Improve working efficiency by office automation system

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ABSTRACT
In order to improve the efficiency of the work in daily life, we adopt the office automation (OA) system to assist the management and service. By the online function and automatic management with the system software, the daily works ran well, the working efficiency got improved. The practice implies that it is feasible to apply the OA system to the daily work and management.

Introduction

Working efficiency is a critical factor in the modern enterprises and society. By the definition, in general, it is the ratio of job involvement by output. That is the ratio of our grade and the time, energy, cost and so on. It is the import index to evaluate the productive capacity.

Improve working efficiency can add the benefit individual and collectivity. For the collectivity, it can give the individual better surrounding and quantity of work, also more benefit and opportunity. For the individual, it can give us higher step and higher quality of service.

Every enterprise and individual try their best to improve working efficiency by many modern methods, especially in the university, the complex student management and daily work management with the information system had got a qualitative leap.

Methods

Digital Campus

The digital campus is the comprehensive use of computer technology, network technology, communication technology in the teaching, scientific research, management and services of all relevant information resources to conduct the study and teaching; it uses the scientific and standardized management of these information resources for integration in order to form the unified user management, resource management and authority control; it is the construction of colleges and universities into the a virtual campus. It has also been proposed, digital campus network based, using advanced methods and tools of information technology, to realize from the environments (including equipments, such as classroom), resources (such as books, handouts, courseware), to the activities (including education, science, management, service, such as office and teacher) all by digital for the traditional the campus that was constructed based on a digital space, to expand the realistic campus in the dimension of time and space, so as to enhance the efficiency of the traditional campus, extend the traditional campus function, realize the education process comprehensive information.

As a development concept for the future university campus, digital campus is real, even visible. In spite of the digital campus in conceptual representations exists many different versions, but it basically covers the following aspects and characteristics: it is based on the campus network including network technology, multimedia technology and other modern means of information technology based on the application, also the teaching, scientific research, management, service and other functions into one integrated platform; it is to improve the education level of management and work efficiency and the ultimate goal is to realize the education process comprehensive information. The digital campus construction is the essence of school and education management by means of information. It will realize the effective integration for various resources, then integrate, optimize, achieve the efficient allocation of resources and make full use of it. With the management of work it embodies the education management process optimization and coordination that can improve the work efficiency and benefit.

Educational administration system

The educational administration system is one of the functions of the whole digital campus construction. Educational management system makes full use of Internet network management system based on B/S mode and takes the network as the platform. Every school educational administration management system provides a platform to help the school management, educational administration system, using an account to settle school educational teaching management, and the school can choose the school educational administration management system, flexible and customized in line with the school of their own the actual situation of the educational system.

Results and Discussion

Network office automation mode can not only greatly reduce work intensity, improve work efficiency, also can reduce the possibility of errors due to manual operation, and make the information in the circulation and reuse to maximize the benefits. However, many managers in colleges and universities have long been accustomed to the paper as an information recording carrier, they did not understand the information

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technology, and was not willing to change to use modern information technology to improve the work efficiency with inimical attitude. Even if the departments have a relatively perfect management information system, they ignore the information in the database to modify, even feel information management system as a burden. No matter what management mode, or what stage of development, management should be first to establish as a modern management consciousness. Since the application of computer technology to the management, with establishing corresponding management information system and office automation system, some managers and some departments are walking into a new state and surrounding of the management. Due to some people look on the management information system as a simple technical problems, not from management, staffing and other aspects without giving enough attention, which resulted in the system construction and management out of line. Therefore, changing ideas and understands of the modern management is the important premise to improve the management efficiency.

In digital promoting and information technology development, teachers are the main body. Therefore, high quality innovation for good use of information technology is the key to realization of digital campus. The teacher should improve knowledge structure and master the information technology, such as mastering modern educational technology by some basic knowledge, operating the computer and TV, projector and other media tools, using of electronic audio-visual teaching material teaching and so on. On the other hand, they should learn and master modern educational thought and theory. In order to improve the team information technology quality, they must do some training. Because every person on the computer and campus network knowledge in different demands, the multi-level training should be closely combined with the actual work. Each department can also do some training according to this department work characteristics. Therefore, training is a way to improve the quality of personnel management and improve the management efficiency.

The key technical means of management efficiency can be implemented by the restrict requirement of the establishment of corresponding management mechanism. Some people prefer to call or fill note, rather than learn online registration or go online to view information. So we should insist on the using of the online system so as to improve the ability of information operating and application.

This information includes digital library, human resources, and the archives and so on. In short, there are rich resources; it can provide scientific leadership management decision to provide convenient, fast and efficient services, and also provide the scientific research management to provide reference. Cyber source is inexhaustible, with strong development and utilization. Management colleges and universities in the construction of digital campus in the process must take the principle of practicality, cost-effective choice of moderate management system or technical equipment, and do not blindly pursue the full function, excellent performance.

All above are just some examples of the digital campus, we should take full use of the digital resources to improve the management.

The educational administration system is one of the functions of the digital campus, the using method is similar with the digital campus.

Conclusion

Management, the important part of universities' development in the construction and development of colleges and universities, has important significance. For many advanced concepts and technologies, whether in the construction of college to play its due role or finally implemented, management has a decisive role. Management of its place can improve the management level to the healthy and orderly development of college. In addition, from the concept of digital campus, the construction of digital campus contains management digital. Modern information technology in management is an important component of digital construction. Therefore, university management in the improvement of work efficiency and digitalization construction reflect the important sense for the development of the university and students.

From the practical significance of construction of digital campus in colleges and universities, improve management efficiency has created favorable conditions. As a kind of investment, how to exert the maximum effectiveness of campus network system is the urgent need to study the issue of management. Advanced equipment and technology, if lost, would like a dummy, lost value. We emphasize the educational function of campus network, but can not be neglected in the campus management role. Here the management mainly includes the teaching affairs management, administrative management and the management of the general logistics and other contents of the daily affairs, management affairs. Management of higher education institutions is just like the man flowing blood, loss of blood flowing, the school will be difficult to sustain. The digital process for management infuses the new vitality.

Digital campus construction is the requirement of development. It is also a developing concept, not a fixed development model for people to refer to or copy. In the construction of digital campus and the development process, it will encounter many new problems, but it is worth us to study further and discuss. As in the construction of digital campus composition part, university management work should advance with the times, along with the development of the society. With the efficient management work under the protection of the digital campus, the concept can be achieved, the university's comprehensive competitiveness can be enhanced, the higher education can be competitive in the future.

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