

## Online Data Entry from Image

The Company: USA Real Estate Company

Location: USA

Job: Property Document Data Entry into Web Based Portal

The Objective: Enter accurate and 100% error-free data from different types of Hand-written and scanned Property Document in Web Based Application.

The Solution:

- 100% Audit at the end of the data entry to maintain the quality of the document.

The Challenges:

- The project included lot of Financial information including sensitive property information therefore maintaining accuracy was crucial while entering the data.
- 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:

- To avoid human errors and maintain consistency, the data were classified into different categories, and each team was assigned a different Document Types.
- 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 Notepad window with a scanned deed document on the left and a web application interface on the right. The deed document is titled "THE RITA J. EISEN LIVING TRUST DATED JULY 25, 2012, RITA J. EISEN, TRUSTEE" and includes property address "5251 Paw Paw Lake Road, Coloma, MI 49038". It is dated "14th day of March, 2014" and signed by Gary F. Eisen and Rita J. Eisen. A handwritten note on the right side of the document reads "76-00-8,000-055A-80-11".

The web application interface is titled "Adding new Record" and includes the following sections:

- Aggregation:** Add Record, Manage Records
- Select a state:** Select a sta
- Select a county:** Select a cox
- Select a document type:** DEED
- Select a record type:** Select one
- Recording Information:** Recording Date (MM, DC, YY), Document #, Book, Page
- Document Transfer Tax:** City Tax, County Tax, State Tax, Total Tax
- Grantor/Seller Information:** 1 Grantor/Seller, 2 Grantor/Seller; (1) First Name, (1) Middle Name/MI, (1) Last Name/Corporation, (1) Suffix; checkboxes for Et Al, Et Ux, Et Vx, Partial Interest
- Grantee/Buyer Information:**

The Notepad window shows the document text and a footer with "Page 2 of 33" and "Liber 2087 Page 1930 Liber/Page Stamp electronically added".