# 档案管理信息系统设计与探讨

## 摘　要

欧美发达国家现在基本都在使用计算机来做档案管理了，由于国家现在是后发国家，电子档案管理系统还未有普及到社会的方方面面，但是更方便快捷的管理模式已经被现代中国人慢慢接受。由此可见，档案管理中的传统纸质管理模式被电子档案管理逐渐代替是大势所趋。因为企业员工信息管理是一个企业单位必须的部分，所以大量的企业已经实施建立企业员工信息管理系统，而企业员工管理系统能带来什么呢？它使得查询变得更加快速了，一键按下，万千数据瞬间通过浏览器展现，查询效率极高。而且保密性能极高，物理盗窃人员信息变成了过去式。相比较之前的方式，人工管理怕是要累死才能查询区区几个人的信息，而且数据更新极为不便，累瘫一天也查删改不了几个人，不过呢，使用了企业员工信息管理系统后这些困扰多年的难题迎刃而解。中国社会现在已经不是十几年前可比啦，十几年前电脑还未普及，各种企业还在恪守人工管档案室的“优良传统”。而现在呢，基本上大大小小的企业都会有计算机，有些大企业还会设置自己的服务器了，所谓现在可以设计个比较兼容的企业员工管理系统，这样的企业就会更加现代化了！本文采用 ASP,Microsoft Access,Dreamweaver 作为主要开发工具进行开发，本系统基于 B/S 模式。做的这个系统分几个模块，其中主要的有:登录，注册，员工管理。接下来会就企业的需求，准备的规划，模块怎么划分，数据要怎么设计怎么实现为核心，比较详实的给各位介绍一下做的这个简洁系统。就像老师之前讲的一样先得把企业员工，企业老板（管理者）的需求分析出来，这是基础，然后对企业电脑的硬件操作系统（比如现在还有单位使用的是 XP）做一下适配的规划，再做一下需求怎么实现的功能规划，最后做了这些实现，总得测试一下会不会卡死，会不会出 BUG 吧，那最后做一下测试。

**关键词：**管理系统；档案；ASP；B/S

# Abstract

The developed countries in Europe and the United States are basically usingcomputers to do file management. Because our country is a late developing country,the electronic file management system has not been popularized in all aspects of society, but the more convenient and efficient management mode has been slowly accepted by modern Chinese. Therefore, it is the general trend that the traditional paper management mode in archives management is gradually replaced by electronic archives management. Because employee information management is a necessary part of an enterprise, a large number of enterprises have implemented the establishment of enterprise employee information management system,What can enterprise employee management system bring to us? It makes us query more quickly, one click, thousands of data instantly through the browser, query efficiency is very high. And the security performance is very high, the physical theft personnel information has become the past. Compared with the previous way, manual management is afraid to be tired to query the information of only a few people, and the data update is extremely inconvenient, and can not check and delete a few people in a day. However, after using the enterprise employee information management system, these problems that have plagued us for many years are easily solved. Our Chinese society is no longer comparable to more than ten years ago. Computers were not popularized more than ten years ago, and various enterprises still abide by the "fine tradition" of manually managing archives. Now, basically, all enterprises, large and small, will have computers, and some large enterprises will set up their own servers. The so-called we can now design a more compatible enterprise employee management system, so that the enterprise will be more modern! We use ASP, Microsoft Access, Dreamweaver as the main development tools, the system is based on B / S mode. We do this system is divided into several modules, the main ones are: login, registration, employee management. Next, I will give you a more detailed introduction of the concise system I have made according to the needs of the enterprise, the planning we have prepared, how to divide the modules, how to design and implement the data. As the teacher said before, we must first analyze the needs of enterprise employees and enterprise owners (managers). This is the basis. Then, we should make an adaptive plan for the hardware operating system of the enterprise computer (for example, XP is used in the company now), and then make the functional planning of how to realize the requirements. Finally, we have done these implementations, and we have to test whether they can be If it is stuck, will it be bugged? Finally, do a test.

Key words: management system; archives; ASP; B /S

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