

Data Entry & Analysis

RRSL had entered, processed and analyzed data of local institutions, commercial organizations, Banks and individual researchers. In dealing with data, we use most modern available software programs. It also develops relevant computer databases as needed.

Our data processing services included receiving the unprocessed data for processing either electronically or in the form of paper documents slipped by clients. As soon as the materials are received there is a sampling phase where in the client finalizes the format of the processed data on the basis of a small set of entered data. Subsequently, on conformation of the clients, we begin production level data processing and continue until the job is completed within the specified time from of the clients we have provisions of data entry both as stand alone PCS by using diskettes and also by networking the computers, we used specialized data entry software developed by our personnel to ensure accuracy of data entered.

Depending on circumstances sometimes to use two pass data entry techniques where in the data is entered twice and then compared to provide maximum possible accuracy.

1. Client services: We received either physically or electronically documents for processing. Billing is done on the basis of keystrokes. This service is similar to data processing service except that contracts are open ended. Say for one month or one year. The work is done on word processors or spreadsheets instead of data entry screens. It may include letters records and the typical of computer books, journals or periodicals. RRSL also works with some local franchisees to do the Database entry conversion jobs from doc format to dbf format.
2. Transcription of services: This service entails receiving audio either electronically or on audiotapes, transcribes or connects the audio to text files and then sending the text files back to the clients.

Our transcribers are exceptionally skilled in Spoken English comprehension as well as typing to entire conversion of audiotapes to word processing files. The tapes may be digitized and sent electronically.

Methodology

- Offer International Standard processing with tested accuracy.
- Implement well structured processing terminology.
- Supply the processed data as requirements of the client.
- Provide proper documentation of the processing.
- Analysis of the received documents.
- Define working procedure to meet the highest accuracy.
- Derive time factor to meet the deadline.
- Analysis of the critical moment.
- Ensure QOS(Quality of Service).
- Proper reporting and ensure TAT(Turn Around Time).

Security

- Confidentiality

Confidentiality prevents the content of a communication from being reached by unauthorized parties. It is vital to guarantee that nobody but the intended party has access to the information being transferred. Privacy mechanisms are used to ensure that sensitive records are secure over the carriers.

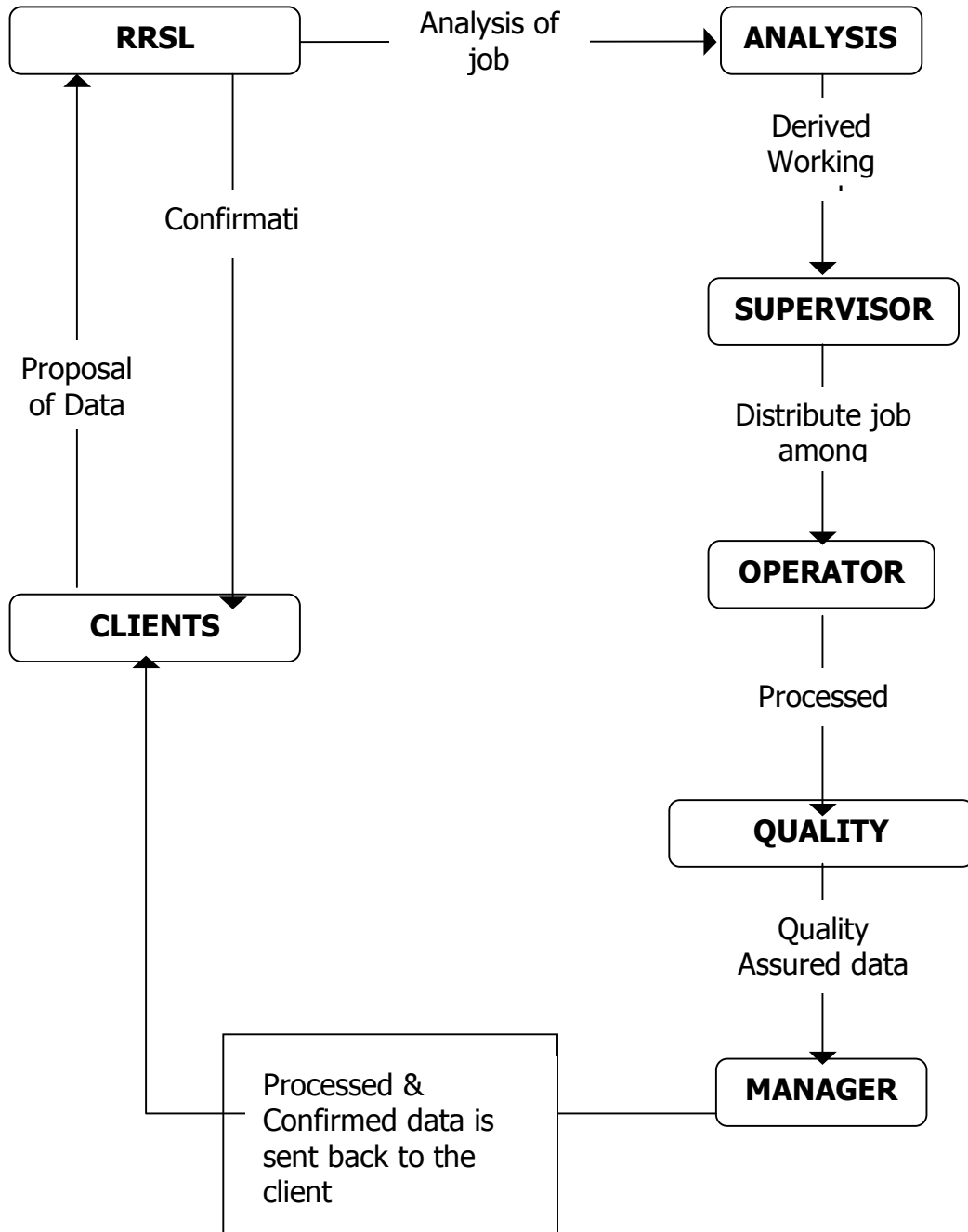
1. Solid security foundation.
2. Advanced security filters.
3. Authentication.
4. Protected communication media.

- Safety

Safety of information is very important in an organization. RRS� has the protective system to ensure the document's safety from being destroyed or modified. To fully protect the client's documents/information RRS� has:

1. Dedicated storerooms to store documents.
2. Storerooms are fire & waterproof.
3. Automatic magnetic lockers on doors.
4. Storekeepers to take care the clients' documents.

Working Cycle



2.3 Resources

Staff Members who enter and process data

The data processing activities are carried out by a group of computer professionals. The supervisor works as team leader for this work. A systems Analyst, a programmer, quality control supervisor and a number of data entry operators assists him. In addition to supervising the whole activities the team leader edits the required data and develop a comprehensive plan for entry and processing. The systems analyst and the programmer develop the corresponding database and program for data entry. They are also responsible for data validation, consistency and reliability checking. The computer operators enter required data of the client into the designed database strictly following the guidelines of the supervisor. Before doing these tasks, the operators get adequate training on how to enter specific data into computer. The supervisor and systems analyst provide the necessary training to the operators.