

# APPLYING GOOGLE DRIVE FOR ADMINISTRATION OF INTERNAL AUDIT UNIT, SUAN SUNANDHA RAJABHAT UNIVERSITY

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## ABSTRACT

This research was aimed to (1) study the method of applying Google Drive for operation and (2) study the advantage and condition or disadvantage of applying Google Drive for operation which the group members shared their knowledge to improve a monitoring process of the office administration by applying Google Drive, it revealed that it could store various types of file such as document file or picture file. Google Drive could be a tool for data backup to prevent its loss, it was a main computer which linked with other devices such as computer, notebook or smartphone to process 24 hours for using and storing either searching file or document file conveniently in everywhere the internet signal is and it could save the expenses of Hard Disk and there was a tool to facilitate for creating the urgent document. Nevertheless, there was the condition or disadvantage of applying Google Drive for Multistage function due to Microsoft Office application on Windows Phone was not complete and affected to the incorrect file format on it which differed from the original one on computer (especially Microsoft Word), but not affected to the plain one without any formats.

**Keyword:** Efficiency, Google Drive, Technology, Administration

## INTRODUCTION

In 2017, head of the office group conducted the knowledge management in “Technique of Monitoring the Office Administration by A Form” which was aimed to operate on the knowledge management plan as follows; the needed knowledge for sharing was the needed knowledge to respond to the university strategy and objective, and interested in “Applying Google Drive for Operation” to continue in 2018. The process of planning and decision making of the executives by using the information system as a significant tool for all processes, the success of this study depended on the good information system in accuracy, reliable, up-to-date both of current and future issue, and respond to the need. In consequence, a development of the information system was needed for their efficient and effective decision making in administration which there were various methods of monitoring through the social media such as group line, facebook, verbalization, telephone, memorandum and e-office for monitoring, documents and files which the members shared various advantages and disadvantages in technique of monitoring the office administration by paraphrasing from the technique of each member, then categorized and defined the frequency of its priority.

The group members shared their knowledge to improve a monitoring process of the office administration by analyzing the new technique or method to resolve all issues, then a form was used for decreasing time of operation and improving the better performance from the previous one by comparing the goals and the results of operating on the improved process or method, it revealed that an amount of monitoring was decreased 95%, a mistake was decreased 100%, a lateness of sending data was decreased 2.5% and amount of achievement was 100% which affected to increase the operation efficiency that it could resolve the existed issues such as a lateness of operation, a lack of monitoring and a lateness of sending assignment. From these results of monitoring by a form which could actually decrease all issues, the members were interested in studying on “Applying Google Drive for Operation”.

## OBJECTIVE

1. To study the method of applying Google Drive for operation.
2. To study the advantage and condition or disadvantage of applying Google Drive for operation.

## Research Applying Google Drive for Research

Due to the various qualifications of Google Applications, it was referred by the researchers; A Satisfaction towards the Learning by Google Classroom of Students of Thonburi Commercial College (Chanthip

Leelittam and Pornpen Aekaemwattanakul), it was aimed to study the level of satisfaction towards the learning by google classroom of students of Thonburi Commercial College in 3 topics; 1) arrangement of learning by Google Classroom 2) safety of using the system and 3) advantage and disadvantage of using Google Classroom, it revealed that the arrangement of learning by Google Classroom which affected to the learning achievement was in the very high level ( $\bar{x} = 4.65$ , S.D. = 1.15), the safety of using the system by security administration was in the very high level ( $\bar{x} = 4.37$ , S.D. = 1.23), the advantage of using Google Classroom in monitoring and reviewing contents was in the very high level ( $\bar{x} = 4.48$ , S.D. = 1.38) and the disadvantage of using Google Classroom in dissociality was in the very high level ( $\bar{x} = 4.73$ , S.D. = 1.29), and the total average of 3 items was 4.32 (S.D. = 1.33).

Applying Google Drive for Information Administration of Educational Institution (Piyapat Jirapunyachote), it revealed that applying Google Apps for information administration of educational institution was a topic at the seminar of information management technology and knowledge as the activity of Information Technology Subject which indicated that information technology currently had a role in knowledge management both of state agency and private corporation especially organization or institution. A study of applying technology for information administration was significant for more effectiveness of each section included facilitating for the operation in the current circumstance, applying Google Apps for information administration of educational institution such as data storage through Google Drive, website design and development through Google Site, documentation through Google Docs, academic calendar design through Google Calendar, questionnaire survey through Google Form and data publication through Google Plus etc.

