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| Data | The data that an organisation has in their systems should be accurate, handled well and stored in the most reasonable way. For example HS Smith has access to their staff’s information. This data should be kept and stored securely and should not be accessed or altered by anyone to prevent loss of personal information. |
| People | The people in an organisation that are in charge of inputting data into the company’s system have to be fully aware of what type of information is stored, for example if staff in HS Smith are to input wrong information into a database within HS smith, this information would be useless, and so HS Smith should encourage the people in charge of data to be motivated enough to carry out this job effectively. |
| Hardware | An organisation would usually run their MIS on a server or it would be used through the intranet of their organisation so that people that work for that organisation have access to it. For example with HS smith, as a company they have an intranet that their staff and management can access and share and receive information. |
| Software | HS Smith’s MIS can be used with specialist software with common features of an MIS built in such as a database storing details of the company. This can be pretty expensive although highly functional and would provide high performance for HS Smith, for example if HS Smith were to purchase a cheap MIS system, it would not be able to provide the company with as much features as a specialist software would, By using the specialist software it includes more features for possibly thousands of users and massive quantity of data. |
| Telecommunication | When it comes to telecommunication, HS Smith may distribute their MIS through phone, intranet or email, making telecommunications a good way in order to communicate efficiently. Apart from delivering their MIS across the internet, HS Smith can use their organisations intranet that is within their firewall so that their MIS can be protected from other competitors or others in search of their management information. |

Features of information systems

Functions of information systems

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| Input | With information systems, If a user were to be writing up a report, the information that they input would have some calculations done already by the computer system that they use, as it is already programmed to. |
| Storage | When it comes to storage, all data that is stored must be stored safe and securely. And for other reasons it should be backed up, For example if there were to be a virus that was able to access and delete all information. Whatever data that is stored must be stored at the most highest level of detail. |
| Processing | Processing has to do with turning data into actual information. This can be as easy as adding up all the items that have been sold by that specific supermarket and having to sum up the totals that supermarket has made, whether it is by store, product or by the time of day or any other classification. |
| Output | Output can be identified in two formats: graphical and textual. Graphical output is best for charts and graphs, displaying a company’s trends, whereas textual would be most suitable for analysing detail whether it is numbers or text. |