Efficiency and collaboration proposal

Efficiency and Collaboration Proposal The Potential of Implementing New Information Systems in the Organization Introduction In a business organization, there is information gathered, retrieved, processed, stored and distributed. The information is used for planning, facilitating, controlling, coordinating, analyzing and making decisions in a business. A business requires technology, people, and organization. Technology refers to ways of data transformation and interpretation by the business through use of hardware, software, database and telecommunication. Competent human resource is required to use Information Systems. The units in the business organization include production, marketing, finance and human resource. They are incorporated to ensure profit maximization through production of goods and services (Rainer & Cegielski, 2011). In the business process, inputs and outputs are of essence. The business processes are termed as competitive when they allow innovation in an organization, enabling better performance. Integration of the business processes lead to customer satisfaction, cost reduction during the manufacturing processes, time efficiency, quality products and services, differentiation and productivity. Business information systems therefore play key roles in conceptualization, development, introduction, maintenance and utilization of systems necessary for computer-assisted information processing in companies (Rainer & Cegielski, 2011). Importance of Converting Data in Microsoft " Excel" Spreadsheets into a Relational Database Using Microsoft " Access" Spreadsheets in Microsoft Excel are used to collect information and user friendly. This makes Microsoft Excel being preferred to rather than Access database. This happens to people who are not experts at working with

relational databases. In the real sense, the Excel worksheet can be converted to a database (Bey-Miller, Clarke & Dyk, 2008). Why then should one convert an Excel sheet to an Access database? The number of rows in an Excel sheet is limited while that of Access is unlimited. This implies that the number of records in Access has no limitation. Access is equipped with Access Conversion Wizard that enables conversion of data from Excel worksheet to Access database. This option makes Access a relational tool and efficient in data processing and storage. Excel sheet can be linked to an Access table. The link enables storage of data in Excel sheet as well as Access database. The link is only enabled from Access but not from Excel. Through the Linked Table Manager Wizard, the Excel worksheet can be tracked, located and updated. Any changes must be done in Excel, and refreshed in the Access table. Editing of data in a table cannot be done in Access. A reconnection between the two packages is possible. If the data transferred from Excel to Access requires editing, reconnection cord is used to bring Access data to Excel. After connection to the data, an automatic refresh of Excel workbook from original Access database is possible. Despite the product, Excel or Access, filtering, sorting and querying of data is possible. The two packages have commands that enable connection to data in Microsoft Windows SharePoint Services lists. Excel allows a read-only connection whereas Access enables read and write connection linked in SharePoint lists. While information is in the SharePoint list, it can be collected offline in a local Access database. This allows local working with the data and later reconnecting to the SharePoint site. The Benefits of Using Microsoft " Access" in the Working Environment Microsoft Access as database software

allows users to manipulate enormous data through its features. The features and components make the software user friendly, quick to learn and enable small and big businesses reap profits. Its components consist of tables, queries, forms, reports, macros and modules. Each of these components performs different functions in data processing. Efficiency of the software makes it efficient for business organizations. MS Access integrates enormous data in its database through key in or importation from a reliable source. It can be programmed to take necessary information from enterprise resource software for big office environment. Being one of the best selling databases, MS Access has the best support now and in the future. Microsoft improves it regularly, making it a good investment. Its design enables it compatible with other products from MS Office suite like Word or Excel because it uses VBA. MS Access has prebuilt solutions that help users to track information easily. The forms and reports are already built, simplifying the whole task for an end user. They can also be customized to meet business needs. Other features that Access offers that make it deliver in business are contact option, issue tracking, project tracking and asset tracking. Through Access, a user can create several reports of different views. This option enables a business to serve different audience with various views. Conclusion Information Systems and Technology has transformed business systems and organizations. With the advancement of different types of information system, business organizations have the potential of producing quality goods and services at reduced costs and within a particular time frame (Bey-Miller, Clarke & Dyk, 2008). As Information System transforms the world into a global village, business is simplified as market zones are widened. With this potential,

business organizations can realize their goals and objectives. References

Bey-Miller, R., Clarke, R. & Dyk, V. (2008). Introduction to Information Systems. Pearson Education South Africa (Pty) Ltd; South Africa. Rainer, R. K. & Cegielski, C. G. (2011). Introduction to Information Systems, 3rd Edtn. John Wiley & Sons Inc.; U. S. A.