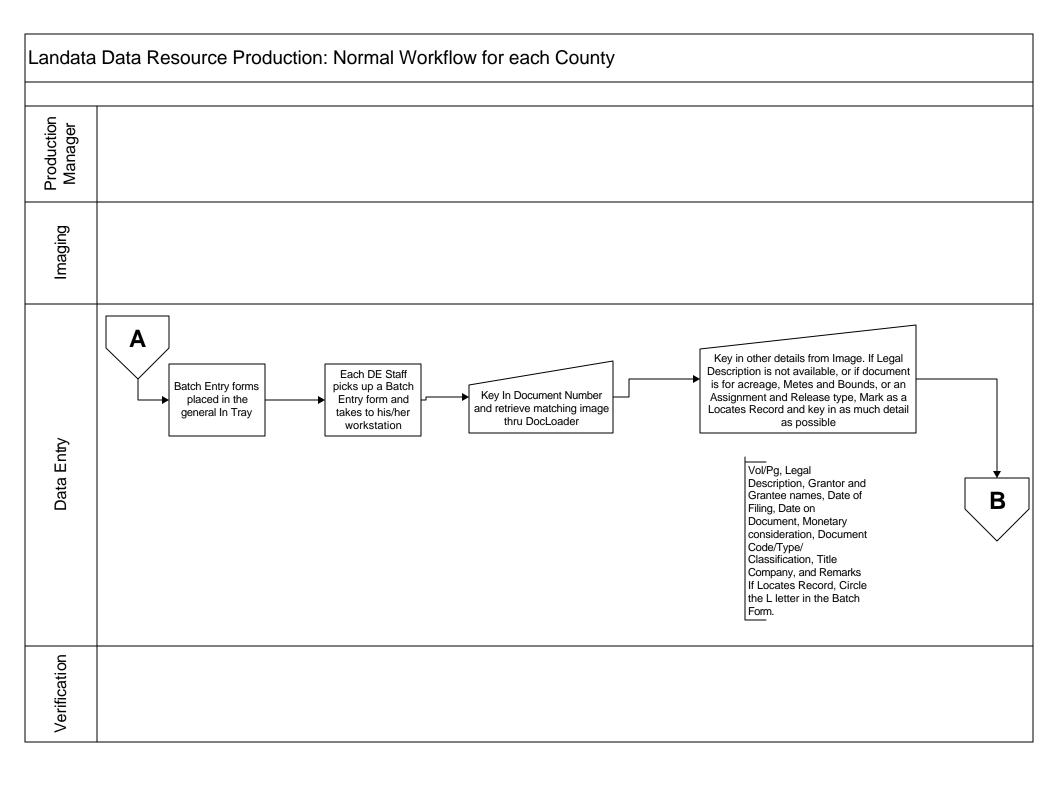
Landata Data Resource Production: Normal Workflow for each County Find Starting Print blank Batch Enter TP3 for the and Ending CFN Forms and send to Production Manager county and create for the latest Data Entry Team **Batches** Filing Date Lead for County Check starting and Posted using LSFW to the **Batch Creation** ending County File Main Image DB for the Report Number for latest County. The Image also -detailed by each moves into the SAN. An filing date from the county web or from the entry is made on the Log indicating the posting date report e-mailed by Johnny at imaging. and time Complete the Image Tracking Log New Images Run Tagging section is keyed into an eavailable for ConvertAccessto on Image Tracking Tag all the images Images are posted mail and sent to keying on CD SQL on the Log and send to Cindy and the Team or FTP Site images Image Quality Lead for the county Imaging Each image This will now Complete the Open each image post the represents Quality section on and record any images to one Image Tracking error on Image a LŠFW document Log and send to Tracking Log Batch DB. using LSFW Imaging Posting or TagMaster Entry Data Verification



Landa	ata Data Resource Production: Normal Workflow for each County
Production Manager	
Imaging	
Data Entry	Index the Document Entry based on rules below Index the Document Entry based on rules below File the completed record under Property Index if the document rumber in the blank Batch Form. File the completed record under General Index if the document relates to personal property. Circle the G letter in the Batch Form. For each file in the Batch, if there are multiple legal descriptions mentioned in the documents in the Batch and the number of notches and write the total on the Batch Form in the In Tray for Verification Place the filled out Batch Form in the In Tray for Verification Tally the total number of documents in the Batch and the number of notches and write the total on the Batch Form. Place the filled out Batch Form in the In Tray for Verification Tray for Verification Tray for Verification Tray for Verification Total number of documents in the Batch Form.
Verification	

