The design and research based on office automation system

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Abstract. This article focuses on the objective trend of the development of office automation system design technology starting from the requirements of office automation system and functional module design through the analysis and comparison methods of a large number of references, contrast method of office automation system and function modules design are the database used in the system implementation of office automation system and hope to provide an effective reference for office automation system developers. Firstly, this paper is designs for the three dimensional aspect of office automation system function module, office automation system authority design and office automation system interface design. This introduces the requirement of office automation system and function module design. Secondly, from the two aspects of database conceptual design and logic, the paper can analyze as the design of the database used in the office automation system. Finally, from the two aspects of documental organization structure, office automation system operation interface and code, the paper is studied to be the office automation system realization, hoping that this research will lay a certain theoretical foundation for the design of office automation system.

1. Introduction

In recent years, with the constant attention given to the design of office automation systems in China, the requirements for the design of office automation systems is so high. Therefore, the topic of “Design and Research Based on Office Automation System” has become the focus of social attention. In order to improve the design efficiency and design quality of office automation systems, we must pay attention to the understanding of office automation system requirements and functional module design, on the other hand, comprehensively analyze the database design of office automation systems and also the office automation system realize a deep understanding and make greater contributions to the design of office automation systems.

2. Office automation system requirements and functional module design

By combining the requirements of a certain software technology, it is considered to start from the three aspects which includes: office automation system function module, office automation system authority design and office automation system interface design, and comprehensive design of office automation system requirements and function modules.

(1) Office automation system function module

In order to improve the quality of the functional modules of the office automation system, the functional modules of the office automation system are divided into three parts: the employee function module, the department leadership function module and the administrative function module.

The employee function module is the first functional module in the office automation system function module. The employee function module is divided into the employee’s overall understanding of the company’s overall management, that employee can submit the leave application online by using the
office automation system\(^1\). At the same time, employees can use the office automation system to facilitate employees to punch cards efficiently during work hours or after work hours, providing a good application platform for the company to check the attendance of employees. In addition, employees can also view the company's address book by using the office automation system\(^2\), as well as view the company's work arrangements for all employees. At the same time, employees can also use the office automation system to facilitate employees to upload or download internal documents of the company, so that the company can share files with internal employees. The employee function module diagram is shown in Figure 1.1:

![Employee function module diagram](image)

The departmental leadership function module is the second function module in the office automation system, the division of the employee function modules is to let the departmental leaders have a general understanding of their responsibilities and some leaders can as well use office automation systems while other leaders can use the office automation system to improve the staff's leave\(^3\). At the same time, the departmental leaders can also approve the conference room by using the office automation system. In addition, the departmental leaders can also view the historical tasks by using the office automation system and can also manage the employee's information.

The administrator function module is the third function module in the office automation system, the administrator function module is divided into the administrative function to have a general understanding of their responsibilities. The administrator can use the office automation system to manage the department, at the same time, the administrator can use the office automation system\(^4\) to facilitate the administrator to manage each role. Meanwhile, it is also beneficial for the administrator to adjust the position of the employee so that the administrator will also be helpful to the administrative and the working hours can be managed.

2) Authority design of the office automation system

As it is known, the operation rights of different roles are very different from the office automation system, drawing can be seen through the observation of the office automation system permission design\(^5\). When different users input the correct login password, the office automation system will assign a different function menus to different users so that different roles can have different operational rights.

3) Interface design of office automation system

Under normal circumstances, in the process of office automation system requirements and functional module design, the office automation system interface should be scientifically and rationally designed, because only the office automation system interface design work can be done, it can have a positive impact on the efficient development of the office automation system developers, in the process of
developing the office automation system. It is necessary to refer to the office automation system interface design drawing for development. The office automation system interface design drawing is a developmental specification and standard. Therefore, if the developer wants to develop a stable and reliable office automation system, the office automation system interface design diagram must be effective.

3. The design of the database used in the office automation system

In order to achieve a high standard design of the database used in the office automation system, the following two aspects are given: concept of database design [6], and the database logic design used in the office automation system, detail are as follows.

(1) The concept of database design

The first step in the design of the database used in the office automation system is the concept design of the database. Usually, after completing the division of functional modules, the concept of the database is designed.

(2) The database logic design

The second step in the design of the database used in the office automation system is the database logic design. There are many data tables involved in office automation systems. For example: the user table of the office automation system include, Authority table for office automation systems, Role chart of office automation system, department table of office automation system, job questionnaire of office automation system, daily work schedule of office automation system, leave approval form of office automation system, employee management information table of office automation system, office automation System employee attendance sheet, office automation system leadership information query form, office automation system Employee information management table, employee time sheet for office automation system, employee card table for office automation system, etc.

4. The realization of office automation system

In order to improve the development efficiency and development quality of the developer's office automation system, from the two aspects of organizational structure, office automation system operation interface and code, the implementation process of office automation system is introduced.

(1) Document of organizational structure

The first step in implementing an office automation system is the design of the file of organizational structure. The document of organizational structure refers to the file directory used for the development of the office automation system by observing the file directory used by the office automation system and the specific implementation principles also the steps of the system can be known, and the development of the office automation system for developers can be of good references.

(2) The office automation system operation interface and code

The second step in the implementation of the office automation system is the display of the office automation system running interface and code.

5. Conclusion

In summary, with the continuous emphasis on the design of office automation systems in China, China has achieved satisfactory results in the design of office automation systems. Today, office automation systems are well promoted and popularized in the market, in addition, In order to improve the quality of office automation system design, more and more technology developers are actively investing in the design of office automation systems, thereby constantly improving their professional quality which has a vital impact on improving the efficiency and quality of office automation system design.

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