Optical Character Recognition)
- ICR (Intelligent Character Recognition)
- Forms processing
- Long-range and short-range scanning
- Linear imaging
- Data extraction from the web
- Indexing of scanned documents

Data Entry Outsourcing – Key Benefits

In-house manual data entry challenges you may face

- increased error-rates
- unclear fields and formatting
- increased work pressure
- poor quality work with huge volume of data
- loss of focus from other core tasks

By outsourcing your data entry requirements to us, you can –

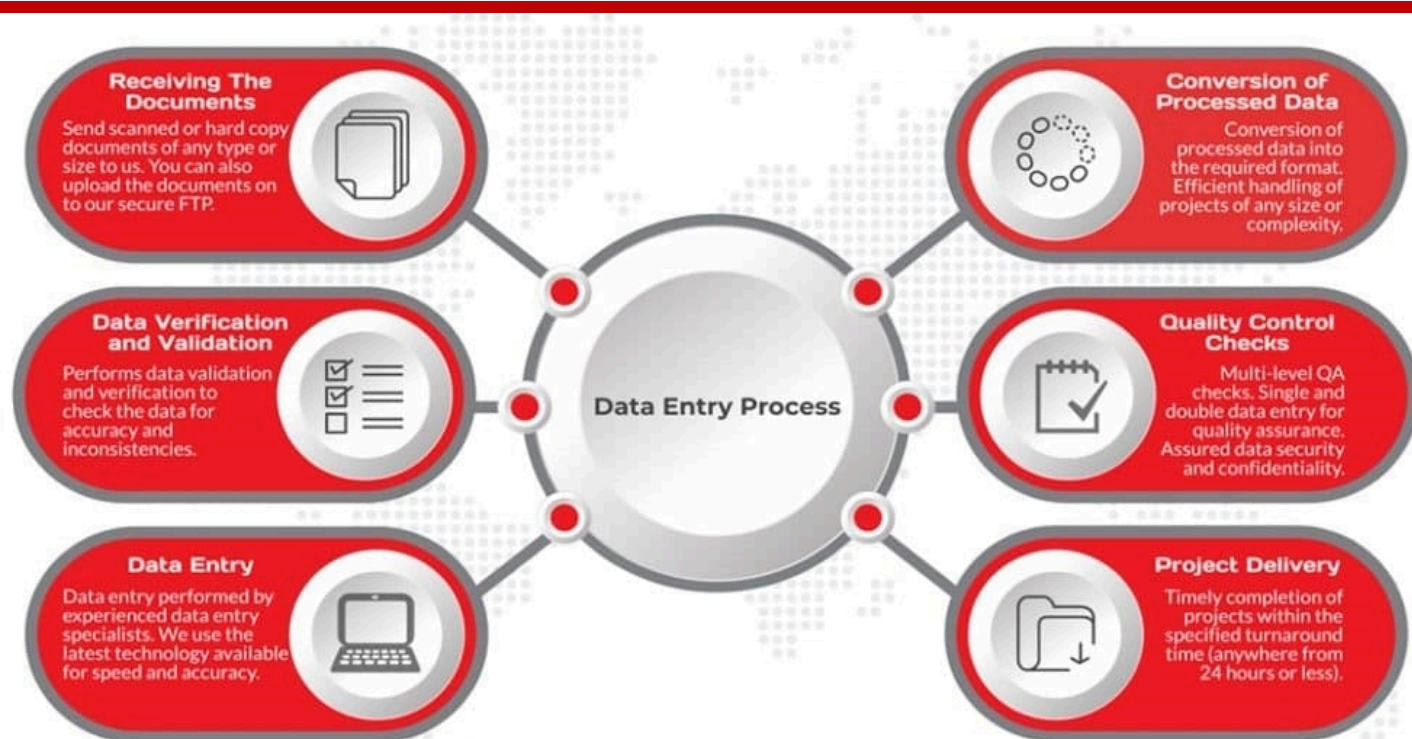
- save costs on setting up an in-house team, infrastructure and labor charges
- save **30 to 40%** of your total operational costs
- improve data accuracy and reduce errors since the services are provided by experienced hands
- eliminate the need for installing data processing technology and devices
- save your staff's time for core business tasks
- improve productivity and enjoy better data security



Fed up with inaccurate or disorganized data? At MOS,
we maintain 99% accuracy!

***Get a Free Trial! Contact us at
1-800-670-2809!***

OUR DATA ENTRY PROCESS





About **MOS**

A leading business process outsourcing company with more than 15 years of national and international exposure in the industry, we aim at providing value-added services to help our clients transform their businesses. No matter which industry you're specialized in, we can manage your large as well as small projects. Learn more at <https://www.managedoutsource.com/>

We can support your businesses with

Online/Offline Data Entry	Document Conversion	Document Scanning
Legal Process Outsourcing	Document Hosting	Medical Record Review
General Transcription	Legal Transcription	Medical Transcription



Our Approach



LISTEN

We want to hear your company's problem



ANALYZE

Analyze your problem



RECOMMEND

Recommend the right approach



MANAGE

Manage the solution



INVESTIGATE

Gauge your issues



IDENTIFY

Identify and pinpoint solutions



IMPLEMENT

Implement the solution



SUPPORT

Support the solution



Case Studies

[Major Data Entry Project Completed Flawlessly and Quickly](#)

We received a request from a UK printing/publishing company working in the education arena in early 2010. All of their projects have fund raising capabilities for schools. Their biggest project is Christmas Cards; which was their reason for contacting us. [Read More »](#)

[Quality Data Entry Work Impresses Energy Company in Pennsylvania](#)

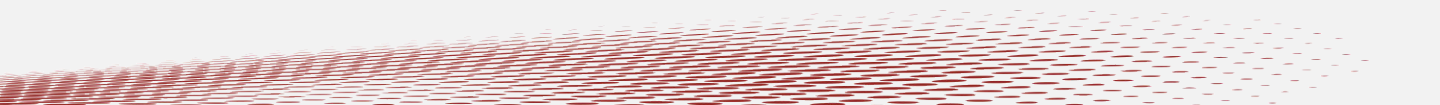
An experienced data entry company in the U.S., Managed Outsource Solutions (MOS) has been serving a leading independent oil and natural gas exploration and production company in Pennsylvania with accurate data entry since 2011... [Read More »](#)

[Timely Data Entry and Conversion Streamlined Resource Management](#)

Keeping track of information, resources and logistics is a challenge for most companies. Our client is a leading privately-owned oil and natural gas exploration and production company in the Appalachian Basin. MOS provided them with data entry, data capture and conversion to help streamline their internal operations.... [Read More »](#)

[Quick Excel Data Entry from Invoices for Insurance Company](#)

MOS, Managed Outsource Solutions, provides comprehensive data entry services as part of its back office outsourcing solutions. One of our clients, The Travelers Insurance Companies is an American insurance company. This company is the second largest... [Read More »](#)





What Our Clients Say

Jan and Meghann are the BEST!!!
They are responsive, professional and fast!
Thank you so much for making my job easier!!!

Warm Regards,
JILL C. MCCRORY, ESQ.

Hi Jan, the customer service and promptness with your BPO company is outstanding. I always get a reply almost immediately and everyone I communicate with is very friendly and accommodating.

Thanks,
JACKIE

