ABSTRACT


Author: Shorov Aslan Hasanovich.

Thesis tutor: Candidate of Technical Sciences, assistant professor Timchenko Andrei Borisovich.

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Relevance of the research topic: the market situation today is such that for the successful implementation of business activities requires full automation of document management in all areas of work. Therefore, the issue of using electronic document management is very important today.

Objective: development of the program for automation of document flow in real estate Agency and creation of recommendations for its subsequent implementation at the enterprise.

Tasks:
1. To analyze the enterprise, to identify the main problems of the subject area.
2. Explore the business processes and information flows of the organization.
3. To study information technology support of the organization.
4. To search for existing developments, to justify the choice of a particular software product.
5. Create a conceptual plan, terms of reference for the program.
6. Develop a system for electronic document management.
7. Implement this system in the enterprise.
8. Evaluate the effectiveness of the implemented product.

Theoretical and practical significance of the research: The results of this work allow us to expand the theoretical and practical ideas about the creation of a system for electronic document management in the enterprise, will also improve
the quality and efficiency of any enterprise in this area after the introduction of the developed product.

The provisions and conclusions, including methodological recommendations of this work can be used in the areas of real estate sales and services market to improve the efficiency of their work, as well as in the teaching of various courses on this subject.

**Results of the research**: the developed software product meets all modern requirements of Internet technologies, namely:

1. Convenience.
2. The speed.
3. Adaptability.
4. Accuracy.

**Recommendations**: the obtained results and the developed software product are recommended for implementation at the enterprises engaged in real estate activity.