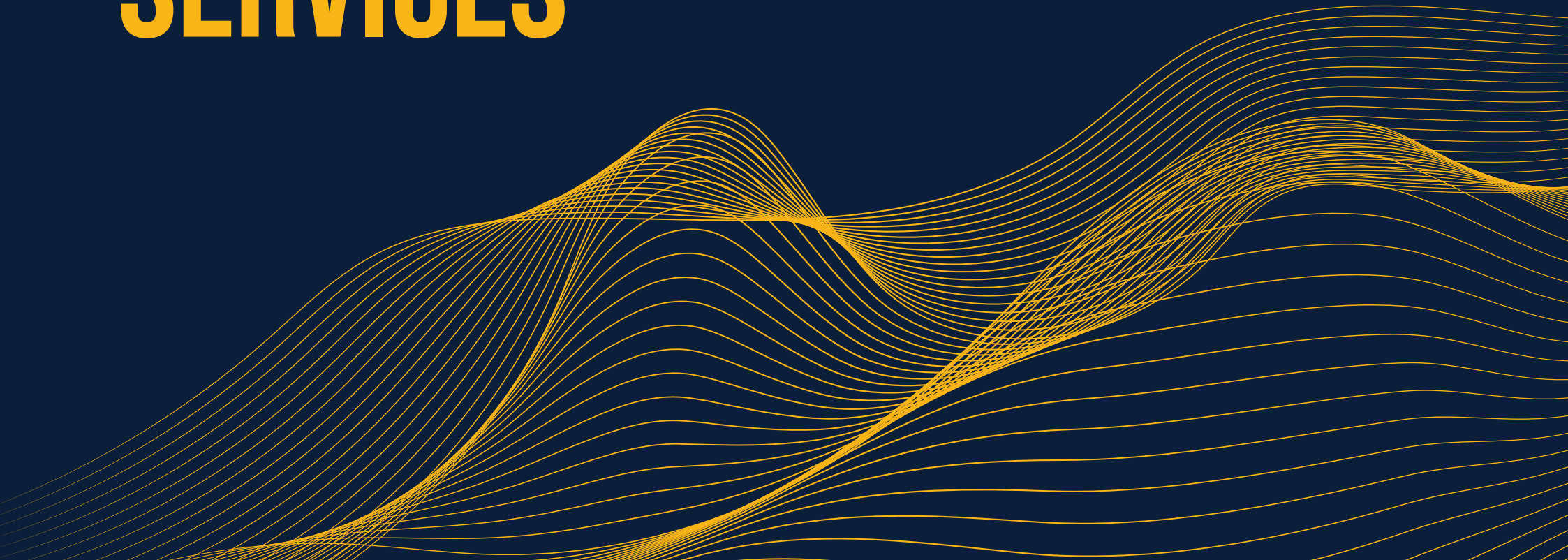




DIGITALISATION SERVICES



➔ DOCUMENT DIGITIZING SERVICES

The IT boom has made the world techno-savvy. Today everything, right from shopping to education, is done online through the World Wide Web. With the Internet becoming the most convenient and easily accessible mode of data transfer, there has been an increase in the need for converting data into digital formats.

A separate line of businesses providing document digitizing services has emerged to fulfill the unending demand of the customers who want to convert their documents into digital formats. Dawgen Tech Solutions is one of the forerunners in this line of business.

It's very important to first understand what exactly document digitizing is and why is it essential, especially for the corporate world.

➔ WHAT IS DOCUMENT DIGITIZING?

Document conversion is the process of converting paper documents into digital formats. By converting your documents into digital formats, you can preserve your documents. Services allied with such conversion work are termed as Document Digitizing Services. Any kind of document or data, right from texts, images, audio, video, business cards, books, periodicals to news papers, can be digitized and converted into:

- A digital format such as text, html, xml, pdf, doc, xls, giff, jpeg, tiff and mdb amongst others
- Any media such as CD, tape, or Zip disk

Further, digitized documents can be shared with anyone, irrespective of the geographical location, through data sharing mediums like Internet, FTP, VPN, and Telnet.

WHY DOCUMENT DIGITIZING?

There are many benefits of shifting to digitized documents. Digital documents and data are:

- Easy to preserve
- Easy to store, retrieve and update
- Easy to clone
- Quickly accessible
- Easy to share and transport
- Compatible with all modes of digital data transfer

WHO CAN PROVIDE DOCUMENT DIGITIZING SERVICES?

Jamaica is emerging as a potential service provider of document digitizing services, and Dawgen Tech Solutions is a synonym to quality service. The organization uses high-end infrastructure and technology to provide global customers with quality services ahead of schedule.

DOCUMENT DIGITIZING PROCESS AT DAWGEN TECH SOLUTIONS

1 Identifying the need

The customer's need is identified and captured in this stage to understand their exact requirement

2 Collecting and aligning documents

The documents are collected from the customer and aligned properly in this stage. Special care is taken to remove all foreign objects like pins, paper clips, thread, spiral bind and others

2 Scanning the documents

The aligned documents are then scanned properly and saved as an image file

2 Transferring to a digital format

The scanned documents/images are converted into text files by using Optical Character Recognition (OCR). The output is then manually checked by proofreaders before converting it into the desired digital format

2 Indexing the documents

The documents are saved with detailed file names so that they can be easily retrieved whenever needed

2 Organizing the documents

The documents are organized into separate or combined PDF files as per the customers' requirements

2 Packaging the digitized documents

The digitized documents are checked for quality. The error free digitized data is burnt onto a CD, packaged properly and delivered to the customer

About Dawgen Global

Dawgen Global is an integrated multidisciplinary professional service firm in the Caribbean Region. We are integrated as one Regional firm and provide several professional services including: audit, accounting, tax, Information Technology, Risk, HR Solution, Performance, M&A, corporate finance and other advisory services.

Our Caribbean regional network covers Jamaica, Trinidad and Tobago, Bahamas, Bermuda, the Cayman Islands, the Eastern Caribbean (Barbados, Antigua, St Lucia, Grenada, and St Kitts & Nevis), the Netherlands Antilles (Bonaire, Curacao, and St Maarten) and Aruba and the Turks and Caicos Islands.

Our regional focus is to improve services to local, regional and international clients. Through our affiliation and membership in other Global Networks and Associations, we offer a global perspective while maintaining our regional insight by seeking alternatives for you – we tap the power of both.

Our multidisciplinary teams of professionals leverage a wealth of industry-tailored, practical approaches to help you discover opportunities for your business. Whether your organization is strong and healthy, under stress or facing difficult choices, we work with you to find financial, strategic and operational solutions that improve your liquidity, financial flexibility and stakeholder returns. We're here to help you build a sustainable business – in the short and long-term.

Contact Information:

Regional Head Office : Dawgen Towers, 47-49 Trinidad Terrace, Kingston 5 | Jamaica

Telephone: (876) 929-2518 | (876) 926-5210 | (876) 630-2011 | Fax: (876) 929-1300

Email: dawkins.brown@dawgen.com

