**Data Processing**

Computer systems are characterized by, and constructed around, the data they are expected to process.

This data may be inputted manually. But whenever possible try to eliminate human errors through automating the data.

Computer forms, menus, dropdown, and buttons can be used for direct entry.

**Data validation**

Ensuring that the data entered fits set rules (e.g., data type, or data within a certain range)

**Data verification**

Verification is performed to ensure that the data entered exactly matches the original source.

**Double entry**

Entering the data twice and comparing the two copies. This effectively doubles the workload, and as most people are paid by hour, it costs more too.

**Proofreading data**

This method involves someone checking the data entered against the original document. This is also time-consuming and costly.

**GIGO**

Characteristics of good data

* Accuracy.
* Reliability.
* Completeness.
* Accessible
* Precision
* Legitimacy
* Secure

1. Input
2. Process
3. output