

Research and application of the Document Management and Operational Execution System - TDOffice in document management at the People's Committee of Minh Quang Commune, Ba Vi District, Hanoi City.

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Abstract: This topic aims to research and deploy the TDOffice system to effectively support document management at the People's Committee of Minh Quang Commune, Ba Vi District, Hanoi City. Applying TDOffice in practical document management work can bring many benefits such as enhancing professionalism, saving time, and improving the quality of archival records. The research method combines both theory and experimentation to evaluate the system's effectiveness. The expected result is that TDOffice will play an important role in modernizing the document management process at the unit.

Keywords: TDOffice, Document Management, Operating System, Minh Quang Commune People's Committee, Ba Vi District