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MANAGEMENT OF ELECTRONIC DATA IN AN ORGANIZATION

THESIS PAPER

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CONTENT

INTRODUCTION

This master thesis will explore the process of management of data basis by orienting in technologies that are used for such a thing and the realization way.

Technological development and its advancements have made that big organizations to pay a particular importance to electronic data and the process of their management. Increscent of electronic data and elimination of physical documents in the possible measure present the future of organizations. This will affect the increscent of efficiency and effectiveness at work. This development has affected to increase the care towards the electronic data and that their management and their processing can be much easier.

Today is very difficult to find an organization which doesn't have at least one electronic system for saving and processing the data. These organized and structured electronic systems are known as the data base. In most of public and private institutions there exist very huge data bases which contains hundreds of objects that are used to save the data and their exploitation. With the development of the need to create data bases, big Software companies have developed important systems that deal with managing data bases. These systems enable creation, the change, maintenance, management and the removal of data bases. The development of many operational bases which serve to register the data in order to create opportunities for analysis, has shown the need of their integration and creation of warehouses of the data, which serve the managers in the process of taking the decisions. These warehouses of the data are used for the direct processing of the data analysis through which is done the generation of different reports of the business.

Nowadays, time is everything, therefore the registration and rapid exploitation of the data is a necessity. For this purpose the need to save these data and structure them in the best way possible has grown. Purpose of this master thesis is to show the possibilities of realization of this process in the best way while using experiences of different organizations, public or private. Structuring of data bases according to the form and normalization techniques would affect in that way that there could exists a well designed data base in that case the registration and search of the data could be done in a faster and effective way. Exploitation of adequate software that help in the creation and management of data bases would affect to have well managed data and easily by authorized persons for that purpose. Therefore the purpose of this master thesis is to inform the managers with the normalization forms and the request that they should submit to their officials that deal with managing data bases.

CONCLUSION

Informative technology is continuing their extend in the public and private sector. Process of managing with registers in huge state and private organizations will show a challenge.

At the end of this paper we get these conclusions

Integration and communication of electronic data between different registers is an international standard and precondition for further integrations of our country in international structures. Efficient management within an organization that performs these services it's impossible to be done without the creation of electronic registers or data bases which help in the increscent of efficiency at work. With the creation of data bases managers will have it much easier and quicker to get the right information, at the right time. Creation of data bases for bug private or public organizations that offer these services it shouldn't be considered by their shareholders as an unnecessary expense but as an investment which will bring continuous benefits in the future, for that organization knowing that captures organized data from which we can get the right information at the right moment. Investment in creation of data bases will increase initial costs for the development or purchase of that software but lower long-term costs. If the management of an organization for the realization of Invoices or for the extraction of daily work information, they need some employees to get done this duty through the data that are well organized in a data base, the management will accept these information by only a click within some seconds, this that lower long-term costs, increases the effectiveness at work. Big public organizations which perform different services as it is the Ministry of Internal Affairs which offers different services for citizens as are issuance of birth certificate, registration and issuance of the identity card, passports and driving licenses, registration of cars, registration and issuance of weapons that can be many data bases which are in function all the time and in those are performed a lot of continuous transactions in order the management to have information at the right time from many sources, nowadays is possible to create data warehouses. With creation of data warehouses the security of data is increscent because having access on those, its not directly realized to the operational base but into anther base in which are offered only the necessary data by many sources that are combined and offer the necessary result and also it doesn't over load the performance of operational data bases. At data warehouses there can't be registered any data because it doesn't hold the whole organized structure. A continuous challenge is also the efficient management of data bases. All the managers or shareholders of organizations that hold important data bases should search experts of this field and to consider that an efficient management of these data will be a safety for them and the organization. The output of data for an organization presents risk since it will enable competitors and other persons to get the information and to abuse those information for different benefit reasons. Creation and management of duties for the creation of backup copies, the form determination of approaches and allowing only authorized persons to have access within the data it should be required to be done by the management for authorized experts that will manage the data. Every administrator that administers with data bases should create a standard form of the document and description of each activity that performs and also to do the planning of each activity that will perform in order to assure the management that all its activities are in

conformity with morals and professional principles that guarantee the integrity and safety of data. Administrators of data bases as experts, should present in writing all the possible cases for the data loss and should guarantee that in the moment that happen each possible case, the solution should exist which will enable the data to get back very quick to the closest moment before the infliction of the problem. Taking into consideration that we have very few subjects of this nature that are studied in our country, I think that the paper will be important and can be used by different public and private institutions, as a base for occurrence of their work activities and will enable to inform the managers and shareholders of high levels over the importance of creation and use of the data bases. I will also enable to inform the managers on what they should require from the experts which administrate with those data. Realization and work of this paper is based on my professional knowledge related with this subject based in completed professional trainings and in my practical experience that I have committed in the institution of the Ministry of Internal Affairs as an analysts of projects of informative technology.