Data Entry for a Computer System Design Client
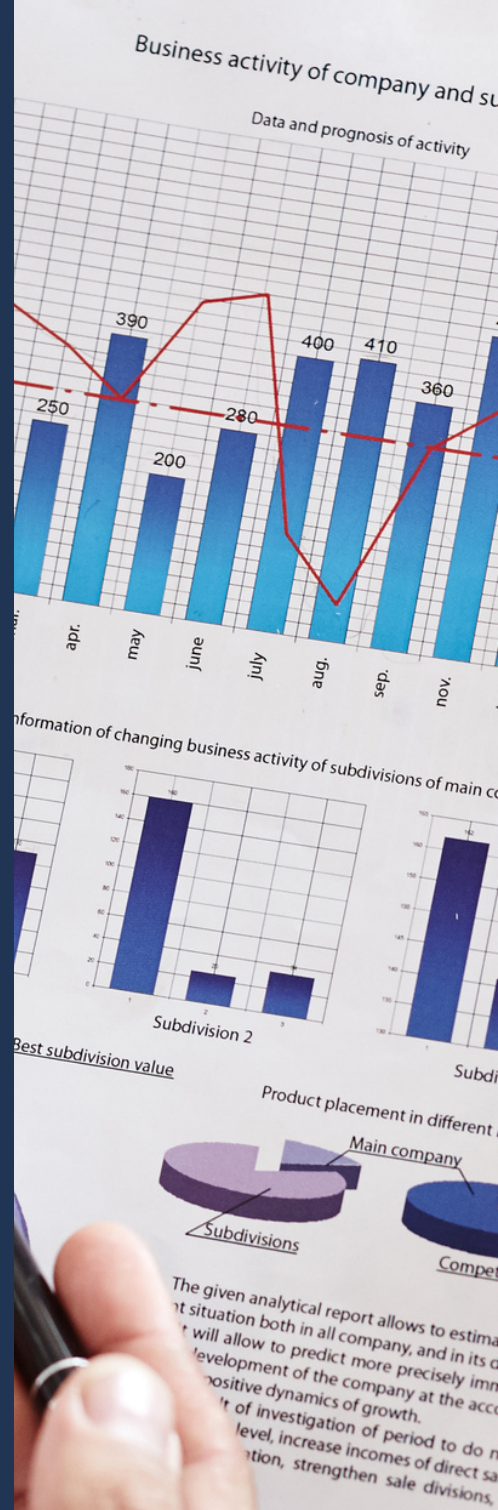
ARDEM
incorporated
Success Delivered

Background

A Computer Systems Design client came to ARDEM for getting help with data entry services. Our client wanted us to extract data from Grantor and Grantee Lien Books.

Grantor- Grantee Books are typically found in the office of every County Recorder or Recorder of Deeds which lists all recorded transfers of title by deed (as well as liens, mortgages, deeds of trust, and other documents affecting title) The scope of work was to extract data from 10,000 + pages and almost 200,000 Lines of data within 60 days.