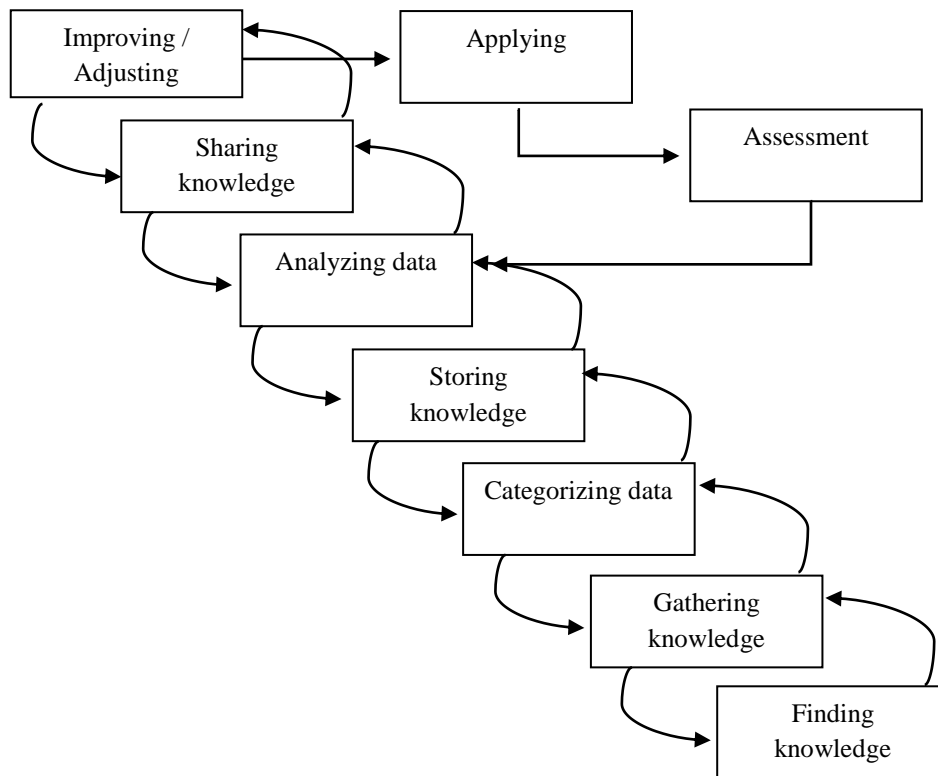
A case study of Khon Kaen University and Google for improving proficiency in information technology for students and staff to fulfill a need of email users included support the communication through social media worthily due to a domain of KKU email (kku.ac.th) could not link with other systems in the university and could not fully support a need of all users, the executives and President of KKU, Assoc. Prof. Dr. Kittichai Trirattanasirichai considered with Google team to improve Google Apps for Education without any budget. Asst. Prof. Dr. Denphong Sudpakdee, Vice-President for Academic Affairs and Information Technology said, "The university could not contact the alumni through an email (kku.ac.th) due to it was not used continuously, then it had to be improved to respond a need of new students, current students and staff.", then it was the objective of this improvement for Google Apps for Education at KKU.

(source: [http://www.nationmultimedia.com/new/2014/11/25/technology/images/30248451-01\\_big.jpg](http://www.nationmultimedia.com/new/2014/11/25/technology/images/30248451-01_big.jpg))

## METHODOLOGY

The process of finding needed knowledge was; defining knowledge which needed or significant for a job or activity of the section, defining a goal of knowledge management, finding a needed knowledge, improving and adjusting some parts of knowledge to appropriate for the section, applying the knowledge from knowledge management for the operation, applying the work experience, applying the knowledge for sharing, paraphrasing for the knowledge, gathering and storing the knowledge systematically by publicizing through the writing.

**Figure 1**  
Process of applying Google Drive for administration



## RESULTS

### **1. Method of applying Google Drive for operation**

Google Drive or Google Docs, online document management programs by Google with the similar process as a document program that all users could access the online document through various web browsers such as Inter Explorer, Chrome, Firefox and Safari for more convenience in using and adjusting various documents in everywhere and every time for the up-to-date version and sharing with the others, and it could work many times and by many people on the same document in the meantime by the security administration on an email which one could adjust or only read, and it could support various types of file such as Document, Spreadsheets, Presentations, Drawings, Forms (Questionnaire) etc.

#### **Advantage of Google Drive**

Google Drive, it could share the assignment file to many people in the meantime for no redundancy, more convenience and efficiency such as if there was a content adjustment from many people, it could check which one adjusted it, without gathering from all as the other programs due to Google would process and present the updated one.

Google Drive, it could support various types of file such as PDF, CAD/CAM, PhotoShop, Illustrator, Image, MS Office, Sound, HD Video and Multimedia etc. included the anti-virus program with any file for scanning without the specific program.

Google Drive, it could operate on all computer platforms such as Windows, Mac and Linux etc. and smartphone platforms such as iOS (iPhone, iPad), Android and Windows Phone etc.

#### **Applying Google Drive for operation**

Nowadays, information technology had a role in knowledge management both of state agency and private corporation especially organization or institution, applying technology for information administration was significant for more effectiveness of each section included facilitating for operating the current circumstance.

