PERANCANGAN SISTEM ARSIP DOKUMEN ISO PADA PT. SANKYU INDONESIA INTERNASIONAL

Submitted as one of the requirements to obtain
Sarjana Komputer

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Final Draft Perancangan Sistem Arsip Dokumen ISO

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ABSTRAK

Di era globalisasi ini, institusi-institusi sangat membutuhkan peran teknologi informasi untuk memproses data. Salah satunya adalah sistem manajemen arsip untuk mendukung kelancaran aktivitas operasional. Masalah pengarsipan yang ada di PT. Sankyu Indonesia Internasional, media penyimpanan arsipnya masih belum terkomputerisasi. Dengan adanya jenis sistem manajemen pengarsipan, membantu PT. Sankyu Indonesia Internasional dalam pengelolaan dokumen, penyimpanan, dan pencarian. Dalam penelitian ini dikembangkan sistem arsip dokumen untuk memudahkan dalam menemukan dokumen secara otomatis dan menyimpan dokumen (arsip). Penelitian ini menerapkan metode Waterfall yang tahapannya terdiri dari Analisis Kebutuhan, Desain, Pengembangan, Pengujian, dan Pemeliharaan. Data dikumpulkan menggunakan wawancara dan observasi. Desain dijelaskan menggunakan UML. Dalam aplikasi ini, pengujian menggunakan metode pengujian kotak hitam. Berdasarkan diskusi yang telah dijelaskan, disimpulkan bahwa aplikasi yang telah dirancang mendukung unit terlibat dalam mengelola, menyimpan, dan mencari arsip dokumen. Dengan fitur pencarian dokumen dalam aplikasi ini, aktivitas pencarian arsip dokumen menjadi lebih efektif dan efisien. Dengan menggunakan penyimpanan database SQL Server, penyimpanan dokumen dapat terintegrasi ke dalam server perusahaan sehingga tidak perlu khawatir jika membutuhkan banyak penyimpanan dokumen.

Kata kunci: Desain, Sistem, Penyimpanan Arsip.

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