



# Online process

vs.

# Offline process



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**GERMAN QUALITY - MADE IN VIETNAM**

## ONLINE PROCESS

## OFFLINE PROCESS

### Connect to Customer System

The customer owns their BPO/Data Entry platform. DIGI-TEXX access to the platform via Internet.



### User Login

The customer provides DIGI-TEXX usernames and password to log-in to their system.



### User Authorization

Different authorization levels are applied to control users access.



### Transaction Processing

Operators perform the tasks directly on the customer system, with the customer's pre-defined workflow.



### Complete Task and Send

After a transaction is completed, operators submit it directly on the system.



### Receive Images

File formats: TIF, JPG, PDF.  
Image received in batches via SFTP Server.



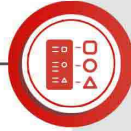
### Decrypt, Download, Import

DIGI-TEXX decrypts the image files and import to our DIGI-SOFT Platform.



### Classify

Different forms are automatically classified in DIGI-SOFT.



### OCR Recognition

OCR will be run to automatically extract fields out of the image.



### OMR Verification

For forms which contain marked areas (survey, multiple choice), OMR is applied.



### Data Entry

The data fields which are not able to be captured by automatic tools will be captured manually by operators.



### Auto Validation

DIGI-SOFT will validate data based on predefined validation rules.



### Quality Control

The exported data are randomly checked by quality control team.



### Export

The qualified data are exported to the customer.  
Popular export data files: csv, xml.



## COMPARE

### ONLINE

- Allow fast implementation with predefined processes.
- Best for projects which need real time updates.

### OFFLINE

- Optimize internal quality control.
- Leverage customized & advanced BPO platform.
- Gain efficiency thanks to own-designed processes.
- Depend less on external factors (e.g. internet capacity).