

Remote Approach for the Effective Task Execution and Data Accessing Tool

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Abstract: Work that is typically completed in an office building specifically intended for administrative and professional functions is referred to as office work. Remote work refers to commercial activities and professional responsibilities performed away from the office, such as working remotely or from home. Many businesses have the opinion that office environments are more productive because the group energy of being surrounded by others who are working towards the same objective encourages invention, collaboration, and collision. When there are no distractions and a laser concentration, production moves more quickly. More spontaneous and quick conversations and consultations foster a strong cultural connection and help with chores that are impossible to perform on one's own. Productivity can be affected by distractions, such as noise and commotion, interruptions from co-workers walking into one's office, spontaneous meetings, and gossip sessions, that one is unlikely to experience when working remotely (Haapakangas et al., 2018). Travelling to and from the office building wastes time and wears one out. Due to lower stress levels, skipping a commute allows one to tailor their workday and put in longer hours (Lin & Bao, 2019).

Keywords: Remote work, Tools for Remote work, Effective Remote work using Tools, Effective Tools for remote work, Data Network, Task execution, Tools and Technology for Remote work.

1. Introduction

Work that is typically completed in an office building specifically intended for administrative and professional functions is referred to as office work. Remote work refers to commercial activities and professional responsibilities performed away from the office, such as working remotely or from home. Many businesses have the opinion that office environments are more productive because the group energy of being surrounded by others who are working towards the same objective encourages invention, collaboration, and collision. When there are no distractions and a laser concentration, production moves more quickly. A deeper cultural connection is made and tasks that are impossible to perform alone are helped by more unplanned and immediate conversations and consultations (Haynes et al., 2017). There are difficulties in the office environment. Productivity might be hindered by distractions, such as noise and commotion, interruptions from coworkers walking into one's workspace, spontaneous meetings, and gossip sessions, that one is unlikely to experience when working remotely (Haapakangas et al., 2018). Travelling to and from the office building wastes time and wears one out. Due to lower stress levels, skipping a commute allows one to tailor their workday and put in longer hours (Lin & Bao, 2019).

2. Working Style Change from Regular Office to Remote Working

Employees are pushing for the option of working remotely, and many businesses are implementing it as a policy. The freedom that remote work offers is appealing, especially to millennial workers. They still want to devote time to their family while engaging in their interests and skills. The same benefits are provided to employers, with the extra benefit of lower expenses for internal office space and rent (Hunter, 2019). In their 2018 study on enhanced productivity, Bloom and Lang found that remote workers were 13% more productive than office workers and put in 9.5% more time.

Similar to this, remote work gives those who live further away from the company an option and enables firms to hire the best talent without restricting employment to those who can travel to the office. Due to the differing experiences, knowledge, and perspectives that people from many walks of life offer, variety fosters diversity and culture, which aids in the development of dynamics for problem - solving. If consumers are well - represented within an organisation, it is simpler to appeal to a wider spectrum of them (Rintel et al., 2020).

While some employees find it difficult to be productive when working alone, others find it easier when working remotely (Bell, 2020). Large time and space disparities might be problematic since, if it is not business hours in the other time zone, simple enquiries may take hours to be answered. To satisfy the different time zones of the clients, employees may occasionally be required to work into the night. When setting up working hours and a schedule, discipline could be challenging to develop (Elshaiekh et al., 2018). Remote working may involve technology and communication equipment that may be difficult to get or region - specific, just like in - house workplaces. The tools required for effective remote work are designed to address the difficulties that remote workers encounter in carrying out their duties. Organisations must therefore create plans that can deploy intelligent business software and tools and raise value on the influence of business communication and collaboration technologies in order to maximise the benefits of remote working (Willcocks, 2020).

3. Collaboration and Communication

Interpersonal, communication, and problem - solving abilities that are durable across time are necessary for effective communication and collaboration. Effective communication is the cornerstone of trust and is attained through paying close attention, providing motivation and

support, and speaking with regard for the information being shared (Rochester, 2017).

