G.I.G.O
(Garbage In Garbage Out)

Consequences Of Errors:

1. Unhappy customers / Happy customers
2. Bad decisions are made because the data is incorrect.
3. Prosecution due to inaccurate data held on files i.e. An individual could not be able to get a mortgage or loan due to inaccuracies

How can we STOP this?

Verification:
This check is used to make sure that data is entered correctly.

When data is entered using a keyboard, verification is often achieved by:
i) having the data typed in twice e.g. changing your password.
ii) once you have inputted some data being asked if it is correct, the computer offers a Yes/No option.

Validation:

This is the name given to computer programming procedures which detect invalid transactions.

There are a number of checks that can be carried out:

1. **Character Type Checks:** check for numbers being entered instead of letters.

2. **Range Checks:** makes sure that the data is between two figures e.g. 1 - 100.

3. **Hash Totals: & Control Data:** checks that all data has been inputted by use of a calculation

4. **Check Digits:** A number which is added onto numeric data which is the result of the numbers in the reference number. If this number is wrong it means that the reference number is wrong.

5. **Spell Checkers:** Spell checkers chock a documents spelling.

5. **Length Checks:** This check is used with reference numbers, which are a specific length, to check if there is a missing digit.

Types Of Errors:

1. Transcription Errors are typing errors caused by misreading or misspelling data.
2. Transposition Errors are caused by having data in the wrong order.

To AVOID these types of errors alternative methods of inputting data is needed.