

# Data Appending

## Process Flow



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## Step 1

Our clients are provided with a secure login on our portal to upload the database to be appended in .csv or .xlsx format



## Step 2

The database is downloaded and reformatted to suit the process requirement



## Step 3

The database is matched with our existing master database to append the missing data and anomalies are removed



## Step 4

Our database team verifies the appended data via emails and calls based on the type of data



## Step 5

The appended data is then uploaded on the portal from where the clients can download. As a measure of data protection, the data are never shared via emails.