

Management Information Systems in Info-Documentation

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Abstract: All civilizations used knowledge formally and informally in economic growth and in social development. In today's knowledge age intellect and creative, innovative and inventive ideas have been recognized and leveraged to become a primary source of advantage and wealth.

Essence of this emphasis on knowledge lies in the management of information. The Information Communication Technology (ICT) revolution at the end of 20th century has revamped the ways in which information can be created, harvested, assembled, combined, manipulated, enhanced and channeled. This has increased the efficiency and effectiveness of using knowledge for economic growth and development to the extent that it is becoming the leading factor for adding value and for wealth creation in the market economy. All aspects of human lives have been profoundly affected, be it agriculture, health or environment. Legal issues of protection of information of bio-diversity and genetic pool, intellectual property and indigenous knowledge are major concerns today.

Key words: information management, knowledge society, information and documentation systems.

The concept of management theory developed in the first half of the twentieth century, although its practice to meet since antiquity. The wording of the principles of scientific basis of management started from theorization concrete situations: a concept was correlated with a practice. After some

specialists, many theories of management is in correlation with the types of organizations, and therefore in the development of management theory, have been numerous "schools".. In early twentieth century, researchers in the field have tried to order and systematized concepts with operating management. The

concept of management information appeared after 1950, with the development of computing and, implicitly, a program dedicated to information management. The flood of current information, and changes in the business environment prompted more and more firms in terms of information, generating some difficulties faced by managers today. That is why the use of information systems for information management has become vital.

Today, information management encompasses a broad range of solutions. These solutions may be approached differently in terms of design, organization and technology. Their goal is anyway, to gather all the information company, to make them available for employees to conduct business and to help in their work.

For a firm, an intelligent management of information involves: flow of information clearly and effectively reduce unnecessary activities, ease of detection and communication problems; circuit simplified documents and ordered, eliminating overlapping activities, speed in making correct decisions at all levels, etc. . The emergence of information systems in various branches of activity (industry, banks, trade, etc...) Created the practical application of the concept of management information.

Information Management encompasses all activities (processes) on identifying, collecting, evaluating, organizing, processing, storage and distribution of data in a system so that it becomes effective in relation to an objective set. Obviously, information management, as a process, including: planning, organization, coordination, command and control operations carried out by the identification by the distribution of information.

The most common approach to information management is the handling and organizing information. This vision encompasses all the processes that act on information in order to achieve a particular objective, here are included and technologies (computers, networks, software, etc.). In other approaches, information management is viewed in terms of information resources management, and science is directly linked to the mechanisms by which information is collected, organized, organized, run. The Management Information System appeared and developed in the years 1960-1970. According to the theory of MIS that period, analysts system must identify the requests for information, the information needs of any manager in an organization and to design an information system to be able to provide information to current and / or upon request. In recent years, the impact of new information technologies and current reorganization and decentralization have resulted in increased demand for information supplied by MIS at all managerial levels. Specialists define management information system (MIS) as a combination of human resources and information aimed collection, storage, organization, communication, distribution and use of data and information that managers used in exercising the functions of management, in order to achieve a management effectively.

A particular form of MIS is a decision support systems (DSS), which gives managers all the necessary information to fundaments the decisions on management strategies and organizations concerned. DSS allow direct operation of computer makers or the personnel responsible for management functions of the system. As you can see, information management is a

concept that strictly defines actions related to processing and dissemination of information

The specific information an organization can be categorized into two main categories: information systems for the production and services implemented in the run; information systems for management, dedicated to supporting the processes of decision on various levels of management

In the first category includes systems known in the literature under the symbols: CAD Computer-Aided Design (a discipline of computer science, providing know-how in hardware and software in systems analysis and engineering methodology for specification, design, the introduction and use of computer-based systems for design, in close correlation with other departments of the enterprise, which compete to a product), CAE - Computer Aided Engineering (representing technical integration of all activities necessary to achieve a product) CAI - Computer Aided Industries (representing the integration of technical and organizational activities with the commercial, economic, near all areas of activity of an enterprise, using a common database, expanded. CAM - Computer Aided Manufacturing (carried out supervision and management means of production manufacturing process, CAO - Computer Aided Organization (representing organizational activities and commercial computer-assisted), CAP - Computer Aided Planning Work (aims at preparing the manufacture by making lists of parts and technological documentation), CAQ - Computer Aided Quality Assurance (quality control of computer-assisted), CIM - Computer Integrated Manufacturing (representing the integrated system of production), PPS - Production Planning System (organizational planning, command and supervision

of the conduct of takeover bid by selling as quantitative aspects of time and capacity).

In the history of development systems, dedicated processes of decision have identified five categories:

- Systems for processing transactions (TPS - Transaction Processing System);
- Systems management (MIS - Management Information System);
- Systems automation business office and secretarial (OAS - Office Automation System);
- Expert systems (ES - Expert System).

This classification system is not separated, they can be made in the organization into a unified concept, with procedures, operations, resources and hard and soft shared neredundante. Systems including systems for management are considered "tools of the particularly useful for measuring output in services".

SID's (information systems and documentaries) are operating with information, aimed primarily of the collection, processing, organization and information dissemination. Accordingly, a system patented on such systems include all the processes that work together to achieve business basics. Activities common to any organization (personnel, accounting, etc..) May also be computerized, but they are not subject systems implemented in the SID.

