The Application of Computer Software in Office Automation Management

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Abstract: This paper analyzes computer software and office automation related content, combined with the application value of computer software in office automation management. Through the study of computer software in information security management, information connection processing, information communication management, network coordination management, office monitoring and management of the specific application, and the introduction of advanced management equipment, we can improve the security level of the system and do a good job in the training of technicians. Its purpose is to continuously improve the level of enterprise automation management and ensure the healthy development of enterprise economy.

1 INTRODUCTION

In the context of the continuous improvement of the economic level of global trade integration, enterprises have also ushered in good development opportunities, and at the same time, enterprises are facing market competition from more levels. In order to promote the stable development of enterprise economy and maintain the stability of enterprise economy, it is necessary to actively introduce computer software to continuously improve the efficiency of enterprise automation, which can also help enterprises timely obtain market operation information and lay a foundation for the smooth implementation of enterprise decision-making activities.

2 COMPUTER SOFTWARE AND OFFICE AUTOMATION OVERVIEW

2.1 Computer Software

Computer software refers to the program and its documents in the computer system. The program is the description of the processing object and processing rules of the computing task. Documentation is the illustrative information needed to understand the program. As shown in Figure 1,

multi-layer information management can be successfully completed based on computer software to meet the application requirements of information. In specific practice, computer software also has the following application characteristics :(1) Computer software in the application, will be used for a specific purpose to achieve, such as office content production, office information interaction. (2) Different emphasis on legal protection. Copyright law generally protects only the form of a work, not its content. Computer software requires protection of its contents. (3) The language of computer software is different from the language of works. Computer software language is a kind of symbolic and formal language, and its expressiveness is very limited. The written works are the natural language of human beings, and their expressive force is very rich. (4) Computer software can invoke a variety of legal protections, while written works can only invoke copyright laws.
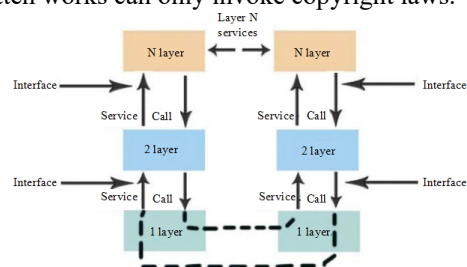

Figure 1: Overview of computer software application process

2.2 Office Automation

Office automation refers to the automatic management of office internal affairs and office information through the use of computer technology. From the narrow point of view of development, office automation is embodied in writing, document management, document retrieval and other aspects. From the perspective of development, office automation is based on the management information system to carry out the office management, including decision support system functions, office automation basic disciplines and ergonomics and other knowledge content. It has the following application characteristics in the application: firstly, ease of use. In the process of office automation management, compared with the traditional management methods, the operational convenience can be improved by more than 30%, which can save 70% of pre-job training time and help enterprises enter the automation stage faster. Secondly, robustness. The software supporting "landing" must also ensure the stability of all applications, especially for group enterprises, the software must have the stability of large users and high concurrent applications, so as to reduce the probability of unexpected problems to less than 5%.. Thirdly, openness. In the era of big data, enterprises need to receive a large amount of data information every day in different formats and capacities, which also requires the development and compatibility of system interfaces to meet the requirements of smooth information interaction. Fourth, practicality. In the development process of office automation, the process needs to fit the actual application needs, and also need to have good practical value in the application, in order to meet the development needs of different situations.

3 THE APPLICATION VALUE OF COMPUTER SOFTWARE IN OFFICE AUTOMATION MANAGEMENT

3.1 Continuously Improve the Office Environment

The smooth integration of computer software can play a role in continuously improving the office environment, which is embodied in the following points: First, according to the statistical data from 2012 to 2020, small and medium-sized enterprises have carried out office automation transformation at an annual growth rate of 3%-10%. Compared with the backward office environment in the past, enterprises that have completed office automation transformation have expanded their internal space and reduced the situation of file accumulation. In addition, the area used to pile up documents can be changed into a tea bar and a rest area, thus improving the comfort of the employees' working environment. Secondly, under the background of automation transformation, paperless office has been successfully realized. All the document information has been input into the computer, so there is no need for cross-station and cross-department activities when obtaining documents, which relieves the busy atmosphere on the surface of the enterprise and reduces the work pressure brought by the external environment. In particular, new employees can quickly integrate into the company environment in a relatively comfortable environment, which also has positive significance for the improvement of employees' work efficiency.

