

Data entry outsourcing - Think before you leap...

 By [Ritesh Sanghani](#) 29 Apr 2015

Competition has become inseparable - No business or commercial activity is free from it. This competitiveness has in fact become a blessing in disguise; since, it has allowed several other industries to flourish and thrive on it. To face the competitiveness in the most effective manner, lot of companies want to have dedicated resources for data processing and data entry while themselves can wholeheartedly devote their time and resources in supporting their core business.

In the beginning of this article, I mentioned about competition leading to growth of certain industries and data processing is a classic example of this symbiosis process. Its primary function is to enter, process and maintain the information-rich databases and help the concerned organisation to pay more attention to their areas of core competence.



In fact, outsourcing data entry has become a common thing - Many companies have opted for this; long before; and needless to say, this concept has gained widespread popularity; thanks to its cost-effective and time-saving solutions. The rise of data processing companies have resulted into a variety of choices and thus, making it all the more difficult to make a choice.

Sometimes, you may even end up with a fake firm that can have disastrous results. To avoid such situation ask some simple questions, before hiring a data processing company:

What about the quality of work?

Quality is the key to success - therefore, before hiring a data entry operator; check the quality of their output. Take referrals and testimonial from existing clients or ask for some samples to gauge their capability to deliver quality output.

Also, check whether they have a dedicated resource (quality controller) to analyse and maintain a certain level of excellence in final deliverables. Last, but not least, do some research to know the steps they follow to maintain a certain standard of excellence in their work.

Measures are taken to maintain data confidentiality

Data confidentiality is something that, if not, maintained can prove to be disastrous for your business; especially when you are outsourcing data entry. If you are careless; there are all the chances that you will end up in the soup!

Make sure that the company, you are planning to hire has a certain amount of goodwill in the market - Goodwill of being a reliable and trustworthy when it comes to maintaining data confidentiality.

Capabilities and quantity of the professionals

There is one resource, without which you cannot work - And that is Human Resources!

So, better to gauge the skills and capabilities of the human resources or professionals. The size of the teams, their experience, and their overall performance - All these criteria are extremely important to analyse the competences of the professional and decide whether to hire the company or not.

Also, don't forget to test the technological proficiency of the employees; this will give you an idea about how well the company has embraced the latest technologies.

Commercials should be clarified about

Don't take the money factor lightly - Ask all type of rates - hourly, per entry, per thousand entries or as per your requirement. Ask them, if there are any discount offers, you can avail! Reasonable cost with added benefits like accuracy, makes data management more efficient.

Data entry, if outsourced to a right company, can result into excellent results. Therefore, keep in mind, the aforementioned points, before closing a deal with any data processing company.

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