FACTOR USING OF ELECTRONIC DOCUMENT OFFICE SYSTEM (E-OFFICE) FOR EFFICIENT USING OF PERSONNEL AT FACULTY OF SCIENCE AND TECHNOLOGY SUAN SUNANDHA RAJABHAT UNIVERSITY

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ABSTRACT

The aims of this research is to study factor using of Electronic Office System (E-office) for efficient using of personnel at Faculty of Science and Technology Suan Sunandha Rajabhat University. The study was conducted by quantitative method. Data were collected by questionnaires from 109 samples of personnel (Academic staff & Support staff) at Faculty of Science and Technology, Suan Sunandha Rajabhat University. The descriptive statistics including Percentage, Mean, Standard Deviation, Dependent Samples t-test and One Way Analysis of Variance as well as an inferential statistic were applied for data analysis. It was found that 1) Most of the sample were female academic staff between 36-45 years old, bachelor's degree graduates and the period of their performance was between 7-10 years. 2) The analysis of the opinions of factor using of Electronic Office System (E-office) for efficient using of personnel on Faculty of Science and Technology Suan Sunandha Rajabhat University at moderate level. When considering each topic, it was found that most of the opinions of factor using at high level. The document maker can retrieve information, Document backwards in the system for get the right information on demand at moderate level. and 3) Development suggestions, it was found that the system should be able to efficiently access all browsers and there should be an application that can be used without web browser. In the case of documents in the Electronic Document Office System (E-Office), there was a problem with the document being bounced, resulting in delays in sending document and coordinate with staff directly. Training for how to use, form of writing style and the correct transmission path or make a user manual.

Keywords: Electronic Document Office System (E-Office), Factor Using, Personnel

1. INTRODUCTION

The study of the opinions of personnel of the Faculty of Science and Technology, Suan Sunandha Rajabhat University towards the Electronic Document System (E-office) in 2017 to increases the speed of work, reduce the time to receive and send documents and information by using the information network connection to achieve greater collaboration.

Electronic document system (e-office) is an information technology system for document management. Faculty of Science and Technology have started using the system since March 1, 2010 to focus on convenience, speed, cost savings and resources in order to increase the capability of personnel and operational standards to be effective.

From importance, The researcher found that the study of factors affecting the use of the electronic document system (E-office) for effective use of personnel of the Faculty of Science and Technology Suan Sunandha Rajabhat University in order to bring problems, obstacles and related factors for analyze and find ways to support the use to achieve efficiency and maximum benefit to the operation of the faculty and routine to research (R2R) to develop the potential of staff and work systems to be more efficient.

2. OBJECTIVE

To study factor using of Electronic Office System (E-office) for efficient using of personnel at Faculty of Science and Technology, Suan Sunandha Rajabhat University.

3. METHODOLOGY

Population and sample

The population used in the research was 108 academic personnel and 42 academic support personnel. [1]

The sample was academic personnel and academic support personnel. Determine the size of the sample group by using Taro Yamane's at 95% confidence level. [6] in total of 109 people.

Research tool

Questionnaire about study factor using of electronic document office system (e-office) in the amount of 16 questions.

Data analysis

Analyze personal information and opinions by presenting the analysis results as a percentage and characteristics as a rating scale are the average (Mean), Standard Deviation (S.D.), T - test dependent (t-test) and Analysis of variance (ANOVA). For the criteria for translating the average, the researcher used the criteria of Best [4] which has the following:

Average	4.21 - 5.00	means	the highest level of agreement
Average	3.41 - 4.20	means	the high level of opinion
Average	2.61 - 3.40	means	the moderate level of opinion
Average	1.81 - 2.60	means	the low level of opinion
Average	1.00 - 1.80	means	the minimum level of opinion

4. RESULTS

1. Personal Information

Table 1 Result of Personal Information

CURRENT POSITION	NUMBER	PERCENTAGE
academic personnel	77	70.60
academic support personnel	32	29.40
TOTAL	**109**	**100.00**

From Table 1 found that most respondents worked in academic positions 70.60 % and academic support personnel 29.40% respectively.

2. Analysis of the opinions in factor using of electronic document office system (E-office) for efficient using of personnel

Table 2 Analysis of the opinions in factor using of electronic document office system (E-office) for efficient using of personnel.

