

Application of document management software to clerical work at Bai Tranh Commune People's Committee, Nhu Xuan District, Thanh Hoa Province

Nguyen Thi Ngan

Abstract: The study aims to determine the needs and feasibility of deploying a document management software in the administrative environment of the People's Committee of Bai Tranh Commune, Nhu Xuan District. The objective is to build a system that supports more efficient office work processing. A combined method of theoretical research and experimentation is used to verify the feasibility and practical benefits of the solution. Expected results will improve work productivity, reduce errors, and enhance document record management.

Keywords: Software for managing official documents and clerical activities, Bãi Trành Commune People's Committee, Như Xuân District, Thanh Hóa Province