Document Management Program for the Informatics Center of Vietnam's Ministry of Science and Technology

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***Abstract*—This undergraduate thesis addresses incoming and outgoing document management at a ministry informatics center. The student studied document-handling rules and prepared a program and data-flow design. The report documents the analyzed workflow and selected document-management functions. Administrative document control requires clear handling of incoming and outgoing records. The documented contribution is the case analysis and the selected software or analytical work described in the manuscript. The report does not present a formal small-document trial or measured reduction in processing time. Its practical value can be assessed further through the specific records and users involved in this task.**

***Index Terms*—document management, C#, SQL database, software design, administrative management**

I. Introduction

Administrative document control requires clear handling of incoming and outgoing records. The organization in this thesis faced a concrete need concerning incoming and outgoing document management at a ministry informatics center. The student used that setting to define a manageable graduation project and to select the records and functions most relevant to the case. The work aims to organize the process and make its main steps easier to inspect. The present account follows the scope stated in the manuscript rather than assuming that the intended organizational benefits were measured [1]. Related earlier ICTU undergraduate theses provide context for this English summary [10].

II. Methods

The student studied document-handling rules and prepared a program and data-flow design. The case study begins with the relevant workflow and identifies the information that the proposed function must receive, retain, or produce. The manuscript then describes the design or implementation choices for the selected tasks. Its diagrams, interface descriptions, or program sections provide the basis for this account. No additional test population, dataset, or deployment procedure is attributed to the work when it is absent from the thesis [1].

Supervisor: Vũ Thị Minh Luận.

III. Results

The report documents the analyzed workflow and selected document-management functions. These outputs show which parts of the stated task were analyzed or implemented for this case. The manuscript supports describing the selected functions and their relationship to the organization's workflow. It does not present a formal small-document trial or measured reduction in processing time. The result is therefore a student system or analysis with a defined scope, while broader operating effects remain for a later evaluation [1].

IV. Discussion

Administrative document control requires clear handling of incoming and outgoing records. The reported output addresses part of that problem by organizing the selected data and functions. The report does not present a formal small-document trial or measured reduction in processing time. A later assessment would need real document cases, routing checks, and staff review. Those checks would clarify whether the design works beyond the examples and conditions described in the graduation thesis. The project remains useful as a documented case of requirements analysis and a corresponding software or analytical response [1]. Earlier ICTU undergraduate work by Đào Thế Hiển addressed document and file management software [9].

V. Conclusion

The student studied document-handling rules and prepared a program and data-flow design, and the report documents the analyzed workflow and selected document-management functions. This establishes a case-specific output for incoming and outgoing document management at a ministry informatics center. The manuscript does not present a formal small-document trial or measured reduction in processing time. A later assessment would need real document cases, routing checks, and staff review. Accordingly, claims of routine adoption or measured organizational improvement remain outside the result demonstrated here [1].

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