Input Design

In an information system, input is the raw data that is processed to produce output. During the input design, the developers must consider the input devices such as PC, MICR, OMR, etc. Therefore, the quality of system input determines the quality of system output. Well-designed input forms and screens have following properties –

- It should serve specific purpose effectively such as storing, recording, and retrieving the information.
- It ensures proper completion with accuracy.
- It should be easy to fill and straightforward.
- It should focus on user's attention, consistency, and simplicity.

Output Design

The design of output is the most important task of any system. During output design, developers identify the type of outputs needed, and consider the necessary output controls and prototype report layouts.

Forms Design

Both forms and reports are the product of input and output design and are business document consisting of specified data. The main difference is that forms provide fields for data input but reports are purely used for reading. For example, order forms, employment and credit application, etc.

- During form designing, the designers should know –
    - who will use them
    - where would they be delivered
    - the purpose of the form or report

During form design, automated design tools enhance the developer's ability to prototype forms and reports and present them to end users for evaluation.

Types of Forms

1. Flat Forms
    - It is a single copy form prepared manually or by a machine and printed on a paper. For additional copies of the original, carbon papers are inserted between copies.
    - It is a simplest and inexpensive form to design, print, and reproduce, which uses less volume.

2. Unit Set/Snap out Forms
    - These are papers with one-time carbons interleaved into unit sets for either handwritten or machine use.
    - Carbons may be either blue or black, standard grade medium intensity. Generally, blue carbons are best for handwritten forms while black carbons are best for machine use.

3. Continuous strip/Fanfold Forms
   - These are multiple unit forms joined in a continuous strip with perforations between each pair of forms.
   - It is a less expensive method for large volume use.

4. No Carbon Required (NCR) Paper
   - They use carbonless papers, which have two chemical coatings (capsules), one on the face and the other on the back of a sheet of paper.
   - When pressure is applied, the two capsules interact and create an image.

Disaster Management Planning

No one is exempt from a disaster, and most organizations are unprepared if a disaster erupts, unless your company has prepared a Disaster Plan that accounts for any disaster that will exceed your ability to respond effectively: a worst-case scenario.

Disasters result from three types of incidents, caused by:

- Natural or cataclysmic events (i.e., hurricane, earthquake, fire, flood, storm)
- Human behaviour (i.e., robbery, bomb threat, arson, hostage event, transportation strike)
- Technological breakdowns (i.e., power outage, computer crash, computer virus).

Planning Your Disaster Plan

The key to disaster management is to have a disaster plan in place before disaster strikes. Your disaster plan should include set of simple, effective disaster recovery guidelines and disaster procedures for all people to follow. Human beings tend to make inappropriate decisions during a crisis. Therefore, if your company has a plan already prepared for coping with most emergencies and you have shared the plan with your employees, then you stand a better chance of surviving an emergency and recovering rapidly.

Disaster Management Preventive Action

Your disaster management planning process should include preventative actions designed to accomplish a common goal — to prevent you from becoming a victim of a violent act, or at least to reduce the likelihood of serious injury. Your Disaster Recovery Plan is a strategic planning, training and reference tool for helping you to decide what to do before, during and after a violent event. Tactics that work for one person may not work for another.