Research on Personnel File Management Based on Computer Information Technology

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Abstract. Informatization has become an inevitable trend in office, and it is also the main way for modern business society to improve work efficiency. From the observation of the reform of file management in practice, its main direction is based on computer technology. This research selects three aspects based on computer technology, including information resource management, technology management and service management. It mainly discusses the integration and utilization of information resources, technology management promotion measures and innovative service management system paths.

1. Introduction
Since the way of file management changed, many different types of management systems (such as Delphi, SOA, APS-based systems) have developed and widely used. Moreover, it gets good development in terms of communication interface and multi-device association[1]. With the technology utilization improve continuously, file management has also achieved the improvement of management quality based on computer technology. For example, using the "New Thinking" to promote the practice of file management. At the same time, we should adapt and change management strategies constantly, Based on current experience, it can observed that great progress has been made in the integration and utilization of information resources. Technical management work is also advancing constantly, especially in file management services, some innovative elements have emerged. Based on these new experiences, further computer-based record management measures will be discussed below.

2. Promotion measures of file management based on computer technology

2.1 Integration and utilization of information resources
File management based on computer technology, the greatest effect is embodied in the "data". Based on this approach, the information of archives management and archives resources has been preliminarily realized, and different types of databases have been established. What needs to be improved is the integration of various information resources. For example, after the construction of the current computer-based application system is completed[2], various operations can be realized to meet the basic requirements of query, data sharing, rapid delivery and so on. However, through analysis, it is found that the integration rate of information resources based on system platform is low. It is suggested to increase the resource integration utilization among various databases in practice. For example, through "data collection and analysis", increase the utilization frequency of statistical information resources through a data computing function; Thus the existing system resources to optimize, distinguish, query
display pop-up function to improve the effect[3]. The integration and utilization of information resources are also reflected in the geographical restrictions of users with authority; To facilitate the need to increase the data classification, the use of the database to open a part of the literature; In the permission setting, it is also necessary to arrange information resources equally to increase pertinence in enhancing the utilization. Strengthening technical management and improving the integration of technical tools are also important ways to promote the utilization of information resources. For example, in the archives management each process fusion, that can greatly improve the management effect.

2.2 Technical management promotion measures
At the technical management level, file management can meet the risk prevention requirements, and with the help of computer related technology training to improve the security management. However, due to the general safety prevention, further optimization of technical management training could not be added; Therefore, it is suggested to try training for professional software production. For example, the selection of HTML course training can not only enable file management personnel, staff to understand the system platform production principle and related technology; Also can make it on the basis of work experience, in accordance with the applicable degree of practice some page creation, for the system to provide material for further update. Take query as an example, most of the current systems in this aspect is difficult to achieve detailed content query; For example, too many information resources pop up after the key words are entered, which indicates that the application of technical tools is too generalized[4]. Therefore, we should add the function of "targeted" retrieval technology in technical management, and practice the specialized full name query according to the professional knowledge of internal authority. Achieve direct output of corresponding information, improve technical efficiency; At the same time, the page is redesigned to conform to the above functionality.

Taking upgrading as the leading direction, system evaluation should be introduced into the file management based on computer technology. For example, carry out technical management practice by using questionnaire method, technical consultant method and problem collection and improvement method. The premise is to set corresponding evaluation indexes according to the specific operation process for the systems used by different organizations at the present stage, and implement improvement according to the comprehensive evaluation results. Empirically, we need to increase the connection between computers and other media tools. For example, in addition to general scanning, you can build internal networks and add specialized data exchange platforms; By incorporating chat tools similar to YY[5], internal staff can increase course training, sharing of technical processing experience, data exchange, etc. In addition, technology management will be promoted -- information resources integration and utilization -- innovative service management will be effectively related; To form a technology management center to improve the use of resources and service innovation methods. For example, try to analyze the materials from the aspects of file type and nature, and then make a system with high fit. For another example, technical supervision measures should be added, tool functions such as "Eye of technology" should be used for implantation to prevent potential multiple copies, and a download page that cannot be copied after downloading or exporting should be added.

2.3 Innovative Service Management
The file management based on computer technology requires the connection of various devices and the integration and utilization of various resources. So a new system is formed and requires service innovation that matches its function. For example[6], a number of departments need to file management room for information query, file, will be subject to time, geographical constraints; Therefore, in terms of service, we need to increase "network construction" from the aspects of resource utilization efficiency and technical management. Different from the general computer network[6], it needs to be in the form of similar system network account setting, etc., to achieve transmissible permission opening; Innovative service management also needs to increase the technical personnel in information update, page improvement, entry facilitation design and other aspects of the service content; In addition, timely make information feedback, statements and circulars according to the update of information related to archive,
archive, lift and destroy of archive management. In the new form of technical file management, the emphasis should be given to "updating", and according to different departments and their needs, multiple docking entrances should be designed to provide convenience; In terms of export and download, confidential work needs to be done in each department. To accomplish this task, in addition to technical support, it is also necessary to start from the service side to transform it into a form that meets the needs of multiple departments and reduce duplication of work[7].

3. The development and design of file management system based on Web system

3.1 Function module design
Professional title appraisal personnel file management system includes the document management module and web page use module. The specific content is shown in Figure 1.

![Figure 1. system function module](image)

System management: mainly responsible for user management, news bulletin management, declaration material management, management system setting, etc. News announcement management is to display relevant evaluation documents on the declaration page; The management system setting is based on the actual situation, the personnel who need to change the material to give the relevant authority to set.

Performance classification: Different performance are classified according to relevant categories for easy inquiry and statistics[8].

Performance quantification: According to different performance score standards, the performance of relevant applicants will be evaluated and scored. After comprehensive evaluation, the corresponding performance ranking will be given for examiners to take an examination.

Each copy of file: To ensure the safety of the declaration materials, the system provides two modes for managers: manual copy and automatic backup.

3.2 System database design
According to the functions and interrelationships of each system, the functional modules of this system are designed as shown in Figure 2.
Figure 2. Functional module design

The system implementation design is based on B/S mode, visual Studio 2010 as the development tool, SQL Server 2000 as the background database, using the existing mature technology, convenient and concise manipulation of document data[9,10].

4. Conclusion

Through the preliminary analysis above, we can understand the important value of file management is the transformation and application of thinking rather than the technology[7]. Therefore, in the future, the computer technology has brought the overall change trend of archives management in community research. It can not only promote the use of current results, but also improve "content management", and it improve our management system.

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