VNPT-iOffice Document Management at Quyet Thang Ward People's Committee

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***Abstract*—This undergraduate thesis examines the use of VNPT-iOffice for official document management at the People's Committee of Quyet Thang Ward in Thai Nguyen. It traces receiving, handling, issuing, finding, and storing administrative records, with a detailed account of outgoing-document entry, correction, update, issue, and lookup. The student observes that the shared system organizes information and makes routine retrieval more convenient. The source also describes limits in search as the archive grows, continued manual input, and the absence of deeper analytical reporting. The final assessment explicitly acknowledges a short observation period and incomplete data collection; it offers no controlled comparison of processing time or accuracy. This English summary therefore presents the case as a documented workflow and qualitative evaluation, with practical proposals for improved records control and later measurement.**

***Index Terms*—electronic records, VNPT-iOffice, ward administration, document workflow, retrieval**

I. Introduction

A ward administration must register incoming and outgoing documents, route them to responsible staff, preserve issued versions, and retrieve them when needed. The thesis asks how VNPT-iOffice supports these tasks at Quyet Thang Ward. Its focus is a local administrative workflow, not a comparative performance study of document management platforms [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 examined document handling at the ward and described the relevant iOffice screens and steps. The outgoing-document path includes entry, revision, update, issue, and lookup; the report also discusses incoming-document handling and search by record fields. It reviews perceived advantages and limitations from practical observation and collected materials. The source does not define a complete document sample, timed baseline, or independent audit of search accuracy [1].

III. Results

The manuscript documents a usable sequence for managing outgoing documents and describes structured storage and retrieval. It reports that basic search uses fields such as document number, summary, and issue date. The author also notes slower response as holdings increase, manual classification and entry, and simple count-based reporting. Claims of faster work are observational; the thesis supplies no measured time or error reduction [1].

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IV. Discussion

Reliable document administration also requires stable identifiers, version control, permissions, retention, and a tested retrieval process. The observed search and manual-entry limits suggest areas for improvement, but the available evidence cannot quantify their frequency or cost. A follow-up could sample incoming and outgoing records, measure routing and retrieval times, and check metadata completeness and access history. Earlier ICTU document and employee-record systems provide related local context [1].

V. Conclusion

VNPT-iOffice is described in use for official document handling at Quyet Thang Ward. The thesis supplies a practical workflow account, including entry, issue, and retrieval, and identifies qualitative limitations in search and manual work. Wider claims about efficiency require a defined sample and measured comparison [1].

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