

DEPARTMENT	OEC-OPS-DE-P-12	ISSUE DATE	REVISION #
OPS	OPERATING PROCEDURE FOR DATA ENTRY OF RECORDS - FILE MANAGEMENT	2016-05-10	0.0
			PAGES
			1 of 2

PURPOSE

To provide instructions leading to error free Data entry, so that there are no errors in the data captured and data base generated at OEC.

SCOPE

This process will be closely monitored and followed at all the warehouses across India. Branch Manager will be responsible for the process to be followed at the respective locations.

REFERENCE

NA

RESPONSIBILITY

Data-entry Supervisor

The Customer requirements, and OEC customized process to achieve them are to be defined in the specific Procedure released by the Marketing Head. With this input required operation to be undertaken are specified in this procedure.

He is authorized to assign the part of or all of this procedure to the team leaders under his/her control when the process needs various services like Pick-UP, Registration, Data-entry, and Storage.

PROCEDURE / DESCRIPTION OF ACTIVITIES

Customer supplied soft/ hard copy of Listing. (If any)

1.0 OPERATING PROCEDURE**Inventory Off Site.**

1. The staff, who has been assigned to do the Data entry job is to be fully trained to do the job for various products handled at OEC.
2. There shall be separate Work instructions, depending on the System requirement and customer specifications for the data entry of:
 - TR forms & Pick up Tickets
 - AOD Forms
 - DPA records
 - Pan card Documents
 - RAC, ROD documents etc
3. Using the TR forms enter the filled-in data for each of the Box against the bar code number of the box as prompted in the screen.
4. Take care in entering the data correctly. If the TRF data listing is given by the customer as soft copy, compare the entered data against the Physical TRF made by the pick-up department and boxed in to the bar-coded cartons. If there is a mismatch correct the error.
5. The Box Bar code and file barcode are to be read using the Bar code-readers
6. While entering the Period, (from date and to date,) if the TRF contains one entry in Month format use the month end date to denote the "to-date" Period entry is must and this should be in the DD/MM/YY format.

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			PAGES
			2 of 2

7. If the customer has given the Retention schedule for each Category or Type of records, the same is to be entered in bulk format to the data file created before the system accepts the in-put data as new add-on data base. The Manager Data entry has to check from the Pickup Request form and incorporate retention Schedule, to the database.

ENCLOSURES

NA

FORMATS / EXHIBITS

NA