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â€˜On Time Workerâ€™ also includes data entry operators to their list of available workers. Data entry and information processing workers help ensure the smooth and efficient handling of information. By keying in text, entering data into a computer, operating a variety of office machines, and performing other clerical duties, these workers help organizations keep up with the rapid changes that are characteristic of today's "Information Age." Data entry and information processing workers are known by various other titles, including word processors, typists, and data entry keyers, and less commonly, electronic data processors, keypunch technicians, and transcribers.

â€˜On Time Workerâ€™ keep their pride by having skilled data entry operator (DEO) who does data entry for mailing list compilation, data entry from images, client database management, document management, and data processing . As like other regular workers, they will be working for 8 hours a day, 22 days a month, and 176 hours a month. They will be pay of $1200 per month. Communication process in this kind of job happens via Skype, Google talk, Email, or phone.

As we all know, a DEO works to gather, process and report on important pieces of information. As part of their task, they are assigned to process data. Here, a DEO use an appropriate software program to gather data, enter it, process it, and convert it to usable information. This involves several steps as follows. First is using data to compile mailing lists. It involves gathering appropriate material from key and reliable resources that record important information about market segments, customer profiles, sales patterns, movement of inventory, and/ or more. It prepares the data gathered into meaningful mailing lists, organized by whatever is the most effective system specific need. This, along with appropriate financial records, helps to make wise decisions about allocating the marketing resources. Next in the process is using appropriate modes of entering data, where necessary, Data Entry Operators may verify and/or edit data as it is gathered. This will give choices from a wide range of methods that which is appropriate for specific situation: electronic seizure, typists, word processors, transcribers, coders, and / or clerks. Last step is managing clientsâ€™ database, wherein a DEO uses a Storage Area Network (SAN) to access and sort this information. Here, he receives requests from clients regarding the data base; this request may involve sorting by any number of protocols: a geographic, demographic, buying trend, etc; and prepares an appropriate method of sorting and displaying this information; i.e., through a spread sheet, chart, graph or others.

Another main task of a DEO is managing documents from which they uses a variety of methods to secure, record and recover documents. This process also involves several activities such as converting paper documents to electronic form usually by scanning or retyping when necessary; and retrieving documents from electronic sources usually cds, audio and visual files, emails, faxes, photos, etc.

Last but not the least responsibility of a DEO deals with retrieving and presenting data where they use variety of methods to organize, retrieve and present data. Activities include sorting by appropriate categories to decide on categories to set up, relevant to client needs; and displaying results in appropriate and readable formats such as charts, graphs, pie-charts, tables, power points, and so forth.

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