10,000+
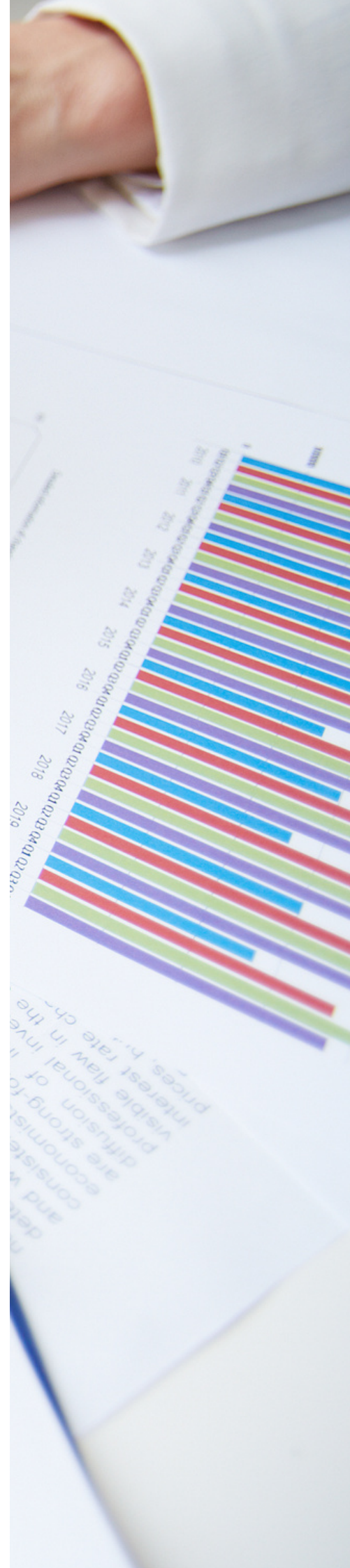Pages Processed

200,000+
Lines of Data

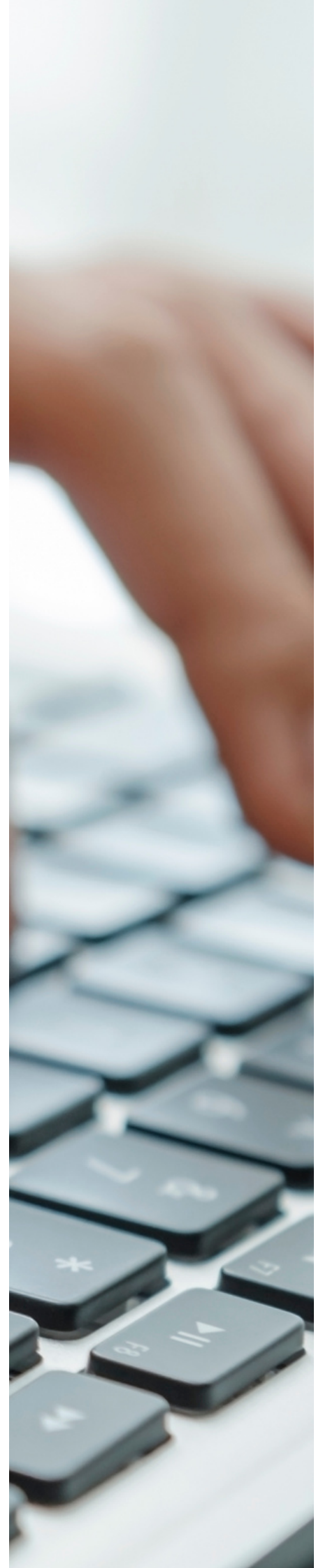**100%**
Accuracy

60
Day Delivery

Opportunity

- The major challenge faced by the client was extracting data from mortgage lien books which is in typewritten book format. Extracting type-written data is not simple since capture technology produces questionable results.

- Hence the selected process had to be data entry effort-intensive However, to make the process efficient ARDEM tagged the data to fetch data line-wise. However, data processing across thousands of pages had additional challenges when pages were not of similar format, requiring additional quality control steps.

- The challenges faced were-
    - The large volume of page in the short timeline in which to extract all the data.
    - The requirement for 100% accuracy of the extracted data.
    - The variability of the formats of data presented in the Lien books

Solution

- To help our client ARDEM needed a large team of data entry analysts. We needed a team of software developers to create the data entry application.

- We needed Analysts to perform data entry, and, to perform the various quality control checks. In addition to this, a project manager to manage the team, network engineers to support the IT infrastructure, Human Resources to recruit and train a large team of Analysts.

- Our process plan was to extract the data from the images, quality check using a man-machine approach.

- And at the end, the compiled data was checked once again against each image to ensure there is no error while performing data entry of these records.

Benefit

After understanding the problem and defining the process, ARDEM could deliver the solution within the turnaround time which met the client's requirement-

- Delivery of Accurate Data.
- Delivery within the desired timeline of 60 days.
- Use Automation to improve accuracy and reduce processing time.
- Use Man- Machine Technologies to manage the workload effectively.

ARDEM was able to process the volume of data and provided all the data within the required turnaround time.

ARDEM provides business process outsourcing services and business process automation services to established companies to improve operational efficiency and reduce cost.

For more details on outsource data entry services email us- **pricing@ardem.com** or call at **908-359-2600.**

ARDEM Incorporated

ARDEM Incorporated delivers success for companies looking to efficiently streamline their processes and improve ROI. We implement the world's most sophisticated Technology platform combining human interaction with advance technologies to automate business processes and lower operational costs.

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