



**M404
MANAGEMENT
INFORMATION SYSTEM
UNIT - II**

OFFICE AUTOMATION SYSTEM (OAS)

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MMHAPU

What Is Automation ?

- The word automation refers to a method of using a wide range of computer and machine-aided tasks to help, improve productivity and create easier way to do business. Different types of automation are commonly used in different ways.



WHAT IS OFFICE AUTOMATION ?

- Office automation refers to varied computer machinery and software used to digitally create, collect, store, manipulate and relay office information needed for accomplishing basic tasks.
- Raw data storage, electronic transfer and the management of business information comprise the basic activities of an office automation system.
- Office automation helps in optimizing or automating existing office procedures

WHAT IS OFFICE AUTOMATION SYSTEM (OAS)

- Office Automation Systems (OAS) are configurations of networked computer hardware and software.
- A variety of office automation systems are now applied to business and communication functions that used to be performed manually or in multiple locations of a company, such as preparing written communications and strategic planning.
- In addition, functions that once required coordinating the expertise of outside specialists in typesetting, printing, or electronic recording can now be integrated into the everyday work of an organization, saving both time and money.

ADVANTAGES

- Manipulation and storage of data.
- Management of data.
- Exchanging data
- More accuracy
- Save more time and even more resources.
- Reduce overall cost.

DISADVANTAGES

Expensive

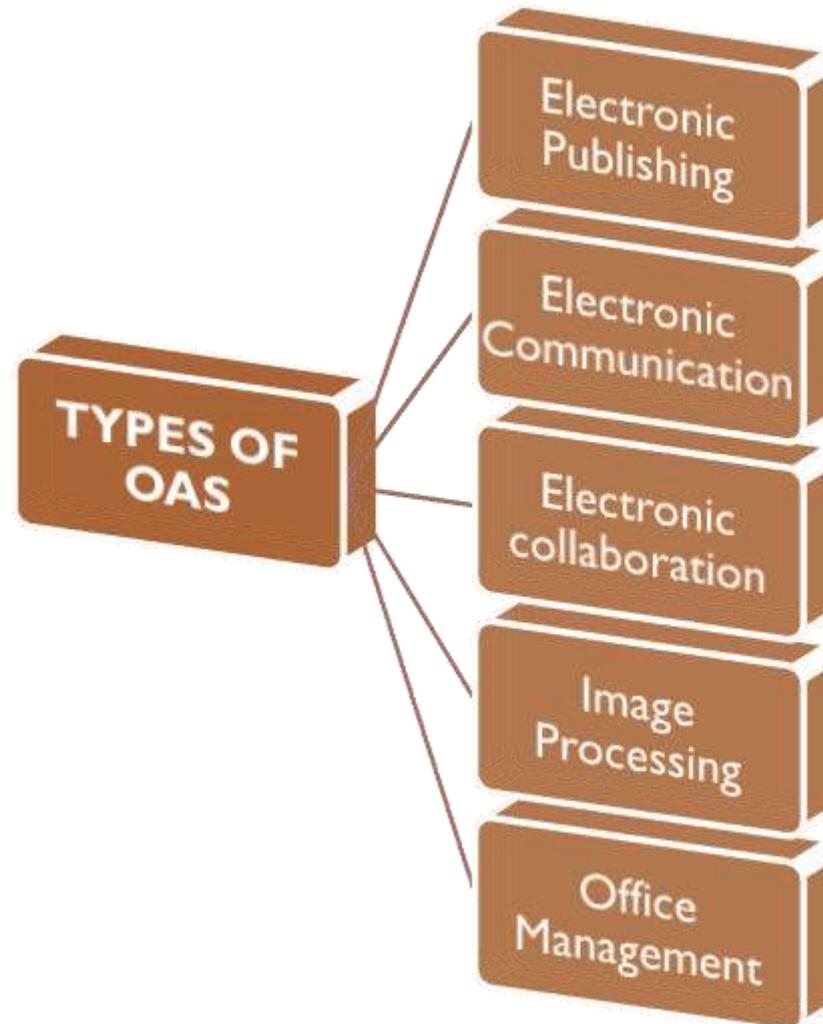
More technical

Resist to change

Training cost and time

No use while electricity cut off

TYPES OF OFFICE AUTOMATION SYSTEM



ELECTRONIC PUBLISHING

- Includes word processing and desktop publishing.

For e.g. MS Word, Corel word Perfect.

- Allow users to create, edit, revise, store and print documents such as letters, memos, reports.



ELECTRONIC COMMUNICATION

- IT includes electronic mail (e-mail), Voice Mail, Facsimile (FAX) and Desktop Videoconferencing.



ELECTRONIC COLLABORATION

- Collaboration using electronic technologies among different **individuals** to accomplish a common task.
- “working together using electronic means: **collaboration among people** or **organizations** made possible by means of electronic technologies such as internet, video conferencing and wireless devices”

People → Collaboration → **Communication**

- Audio/video conferencing
- Instant messaging
- Whiteboard
- Shared-desktop
- Movie-casting
- Recording

IMAGE PROCESSING

- The systems include **Electronic document management, Presentation graphics, and Multimedia systems.**
- Imaging systems convert text, drawings, and photographs into digital form that can be stored in a computer system.
- This digital form can be manipulated, stored, printed, or sent via a modem to another computer. Imaging systems may use scanners, digital cameras, **video capture cards** , or advanced graphic computers. Companies use imaging systems for a variety of documents such as insurance forms, medical records, dental records, and mortgage applications.

IMAGE PROCESSING(contd..)

- **Presentation graphics** software uses graphics and data from other software tools to create and display presentations. The graphics include charts, bullet lists, text, sound, photos, animation, and video clips.
- Examples of such software are Microsoft Power Point, Lotus Freelance Graphics, and SPC Harvard Graphics.
- **Multimedia systems** are technologies that integrate two or more types of media such as text, graphic, sound, voice, full-motion video, or animation into a computer-based application.
- Multimedia is used for electronic books and newspapers, video conferencing, imaging, presentations, and web sites.

OFFICE MANAGEMENT

- Office management systems include electronic office accessories, electronic scheduling, and task management.
- These systems provide an electronic means of organizing people, projects, and data. Business dates, appointments, notes, and client contact information can be created, edited, stored, and retrieved.
- Additionally, automatic reminders about crucial dates and appointments can be programmed.
- Projects and tasks can be allocated, subdivided, and planned.
- All of these actions can either be done individually or for an entire group.
- Computerized systems that automate these office functions can dramatically increase productivity and improve communication within an organization.