

Software Technology to Improve Students' File Management in Vocational Colleges

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ABSTRACT. *With the advancement of science and technology, network information is becoming more mature, and the application of electronic files in higher vocational schools is more common. In terms of information management, electronic files have helped the higher vocational colleges to achieve comprehensive and standardized management by virtue of their convenience and efficiency. This paper starts from the application status of electronic files in the file management of higher vocational schools, and discusses the application management of electronic files.*

KEYWORDS: *Student; Vocational College; Software; File*

1. Introduction

Since the beginning of the 21st century, China has entered the information age. As a new type of management tool, electronic files are widely used in daily management and office with their unique advantages, and are widely used in enterprises and schools. Compared with the traditional paper file management mode, electronic files are easier to save and view, which not only saves file management costs, but also greatly improves work efficiency. For higher vocational colleges, the selection of electronic files to manage the information of the majority of students is not only convenient for file management personnel to carry out daily work such as the consolidation of student status, evaluation of scholarships, etc., which reduces the work pressure of the staff and greatly saves the file entry. The time of reading, searching, and quickly completing the file query when needed, to ensure that the entire school runs smoothly. Therefore, it is necessary to implement electronic file management in higher vocational schools.

2. Application Advantages of Electronic Archives

2.1 Improving efficiency

Compared with traditional paper files, electronic files have the advantages of convenience, speed and efficiency. For higher vocational schools, there are tens of thousands of students in the school. At the same time, there are many teachers and employees. If you use paper file management methods, not only occupy a large space for file placement and storage, but also a lot of manpower to complete the file. Finishing work, and it is easy to find inconvenient and lost files. The electronic file completely solves this drawback, fully guarantees the integrity of the student and faculty files and is more conducive to preservation. When there is a need to find a file, the electronic device can be quickly searched, thereby effectively improving office efficiency. At the same time, unlike traditional paper files, electronic files can fully utilize the power of the network and can be queried on the computer, regardless of time and place. It saves time and space, has great flexibility, and only needs Some staff members can complete the management work, without using a lot of manpower for repeated information entry and boring inspection work, to avoid negative slack work mood and affect work efficiency. On the one hand, the use of electronic file management has reduced personnel input in this area, redistributing talent resources, and all types of talents have played their part in other departments of higher vocational colleges, making the allocation of resources in higher vocational schools more reasonable and avoiding job distribution. Uneven situation. On the other hand, it is conducive to the balanced development of all departments of higher vocational schools and jointly promote overall progress.

2.2 Reducing intensity

The electronic file management mode is used to unify the information of students and employees in higher vocational colleges, and resource sharing can be realized. Students and students can be visually compared, and the work performance between teachers and staff can also be electronically the archives are presented to greatly enhance the long-term development of the school while strengthening the management of talents in schools. For example, when evaluating a student, you can search for the student's usual grades, class performance, etc. through an electronic file, and evaluate it by various aspects. The electronic file not only contains personal information, but also in the form of pictures, audio, video, etc., to facilitate a detailed assessment of the student's personal situation. File managers can also perform alignment comparisons to select the right candidates. The content of the electronic file is objective and true, the search is fast and accurate, and the fairness and fairness of the evaluation is fully guaranteed, and it can be completed in a very short period of time, which provides great convenience for the school to carry out the evaluation work. At the same time, the files of students and faculty and staff are organized according to certain rules, and the archives and texts are integrated. In the process of searching, the burden on the staff is reduced, the work intensity is

reduced, and a lot of time is saved. The file management staff can easily complete the work and avoid producing a tired mentality, effectively ensuring the accuracy of the work, is conducive to the normal development of a number of tasks, enriching the campus activities, and facilitating campus management, which is of great benefit to improving the comprehensive strength of the school.

2.3 Reducing risk

Electronic files are safe, inexpensive, and fast, mainly in the following aspects. First, the electronic file is recorded by computer, which greatly shortens the entry time and reduces the manpower and financial resources spent in the entry process. In higher vocational schools, the file information of tens of thousands of students and the information of thousands of employees are summarized. It is a huge job to adopt the electronic file management mode, which can quickly complete the finishing work and effectively improve the efficiency of file management. The other work of higher vocational colleges has laid a solid foundation. Second, the electronic file adopts electronic information to improve personal information, which ensures the safety of student information to the greatest extent, effectively reduces the risk of information leakage, and avoids being used by those who have the heart, thus causing serious consequences. Third, electronic files do not have time and space restrictions. They do not require a large amount of paper resources and specific space for file storage. This greatly reduces the expenditure on file management in higher vocational schools and is conducive to the rational use of funds by higher vocational schools. Fourth, electronic file management relies on electronic devices to achieve fast file transfer under a stable campus network coverage. Through the electronic file, huge file information can be stored in a small memory card, and normal campus offline information entry and reading can be completed in a few seconds. For example, you need to rank all the students in the school, and you can get the results after a few seconds of entering the score. At the same time, the use of electronic files for file transmission in higher vocational schools can not only return files to each student quickly, but also save the cost of file mailing. It also reduces the loss of files and inaccurate files during the mailing process. Go to the student's home. With its fast and efficient features, electronic archives reduce various potential risks, improve the speed of file transmission, and give full play to the enormous social value.

