## СЕКЦІЯ ЕКОНОМІКИ ПРАЦІ ТА МЕНЕДЖМЕНТУ

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# TYPES AND FORMS OF ADMINISTRATIVE INFORMATION SYSTEMS MANAGEMENT

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In management information systems play a large role today, though not final, since management is more related to a human, not a machine factor. However, in the sea of information performance of computers is useful. Any management process begins with the collection and processing, and ends with getting information that is an output for the new management. Therefore the question of information systems in management is important today.

In accordance with the definitions presented in the State Standard of Ukraine (SSU) information system is a system that organizes the accumulation and manipulation of information that relates to problem areas.

The mission of information system consists in preparing and providing the information necessary to ensure the effective management of all enterprise resources or organization, the creation and maintenance of information management environment for the organization [2].

The main tasks of IS include: gathering information from different sources; registration, processing and delivery of information that characterizes the state of production and management; sharing information between supervisors, departments and performers according to their participation in management [1].

Effective use of information systems in administrative management depends on the capacity used hardware and software as well as training of personnel for the use of information technology.

A variety of economic activities contributes to the emergence of a large number of economic information that absorb all features management structure, decomposition scheme of management tasks and subject technologies.

A variety of activities and application forms of modern information technologies creates a variety of ways of their classification.

1. On degree of transformation of the economic information, information systems are divided into the following groups: mechanical, automated and automatic.

– non-mechanized (manual) system – these include systems which processing of accounting and economic information carried by hand and simple computing, including adding machines and calculators, used individually for separate calculations;

– a half-mechanized information systems – these systems include the processing of accounting and economic information performed by using computers with manual data entry (keyboard machines) that were in service-counting machine bureau;

– mechanized information systems – these include those in which the processing of accounting and economic information performed by using computers with the introduction of mechanized data recorded on the storage media. This perforating computers that operated on machine-counting stations;

– automated information system – these include those in which the fixation, collection and processing of accounting and economic information performed by using electronic computers, communications technology, peripheral electronic equipment. In automated systems of functions (sub) control or processing is carried out automatically, and some part performed by man;

– automatic information systems – all control functions and data processing is carried out by technical means without human intervention (eg automatic process control).

2. By the scale information systems are divided into the following groups:

– individual information systems – are implemented usually on offline PC without using a computer network. This system may include some simple applications of common information fund. Such systems can be created with such local database management systems as Clipper, FoxPro, Paradox, MS Access тощо. Наприклад, «ІС: Бухгалтерія», АРМ;

– grouped Information Systems – focused on the collective use of information and often are based on the local area network. In developing these applications most commonly used database servers (SQL–servers) for workgroups. Among the most famous of these servers are Oracle, InterBase, Sybase, etc.;

– Corporate Information Systems – are designed for large companies and can support geographically remote nodes and networks. They usually have a hierarchical client-server structure with specialization servers. In developing such systems can be used the same database servers as in the development of IS group. For enterprise systems most common servers Oracle, DB2, Microsoft SQL Server;

– global information systems – cover the territory of the state or continent. An example of such an information system is the Internet.

3. By the scope of information systems can be divided into four groups:

– transaction processing system (database transactions) – designed for efficient mapping of the domain at any time (OLTP – OnLine Transaction Processing);

– decision support systems – using complex analysis requests made in various aspects: time, space, etc.;

– information and referral system based on hypertext and multimedia documents. The biggest development of such systems received on the Internet;

– Office Information Systems – are designed to convert paper documents into electronic, office automation and document management.

4. By way of organizing automated IS can be classified as follows:

– Architecture based file server;

– based on client-server architecture;

– Based on multi-architecture;

– Based on Intranet technology.

5. By the type of support they provide to the organization management systems can be divided into the following groups:

– transaction processing systems that record and process data obtained as a result of business operations. It can be carried out either way batch data processing or in real time;

– Automated systems of control system process (PCS), that make a decisions of the typical questions, such as process control;

– a system of cooperation in the company who use computer networks for communication, coordination and collaboration of departments and working groups involved in the process;

– managerial information system – a system of management that produce predefined reports, data display and submit the results of measures taken at periodic or exceptional basis or on request;

– decision support systems – integrated circuits that use models of decision making [1].

So we can conclude that the development and implementation of information systems and technology is one of the most effective directions of improvement of business management, because the current state of Ukraine's economy is characterized by the need of promising areas of science and technology and increase production efficiency.

**Список літератури**

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