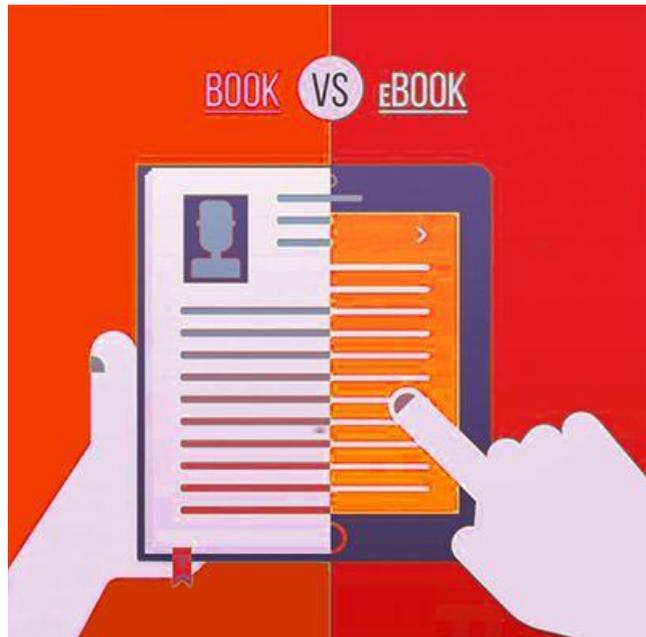# ARCCAA Data Services

ArccaA has a tetrad expertise pillars whose has the vast knowledge on the following technologies:

- Data digitization, ePub, XML programming
- Data entry (STM and non-STM)
- Data mining and data maintenance
- Web design and development (pure HTML, Bootstrap, WordPress, Magento)
- Web Maintenance services
- Digital Marketing (Search Engine Optimization (SEO), Search Engine Marketing (SMO), Social Media Optimization (SMO).
- Web and Mobile Application development

Data Digitization Services

Data Digitization

ePub Services
XML Conversion / SGML Conversion

HTML/XHTML
Image Processing

Data Conversion
Data Digitization

Data Digitization Process

1. SCANNING - It is also know as imaging or scanning.

SCANNER – TYPE 1	Scan Robot 2.0 MDS Scanner
	-2,500 pages / hour. -accepts stack of 50 to 60 page at a time. (depends on paper thickness) - 400 dpi - A4, Legal - **Book Size Max** - 35.5 x 34.0 cm (13.98 x 13.39 in) -**Book thickness** - up to 15 cm (5.91 in

Image Capturing , Image Postproduction

Data Digitization Process

1. SCANNING - It is also know as imaging or scanning.

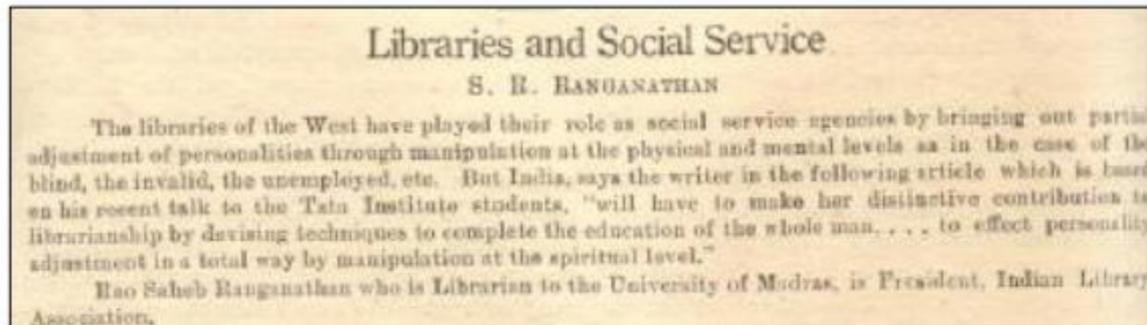| SCANNER – TYPE 2	Canon DR-M160
	-3000 pages per day. -accepts stack of 50 to 60 page at a time. (depends on paper thickness) - 1200 dpi - A4, Legal

