On NET-based School Office Management System

Yan Yi[1], QingJiang Zhao [2]

[1] Personnel division Kunming University, Kunming, 650214
[2] Assets and laboratory administration, Kunming University, Kunming, 650214

Abstract*:* Abstract: For increasingly complex school office management currently, this paper designs the school office management system to strengthen the exchange and communication of information in school, improve the efficiency of office work. First, it analyzes the functional requirements and performance requirements of the school office management system in detail; secondly, on the basis of the demand analysis, it designs the function structure and network structure of the system; finally, it gives a part of the codes of system. This paper is of significance to the office administrators and system developers.

Keywords NET; Office management; B/S; Management system

INTRODUCTION

As the scale of school education continues to expand, the function reform of school's department has received more and more attention in education circle, which has resulted in great changes in the school office management. Currently, archives management in most schools adopts paper or single-machine management mode, which is not conducive to the retrieval and search of content and communication between departments. A lot of paper has been wasted because of a large number of print materials [Zhang, *et. al.*, 2016]. To establish the school's public communication platform, speed up the exchange of information, achieve the automation of office and file management in school, has a positive effect on the development of the school [Fang, *et. al.*, 2011].

SYSTEM REQUIREMENTS ANALYSIS

Functional requirements analysis

Different from enterprise, school is a public industry with service nature. The main function of the school office is to provide services for the teachers and students of the school. Different from teaching in the specific task, it is of greater flexibility and fuzzy boundaries of the division of labor. In the work, on the one hand it provides specific helps for teachers and students, and on the other hand it makes leadership propositions as a provider of information [Li, *et. al.*, 2015].

The office management system of the school mainly involves leadership, office staff, system management staff and school faculty. School faculty commit transactions to office staff, according to the nature of the work, office staff feedback the affairs to the relevant leadership, relevant leadership give the concrete scheme to school faculty to complete the transaction processing. The system management personnel realize the information maintenance and normal operation of system when system fails or data is lost. [Sun, *et. al.*, 2015].

According to the nature of the work, the office work of the school includes: personnel information management, personnel positional titles management, basic information management of school faculty, information release management and transaction management, etc.

Personnel information management is mainly for the management of the flow information of external employees and basic information management of employees on regular payroll, to aggregate personnel information and carry out personnel management statistics for school leaders to view [Yang, *et. al.*, 2016].

Personnel positional titles management is mainly for the people who have different levels of positional titles, such as experts of the school, external staff, administrative staff and school faculty.

The basic information management of school faculty is to input, modify, delete and view the basic information of school faculty [Zhao, *et. al.*, 2008].

Information release management is that the office staff release the notifications issued by leadership on the system, and school faculty can view the notifications on the system.

The transaction management is mainly for the process management of school equipment, vehicle, meeting, application for business trip, account reimbursement, and application of projects.

Performance requirements analysis

School office management system is mainly for the school faculty, it must be able to run properly in normal working hours to meet the normal office work

---

of school office. In the weekends or holidays, the office management system can be maintained. Therefore, the system must continue to work 5*24 hours a week.

The number of the school faculty is increasing day by day, when operating the office management system, the response time of each operation should be controlled within 1.5 seconds, to avoid that the normal work schedule is affected due to the long waiting.

With the continuous increase of personnel and transaction records in the system, in order to meet the needs of the system database storage, database needs to store at least one hundred million records.

SYSTEM DESIGN

System function design

The design of the system needs to meet the school office's requirement, but also to ensure the security of the system, thus to set corresponding functional authority to the staff within each system, so that they can operate in the corresponding jurisdiction, cannot operate and process data in the system bypass the immediate leadership.

