

Automation of documentation registration and record keeping process in a personnel department

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Abstract. *The automation of the work of a staff member with the registration and record keeping of documents by using a database is proposed in this article in order to increase the productivity and facilitate these processes.*

Keywords: automation, registration of documents, personnel department, database, informational technologies.

INTRODUCTION

From the moment of establishment, the activity of an enterprise is accompanied by a considerable number of personnel documents. To ensure the record keeping of these documents, registration ledgers are used to control the realization and operational use of information contained in these documents. Nevertheless, the journal form of the mass registration is a significant drawback due to the incapability of a journal to systematize the records. Because of the increase in the volumes of information and the correspondingly growing arrays of documents, there is a need in the improvement of such search criteria as completeness, accuracy, efficiency, and convenience. The topicality of this research is determined by the substitution of handheld information search methods by computer-assisted technologies [1, 2].

ANALYSIS OF THE DEVELOPMENT OF AN ELECTRONIC PERSONNEL CORRESPONDENCE REGISTRATION FORM

The automation of the searching, recording and processing of large volumes of information in the personnel department of the Superadded Liability

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Company "Ivano-Frankivsk Bakery Complex" (ТДВ «Івано-Франківський хлібокомбінат») including the registration of incoming and out coming correspondence as well as notices and certificates was studied based on the process of designing a database.

For the implementation of a database with a user-friendly interface without causing problems during its operation, it is necessary to carry out the following operations:

- adding and deleting of records in the database;
- modifying and updating the records;
- quick search for the required records by search criteria;
- compilation of database reports, both electronically and with the possibility to print;
- checking the correctness of data input;
- processing of large data volumes from different tables, etc [5].

In this research we use the "decision tree" method to achieve optimal design parameters. During the construction of a "decision tree" different options which can be performed to solve an existing problem are considered in a graphical form. The "decision tree" method is usually used when the results of one solution affect the subsequent decisions, namely it is applied to make consistent decisions. A "goal tree" is a graphical representation of the subordination and interrelation of purposes which demonstrates the division of the general (global) goal or mission into submissions, tasks, and separate actions.

In Figure 1, we see that in order to achieve the general purpose we must accomplish three submissions, namely: subject area system analysis,

choice of methods and tools for solving the problem, and practical implementation.

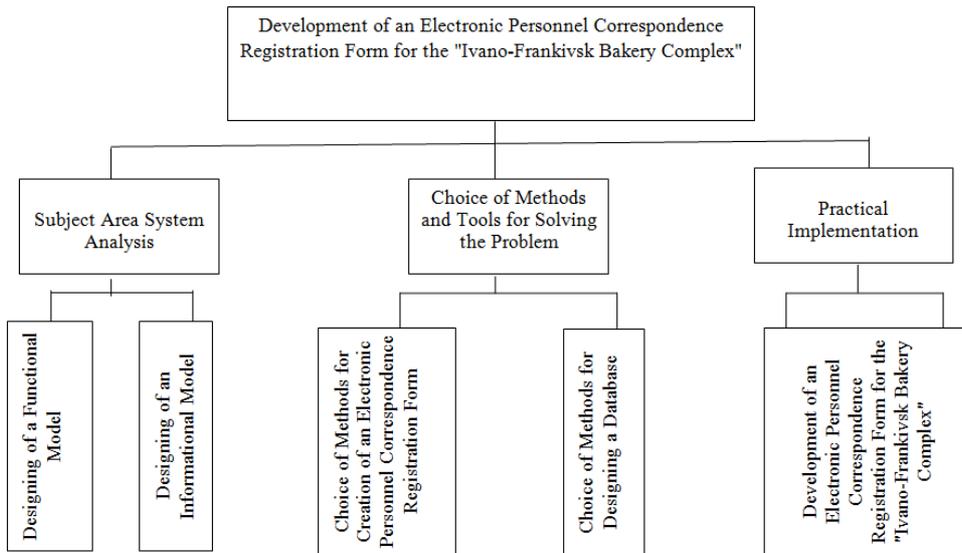


Fig. 1. The construction of a "goal tree" for the development of an electronic personnel correspondence registration form for the "Ivano-Frankivsk Bakery Complex".

The submission "Subject Area System Analysis" outlines the construction stages of functional and informational models [3, 4].

The purpose of the "Choice of Methods and Tools for Solving the Problem" is to select the methods of developing a personnel correspondence registration form and tools to design a database.

The third sub-target is "Practical Implementation". This sub-target is aimed at the development of a personnel correspondence registration form for the SLC "Ivano-Frankivsk Bakery Complex".

To sum up, as a result of our work which included the analysis of the information search and systematization in the registration ledgers of outgoing and incoming correspondence in the personnel department of the SLC "Ivano-Frankivsk Bakery Complex", we developed an automation system using specially designed database which was realized by the means of the MS Access. This software package allows getting the most relevant information applying different queries, reports, and forms.

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