VNPT-iOffice Document Management at Da Bac High School

Triệu Như Tài
Thai Nguyen University of Information and Communication Technology
Thai Nguyen University, Thai Nguyen, Vietnam
student699@ictu.edu.vn

***Abstract*—This undergraduate thesis reviews VNPT-iOffice in the management of official documents at Da Bac High School in Phu Tho Province. It describes the school's incoming- and outgoing-document procedures, staff roles, electronic routing, approval, storage, and lookup. The source reports a clearer digital workflow and perceived improvements in transparency and coordination. It also calls for staff training, consistent internal rules, stable technical infrastructure, and less parallel handling of paper and electronic records. The study is limited to one school and a finite observation period. Its evaluation is primarily qualitative and does not establish a measured reduction in circulation time or administrative cost. This summary preserves the reported operational findings while identifying the evidence needed for a later comparative assessment.**

***Index Terms*—school administration, electronic documents, VNPT-iOffice, records management, workflow**

I. Introduction

Schools receive instructions, reports, notices, and other official records that must reach the appropriate staff and be retained. The thesis asks how VNPT-iOffice changes the document workflow at Da Bac High School. It provides an institutional case rather than a multi-school comparison or a technical benchmark [1]. Earlier ICTU undergraduate theses on related topics provide context [9], [10], [11]. These works were selected for this English summary and are not attributed to the source thesis bibliography.

II. Methods

The student reviewed record-handling theory, surveyed practice at the school, and mapped iOffice steps for incoming and outgoing documents. The source shows the receiving clerk opening an incoming record and forwarding it to leadership for approval, followed by routing and storage. It discusses staff use and operational constraints through qualitative analysis. It does not present a matched paper-versus-digital timing dataset or a longitudinal audit [1].

III. Results

The source documents electronic receiving, approval, distribution, and retrieval within the school workflow. The author reports improved visibility and coordination and describes less manual handling in routine work. These statements are qualitative observations: no count of processed documents, measured circulation interval, or verified cost saving is supplied. The report also identifies parallel paper use, training needs, and infrastructure and integration concerns [1].

Supervisor: Lã Thị Quỳnh Mai, Thai Nguyen University of Information and Communication Technology (ltqmai@ictu.edu.vn).

IV. Discussion

A shared workflow can make responsibility visible only if staff consistently enter records and follow the same routing rules. Parallel paper and electronic copies create reconciliation and version risks. The thesis appropriately recommends internal procedures, training, and technical support. A later evaluation could compare sampled documents across periods, audit missing metadata, record approval delays, and check retention and access controls. Earlier ICTU record systems provide relevant local design context [1].

V. Conclusion

The thesis describes a working electronic document process at Da Bac High School and identifies practical conditions for broader use. Its evidence supports a qualitative institutional account. Quantified efficiency and transferability to other schools remain untested [1].

References

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