3.2 Reduce Office Management Costs

At present, enterprises in the process of office, the use of computer software, including WPS software, Word software, Photoshop software, these software are also based on the Windows system launched office software. And the use of these software, can also effectively reduce the previous management costs, improve the economic profit space during the operation of enterprises. For example, WPS software with word processing, table editing, PPT editing and other functions, is often used by enterprises to office software. At the same time, the software occupies a small memory of the system, 512 characters only take up 1KB of memory, which is also conducive to the storage of massive text, saving the economic cost of the previous paper-based office, but also can play a good role in the protection of the ecological environment. In addition, the smooth implementation of office automation, but also reduce the cost of other ancillary products, such as folders, printing ink cartridges, markers, which has a positive role in promoting the economic level of enterprises.

3.3 Improve the Standardization of Office Process

In addition to the application advantages mentioned above, after the smooth completion of the transformation of office automation, it is helpful to realize the standardization of office process. The smooth application of computer software can smoothly reduce the manual operation of the office

management process, and the final quantitative effect can be calculated more accurately in the performance assessment. For example, a performance assessment system can be built based on computer software, and multiple assessment items can be set up, and each item will match the corresponding quantitative score. Computer software can be used to quickly and accurately calculate the scores, and the process is open and transparent to improve the persuadability of evaluation results. In addition, the supervision system based on computer software can also help employees to constantly improve their awareness of work behavior and reduce unreasonable behaviors of employees, so as to improve the operation and management level of enterprises and improve the stability of enterprise capital chain (Liu 2021).

4 THE APPLICATION OF COMPUTER SOFTWARE IN OFFICE AUTOMATION MANAGEMENT

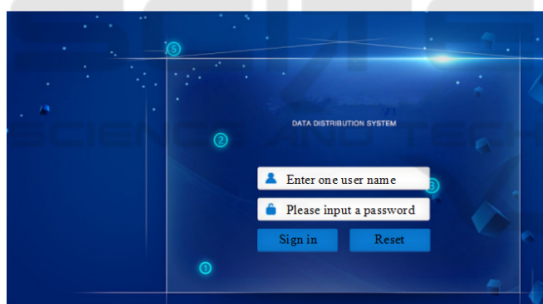## 4.1 Information Security Management

Figure 2: Schematic diagram of system login interface.

In practice, computer software has a very good application in information security management. After smoothly realizing the transformation of office automation, enterprises have entered the "paperless" office era, and computer software is also the main carrier of information storage, strengthening information security management is also the core management content during the development of enterprises. From the perspective of practical application, first, the use of computer software to carry out preliminary classification of information, including sharing information, ordinary encryption information, core encryption information, different information storage, management methods are also different. For example, enterprise WPS documents

can only be transferred over the network and cannot be copied using usb sticks or portable hard drives. This can also improve safety by 40% to 70%. Second, establish a perfect system login system, as shown in Figure 2. The interface includes user name and password input. The user name is the employee id, and the password is designed by the employee himself. Thirdly, the user permissions are designed. Employees of different positions have different login interfaces and access permissions. If they need to access information at higher levels, they also need to submit applications.

4.2 Information Connection Processing

At present, some large-scale enterprises have set up subsidiaries in other places, so as to improve business coverage and seize more market share. Moreover, the business of an enterprise also includes external business and internal business. How to do a good job in information cohesion plays a positive role in promoting the rationality of the economic decision-making of the enterprise in the next stage. Computer software in this process, also has a good application, the specific content is as follows :(1) With the help of computer software, can establish a wide area network between enterprises and other sub-enterprises, thus forming a stable network office environment, to meet the requirements of smooth exchange of enterprise information. The wan also needs to be protected by security technology to ensure the security of information transmission. (2) During business docking, the communication network built by computer software can also be used to communicate the operation problems encountered, so as to seek optimal solutions and ensure the smooth development of enterprise work. (3) During the enterprise office automation management, a more centralized office can also be established to ensure that all information can be 100% connected to improve the smoothness of the enterprise communication process (Yang 2021).

4.3 Information Communication Management

In the process of enterprise operation, a lot of information communication is involved, and the efficiency and quality of information communication will also affect the reliability of information transmission results. In a computer software in this link, also have a good application in the specific content is as follows: first, using computer software to set up and carrier of the users of online communication, such as establishing enterprises

exclusive APP, arrangement of online customer service, solve the user for the product, so as to improve the viscosity of between enterprises and users, to facilitate the follow-up activities smoothly (Zong 2019). Secondly, the information communication system established by using computer software will also provide users with information reminder, information transmission and other services, so that users can better understand the dynamic information, so as to ensure the smooth sharing and transmission of information. For example, a cosmetics company transformed into automated office mode in 2018 and used its exclusive APP to communicate with users in daily life. Compared with 2017, the sales volume in 2018 increased by 10.32%, and that in 2019 increased by 7.32% compared with the previous year. The application of computer software plays a positive role in promoting the economic development of enterprises.

