

ABSTRACT

Training activity reporting is an important part of the organization and evaluation of a company's training program. PT Gama Integra Informatika (GII) faces a problem because the reporting process is still done manually using paper forms. The manual reporting process causes errors in filling in data and inefficient reports. The purpose of this study is to create a Training Reporting Information System that can help the reporting process become digital, more organized, and more accurate. Problem analysis begins with collecting system requirements, designing the system using the SDLC Waterfall model method, building a web-based system, and connecting it to the database. Five types of users admin, trainer, supervisor, manager, and director are supported by the system. All functions, including notifications and tiered approval systems, are tested using the Black Box Testing method. The results show that all the main features of searching and filtering data, creating digital reports, automatic notification, and exporting to PDF can run well. Through a clearer and more responsible approval process, this system has succeeded in changing the reporting process from manual to digital, reducing input errors, and improving coordination.

Keywords: Training, Training Reporting, Digitalization, SDLC, Waterfall, Automatic Notification

