Informational system. Documents management

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Abstract

Productivity growing, as well as reducing of operational costs in a company can be achieved by adopting a document management solutions. Such application will allow management and t structured and efficient transmission of information within the organization.

Keywords

informational system, electronic resources, electronic document, document mangement

Informational system

Any type of process of an organization, company or corporation might be affected by Top Management until elements that furnish a good communication are settled down. This happens by the help of decision-making system, so that the people working in such institutions become part of organizational culture and vision.
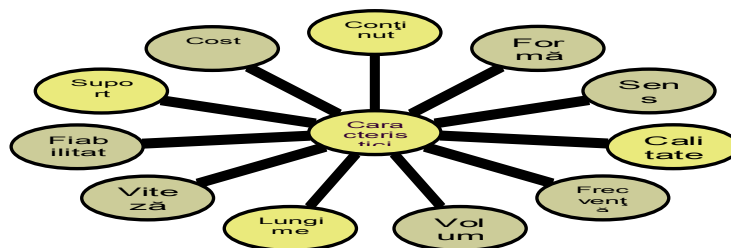
Figura. 1. **Informaţional system**, **characteristics**
Sursa: Camelia Basceanu .www.didactic.ro/flux.

Information flow and definition of information content form an informational system which can be considered as one of the most important components of a corporation's management.

The definition of informational system is closely related to systemic view of organization, this being considered an integrated and complex process in which the data are inputted for collecting information. The inputs are data that are manipulated and transformed to obtain information. The outputs are reports, documents or any other kind of results of informational system necessary to decision-making process.

Informational system consists of: informational resources, circuits and workflows, procedures and information handling practices.

Global system of information generated, obtained, available and reusable in one organization represents informational resources. Their quality is conditioning its content and also its efficiency.

The workflow means all transmitted and processed information in a determined period of time from a source sender to a receptor through a channel. Its trajectory represents an informational circuit.

Information adjustment to decision-making management is realized by information handling practices of resource that form a global assembly of collecting, recording, transmitting and processing data.

Informational system consist of many workflows and a lot of connections between its components.

Electronic resources

Taking into account the complex and dynamic background in which an organization or a public institution carries on its activity, it is necessary to specify that having knowhow regarding:

- the business market (its dynamics, dimensions and structure),
- the competition (quotation, filled market segments, prices, bids, services)
- the supplying (location, delivery terms, prices)
- consuming (target segments, specific behavior, purchasing power)

means to create and use an informational system where all electronically processed, stocked and transmitted information are used in decision-making process.

In this way electronic resources, firstly, allow the knowledge of past and present situation and, on the other hand, the anticipation of future evolution. They contribute to elaboration and fulfilling the organization goals, providing also the possibility to adopt active strategies that can influence the organization background.

The literature states that for a commercial organization informational resources becomes strategic, allowing the rationalization of all processes, taking into account that is easier to move information rather than goods. It must be said that in a commercial organization only stocked information might become informational resources.

Paper-based document

It is an important instrument for communication between departments of public institution or company or between workstations. It is also important in relationships with third parties. Paper-based documents are proof, certitude and measure of facts and realize:

- knowledge of economical, financial, juridical and administrative phenomena and processes;
- adequate measurement of engagements dimension valued in money;
- unitary justification of structure features that make sense and signification for time and space comparison when it is required;
- opportunities background for activity control, risk measurement, implications and decisions regarding resource-planning in efficacious and efficient conditions.

Existence, movement, conversion and results of adequate resource-planning suppose facts and evidences using documents, explanatory writs or registers. Thus the document gain a special importance by its functions: written record, explanation, checking and control, integrity, entirety and systemic processing, evaluation, cost-control, decisions assistance, politics accomplishment, information certificating and publishing, proof, information transmitting, classification and historical archiving.

Correct accomplishment of document's functions is conditioned by adequate used-practices quality   of documents, by fulfillment promptness and by speed of information passed between producer and end-user.

Inner or outer documents get into informational workflow of a public or economic entity and an attentive supervision and an rigorous control are involved. Thus documents allow quickly decisions making from staff level to lower levels.

Decisions are important, no matter how electronic or classic documents are organized, internal monitoring of informational workflow is desired.

Electronic document

As stated in Law 455/2001, art. 4 line 2, the electronic document means an electronic form of data collection containing logical and functional relations. Electronic documents show letters, numbers or any other intelligible characters to be read by software or a similar process.

Undoubtedly, electronic document is a social reality, but to become a juridical one it must contain same features like paper-based documents. Thus, electronic document must attest in its content relevant acts and facts in juridical sense and an intelligible shape rendering is required.

The most important feature of electronic document is its legal aspect as proof in justice, where it is known that the parties show no interest in discussing the content, but the conditions of its validation: authentication, signature, date, the competence of the person that created the document.

The electronic document that contains, has attached or has associated an extended electronic signature based on an unsuspended qualified certificate is assimilated to an enrolled under private signature document.

Document Management

Document management implies the existence of a software that allows circulation (for informing, approvals or modification), storage and retrieval of documents in any electronic format (including classical documents converted to electronic format) with facilities to connect to other computer systems or electronic devices fax, scanner).

Archiving documents, either classical or electronic, is a requirement for all companies and is guided by specific activity, flow and volume of documents. It becomes a problem when extending business firms, the increasing commercial transactions or after a period of operation.

Since the filing of documents employs a conventional physical storage space, a subsequent identification of slow and time consumption to retrieve documents it is required a stronger emphasis on electronic applications with which documents can be stored on a dedicated server or by backing up on various electronic media (CD, DVD) from time to time.

Any application for document management need to consider: registry electronics, household management-indexing documents, versioning, processing the flow, access control, recovery mechanisms, management of archive documents of the organization - digitization, indexing, retrieval mechanisms , access control, storage interval.

Conclusions

To meet the challenges of increasingly strong competition from any participant in economic life is looking for new solutions to obtain any kind of information.

Current information is now very easy due to the evolution of information technology. Adopting a document management applications from companies involves a considerable effort in the acquisition of computers and programs, but these efforts will be well justified by increased efficiency.

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