

## ABSTRACT

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Title : *The Application of Document Management System  
Mechanisms in Schools Using Open Source (Case  
Study : SMK Dwiguna)*

*Documents are one of the most important assets in schools because they are useful for providing information and supporting tools in school business processes. Document needs in digital form are increasing, this need has proven to be a lot of problems in the management of important school documents. The previous document management problem was done by storing documents on the hard drive, documents in the form of hardcopy and documents stored on the google drive. Document management like this is very inefficient, slows down the storage process and risks the security of documents from viruses, natural disasters, and burning. Therefore, researchers conducted an application development document management system. The Document Management System is an electronic document management system that is applied to an organization. The development of this application is web-based with the javascript programming language and a combination of Document Management System with Optical Character Recognition to facilitate the search for scanned document data. The result of implementing a document management system is to make it easier for users to manage and search stored data, provide security for documents and focus all data stored in SMK Dwiguna.*

Key words:

*Document Management System, digitization document, Optical Character Recognition, Javascript*