



# Review Office Automation System Effect to Improve the Staff Managers Decision Making Process of Sabzevar' Municipal

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**Abstract** - In this study, we inspect office automation system effect to improve the staff managers decision making process of Sabzevar' municipal and effective factors upon it. In the present study, with the fundamental question of whether automation system has positive effect on increasing in accuracy, timeliness and economic of managers decision-making process or not? Assumptions are presented regarding whether office automation system on managers' decision making has the same effect or not? It is attempted to identify effective factors on managers' decision making process improvement. The main objective of this study is to investigate the effects of office automation system to improve municipal staff managers' decision making of Sabzevar city. It includes secondary objectives such as, identification of an office automation system to inform the managers, investigation and analysis of the effects and results of office automation system on management decision making, study of factors affecting the success of an office automation system to provide adequate information, validity, accuracy, timeliness and economical, evaluation of the effects of office automation on improving managers decision making process, solutions to automation system performance improvement to exploit. The research is comparative – causal, Factors influencing to improve the decision making through the central indexes and techniques of count statistics were determined by evaluating the reports and documents in the first phase and distributing a questionnaire between managers of staff municipal Sabzevar in the second phase. The results showed that automation system has positive effect on increasing of validity, accuracy, timeliness and economical of managers decisions.

**Keywords** : office automation, decision making, e-government, effectiveness.

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## I. INTRODUCTION

Subject of research is to identify the effective factors on managers' decision making to improve the decision making. Transform of communications and correspondence, administrative agencies and financial institutions have such a rapid growth that, it

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doesn't accept the administrative slow and time consuming processes like the former procedure. Accordingly, it is necessary to provide tools that can do the administrative processes fast and correctly, using of office automation system as a novel method of direction accelerate the process. On the other hand, gathering data collection of organization activities and their classification provide an appropriate bed to accelerate everyday tasks. Automation software, by considering a model of public sector organizations and commercial and industrial enterprises, can be designed and manufactured as part of an integrated management information system, and can meet the above requirements. The overall goal of this research is, to improve managers' decision making process to achieve the goal, identification of an automation system to inform company's managers, review and analysis of the results of the automation system in the municipality of Sabzevar, consideration and identification of effective factors in the success of the automation system to provide appropriate information such as validity, accuracy and timeliness and economical, offering solutions to improve automation system performance will be necessary. An optional and non-probability sample is selected due to limited availability of population, data collecting is in census method, and the total populations of 30 individuals are included.

### a) Independent Variable

Independent variable in the research is automation system, which gives the characteristics such as the number of issued letters, the number of incoming letters, understanding and used hours, necessary reports and information for the decision making of the companies' directors.

### b) Dependent Variable

The dependent variable of this study is, to improve the managers decision making, which is measured by validity, accuracy, timeliness, economical dimensions.

The research hypotheses are:

- Automation system has a positive effect on increasing the validity of managers' decision making.
- Automation system has a positive effect on increasing the accuracy of managers' decision making.

- Automation system has a positive effect on the timeliness of managers' decision making.
- Automation system has a positive effect on economic of managers' decision making.

## II. METHODS OF DATA ANALYSIS

Research hypothesis to investigate the effect of each factor were tested by SPSS software, by using statistical methods of central index and numerical statistical techniques. Also, alpha value of the study was measured by using SPSS software partitioning versus 0/89, respectively.

## III. CONCLUSIONS

- Regard to the parameters obtained from the analysis of the first hypothesis can be concluded that the most effective factor on validity of decision making process is perceptions of published information by office automation system, and the following factors are, in order, a number of issued letters and office automation system and a number of incoming letters.
- Regard to the parameters obtained from the analysis of the second hypothesis can be concluded that the most effective factor on accuracy of decision making process is the time using of office automation system, the following factors were, in order, perception of published information, a number of incoming and outgoing letters.
- Regard to the parameters obtained from the analysis of the third hypothesis can be concluded that the most effective factor on the timeliness of decision making process is the number of outgoing letters and time using of office automation system. And the following factors were, in order, a number of incoming letters and perception of published information.
- Regard to the parameters obtained from the analysis of the fourth hypothesis can be concluded that the most effective factor on economic of decision making process is the number of outgoing letters and time using of office automation system. And the following factors, in order, are perception of published information and a number of incoming letters.

## IV. APPLIED RECOMMENDATIONS

- The positive effects of automation systems aren't in dispute, but achievement to results is important. The first step to achieve a more realistic view of toward assessment office automation results in organizations level, will be compiling the efficient criteria for evaluating and improving the process of administrative reform on track with the establishment of organizational development systems.

This matter requires the scientific support of organizations.

- It's necessary to review working processes and redesign in a open way that are in full compliance with the automation systems, and to minimize through imposed costs to the organization, and secretariat of the system as a parallel history of both paper and soft record is refused, and the history of software will suffice.
- Conceptual foundations of office automation, in its most comprehensive form of government departments and in a mold based on corporate culture development, is appropriate to train the staff.
- Office automation system of administrators has a positive effect on organizational performance, but it is necessary to give them more information about the effect of the operation of the enterprise, through effective education.
- In all stages of automation system development, strengthening of management information systems (MIS) has central importance.

## V. RECOMMENDATIONS FOR FURTHER RESEARCHES

- The findings of such studies can present effective role in identifying strengths and weaknesses, automation systems in similar organizations which, have associate and working similar and homogeneous functions. So, the researchers can select the issues by coordination, guidance and technical support, that has the ability to plan in all departments and wider range of organizations will benefit from the results of their research.
- According to the government's overall policy in the field of e-government development, strategic approach to office automation to extensive research in this field at the national level, instead of amateur researchers, has used of expert team with extensive research facilities and experienced teachers of university or automation of specialized companies cooperation.

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