Independent Study Title   Information System for Record Management at the Secretary's

Office of the Faculty of Science and Technology, Rajabhat

Institute ChiangMai

Author   Mrs.Primprai Moonklang

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Independent Study Advisor   Asst.Prof.Panipa Phaiboonnimit

Abstract

The Record Management of Secretary's Office involves the process of receiving and sending documents for concerning people. The current system is still in manual process causing problems memorying and searching in document.

This independent study , internet base that keeping documents notices orders and schedules including searching and sending documents and notices for users that concerning in the system and it can checking out schedules of each other free times for planning about organization meeting , the development of system was used Professional Home Page(PHP) and MySQL for database management system.