



Data Entry Services

SDSD offers affordable data entry and database management services to improve performance across maritime businesses worldwide.

Our Software and Services Portfolio includes:

Asset Management Software:

- > Planned Maintenance
- > HR Management
- > Procurement & Accounting
- > QHSE – Safety
- > Voyage Monitoring

Secure Group Email Platform

Secure Document Editing

Broking Software

Database Building & Data Entry

Application Development

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SDSD offers low cost, flexible data entry services which deliver maximum results. Our experienced team work diligently to deliver client requirements ranging from complex data projects to one off jobs. We provide immediate cost savings and increase efficiency for clients with secure, accurate and confidential data entry.

The SDSD team has experience in developing and populating data services for a variety of maritime sector clients; including tankers, bulk carriers, offshore, RORO and LPG/LNG carriers. Popular data entry projects for our Shipping clients include: Crewing and HR data, Purchasing and Financial Data, Machinery and Spare Parts, Maintenance Records, Safety and ISM manuals, Audits and Certificates.

Data security and validation: Security and accuracy are of paramount importance. All data is subject to a rigorous checking and validation process. Our procedures ensure complete client confidentiality and security for each individual project.

Data project examples include:

Crewing data:

- ✓ Crew personal details
- ✓ Work experience details
- ✓ Training certificates details
- ✓ Medical details
- ✓ Crew payroll detail

Purchasing data:

- ✓ Inventory and ROB update details (deck and engine items)
- ✓ Purchase order details (PO)
- ✓ Invoice details

Machinery and Spare Details:

- ✓ Entering machinery details from manufacturers' manuals (including make, model etc.)
- ✓ Spare part details entry (spare name, draw number, part number etc.)
- ✓ Maintenance job details (job name, schedule, job description etc.)

We also support general back office requirements including:

- ✓ Mailing lists
- ✓ Creating new databases
- ✓ Data from legal documents and Insurance claims
- ✓ Numeric data entry
- ✓ Questionnaire data entry

Why outsource to SDSD?

- ✓ Your staff can focus on your business needs, rather than time-consuming admin
- ✓ Our accuracy and validation processes ensures consistent quality of information
- ✓ We guarantee security and confidentiality
- ✓ Low-cost, low-risk way to employ additional admin resource – without the fixed cost employment constraints

**Find out how the SDSD Data Entry Team can help you
Book a free consultation – sales@sdsd.com**