

CONSOLIDATED INFORMATION RESOURCE OF OFFICE DOCUMENTATION AT ISKRA CORPORATION

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At the present rate of increase in the complexity of production and the widespread introduction of computers in research, production and management processes of any enterprise is a special importance of ability to collect, consolidate, store and process information effectively. The concept of consolidation of information resources is tied to the need to make effective decisions using the latest information technology, and with the requirements of databases that store information about the main activities of the company. Management process is always based on a variety of systems in which the key role is played by the documents. If workflows are organized effectively, productivity and efficiency of work of employees increases, costs associated with the functioning of the administrative department are reduced. Database technology enables you to implement the necessary record keeping functions effectively: registration of documents and their rapid search, consolidated data in the form of reports, certificates and more. For remote access to the necessary information and company's database of office documents we should develop and implement a corporate website with content management technologies.

The relevance of computer facilities and content management system techniques while working with the office documents is discussed and the creation by designing a database for the office documentation using MySQL open-source software product is proposed in this article. Also, the importance of creation of an Internet web-site to provide to company information resources for users is considered. The research is devoted to the problem of creating the effective information system with consolidated document data and using it regardless of the employee's current location. The research should help provide more precise and adequate recommendations for the design of the information system so that this system can be implemented successfully and contribute to the improvements in organizational effectiveness.

Creation of a unified consolidated resource of office documents containing information of different types of documents and correspondents allows us to generate relevant information to queries and represent it in a convenient way for user is recommended to implement using DBMS technology and web technologies. The use of modern opportunities of web technologies gives an ability to accumulate information in a database without time delay and territorial restrictions.

Keywords – consolidated information resource, document, relational database management system, queries, registration of documents, web-site, content management system, personified access.