

Application of Lotus Notes 8.5 software in document management at the Office of the Bac Kan Provincial Party Committee.

Ha Thi Thoa

Abstract: This topic aims to research and apply Lotus Notes 8.5 software to the practical document management work at the Office of the Bac Kan Provincial Party Committee, in order to enhance the efficiency and professionalism of information activities. Through analyzing specific requirements from actual work, the topic proposes technical solutions to optimize the document processing workflow. The research methodology includes both theoretical analysis of Lotus Notes 8.5 and the implementation of experimental applications at the Office of the Bac Kan Provincial Party Committee. The expected result is that the application of this tool will significantly improve information management and storage capabilities, contributing to enhancing the unit's work performance.

Keywords: Lotus Notes 8.5, Document Management, Provincial Party Committee Office, Bac Kan, Application Research