Intrapersonal talents include preserving connections, establishing new ones through effective communication, recognising others' efforts, resolving conflicts and challenges amicably, and showing consideration. According to Banaeianjahromi and Smolander (2019), problem-solving abilities involve accurately analysing an issue and coming up with the optimal answer. Collaboration is different from teamwork in that it entails collaborating with individuals from various backgrounds, industries, and skill sets to offer a wider variety of ideas and solutions. It is challenging to create a cohesive team, nevertheless, because diverse skill sets imply different cognitive processes, operational styles, and communication methods. As a result, effective communication, cooperation, coordination, and teamwork are necessary to foster collaboration. Due to the nature of remote operations, remote working presents risks to teamwork and collaboration (Scott & Queens, 2017). Some people lack the necessary communication tools to maintain the level of service. Those that possess underlying software and communication tools need the appropriate mechanisms to make the most of them. Therefore, it is crucial to strike the correct balance between software and tools with functional systems and management as businesses progress towards remote work (Rebentisch & Prusak, 2017). Failure in communication is fatal to the operation of any company. Remote workers and teams struggle with a lack of continuous communication. Emails are insufficient. Tools that speed up real-time communication are beneficial first and foremost because they lessen feelings of loneliness and enhance perceptions of team membership (Sadgrove, 2016). Interacting with the individuals one works with on a regular basis improves morale, fosters engagement and builds trust, and lessens competition. To accomplish their objectives, the personnel concentrate on cooperating with one another. Any errors the remote team makes are promptly and continuously addressed before significant harm is done. Supervisors can monitor how both short-term and long-term goals are being achieved, which keeps everyone on their toes. The same goes for recognition for great performance, which can inspire staff members to keep up their good work. Real-time communication is lacking, which makes collaboration difficult (Erlandia, 2016).

4. Collaboration Technology and Microsoft Teams

Inconsistencies and gaps in productivity are brought on by remote working's communication and cooperation issues. The absence of suitable schedules disturbs routines, stifles workflow, and fosters negative habits that prevent goals and objectives from being achieved. Without effective time and project management procedures, productivity gaps can undo hours of work. Therefore, it is essential to adopt a technical system that addresses the majority, if not all, of the challenges a remote team faces. For efficient cooperation, communication and information-sharing should flow easily so that everyone can take part in innovative brainstorming sessions, feedback loops, and cross-functional decision-making (Deshpande et al., 2016).

Software called Unified Communications and Collaboration (UCC) technology enables asynchronous and real-time enterprise communication. To increase productivity through connectivity, it employs a single interface that combines collaboration tools and individual unified communications (IUC) techniques. In order to reduce contact and contamination during this time of global pandemic, practically all businesses and organisations have been obliged to work remotely (Silic et al., 2017). Microsoft Teams is a crucial UCC product that has worked well and efficiently for the majority of organisations. By enabling businesses to set up internal channels for on-the-spot, in-the-moment meetings, chat conversations, and file-sharing, Microsoft Teams is an all-in-one collaboration tool that assists teams operating remotely to communicate and stay organised. Even those who do not utilise the Teams programme can set up audio and video calls using Microsoft Teams. Meetings can be held, planned, and scheduled using the Outlook Calendar. The purpose of activity is for real-time communication between Team members via messages, chats, mentions, replies, and other means (Ilag, 2018). The main benefit of Microsoft Teams is that, as long as a user has an active subscription to Microsoft Office 365, the most of the essential communication and collaboration functions are available for free. With ten gigabytes of storage for Team data and two gigabytes for Personal data, the free edition provides limitless Video and Audio conversations, Messaging, and Activity (Ilag, 2019). Thus, it reduces organisational spending. Microsoft Teams' seamless integration with Office 365 programmes like Excel, Word, Access, PowerPoint, Project, and OneNote is a huge plus. Microsoft Teams supports the use of Skype, Exchange, SharePoint, and Yammer (Hubbard & Bailey, 2018).

By integrating the Chat option, Microsoft Teams solves the issue of isolation that remote and dispersed teams experience. By using a group chat, teams can organise project meetings and stay informed of pertinent information regarding progress and accomplishments. With the use of the Group Chat function, a group can communicate links, papers, photographs, and any other information that is required, enabling remote teams to keep all of their material in one place and prevent project confusion. It will make it possible to have private discussions for routine consultations and data transfer without including the full team (Ilag, 2020). Data is sent flawlessly as a result, and team members can access it without having to waste time via the contact channels. Since group chats are visible to all group members while one-on-one chats are only private to the individuals, it gives organisational privacy. Because Microsoft Teams chat does not establish a hierarchy of superiors, everyone is made to feel valued and that they are a part of the team.

