Introduction

In this introduction I have been asked to create a presentation to show my understanding about explain how Infosys use information.

- Definition of data, information and differentiation between data and information.

- Data sources and its types.

- Types of information and the purposes of information, the information sources (internal and external) and a brief information flow.

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What is data?

Data has no meaning. It is raw figures. For example; In Infosys, one member of staff has a number and it is, 221216 but people won’t understand this numbers because that has no meaning.

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What is information?
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It is opposite to data. Information is organised, has meaning and is processed Data. It should always be available, 100% correct and should be complete.

For example; in Infosys, one member of staff's information should be correct and complete. You will see some information about that staff member i.e name, ID number, telephone number.
Data vs Information (example)

Explain what is difference between data and information.

Data-
Yaseen Miah, 1411996, 22071990, LONDON

Information-
Name: Yaseen Miah
College ID no.: 1411996
DOB (DD/MM/YYYY): 22/07/1990
Born: London

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Data Sources

There are many both bad and good so it is really important to understand depending on how you see and use them. Internal data- it has come from Infosys and it is main use for information, for example; direct control for population of staff, pay and stock lists.

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**Purpose of Information.**

**Analysis**- Helps Infosys become more effective, trend helps Infosys for futures predict and the past, and show compare between the past and the future. Organations use Infosys information in a many way to help them become more successful. Four ways that the most important are analysis, operational support, againing advantages and decision making.

**Decision Making**- It can helps when a problem and management needs to take their action to solve it.

**Operational support**- Infosys use information every day for all activities, watches everything that goes on and can quickly make decisions every minutes or every hour, depending on the information collected.
Internal information flows

Downwards- Boss will inform the rest of the company about plan, event, news and decisions taken.

Upwards- The staff of the company about problem, advice, feedback and decisions taken.

Across- Staffs can together work to achieve their goals because information is passed between different parts of the organisation.

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