Processing and Holding Data Issue

Success with your data processing and storage

AT YOUR SERVICE…TODAY…TOMORROW
WE APPRECIATE THE PRIVILEGE OF SERVING YOU!

IN THIS ISSUE

Success With Data Processing

by Eleonora Babayants

You never get a moment's rest from data in this day and age. From the moment you wake up, to the time you go to sleep, you are provided with enough to fill 174 newspapers.

How you manage that information in your business is an important aspect in determining how successful your operations are going to be in the long run.

Knowledge management can benefit your organization in two ways: it can aid in balanced decision making and help an organization become more responsive to changes in the market. This inevitably allows for the organization to ensure its success and profitability.

Decision Making

Your staff members and management will be making decisions every day that will affect your business in the long term. That is no secret.

Better decisions can be made if you have all the relevant information available and share this within your teams.

An uninformed decision can have serious consequences.

There have been many businesses who, without all the correct information or neglecting certain information, have made

unfortunate decisions which have cost their business significant amounts of money.

Managing data as it comes in, determining its level of importance and then routing it directly to the people who require it is the best practice.

Be Responsive

Data comes at us at high speed as well as in high quantity. Reacting to the data before it changes is often a challenge for businesses and very few people can handle the speed on their own.

By ensuring your business has an effective management system, that can provide data in near real time, you can be certain that your business will be efficient in its response.

The key to processing data fast is the method in which it is displayed. An effective display can aid the management team to analyze and respond to incoming information promptly.

With these points in mind, your business should design a data processing system where relevant information is sent to the decision makers in your organization who need it in a form which is readable for ease of decision making.
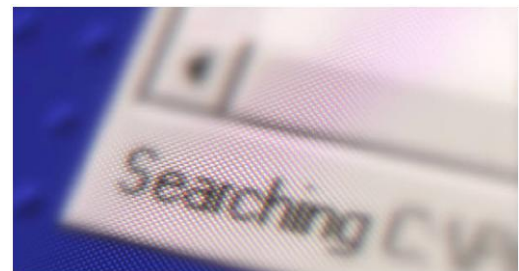
Success With Data Processing

The methods in which you process data in your business can have an effect on your success.

Do You Really Need That Data

With so much data being held by businesses, do we ever really ask the question – do we really need that data?

Industry News

- ➲ End of the Line for Intranet?
- ➲ SharePoint 2013 Ready for Action
- ➲ Information Overload?
- ➲ Analyze 6.3 released

Do You Really Need That Data?

by Eleonora Babayants

We are all used to the term – information is power. Yet sometimes business leaders don't realize that too much is useless. Many companies are very adept at collecting information and storing it. In the digital age it has become easier to forget all the information that we currently hold.

Out of sight out of mind?

Whereas before it was stored in filing cabinets in the office or at storage facilities – now it is stored on hard drives or in the Cloud. Many feel this digital storage is cheap and takes up little room. Yet that is simply not true. Digital storage still consumes space in the form of hard drives. The more information we have, the more hard drives we need to store it. Even if the information is in the cloud there is somewhere that the information is physically being stored.

Data Holding Costs

Just as the information is hidden out of sight, so are the costs of a hard drive. A cabinet would only cost the initial purchase. Yet a digital storage device costs the power to run it, the maintenance to keep it running and the initial purchase cost. It may be smaller – but costs can be high.

Too much data in a system also slows down data retrieval from the storage device much in the same way that too much paper in a cabinet slows down someone finding a document they want. Although the time may be only a mere second – that is equal to 4 hours and 20 minutes worth of production every year for each of your employees.

This doesn't mean that storing information in cabinets is the best solution – it just means we still have to be wary of the amounts of data that we are storing. Do you really need to keep everything or should you perform regular maintenance and eliminate the documents that you no longer require?

Reviewing Your Data

Perhaps you should go through your data, have a look at it and ask yourself the following questions:

- Is this data going to be used by my business?
- Is this data required by law?
- Is this data regularly used?

These questions are excellent markers for your data maintenance.

Information which is not used by your business is only taking up space and costing money. The only reason why you might need to keep it would because it is legally required.

Information which is not regularly used – but is required on occasion does not need to be stored with the rest of the data. Keeping it in a compressed form will save space, time and costs.

Do You Have Too Much?