The notion of information system and documentation (SID) is used to denote the generic any institution or structure of an institution, organization, company etc., which deals with the information and documentation of any kind. The result of the work consists of products and information services. A system of information and documentation

is an assembly organized by the procedures manual and / or automatic (which is included human resource), which aims mainly at collecting documents and information processing, organization and turning them to its beneficiaries. The emphasis of information systems and documentation reside in the fact that they operate with documents and information, producing documents and information. In the SID's traditional, so the information collected, and has produced the paper. In the SID's automated, electronic information is predominant, and product information can be represented both on a classical, traditional and electronic form.

In the information and documentation are characteristic of three types of SID-ROMs, which give a full picture of the types of products and services for information and documentation provided to users:

- 1) SID sites that provide information and documentation on the processing of documents printed or electronic documents (digital documents). In this type of systems are three main categories: SID sites that provide information and documentation, mainly on the basis of processing documents in their possession; SID sites that provide information and documentation on areas of knowledge (technical, economic, legal, social etc.). SID sites that provide information and documentation for special categories of documents such as patents, standards, etc;
- 2) SID sites that provide information and documentation on a particular topic of public interest, based on the processing of information derived from official documents (laws,

regulations, regulations, decisions of the central and local government, etc.).. In this category are contained information systems for citizens in relation to government structures chosen and appointed, with legislative structures (parliamentary structures);

- 3) SID sites that provide information and documentation to the level of enterprises, organizations, companies, etc... On the basis of processing information obtained through any channels of communication and media information. These systems are implemented within an organization, companies, and etc. companies. And that the main objective of providing information to meet the needs of information. This type of system has become a development with everything with great use of extensive tools for communicating and processing information in conjunction with the growing need of managers for background on the basis of knowledge as accurate as the environment in which they operate (legislative information, financial, competitive, etc.)..

The institutions of information and documentation are primarily the following functions:

- Identifying the main sources of interest (primary documents), acquisition, management and conservation of them;
- Processing of the primary sources, the purpose of identification of an unambiguous document - individual document;

- Collecting information on primary sources in other systems, and relevant objective information system; information to be collected will vary depending on system and service recipients;
- The information obtained as a result of primary processing of documents and gathering information from other systems (such information as the specific criteria);
- The information products and services through information provided to beneficiaries;
- Ensuring access to traditional documents or documents stored on electronic media - usually, CD-ROMs.

In essence, information systems and operating information and documentary information obtained on stream processing. Another category of information is represented by the demands of the users, in fact, random requests for information or default, from individuals or institutions. In recent years, due to increased flows of information between different information systems, they were forced to focus activity and by processing the information received and the transmitted

Therefore, the categories of information which are subject to processing technologies specific activities of information systems and documentaries are: information on documents held by institutions, requests for information (or services required) users, information received through cooperation and collaboration with other information systems and documentation, information obtained as a result of research in electronic databases available on the Internet.

In modern computerized systems, information processing is done through information technology and communications. Therefore, outputs information call to be transmitted (disseminated) in electronic communication technologies.

To understand the methods used in the SID, it is necessary to analyze each process conducted in terms of information. This means identifying the category and information carriers, the transformations that are subject to the information and outcome information obtained from those operations.

In information systems and documentaries, at least in the process of collecting, processing and organizing information, they consolidate the proceedings to another. This means that each operation added new information to a given information structure, information neredundante, achieving the value-added information from one operator to another

It means using information which is made with material information to get a bill that satisfies a need for information. To use a product information means that the item hire a need for information, whether the object continue to exist (talk then use), is amended (wear) or disappear (consumption). Ultimate goal of a product and an information system should be thinking in terms of use: what are the facts and information resulting from the effects of such uses on the activities of users. The most important function of the product, so the system is the manner in which information amended conducts these activities.

Knowing the need to allow information to understand why people undertake in-process research information. What leads a person to search for information? The existence

of a problem to solve a goal to achieve and finding an abnormal state of awareness, insufficient or inadequate.

Distinguish the use of information and documentation users and non-users. Non-users are people who do not ever call for a system of information. This does not mean that they do not need information, but what is trying to prove is that the need for information, when there is a need derived commissioned for the development of basic needs.

Two major classes of information needs, both derived from basic needs are taken into consideration: the need for information and knowledge need information on the action.

Need information on a need to know is derived from the desire to know and need information on the action is a need derived from material needs through the development of human activities, professional activities and individual activities. A control or to master the information involves a series of training activities which coexist and complement each other: pre-university and university training, training of adults (different ways of training and self-users).

Information culture is a set of theoretical knowledge and practical skills, enabling the identification of information needs, followed by the location, evaluation and use of information designed to approach solving a problem, find a response and communication of information held and processed.

A classic model of training culture of information is the following:

- Knowledge structures for information and documentation (location, organization, services, offers);
- Training regarding the investigation;
- Training in the use of information (the location and operation of information regardless of source of information);

In conclusion we can say that NTCI have changed instruments work, led to the creation of new services and products have resulted in a new approach in light of management information and content information. The purpose of research, however, remains the same: the construction of meaning from the sources identified and creating products that effectively communicate and express that sense, the significance.

To achieve this end, each individual must define precisely the need for information, to effectively locate sources of information, to critically assess the information and information sources, to integrate information selected his base, to use information effectively to achieve the proposed activity ; To understand the economic, social and legal accompanying information to use in an ethical and legal.

Also, we can say that the emergence of digital economy, globalization of business, development of communications networks in a knowledge-based society have resulted in a reassessment of the role of information systems and business management.

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