Image Capturing , Image Postproduction
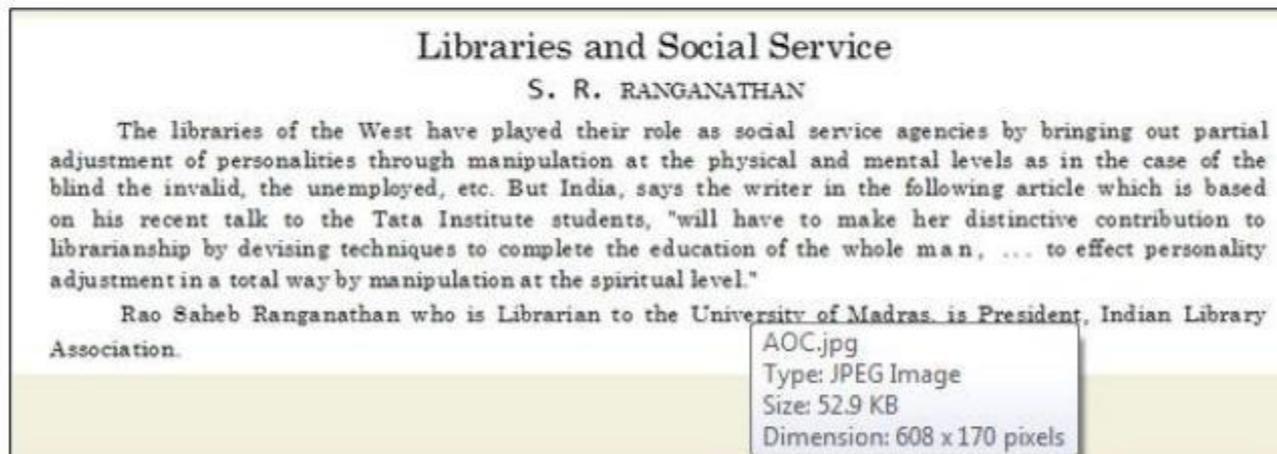
Data Digitization Process

2. EDITING	-Cropping the unwanted areas, erase the unwanted dots. -Save the edited output in the desired format. PDF (image-pdf), JPEG, GIF, TIFF etc.,
3. OCR	-Optical Character Recognition (OCR) software works with your scanner to create a text file of words in the document, which allows for full text searching. -Using OCR software adds considerable value to your scanning project, because it makes scanned documents easily accessible and searchable once the scanning process has been completed.

Before –OCR

Libraries and Social Service

S. R. RANGANATHAN

The libraries of the West have played their role as social service agencies by bringing out partial adjustment of personalities through manipulation at the physical and mental levels as in the case of the blind, the invalid, the unemployed, etc. But India, says the writer in the following article which is based on his recent talk to the Tata Institute students, "will have to make her distinctive contribution to librarianship by devising techniques to complete the education of the whole man, . . . to effect personality adjustment in a total way by manipulation at the spiritual level."

Rao Saheb Ranganathan who is Librarian to the University of Madras, is President, Indian Library Association,

BOC.jpg
Type: JPEG Image
Size: 205 KB

After- OCR

Libraries and Social Service

S. R. RANGANATHAN

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Rao Saheb Ranganathan who is Librarian to the University of Madras, is President, Indian Library Association.

AOC.jpg
Type: JPEG Image
Size: 52.9 KB
Dimension: 608 x 170 pixels

Data Digitization Process

4. METADATA

- Creating metadata is a critical component of a successful digitization project.

- Metadata provides the structure to identify key information about a collection of records (organization, department, collection name, RDA etc.) as well as the individual records within the collection (title, date created, file format, access rules, etc.)

- Metadata is used for the identification, management, access, use and preservation of individual digital records and provides context for the collection as a whole.

- Digitization projects that combine the collection of sufficient metadata in conjunction with the use of OCR technologies to enable the ability to search within a document stand the greatest chance of success for management over time.

Data Digitization Process

5. QA/QC

FINALIZED DATA WILL GO THROUGH QUALITY ASSURANCE AND QUALITY CHECK.

6. STORAGE / TRANSFER

Completed data will be stored in hard drive, pen drives. We can transfer through ftp, emails or upload in client web storage(Google Drive or any) location.

Quality Assurance

With proper understanding of various requirements of our process, we offer you pertinent solutions. Our tailor-made modus operandi will prop up your business and stabilize your operations.

ArccaA Technologies values its patrons as vital associates of its business. We are committed to keep a longstanding and cordial relationship with our customers. With the continuous support of our expert business personnel, state-of-the-art infrastructure and cutting-edge technology, we offer our clientele the best services.

On assigning us with your valid and confidential business process, we can bring on a shift in your business that will surge your profits.

Staff working 24/7, 365 days.

✓ People that are constantly trained in our training center.

✓ We can provide any turnaround time requirements.

