

*ENTERPRISE BUSINESS PROCESSES IN THE CONTEXT OF THE  
INFORMATION SOCIETY*

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Informatization in economic processes management implies a significant increase in employee productivity. Primarily it's due to prompt and complete information processing, which directly affects the accuracy and adequacy of resolving economic problems and the quality of management decisions.

Documentation support for managerial work is realized through the record-keeping of management's actions as to creating, keeping, transmitting and using large amounts of documentary information. The reduction in labor costs associated with these processes determines the level of record-keeping that can be achieved in different ways. The most effective way is to increase the level of implementation of information and organizational technologies in record-keeping practices.

Recently, there has been a significant increase in the amount of information while paperwork has been decreased. It became possible due to the development of modern technologies for working with documentary information, namely, the use of automated data entry into the computer; introduction of text and graphic types of document processing, which ensures easy and quick changes whenever necessary; application of electronic document circulation systems and modern office equipment; quick access to reference information through international databases and relevant computer networks.

Electronic Document Management (EDS) systems are software tools for document creation, processing, transmission, storage, reconciliation and other operations requiring the use of information and telecommunication networks.

The EDS monitors creating and modifying documents, the execution time, routes of documents movement, and it also controls its versions. The whole cycle of paperwork is covered - from setting the task of creating a document to keeping it in the archive. Classified centralized storage of documents, management of flow movements, delimitation of users' rights to access documents according to the functions in the system are provided.

The introduction of EDS takes into account the organizational and staff structure of the enterprise, as well as the possibility of its integration with other corporate systems.