

ABSTRAK

Sistem Informasi Pencatatan Dokumen dan Pengarsipan merupakan system informasi yang dikembangkan guna memenuhi kebutuhan organisasi dalam melakukan pencatatan dan monitoring dokumen secara menyeluruh. Selama penelitian berlangsung, pengembangan sistem dilakukan dengan pendekatan *waterfall*. Analisa masalah terhadap masalah yang terjadi dilakukan melalui penilaian terhadap elemen analisa PIECES, kemudian dilakukan analisa sistem susulan yang digunakan untuk mengembangkan aplikasi melalui desain UML (Unified Modelling Language). Metode pengujian dilakukan melalui testing blackbox yang dilakukan oleh user. Pengembangan system informasi pencatatan dokumen dan pengarsipan didesain berbasis web sehingga dapat diakses fleksibel oleh pegawai.

Kata kunci : Sistem Informasi, Pencatatan, Pengarsipan



ABSTRACT

Document Recording Information System and Archiving is an information system developed to meet the needs of the organization in carrying out document recording and monitoring as a whole. During the research, system development was done by waterfall approach. Problem analysis of the problems that occur is done through the assessment of PIECES analysis element, then done a follow-up system analysis used to develop the application through UML (Unified Modeling Language) design. The testing method is done through blackbox testing performed by the user. Development of document recording and archiving information system is web-based so that it can be accessed flexibly by employees.

Keywords: Information Systems, Recording, Archiving

