

WEB-BASED E-ARCHIVE DOCUMENT MANAGEMENT SYSTEM (DMS).

(Case Study: PT Delta Solusi Internet)

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ABSTRACT

The development of information technology requires modern organizations to continue to innovate in increasing efficiency and productivity, including in terms of document management. PT Delta Solusi Internet as an information technology service provider company faces problems in document management which has been done manually, with offline storage and distribution via email and Telegram. This condition causes difficulties in searching for documents, the risk of data loss, and lack of efficiency in operational document management. This study aims to design and build a web-based Document Management System (DMS) information system that can help companies manage documents in a structured, efficient, and secure manner. The methods used include the stages of needs analysis, system design, implementation, and testing with various company project documents such as Requirement Documents, Analysis, Design, DRM, to UAT and SOP. The results of the study show that this web-based DMS system is able to facilitate access, search, storage, and grouping of documents, thus supporting the company's digital transformation and increasing operational efficiency. This system also supports flexible access anytime and anywhere.

Keywords: *Document Management System, web-based DMS, document management, PT Delta Solusi Internet, digital transformation*