ELEMENTS OF THE DATA ENTRY OCCUPATION

Assignment 3
Introduction

Workers in any occupation are required to execute specific duties. One of the professions is data entry. Information is essential in every organization. Teiger et al. (2013) point out that data is a crucial tool used by managers to plan and make decisions. Therefore, it is essential to manage and keep data records correctly and accurately. Data entry clerks are given the mandate of entering, maintaining and updating data records. The following are the elements or duties of a data entry clerk.

Compiling data

Information is received from various sources and in different departments. The data entry occupation calls for the collection and assembling of data from multiple sources and departments. As data is gathered or created every day, the data clerk is needed to compile the data as it is received or generated.

Sorting and organizing data

Upon reception, data has to be sorted and classified based on various parameters like the source or the purpose of the information. For instance, data can be grouped based on its sources as from customer or suppliers (Teiger et al., 2013). After grouping, the data will be ready to be entered into electronic spreadsheets.
Inputting or entering sorted and organized data into electronic files and spreadsheets

The data require to be keyed into their separate spreadsheets in the electronic devices. Information has to be arrayed into their right columns, rows, and headers in the spreadsheet. It is the responsibility of the data entry clerk to ensure that data is entered correctly and accurately.

Paying attention to specific details to ensure that data has been entered correctly and accurately

As data is recorded into electronic spreadsheets, the focus has to be paid to ensure that the right information is keyed in. Further, information has to be keyed into the right columns, rows, and headers in the spreadsheet. It is the responsibility of the data entry clerk to pay attention to those specifics (Morrison, 2002).

Correcting incorrectly entered data

Mistakes are likely to be committed during the process of compiling and entering the data into electronic spreadsheets. It is the responsibility of the clerk to check and rectify omissions and mistakes made during the entry process (Morrison, 2002).

Maintaining and updating electronic files
Information is dynamic, and it is likely to change with time. Frequent changes and updates are required to keep the data relevant and accurate ("The Importance and Value of Keeping Good Records-Part II", 2013). The data entry clerk is required to make those changes. For instance, the organization may change suppliers meaning the information on the suppliers must also be changed.
References

