



# TIPS TO AVOID MANUAL ERRORS IN DATA ENTRY

---

PREPARED BY ANAKIMS VARGHESE

---

Wherever there is a business that employs people, there is a potential of error. Humans inevitably err, and this can be one of those errors that can cause huge losses for an organization. Luckily, there are ways to avoid data entry errors and promote perfection among employees.

By understanding why manual data entry errors happen and ensuring ways to avoid them, an organization can efficiently reduce errors and enhance data security and accuracy across your enterprise.

# TIPS TO MINIMIZE MANUAL DATA ENTRY ERRORS

Now, there are both pros and cons of choosing a manual data entry service. Let's have a look at some of the tips offered on how to ensure the high accuracy of manual data entry services while trying to minimize the errors occurring:

## **Determine the source for data entry errors**

Data inaccuracy could be from an internal source or even an external source. Hence, first, you would need to identify the source for error. After you have identified the error, you can analyze its movement across the various databases and then make the inbound modifications as required. This helps to rectify the errors more easily.

## **Ensure that the staff is not overworked**

If there are huge volumes of data to be handled, ensure that there is enough staff to handle the work and no one is overworked. It is often seen that an overworked person is more liable to make more careless errors. Hence, the workload should often be distributed evenly amongst the staff to ensure quality.

## **Double-check the work delivered**

Make use of some standardized data entry procedures to ensure that the data entered is valid and accurate. Conduct regular checks to maintain the precision and accuracy of the service. Rectify the errors if you find any.

## **Maintain rigorous standardized procedure for data entry**

Now, when you have your data conforming to the rigorous standard process, it will ensure that the data is compatible with the required standards such as data profiling or geo-coding, linking, matching and data monitoring, etc. It will also help to improve your data quality.

# CONCLUSION

Thus, you can see that by adopting these tips on how to minimize the data errors and also by choosing to outsource data entry services if required, businesses can arrive at informed decisions and marketing strategies that help businesses to gain that competitive edge.