The school office management system is for current needs of most of the school offices, it main functions include transaction management, personnel management, labor and capital management, faculty education and qualification certification management, personnel positional titles management and information release management, in order to ensure the safety of the system, the system setting management functions are added, mainly for user management, password management, permissions settings etc. in the system. The functional structure of the system is shown in Figure 1:
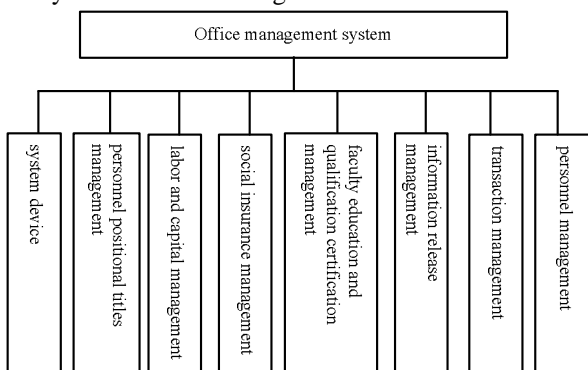

Figure 1. Function design of school office management system

Design of system network structure

In order to meet the needs of the current office work of the school, after school, a number of special events need to be dealt with outside the school sometimes, so network is divided into external and internal network. The database server and WEB server are set up in internal network, connect the various users in the network through the switch, the external network connects to Internet through the firewall, switch and achieves remote operation.

The applications of school office management system are arranged based on the Internet, and the users from external and internal network can directly access the system through the browser, input user name and password in the browser interface to enter the system and operate within the corresponding authority. The database server stores all kinds of office information, such as: personnel information, positional title information, transaction information, education information, labor and capital information. The development of the system separates the WEB server from the database server, which can improve the security of the system. The design of the network structure of the system is shown in Figure 2:
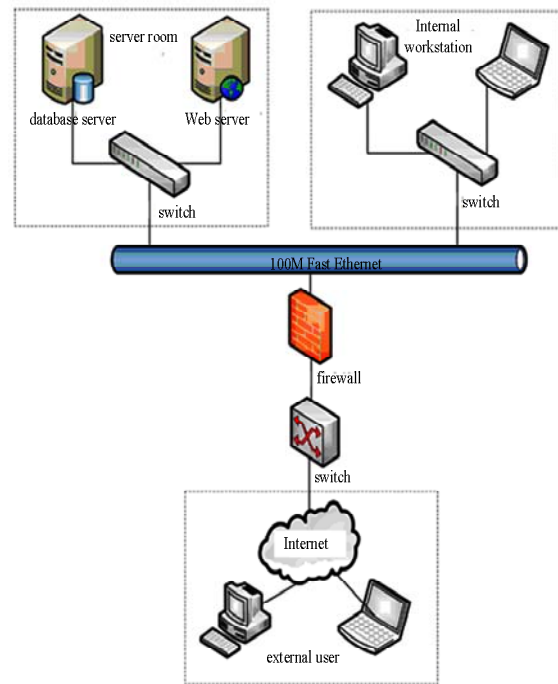

Figure 2.   Design of system network structure

In the process of accessing the system, internal users can directly access the system through the switch, and external users need to access the system through the firewall and by public IP address .

SYSTEM IMPLEMENTATION

Implementation of meeting management module

In the transaction management function, meeting management is the function module used by every school:

1) Firstly confirms whether the user has logged in, if he does not log in, then he should enter login module to access the system;
2) Enters the meeting application interface to input meeting information;
3) Checks whether the application information is complete, if not complete, then issues the prompt of error, jumps to (2) to modify the meeting application information;
4) Complete meeting information is written to the corresponding database for backup;
5) Determines whether or not to print the meeting information, if it needs to be printed, then the user clicks the "print" button in the system, and the meeting application will be submitted to the competent authorities for instructions;
6) After entering the system, the competent personnel checks the meeting records need to be examined and approved, lists meeting records which have not been approved, and examines and approves the meetings according to the situation of the school;
7) Whether or not the meeting is approved, the results will be written to the database, and communicated to the applicant to complete the entire management of the meeting.