The benefit of having global administrators in organisational teams is that they can quickly and easily add every employee of the company to the team. Active Directory updates new members as they join, ensuring that nobody is left out. Unlicensed employees of the company are automatically joined to the group and given an Exploratory Licence, which permits them to utilise Microsoft Team capabilities while they wait for the team owners or administration to sign them in (Hubbard & Bailey, 2018).

A key security component that prohibits data trading from prior employees is the automatic disabling of team members who leave the team. Since team members are unable to leave the organization - wide team unless the administrator removes them, it enables employers and managers to visually monitor their distant workers. As a result, it creates a system of accountability and motivates all employees to make and follow a schedule (Ilag, 2020).

Video calls and conferences on Microsoft Teams are scheduled using the Outlook Calendar, which comes with an automatic reminder after accepting the invitation to join the meeting that ensures everyone attends the meetings (Hubbard & Bailey, 2018). Scheduling the meetings allows remote teams to account for time differences by selecting a meeting time that does not inconvenience others. New members of remote teams find it easier to integrate into the team if they can interact with their new workmates. Necessary recruitment process like orientations has become easier since interactive ones are more effective than brochures and written documents (Cooper, 2020).

Since Microsoft Teams allows up to twenty people to join in a video chat at a time and up to one hundred participants, remote team meetings have become more accessible given that 80% of all communication is derived from visual cues. Since they are unable to use the video capability, those who exceed the twenty - person restriction are usually more of an audience than actual participants. A maximum of two gigabytes can be used for PowerPoint presentations during video conference sessions using Microsoft Teams (Hubbard & Bailey, 2018). Only video conferencing offers all the necessary communication cues from visual, tonal, audio, facial emotions, and postures, second only to in - person meetings. It promotes participation and reduces communication failures. . It gives a more accurate gauging of decision - making because the reception of the decisions is visible in real - time. The entire decision - making process is made time - conscious since feedback is immediate (Ilag, 2020).

If someone needs to clarify or remind themselves of any information they may have forgotten or overlooked, Microsoft Teams stores meeting specifics, minutes, and documents given during the video chat for up to twenty days. After that, Teams can upload call data to Microsoft Stream, where it is accessible from any location and can be downloaded locally to a user's local storage at any time. The Microsoft Stream function is advantageous since it preserves all verbal and written communications without losing any information due to linguistic differences or short attention spans. The team members have the option of repeatedly viewing the meeting or conversation (Hubbard & Bailey, 2018).

Microsoft Teams has helped teams and businesses that use it collaborate effectively and communicate easily, which has enhanced overall productivity. According to Silic & Sammer (2017), collaboration inside an organisation is five times more likely to result in improved performance. The reduced expenses, increased productivity, and accelerated timeframes of Microsoft Teams have increased return on investments (ROI). According to a survey, businesses utilising Microsoft

Teams increased overall productivity by 32% while reducing email usage by 48% and physical meetings by 25% (Ilag, 2018).

The different channels in Microsoft Teams are used by various departments to easily communicate and share information because they belong to the same team. As such, Teams break down depositories and allow inter - departmental communication for faster communication and easier collaboration that saves time and minimizes friction. Streamlined workflows create an able company that costefficiently replies to market demands. The business can dedicate more time to customer development and fulfillment and organizational expansion (Hafermalz & Riemer, 2016). Connecting the customers or clients to the right team member that can offer them direct service and assistance reduces the resources and time that is usually involved in customer care services without having to compromise on quality. Minimizing the use and reliance on email services gets rid of version control problems from delays by sharing up - to - date data in real - time (Begel, 2019).

5. Conclusion

The main advantage of using the right unified communication and collaboration tool, like Microsoft Teams, for remote work is that it eliminates communication and collaboration gaps between physical and virtual environments, allowing users to benefit from the advantages of remote work without the majority of its drawbacks. It's crucial to avoid sacrificing job quality when we transition to a working environment. Microsoft Teams can reduce waiting times and eliminate geographic barriers without sacrificing the calibre or volume of output or customer happiness while also lowering costs. Additionally, they benefit from end - to - end encryption for security, automated workflow and upgrades, cloud storage for data, event planning, and scheduling.

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