✓ Dedicated IT department.

✓ Full work flow modules available.

✓ Secure 128 bit encryption technology.

✓3 levels of quality control.

✓Ensure 99.95% accuracy.

✓A team of highly skilled and experienced professionals is assigned as primary QCs and Final QCs to make sure that the output is 99.95% Quality assured and error free.

✓ Browser based transfer of files. Also available, FTP/ e-mail systems.

✓Our data entry process includes a careful analysis of your requirements and provides time bound solution for your outsourced data entry work.

Accuracy & Confidentiality

Having highly skilled and experienced data entry experts who are knowledgeable in all areas of data entry, we can guarantee you with superior and completely accurate and of legal quality data entry work. We ensure 100% security and confidentiality of your documents. Once we complete your data entry work, we transmit finished reports with the help of secure FTP (file transfer protocol) fax, secure encrypted e-mail, direct modem and hard copy delivery.

We can also assist you with backlog or overflow, working hand in hand with your in-house administrative department. We are extremely sensitive about the regulations that affect the medical industry.

Security

✓ We have 24 × 7 security personnel manning our office.

✓ None of our data entry work leaves our office and we don't have any sub-contractors and hence the client information does not leave our office.

✓ All the external drives including USB, CD, DVD drives are disabled on each computer.

✓ No personal is allowed to bring in any floppies, any electronic devices including laptops, PDA.

✓ No personnel are allowed to bring in or take out any paper or any written documents.

✓ Every employee is checked on entering and leaving the premises.

✓ We also have instituted a system where there is random checking on a regular basis.

✓ Our computers require passwords to start Windows and to use the computers.

✓ We have firewalls and antivirus software on all the computers and update virus definitions daily.

✓ Monthly back-ups of computer systems will be done and stored in lockers password protected.

✓ All our Employees sign a confidentiality and non-disclosure agreement.

✓ We maintain up-to-date contractual agreements with all business parties.

✓ We have instituted security measures to protect the security and integrity of protected information according to guidelines.

✓ Our entire work force is trained on privacy, security, and confidentiality. We strive to meet and exceed international regulations on all matters.

Infrastructure

infrastructure includes :

Has about prime office space of 1600 Sq.ft in the heart of Hyderabad, India. The center is furnished with suitable interiors and is centrally conditioned to provide the employees a dust-free, cool and comfortable environment. Our company is equipped with redundant data and telecommunication links to ensure uninterrupted workflow. 60 Mbps Dedicated Leased Line from ACT. **ArccaA Technologies** center is equipped with UPS systems and generators to ensure uninterrupted power supply to the operations for day stretch.

❖ 30 seats – running two shifts. Possibilities to run 3rd shift.
❖ Canon DR-M160 Scanner. Robotic Book Scanner.
❖ D-link routers for WAN and VPN connectivity.
❖We are maintaining a server room to control the systems for Quality and discipline control of the Employees.
❖ Power backups on 40 KVA, Online APC UPS for all desktops and servers.

Training

We have a strong belief that a data entry company's foundation is the quality of data management training as it associates acquire. Our DEs are recruited after implementing very strict selection procedures. They pass through various levels of screening tests, which include test in English, general aptitude, and an audio test to be transcribed. They are guided, organized, and trained by experienced faculty/professionals that are always on-hand to share their knowledge, expertise, and to enhance and refine the skills of the trainees.

The scheduled duration of the training program is five months and even extendable depending on the performance of the candidates. This is followed by another five months of on-the-job training where trainees are exposed to real production atmosphere.

Leadership Team

We are a company with diverse talents & skills. Our leadership structure offers a dynamic atmosphere in which talented, creative & motivated people thrive. We don't just acknowledge hard work & achievements; we reward it & groom it.

We have an experienced team of ambitious, vibrant, young professionals having ability to update with latest trends & requirements of our client.

Our team's passion is to take challenges and to deliver to clients expectations.

How it Works

Reliable services, state-of-the-art technology; ease of use, and unmatched convenience has made it an industry leader. Our system can be defined in four easy steps:

1. Business professionals send the required documents through shipping, courier, e- mails, FTP, DVDs, CDs, in any data formats.
2. Our experienced professionals perform required data entry operation.
3. The completed output undergoes 2 levels of Quality Control Audits, further proofread by our Senior Quality Control Specialist finally producing result, which are 99.95% accurate.
4. The completed file is then available in any data format for you to download.

Our Clients

THANK YOU