4.4 Collaborative Network Management

In terms of application, computer software also has a good application in network cooperative management. According to the past application experience, under the background of office automation, network collaborative management can effectively improve the efficiency and quality of information interaction, so as to meet the requirements of enterprise operation decision-making. In the process of coordination and management, its content includes event name, event content, event development process and other contents, and uses workflow definition to help other individuals to complete the reception of event information. At the same time, when editing enterprise events, the document format can be adjusted and edited according to actual requirements, and some programming languages will be used in the process, thus improving the accuracy of programming results. In addition, when some documents need to be modified, computer software can also be used to display the modified traces, and the modified traces can also be protected from being deleted by others, so as to avoid the occurrence of content plagiarism and improve the rationality of the collaborative process (Gao 2018).

4.5 Office Monitoring Management

In addition to the application content mentioned above, computer software also has a good application

in office monitoring and management. During the collaborative work of enterprise office automation, corresponding monitoring data is needed to provide protection. In the process of office work, computer software can also define the workflow, which is conducive to the smooth flow of various businesses. At the same time, the initiator involved in the application can also observe the operation of the process node, so as to monitor the monitoring events, so as to meet the corresponding operation requirements. In addition, during the establishment of collaborative events, the implementation of events will also be tracked, so that the implementation of each process node can be supervised to ensure the effectiveness of the process implementation. In general, the application of monitoring function involves work effectiveness, work progress, work process status and other contents, and monitoring data is also sorted and stored in this process to promote the smooth development of system work (Duan 2016).

5 STRENGTHEN THE ENTERPRISE OFFICE AUTOMATION MANAGEMENT STRATEGY

5.1 Introduction of Advanced Management Equipment

Through the introduction of advanced management equipment, can continue to optimize the office automation system, to create a good business environment. From the perspective of practical application, enterprises can use big data technology and Internet technology to build an information collection platform, integrate some excellent experience and market circulation data, organize information regularly, and screen out the corresponding value data, such as hardware equipment, software equipment, management mode. Use the established system to evaluate the management equipment and management mode, and check whether it meets the needs of the future development of the enterprise. If the management equipment can meet the requirements of operation management, the cost and economic benefit of introduction should be compared. If the requirements of introduction are met, an appropriate introduction process should be developed so that it can be quickly added to the enterprise office automation system to

meet the relevant requirements of enterprise operation management (Yan 2016).

5.2 Improving the System Security Level

By improving the system security level, the security of enterprise operation information can be ensured and the risk of information leakage can be reduced. Based on the market operation data from 2010 to 2020, it can be seen that after the introduction of firewall technology, many enterprise office automation systems also add identity authentication technology, security code identification technology and other protection measures, whose main role is to further improve the security level of system operation process and reduce the risk of information leakage (Wu 2016). At the same time, enterprises need to carry out a system check at the end of the work every day to fix existing bugs in time and improve the resistance of the system. In addition, during the operation of the system, it is necessary to do a good job of irregular updates, so that the system can continue to improve the resistance to malicious attacks, improve the security of the system operation process.

5.3 Do a Good Job in Training Technical Personnel

Through the training of technical personnel, the timeliness of troubleshooting process can be improved to improve the security of system operation. In specific practice, firstly, skills training in daily work should be strengthened. In order to improve the pertinence of training courses, personnel abilities should be assessed before the course formulation, and targeted training courses should be formulated according to the assessment results to improve the timeliness of the course content (Liu 2016). Second, after the training, the evaluation system built by information technology will be used to sort out the training situation, and the subsequent training courses will be adjusted according to the results, so as to improve the practical value of the training courses and help the personnel to steadily improve their comprehensive ability.

6 CONCLUSIONS

To sum up, the introduction of the advanced management equipment can continue to optimize the office automation system, improve the system security level, but also to ensure the security of enterprise operation information, do a good job in training technical personnel, can improve the timeliness of the fault handling process. The computer software into the office automation management, not only can continue to optimize the office automation management system, but also can improve the work efficiency of enterprises, for improving the accuracy of enterprise decision-making has a positive significance.

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