3. Application Management Strategy

3.1 Increasing the management of electronic files

After the students enter the information and input the information to the students and faculty, their personal information should be encrypted and stored to avoid leakage of personal information. Electronic file information is usually stored in a small memory card, which is prone to damage, loss of information, etc., and information leakage may occur when the computer is not operating properly. The

relevant departments of higher vocational schools should pay attention to it. On the one hand, school-related management personnel should formulate corresponding rules and regulations, strictly regulate the work of management personnel, increase penalties, and prevent a series of problems arising in the management process; on the other hand, staff members should update and correct electronic files on a regular basis. Delete the error message, add missing information, and make sure the file information matches the actual situation. When there is a problem with the file, the staff should report it in time, and should not repair it privately to avoid loss, leakage or more serious consequences. At the same time, file management personnel should be responsible for the work, familiar with the basic processes of information entry and query files, classify students in different professions and classes, and record the student's campus performance, rewards and punishments. For example, the manager organizes the students through different tokens, and creates a corresponding folder for each number to record the student's performance. In this way, managers can find it more convenient and quicker. When the school organizes activities related to students, students can get an initial understanding through electronic files to create a fair and just campus atmosphere. When you need a file search, strictly abide by the relevant management system of the school, and not disclose the file information to others without permission, change the file information without authorization, ensure the authenticity of the file, and ensure that the electronic file can play a real role in all work.

3.2 Emphasis on electronic file management

Electronic archives are not only widely used in society, but also occupy an increasingly important position in higher vocational schools. In higher vocational schools, electronic files play a vital role in student affairs and personnel management. Therefore, from the management level to the staff, we must pay more attention to the management of electronic records. First of all, the management should establish correct concepts, fully understand the great potential of electronic archives, adopt different methods to vigorously promote the important role of electronic archives, and actively appeal to all archives managers to be responsible and ensure that student files are neat and orderly, avoiding information mismatch. And other issues. For example, management can give lectures to relevant file managers to promote the advantages of electronic files, and cause file managers to attach great importance to their work. Higher vocational schools can also increase publicity through broadcasting and other channels to create a corresponding atmosphere throughout the campus. Secondly, relevant staff should gradually abandon the traditional paper file management method, recognize the promotion of electronic files in concept, gradually understand the advantages of electronic files, familiarize themselves with the workflow of electronic files, and take them seriously every time they enter, to ensure the accuracy of information. Sex, avoid any mistakes. Staff members should also update the information of students and faculty in a timely manner. For example, when the student's student status changes or the employee has a job change, the staff member should update it in time to ensure the timeliness of the electronic file.

4. Optimizing the electronic file management facilities

With the increasing application of electronic archives, vocational colleges should pay more attention to the timely upgrading and gradual optimization of electronic archives facilities, so that electronic archives facilities can fully serve the daily work, and it is convenient for file managers to be proficient and smooth. Operation, avoiding various failures during use, which seriously affects work efficiency. Therefore, for higher vocational schools, electronic file facilities should be inspected regularly to eliminate existing faults and avoid potential hidden dangers. Higher vocational schools should also strengthen the security management of electronic archives facilities, establish a solid firewall, upgrade and develop new anti-virus software, avoid the information leakage caused by unrelated personnel invading the file management system, and make the school's file management work in a safe environment. Conducted in an orderly manner. For technicians, more attention should be paid to improving the vulnerabilities of the electronic file management system, repairing the defects of the electronic file management system, reducing the risk of the electronic file management system, and upgrading the electronic file management software to make the software application closely integrated with the school needs. At the same time, higher vocational schools should update electronic file facilities in a timely manner, eliminate outdated equipment, replace complete and complete facilities, and make the electronic file management system cooperate with the corresponding equipment needed to further promote the efficient development of electronic file management. 2.3 Improving the professional level of electronic archives staff

The wide application of electronic files in higher vocational schools requires relevant staff to have high computer operation ability, familiar with the corresponding professional knowledge, and have a rigorous and serious working attitude. For example, when information is entered, it is necessary for the staff to input a large amount of information into the computer. This not only tests the hands-on ability of the staff, but also the serious and rigorous work attitude of the staff is also crucial. Just like the library administrators, the electronic file staff needs to be familiar with the numbering rules of different files, and can accurately find the corresponding files in the first time; the staff should also master the method of organizing electronic files, which is convenient for unified archiving and resource sharing. Electronic archives cover a wide range of fields and require relevant staff to carry out systematic learning. Therefore, higher vocational schools can provide corresponding training opportunities for electronic file management personnel, and conduct mutual experience and exchanges on a regular basis; invite professional lecturers from outside schools to impart professional knowledge, explain different accident handling methods, and cultivate staff's ability to adapt and improve. Paying more attention to electronic file management, and then completing their work efficiently; providing opportunities for learning and communication, drawing on different management models, allowing each manager to improve their ability, comply with relevant requirements, and perform their duties rigorously and efficiently. Further optimize and innovate to make the electronic file management of higher vocational schools more perfect.

5. Summary

The 21st century is a digital information age, information digitization has permeated every field of human production and living, and widely favored by people. Now, archives management in higher vocational colleges, also are using information digitization method, because it conforms to the archives management development needs, effectively improve the level of the university archives utilization and campus management. However, the current there are still some problems in the archives management in higher vocational colleges, still needs further improvement. The mainly digital information of file management in higher vocational colleges is analyzed, hoping to help raise the level of archives management in higher vocational colleges. Technology is developing at a rapid pace, and electronic files are gradually replacing the status of traditional paper files. E-files have effectively improved the efficiency of file management by effectively, conveniently, and saving time, which has greatly promoted the development of higher vocational schools. Nowadays, electronic archives still have unlimited development space, and it is necessary for the management of higher vocational schools and relevant staff to work together to tap the enormous potential of electronic archives.

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