

Online Form Filling Project

Sample Image File

Sr.No	5588551
Full Name	David Austin
ID	22532
Address	41 Mall Road, 41 Mall Road, Burlington, MA, 1805
Lic Type	Pharmacist
Lic no.	74500
Mnfr Name	Volcano Corporation
Mnfr ID	CC0705
Mnfr Address	3721 Valley Center Drive, Suite 500, San Diego, CA, 92130
Prescription One	Levocarnitine Injection (Carnitor Injection)- FDA
Prescription Two	Tramadol Hydrochloride and Acetaminophen Tablets (Ultracet)- Multum
Prescription Three	Methadone Hydrochloride (Methadose Oral Concentrate)- Multum
Prescription Four	Entresto (Sacubitril and Valsartan Film-coated Tablets for Oral Administration)- FDA
Prescription Five	Parafon Forte A (Chlorzoxazone)- FDA
Amt Paid	256.00

Such data will be given. One form will have 15 fields in it and it has to be entered in the company software as shown below.

The screenshot shows a web-based data entry form with the following fields and values:

- Navigation:** Add New Entry, Search And Delete Entry, Check Entry And Export, Log Out
- Patient Information:** Sr No: 5588551, Patient Name: David Austin, Patient ID: 22532, Patient Address: 41 Mall Road, 41 Mall Road, Burlington, MA, 1805
- Manufacturer Information:** Manufacturer Name: Volcano Corporation, Manufacturer Address: 3721 Valley Center Drive, Suite 500, Diego, CA, 92130, Manufacturer ID: CC0705
- License Information:** License Type: Pharmacist, License No.: 74500
- Prescriptions:**
 - Prescription 1: Levocarnitine Injection (Carnitor Injection) - FDA
 - Prescription 2: Tramadol Hydrochloride and Acetaminophen Tablets (Ultracet)- Multum
 - Prescription 3: Methadone Hydrochloride (Methadose Oral Concentrate)- Multum
 - Prescription 4: Entresto (Sacubitril and Valsartan Film-coated Tablets for Oral Administration)- FDA
 - Prescription 5: Parafon Forte A (Chlorzoxazone)- FDA
- Amount Paid:** 256.00
- Action:** Add Data

Project Plans

Project Name:	Online Form Filling A	Online Form Filling B
Total Forms Given	1000	2000
Minimum Forms To Be Submitted	800	1600
No. of Days.	7	15
Minimum Accuracy Required.	95% for 800 to 1000forms	90% for 1800 to 2000 forms 95% for 1600 to 1799 forms
Value Per Form.	Rs.15	Rs.15
Contract Tenure.	3 months	6 months
Security Deposit.	Rs.2000	Rs.4000
Processing Charges. (Non-Refundable)	Rs.1000	Rs.1000
Total Cost	Rs.3000	Rs.5000
Refund Scheme	Rs.2000	Rs.4000
Total Earning	Rs.15,000	Rs.30,000

Payment Schedule For Form Filling Plan A:-

800 to 1000 forms - 95 to 100% Accuracy Achieved = (Rs.15 per correct form)
Below minimum required accuracy or below 800 forms submission = No Payment and second set of forms sent.

Payment Schedule For Form Filling Plan B:-

1800 to 2000 forms - 90 to 100% Accuracy Achieved = (Rs.15 per correct form)
1600 to 1799 forms - 95 to 100% Accuracy Achieved = (Rs.15 per correct form)
Below minimum required accuracy or below 1600 forms submission = No Payment and second set of forms sent.

