

AUTO-INDEX

Increase productivity and improve data entry during the data indexing process.

Today many county governments are operating with information systems rooted in outdated technology and face challenges such as ballooning volumes, the need to meet statutorily mandated technology requirements, space limitations and tighter budgets. **Auto-Index** from **LPS' Aptitude Solutions** division, is a concrete solution that can help your county increase productivity, streamline data entry and increase data consistency within the data input process.

Return the focus to verification, quality assurance and productivity

Auto-Index is an affordable, expert system that has been specifically designed to increase productivity and improve data entry during the data input process. **Auto-Index** drastically reduces the number of manual keystrokes for entering data, enabling county government staff to focus on verification and quality assurance while processing more work.

How Auto-Index works

Through optical character recognition (OCR), Auto-Index literally reads every scanned document. Data is seamlessly extracted to target recording information. Auto-Index identifies and automatically culls relevant recording and court-specific information such as grantor(s), grantee(s), legal description, related documents, return address and other user-defined fields. Court case OCR data extraction also includes docket codes, descriptions and other user-defined fields.

Before and After Automated Indexing

The top screenshot shows a document with the following fields:

# of Pages	1
Doc Type	(W/D) Warranty Deed
Consideration	150,000.00
Grantor	SULLIVEN EDWARD (1/10/2007 6:51:43 PM)

The bottom screenshot shows the same document after indexing, with the following fields populated:

# of Pages	1
Doc Type	(D) Deed
Consideration	\$150,000.00
Grantor	SULLIVEN, EDWARD SULLIVEN, LINDA <Enter Name>
Grantee	ROGERS, MICHAEL ROGERS, KATHY <Enter Name>
DeLegal	LOT 24 BLK 2 FOREST ESTATES <Enter Land>



The software then walks the user through the verification process by automatically finding and highlighting the extracted information in the displayed image, allowing the user to approve the data or to use the “rubber band” feature to extract the data directly from the document. Auto-Index then sends approved data directly to integrated software, such as recording systems and court case management systems.

System Architecture

Auto-Index employs the following combination of technologies and system architecture to auto-index recorded documents:

- **Indexing Identification – Auto-Index** acquires knowledge that is used to identify index fields. This information is acquired on an ongoing basis by monitoring the history of the data entry process.
- **Adaptable Architecture** – This repository of information, acquired by the indexing identification, stores a combination of relational and metadata information. The metadata is an electronic representation of the knowledge for identifying document types and the relevant index fields.

Auto-Index Features

- Literally reads every scanned document
- Identifies data for indexing
- Documents are checked for quality assurance
- Automatically extracts relevant recorded information such as grantor(s), grantee(s), legal description, related documents, return-to address and other state-defined fields, regardless of where the information resides in the document
- Presents the auto-indexed document and corresponding image to the user for verification
- Automatically extracts relevant court case file document data such as docket codes, descriptions and other user-defined fields
- Walks the user through the verification process by automatically finding and highlighting the extracted information in the displayed image
- Allows the user to approve the data or to use the **Auto-Index** “rubber-band” feature to extract the data directly from the document
- Provides an exception-based workflow process for image quality and staff questions
- Sends the approved data directly to recording and court systems

Call 866.278.4765 today to improve data entry and process efficiency!



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