Its core code is as follows:

```
String IDList = 0";
For (int i = 0; I < GVData.Rows.Count; i++)
{
Kongjian LabVis = (Kongjian) GVData.Rows[i].FindControl ("LabVisible");
IDList = IDList + "," + LabVis.Text.ToString ();
}
Hashtable MyTable = new Hashtable ();
MyTable.Add ("HuiyiTitle", "meeting title");
MyTable.Add ("KaiShiTime", "meeting time");
MyTable.Add ("JieShuTime", "ending time");
MyTable.Add ("HuiYiZhuChi", "host of the meeting");
XUEXIAO.Common.DataToExcel.GridViewToExcel (XUEXIAO.DBUtility.DbHelperSQL.GetDataSet (select HuiyiTitle, KaiShiTime, JieShuTime, HuiYiZhuChi from ERPHuiyi where ID in ("+ IDList +") order by ID desc "), MyTable," Excel report ");
}
Protected void ImageButton5_Click (object sender, ImageClickEventArgs E)
{
String CheckStr = XUEXIAO.Common.PublicMethod.CheckCbx (this.GVData, "CheckSelect", "LabVisible");
String[] CheckStrArray = CheckStr.Split (',');
Response.Redirect ("HuiyiModify.aspx? ID=" + CheckStrArray[0].ToString);
}
```

4.2 mail management module

The office staff need to deal with a lot of emails from inside or outside the school every day, the classification of emails, automatic elimination of spams in the system, the setting of "read" or "unread" emails for focusing on "unread emails", can improve the efficiency of office staff.

The specific code is as follows:

```
XUEXIAO.Common.PublicMethod.CheckSession ();
XUEXIAO.BLL.ERPNetEmail Youjian = new XUEXIAO.BLL.ERPNetEmail ();
Youjian.GetModel (int.Parse "Request.QueryString["].ToString ") (.Trim) (ID);
This.Kongjian1.Text = Youjian.EmailTitle;
This.Kongjian2.Text = Youjian.FromUser;
This.Kongjian3.Text = Youjian.ToUser;
This.Kongjian4.Text = Youjian.TimeStr.ToString ();
This.Kongjian5.Text = XUEXIAO.Common.PublicMethod.GetWenJian (Youjian.FuJian, "../UploadFile/");
This.Kongjian6.Text = Youjian.EmailContent;
XUEXIAO.BLL.ERPRiZhi MyRiZhi = new XUEXIAO.BLL.ERPRiZhi ();
MyRiZhi.UserName = XUEXIAO.Common.PublicMethod.GetSessionValue ("UserName");
MyRiZhi.DoSomething = "user views email (+ + this.Kongjian1.Text +")";
MyRiZhi.IpStr = System.Web.HttpContext.Current.Request.UserHostAddress.ToString ();
MyRiZhi.Add ();
// set to read
If ((Youjian.ToUser.Trim) = XUEXIAO.Common.PublicMethod.GetSessionValue ("UserName") (.Trim))
{
If (Youjian.EmailState = = "unread")
{
XUEXIAO.DBUtility.DbHelperSQL.ExecuteSQL ("update ERPNetEmail EmailState='set" where "+ Request.QueryString[" ID "].ToString) (.Trim) ());
}
}
```

SUMMARY

Research and analysis of the school office management system in this paper can greatly improve the work efficiency of the school office and service quality of office staff, reduce the redundant storage of campus resources, and provide scientific and accurate data support for the school's teaching works and decisions. Computer network technology is a system engineering which continuously develops, network security has been challenged more and more, especially in the access control of the users of

external network, data information may be stolen. In the future development of the system, it's hoped that colleagues can do further research on this basis.

REFERENCE

Fang Yuhua, 2011, "Design and implementation of online examination system based on.NET", Journal of Yangtze University (Natural Science Edition), No. 21,pp.71-73.

Li Hongmei, Zeng Li, 2015, "Design and implementation of online examination system based on.NET", Journal of Chifeng University: Natural Science Edition, No.21,pp.45-46.

Sun Yingkang; Wang Wen, 2012, "Realization of energy monitoring platform system based on Web technology", Journal of Xuzhou Institute of Technology (NATURAL SCIENCE EDITION), No.3,pp.59-63

Yang Xiaowei, Wu Jing, Ming Zihan, 2016, "Design of office daily affairs management system",Practical Electronics, No.1,pp.58-59

Zhang Qing, Zhou Yihong,2016, "Design and implementation of team management system based on.NET", Journal of China Three Gorges University: Natural Science Edition, No.1,pp.97-100

Zhao Lei, Chen Lin,2008, "Design and implementation of material management system based on.NET platform", Yunnan waterpower technology, No.1,pp.66-70