

## Offline Data Entry from Image

The Company: USA Government

Location: USA

Job: New Voter's Registration

The Objective: Enter accurate and 100% error-free data from different types of Hand-written and scanned New Voter's Registration in Excel Format.

The Solution:

- Careful sorting of the scanned forms to eliminate inaccurate classification.
- Assigned a dedicated team of data operators who completed 3000 to 5000 forms during the weekdays for on-time delivery.
- 100% Audit at the end of the data entry to maintain the quality of the document.

The Challenges:

- The project included lot of information which was **Handwritten** therefore maintaining accuracy was crucial while entering the data.
- Chances of data misinterpretation increases as there were 20 – 25 different types of hand-written scanned Registration Forums .
- Understanding Multiple-level data structures as well as ensuring quick and easy documentation and archiving.

A leading name in Data processing located in the USA, UK approached Data Entry 101 to enter voluminous data from 20-25 different types of scanned forms in a Spreadsheet.

The Solution:

- Imparted training to executives to enter voluminous data from 20-25 different types of scanned in a Spreadsheet.
- To avoid human errors and maintain consistency, the forms were classified into different categories, and each team was assigned a different category.
- Hand written scanned forms may lead to misinterpretation of data; hence, we ensure a smooth and properly channelized communication between the client and data entry operators.
- The completed document was passed through a meticulous quality control to ensure that there are no missing values, or incorrect information.

Benefits:

- It offered 100% accuracy in the data; which ultimately resulted into satisfaction among the end-customer.
- Leveraging latest technology diminished the turnaround time, subsequently reducing the costs.

Samples of Work

The image shows a side-by-side comparison of a scanned voter registration form and its data extracted into an Excel spreadsheet.

**Form Data:**

- Section 1:** Last Name: Sabo, First Name: Stephanie, Middle Name(s): Roe
- Section 2:** Home Address: 16276 136th Ave, City/Town: Ann Arbor, State: MI, Zip Code: 48103
- Section 3:** Address where you get your mail if different from above: (Blank)
- Section 4:** Date of Birth: 04/10/79
- Section 5:** Telephone Number (Optional): 616-502-9949
- Section 6:** ID Number: S 100 777 750 280
- Section 7:** Choice of Party: N/A
- Section 8:** Name of Ethnic Group: N/A
- Section 9:** Signature: Stephanie Sabo, Date: 04/14/2014

**Excel Data:**

Image Name	Image Num	Citizenship	Age (18 of Last Name)	First Name	Middle Name	Current Street Address
0100000328-MI-01	1	Y		SABO	STEPHANIE	16276 136TH AVE
0100000328-MI-01	2	Y	Y	BERIS	AUSTIN	TAYLOR
0100000328-MI-01	3					
0100000328-MI-01	4					
0100000328-MI-01	5					
0100000328-MI-01	6					
0100000328-MI-01	7					
0100000328-MI-01	8					
0100000328-MI-01	9					
0100000328-MI-01	10					
0100000328-MI-01	11					
0100000328-MI-01	12					
0100000328-MI-01	13					
0100000328-MI-01	14					
0100000328-MI-01	15					
0100000328-MI-01	16					
0100000328-MI-01	17					
0100000328-MI-01	18					
0100000328-MI-01	19					
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0100000328-MI-01	22					
0100000328-MI-01	23					
0100000328-MI-01	24					
0100000328-MI-01	25					
0100000328-MI-01	26					
0100000328-MI-01	27					
0100000328-MI-01	28					
0100000328-MI-01	29					
0100000328-MI-01	30					
0100000328-MI-01	31					