Project Requirements:-

1. Microsoft Windows 7 or above Operation System version.
2. 1-mbps or above Internet Connection Speed.

Form Rejection Criteria:-

Types of Error
Punctuation Error
Spelling Error
Case-Sensitive Error
Word Missing/Extra Word Error
Space Missing/Extra Space Error
Column Missing

Sample Accuracy Report:-

Form No.	Column Name.	Actual	Error Done	Error Criteria.
4	Full Name	McMillan	Mcmillan	Case-Sensitive
57	Patient ID	12435	12335	Spelling
93	Patient Address	Yorkshire, MA	Yorkshire MA	Punctuation
115	Manufacturer Address	New Jersey, US	New, US	Word Missing
170	Amount Paid	278.00	(Blank)	Column Missing
Total Rejected	5 Forms			

QC center will check all the forms in the submission. If the accuracy goes below the minimum accuracy required for qualifying then the QC center will not be responsible for the further checking of the forms.

Note:-

This is a Sample accuracy Report. In the same way a report will be generated and it will be forwarded to the second party by the first party showing which mistakes are there in which column on which form number and according to the company's method of calculating accuracy what type of error it is and hence how much % is deducted in terms of accuracy. We will send you the Error Report in seven working days after the submission of your Workload. If the QC Center will find any Error in the data submitted then they will send you the Error Report. If the Agent gets below required accuracy level then he is not eligible for Payments.

Contract Termination:-

Contract would be terminated in the below mentioned cases.

- If your accuracy is below required accuracy level continuously for two submissions or if project is not submitted.
- If you are found using any third party application other than the application provided by the company, including but not limited to Microsoft Excel or any other program in Microsoft Office or Autotyping software or other.
- If you are found to be working with any direct competitor of the company without intimating the company in between the contract period.
- If you are found to be forwarding the data files to any other email address other than the email address of the company or if you are found to be giving/sharing/leaking the data to anyone else who is not directly or indirectly involved with the company by any means.

Submission Rules:-

- Submission should be made only on the company's official email address.
- Submission should be made exactly on or before the deadline given by the company.
- File name of the submitted file should exactly match.
- Submission should be made of minimum 800/1600 forms (as per plan selected) strictly. Submission should be made in .pdf file format.
- The submitted files should be found complete with minimum 800/1600 (as per plan selected) form entries. Any submission below 800/1600 (as per plan selected) forms will not be accepted.

Technical Instructions:-

- User is required to Add new record for each serial number.
- Every fields in the form should match in the image.
- Everything should be typed with left alignment, whatsoever may be in the image file.
- Latin Characters or Accent Characters, if any, shall be typed as normal characters. Ex: "æ" should be typed as "ae", "Ç" should be written as "C", "ÿ" should be written as "Y", "ğ" should be written as "k" etc.
- Color text (if found in the image file) should be written in Black color text only.
- Always type the text as default text in software. Bold, Italics in software File is not at all required and is not possible also.
- If a word splited in the image file, same should be done in the form. No justifications should be done between what should be right and what should be wrong. Just type as it is given in the image files.

Rejection Criteria:-

- If file name of the submitted file doesn't match with the file name sent.
- If any other file/folder found other than the needed file.
- If the file submitted is not in required format.
- If the form has not been submitted within the deadline mentioned by the company.
- Accent Characters used in the transcribed Data.
- If the File bearing the Submission of the Transcribed Data does not bears the Extension '.pdf' or bears any other Extension.
- If forms are not typed in Company Software.
- Rejection at any stage would preclude any further submission of the same Transcribed Data, and other stages shall be forfeited.

Terms For Refund Of The Deposit Amount:-

- The security deposit amount will be refunded with the total amount against the submission which is having accuracy above required level.
- Any amount from the security deposit amount will not be refunded against the submission of the forms having accuracy less than required accuracy level or if project is not submitted.

How to Join

You can pay the processing fees and the deposit amount in our bank account or in our office by cash/cheque or by NEFT/IMPS or PayTM. Then submit the application form/ declaration form, agreement copy and a self - attested photo identity proof (Voter Id/ Driving License/ Passport/ Aadhar Card).

Bank Details

Account Name:	DATA ESOLUTIONS
Account Number:	623805030761
IFSC Code:	ICIC0006238
Bank Name & Address:	ICICI Bank, Mulund (W)