Google Drive, services by Google Application for storing various files on Google which it could access in anywhere included sharing and adjusting with other people from various types of device such as smartphone, tablet or computer etc. anywhere supported by Google for free charge of services. An email address on Gmail was needed for using Google Drive or services by Google, if not, it would not be completed. Additionally, Google Maps, services by Google for high efficient mapping technology, easy to use and information of local business such as location, contact details and driving route with the appropriate scale to facilitate for searching and transportation of all users.

**Table 1**  
Technique and result

Technique	Result
Google Drive: using various commands for internal administration of Google Drive - Uploading - Creating folder - Copying - Changing name - Changing color of folder - Deleting and retrieving folder - Sharing file or folder - Security administration	Administrate the system by yourself

## **2. Advantage and disadvantage of applying Google Drive for operation**

### **Advantage of Google Drive**

- It was improved storing general files or document files from Google Doc to Google Drive for storing all types of file.
- It could retrieve an adjustment profile within 30 days and the original version.
- It could create folder on computer by Google Drive with the specific program which synchronized the online one by Google Drive with another one on computer.
- It could access in everywhere, besides creating folder on computer by Google Drive, it could create on smartphone and tablet both of Andriod and iOS.
- It could share file or folder with other people by the security administration which one could adjust or only read, and the condition for giving any comments.
- It could store data by Cloud Storage or server and it could access in everywhere and every time.
- It could share file with other people without sending back in order to decrease redundancy and it could access from various places in the meantime without installing program on computer.
- It could work by many people on the same document in the meantime.
- Google Drive, it could support various types of file such as PDF, CAD/ CAM, Photoshop, Illustrator, Image, MS Office, Sound, HD Video and Multimedia etc. included the anti-virus program with any file for scanning without specific program.
- Google Drive, it could operate on all computer platforms such as Windows, Mac and Linux etc. and smartphone platforms such as iOS (iPhone, iPad), Android and Windows Phone etc.
- It could decrease redundancy in storing various types and versions of document.
- All documents would be stored on the high security server of Google.
- It could search data easily and fast due to Google is the number one of search engine by searching any types of word, not only the title of file.

### **Condition of Google Drive**

- Various devices do not support as Microsoft Office such as alphabet and Macros.
- A condition of space, if there is a need for more space, it would have to expense more.

- It could work on mobile devices such as iPhone, iPad or Android etc., but not on Blackberry.
- Limit for only 1,024,000 alphabets.
- When it was uploaded and converted to Google document file, it would not be over 2 megabytes.
- Limit for only 400,000 rows from total 256 columns per sheet.
- When it was uploaded and converted to Google spreadsheets file, it would not be over 20 megabytes and 400,000 rows from total 256 columns per sheet.
- When it was uploaded and converted to Google presentation file, it would not be over 50 megabytes from total 200 slides.

## CONCLUSION AND FUTURE WORK

Sharing the knowledge to improve the administration process by applying technology and study the advantage of “**Applying Google Drive for Operation**”;

- 1) Google Drive, it could store various types of file either document file or picture file in 15 GB of backup space to prevent its loss.
- 2) Google Drive, it could work on various devices as a main computer to process 24 hours with computer, notebook or smartphone linked and access in everywhere the internet signal is.
- 3) Google Drive, it could store file either searching file or document file conveniently.
- 4) Google Drive, it could expense more space such as only 100 GB for 70 baht (approximately) per month, in case of the company, it would save the expenses of Hard Disk.
- 5) Google Drive, it has a tool to facilitate for creating the urgent document.

The condition or disadvantage of “**Applying Google Drive for Operation**” in Multistage function due to Microsoft Office application on Windows Phone was not complete and affected to the incorrect file format on it which differed from the original one on computer (especially Microsoft Word), but not affected to the plain one without any formats (for more details: [www.Google.com](http://www.Google.com)). In case of applying technology for operation such as; Wachara Sangkhobol and Sudarat Srma (2017, abstract), Information Technology Services Format of Faculty of Education, Suan Sunandha Rajabhat University, this research was aimed to (1) analyze and synthesize the information technology services format of Faculty of Education, Suan Sunandha Rajabhat University and (2) assess the information technology services format of Faculty of Education, Suan Sunandha Rajabhat University. The information of higher educational institution, analysis and synthesis of the information technology services format of Faculty of Education, Suan Sunandha Rajabhat University were conducted by 7 experts and the statistics for data analysis were average and standard deviation. The findings revealed that the information technology services format of Faculty of Education, Suan Sunandha Rajabhat University consisted of 3 components; designing services, giving services and continuing improvement with 8 conditions; services report, level of services, readiness, giving services, security administration, monitoring and controlling, operating on information technology and improving services efficiency and the information technology services format of Faculty of Education, Suan Sunandha Rajabhat University was total in the very high level.

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