

简报

省级气象部门公文和Notes邮件在OA中的传输与实现

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摘要 介绍了海南省气象局办公自动化系统的系统架构、运行环境及主要功能,并概述了系统所包含的公文系统、收文系统和文档管理系统,运用不同的公文模版实现了文、函等类型公文的拟稿、核稿、签发、审核、审批、盖章、文印、封发的流程管理、公文流转等多项功能,以及通过OA系统访问Notes邮件和个人E-mail邮件的功能,分析了实现相关功能所需的设计技术和实现方法,即运用 workflow 技术、职务岗位建模、权限控制、用户群组设计、公文痕迹保留等技术实现省级气象部门公文和Notes邮件在OA中的传输。

关键词

[办公自动化](#) [办公流程](#) [Notes邮件](#) [数据库](#)

分类号

Transmission and realization of official documents and Notes mails of provincial level meteorological departments in office automation

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Abstract The frameworks, running circumstances and main functions of the office automatic system in Hainan meteorological bureau were introduced, and the main features of the sending document system, the receiving document system and the documents managing system were summarized. Implementation procedures including the flow management of official documents such as dividing formal or informal letters by different patterns and the circulation of official documents as well as access to Notes mails and personal E-mail through office automation(OA) were presented. The techniques and methods implementing related functions were analyzed, including work flow technique, jobs or positions modeling technique, rights control technique, user group design technique and the preservation technique of official document trace.

Key words [Office automation\(OA\)](#) [Office procedure](#) [Notes mail](#) [Database](#)

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