

OutProsys

OUTSOURCED DOCUMENT PROCESSING



OUR COMPANY

OutProsys is a leading Outsourced Document Processing company that specialises in converting typed and handwritten text on paper-based documents into electronic information. Utilising a combination of our leading edge recognition Systems, highly trained & experienced operators, we take away the pain of paper processing and deliver valuable electronic information to allow your business to focus on what you do best. We offer innovative document processing solutions after first investing time in understanding the

current work-flow processes, as well as your current and future needs. We then design, develop and implement our solution using our experience, capabilities and leading edge technology to provide you with complete, validated & timeous electronic data to make accurate decisions. We are a privately owned and empowered business, head quartered in Observatory, Cape Town. Together with our production facility we are today successfully delivering our solutions into the UK and SA markets.

// WE OFFER INNOVATIVE DOCUMENT PROCESSING SOLUTIONS //

OUR BENEFITS

Generally speaking, paper processing is a non-value add item to Companies with an inherently high processing and people cost as well as error prone procedures. What we deliver is a fixed cost item processing solution that delivers accurate electronic information timeously to allow your

business to make the right decisions, efficiently. We currently process over three quarters of a million documents a month covering a range of documents including: applications, tachographs, invoices and court documents.

“processing your documents into electronic information”

application form

company	OutProsys
telephone	0214041111
email	info@outprosys.com
website	www.outprosys.com

new_applicants_table				
	company	telephone	email	website
	Abc	0113021234	info@abc.com	www.abc.com
	Def	0113020123	info@def.com	www.def.com
▶	OutProsys	0214041111	info@outprosys.com	www.outprosys.com
	Ghi	0113024567	info@ghi.com	www.ghi.com
	Xyz	0113023456	info@xyz.com	www.xyz.com

BENEFITS OF OUTSOURCING YOUR DOCUMENT PROCESSING TO OUTPROSYS

- ELIMINATE UPFRONT CAPITAL INVESTMENT COSTS
- SIGNIFICANTLY REDUCE STAFFING COSTS
- REDUCE YOUR ADMINISTRATIVE COSTS
- AVOID COSTLY RECOGNITION SOLUTIONS
- GAIN ACCESS TO THE HIGHEST LEVELS OF ACCURACY
- IMPROVE DISPUTE AND EXCEPTION HANDLING
- PROVIDE RAPID RESOLUTION OF DISCREPANCIES
- GAIN ACCESS TO INCREASED EFFICIENCIES
- GAIN ACCESS TO SPECIALISTS
- FOCUS YOUR RESOURCES
- GAIN UNPRECEDENTED, REAL-TIME VISIBILITY
- IMPROVE YOUR DISASTER RECOVERY PLANNING

OUR SOLUTION

01

RECEIVE INCOMING DOCUMENTS

Incoming paper and electronic documents (eg. application forms), can be received directly onsite by yourselves or via our dedicated P O Box, where the documents are sorted and prepared for transfer to high speed scanners.

02

SCAN DOCUMENT

Documents are then scanned at our production facility or via an on-site scanner at your premises and the electronic image files are then uploaded directly to our servers utilising a secure encrypted SSH connection.

03

CAPTURE DOCUMENT

Utilising a combination of our leading edge recognition technology, highly trained and experienced operators, we double capture and convert the typed and handwritten text into electronic information. The data then runs through our matching processes, predefined business rules and validation routines to ensure the data is complete, accurate and valid.

04

UPLOAD ELECTRONIC INFORMATION

The electronic information is processed into your required format and securely uploaded to your ERP systems. The electronic images and data can be hosted on our secure web portal to provide your authorised users 24 x 7, real time access to their documents as well as DR offsite backup.



“DO WHAT YOU DO BEST, **OUTSOURCE THE REST**”

CONTACT US

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