THE OPINIONS OF ELECTRONIC DOCUMENT SYSTEM (E-OFFICE)	MEAN	S.D.	INTERPRETATION
1.E-office can be used via other communication devices such as mobile phones, tablets, etc.	3.90	0.77	high level of opinion
2.E-office has easy and convenient access to the system.	3.78	0.96	high level of opinion
3. E-office has an easy to use menu and not complicated.	4.11	0.72	high level of opinion
4.E-office helps document preparation convenient, concise, time-reducing and time for operation.	3.64	0.86	high level of opinion
5.E-office has fast system information display.	3.69	0.86	high level of opinion
6.E-office allows faster delivery of documents to people.	3.95	0.79	high level of opinion
7.E-office can facilitate the editing of documents that can be organized quickly, tighten the time.	4.01	0.81	high level of opinion
8.E-office can display data as stable and accurate.	3.42	1.07	high level of opinion
9.E-office helps to prepare documents according to the form correctly according to the specified document format.	3.57	0.98	high level of opinion
10.The document maker can retrieve information. Retrospective documents E-office obtain accurate information that meets the requirements.	3.64	0.87	high level of opinion
11.E-office helps to track documents from the document path tracking menu. Which shows accurate information	3.79	0.84	high level of opinion
12.E-office helps save resources Such as paper, time, manpower in the agency.	4.03	0.76	high level of opinion
13.E-office helps to reduce document storage locations in the agency.	3.39	1.08	high level of opinion
14.E-office helps to reduce the time to prepare and monitor the progress of documents and other related matters.	3.50	0.97	high level of opinion
15. E-office can store all back documents and search for all previous documents that have been made if there is a document number in the search.	3.67	0.97	high level of opinion
16.E-office is highly effective in helping to prepare documents.	3.87	0.85	high level of opinion
TOTAL	**3.78**	**0.89**	high level of opinion

From Table 2, found that the opinions of personnel of the Faculty of Science and Technology Suan Sunandha Rajabhat University with an electronic document system (e-Office) at a high level. The total average is 3.78 and the standard deviation is 0.89. When considering each item, it is found that most opinions have a high average score between 3.39 - 4.11. The first one is the opinion about the electronic document system (e-Office). The menu is easy to use, and not complicated, with an average of 4.11 and the standard deviation is 0.72. Followed by

1) E-office helps save resources Such as paper, time, manpower in the agency, with an average of 4.03 and the standard deviation is 0.76.

2) E-office can facilitate the editing of documents that can be organized quickly, tighten the time, with an average of 4.01 and the standard deviation is 0.81.

3) E-office allows faster delivery of documents to people, with an average of 3.95 and the standard deviation is 0.79.

4) E-office can be used via other communication devices such as mobile phones, tablets, etc., with an average of 3.90 and the standard deviation is 0.77.

5) E-office is highly effective in helping to prepare documents. , with an average of 3.87 and the standard deviation is 0.85.

6) E-office helps to track documents from the document path tracking menu. Which shows accurate information, with an average of 3.79 and the standard deviation is 0.84.

7) E-office has easy and convenient access to the system, with an average of 3.78 and the standard deviation is 0.96.

8) E-office has fast system information display, with an average of 3.69 and the standard deviation is 0.86.

9) E-office can store all back documents and search for all previous documents that have been made if there is a document number in the search, with an average of 3.67 and the standard deviation is 0.97.

10) The document maker can retrieve information. Retrospective documents E-office obtain accurate information that meets the requirements, with an average of 3.64 and the standard deviation is 0.87.

11) E-office helps document preparation convenient, concise, time-reducing and time for operation, with an average of 3.64 and the standard deviation is 0.86.

12) E-office helps to prepare documents according to the form correctly according to the specified document format, with an average of 3.57 and the standard deviation is 0.98.

13) E-office helps to reduce the time to prepare and monitor the progress of documents and other related matters, with an average of 3.50 and the standard deviation is 0.97.

14) E-office can display data as stable and accurate, with an average of 3.42 and the standard deviation is 1.07. and

The last one is the opinions are at a high level about the electronic document system (e-Office) E-office helps to reduce document storage locations in the agency with an average of 3.39 and a standard deviation of 1.08, respectively.

5. DISCUSSION

From the findings of this research The researcher brought important issues to discuss the results is the opinions of personnel of the Faculty of Science and Technology Suan Sunandha Rajabhat University with an electronic document system (E-office) is at a high level (average 3.78), which is consistent with the study of Wilai Sriprapasuksanti (2010),[5] which studies with Personnel of Assumption College Thonburi found that most of them have a high level of satisfaction with the electronic document system (E-office) and in accordance with the study of Mukda Chokwatana (2005), [3] which studies report of development experience in correspondence work Faculty of Medicine, Siriraj Hospital, Mahidol University and in accordance with the study of Mallika Honghiran and Siriporn Laohakun (2007), [2] which studies Factors Relating to Efficiency of E-Office User in Faculty of Agriculture Chiang Mai University.

6. ACKNOWLEGMENTS

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