Data is key to a business' success – yet too much can slow us down. That is why regular maintenance and review of the data we keep is important – so you can run an efficient and financially successful business in confidence.
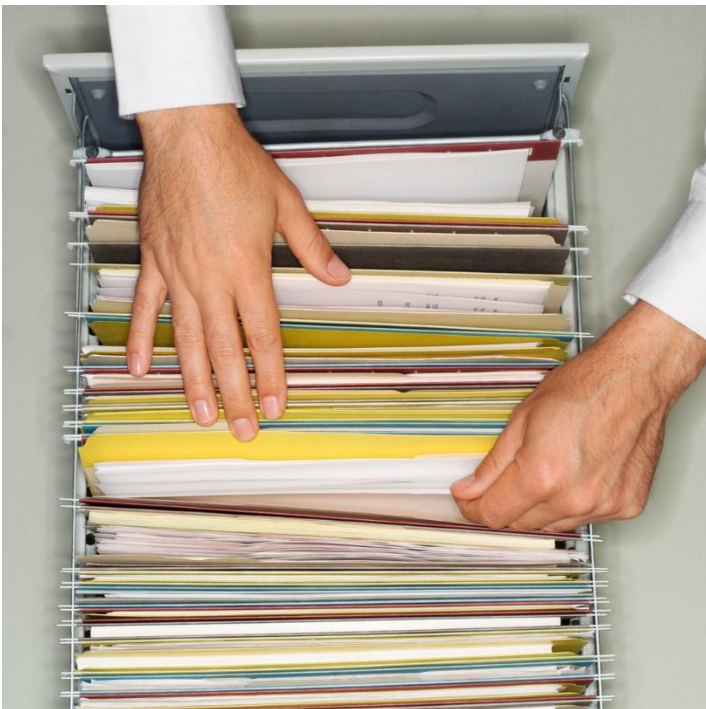
In the average day, you are provided with enough data to fill 174 newspapers!

INDUSTRY NEWS

End of the Line for Intranet?

With the advent of the internet – software updates are now a thing of the past. Ever since our applications were able to connect with and download from the internet – the patch or update has lived on borrowed time.

As a result, the Intranet is being left in the dust of the Internet. When users experience Intranet 2.0, they expect similar results to that of Internet 2.0 – yet there is little comparison. The internet, apps and websites are constantly evolving like living beings – with updates and new releases instantly added whereas intranet programs still require someone to help them improve and have significant delays.

This means the future of intranet could be bleak as more companies move towards the cloud.

SharePoint 2013 Ready for Action

SharePoint 2013 is supposed to be ready to take on the Enterprise according to Microsoft. Yet the system doesn't seem to be a flexible tool for departmental computing but rather a vast array of solutions for content management, collaboration and workflow.

What business leaders need to do is to work out the balance between flexibility and enterprise control. This is a complex problem – one which cannot be answered simply. Yet there are certain aspects which you should implement within your business:

- The establishment of core content types, metadata, and controlled vocabularies within a light information architecture.
- Refined Architecture for information operating models in key processes and functional areas
- Efficient function for discovering high value content.
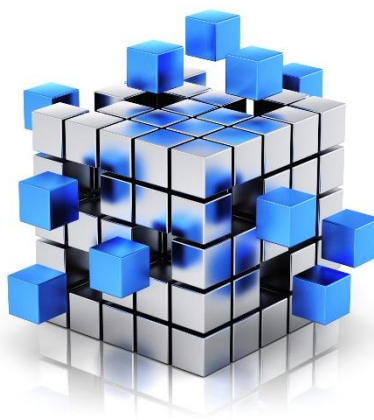
Information Overload?

It is estimated that every day, the average employee can only be assured of 11 minutes of distraction free time. Once distracted, it can take a full 23 minutes for some employees to reach their full productivity levels on their original task.

Email is often the cited reason for the distraction, yet it is only really the tip of the iceberg that affects your employees.

Even though email provides us with important data and information which your teams will need to do their jobs – too much information or poor control over how they engage with it can cause severe production problems with estimates stating about 20% of productivity is lost per day.

With all the latest tools providing us with up to the minute information, the number of emails we are receiving is only increasing, and self discipline is the only true method to prevent the slide into days where nothing productive occurs because of information overload.

Analyze 6.3 Released

Last month, Analyze 6.3 was released by Attensity. The updated version provides entrepreneurs with a sophisticated analytic engine which has access to more than 150 million blogs, forums and social media.

ABOUT GALAXY CONSULTING

Galaxy Consulting was founded with the mission and vision of helping organizations to manage their valuable information assets. Many of our clients, both large and small, have dramatically improved efficiency and reduced unnecessary labor hours through methods, processes, and solutions we have created.

Galaxy Consulting believes in partnerships with our clients. We are committed to working with you and to helping you transform your business. We will increase efficiency and productivity, maintain regulatory and legal compliance, improve collaboration, enhance innovation, and reduce costs through effective information management!

Call us TODAY to schedule a free, no obligation consultation!

CONTACT US

Office: 650-474-0955

Mobile: 650-716-3