

Efficiency and Collaboration Proposal

Learning Team B

BIS/220

### Efficiency and Collaboration Proposal

The purpose of this proposal is to address the possible implementation of a new information system within the Party Plates organization. It will review the benefits of converting data from Microsoft Excel to Microsoft Access, the benefits of using Microsoft Access within the organization, and suggestions for future use of collaborative software which will help aid the work process for the sales department.

### **From Excel to Access**

"Because data are processed in several stages and often in several places, they are frequently subject to problems and difficulties." (Rainer & Cegielski, 2011) Herein lays the main issue with using Excel for functions beyond its capabilities that are better taken care of in Access. A master Excel user can create macros, run merges and purges, and can create lovely charts and graphs but there is still only a limited number of objects. Excel mainly works off tables while in Access; the objects include tables and add queries, forms, and reports. Therefore, once an Excel table/spreadsheet outgrows itself, pulling information from the Excel spreadsheet becomes more cumbersome and would be better suited as an Access database.

### **Benefits of Access**

There are numerous benefits of using Access in the work environment. Access is a database that can be used to manage customers, suppliers, products, and orders for a business; creating forms, queries, or reports is also an option. Access can also help with order processing and provide summary reports for sales. With using Access, one can keep records of information important to the business and makes editing and creating information easy; the option to use a different view is also available to use when working with specific information. Access can be used when a multiple table is needed to store data, if one has large amounts of data, need to connect and retrieve data from an external database, has an application that required multiple

users to connect to the data at the same time, or needs a group, sort, and total data on various parameters.

Access can also be a benefit to the individual and business by doing contacts and inventory. While using access you can keep track of your projects and tasks. You can use many templates for Access. For example, there is a service template so that you can manage quotes and creates invoices. While using Access you can cut your expenses by doing your own inventory. Many businesses are using Access so they can manage their company. Most companies use Access when they run reports on daily, weekly, or monthly basis.

### **The future of collaborative software**

An idea for the future of collaborative software is streamlining and improving communications within the sales department. Another recommendation is a client relationship management tool (CRM) that can prove to be invaluable when it comes to sharing customer information between employees and departments. The CRM can be web based and can give the sales force up to the minute information on cross sell opportunities, status on exiting orders, and information on others who have worked with the customer and any issues the customer has had with previous orders. (Destination CRM, 2010). This interdepartmental collaboration will eliminate the need for the customer to be transferred within the organization and the sales representative will really be able to create a relationship with the customer.

In review of the above proposal, the conversion from Microsoft Excel to Microsoft Access would benefit the organization because of the multiple functions available through Microsoft Access as compared to Microsoft Excel. Also, Microsoft Access could benefit the efficiency of the organization by creating invoices, quotes, and help with performing self inventory. Finally, it is recommended by the above proposal to instill a collaboration program to