

ABSTRACT

DESIGNING A WEB-BASED DIGITAL DOCUMENT APPLICATION SUPPORTING ASSET MANAGEMENT AT PT ABC

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The Research of this Final Project aims to Design a Web-based Application for managing internal memorandum documents and recording Property and Vehicle Assets as a Solution for the General Affair Division at PT ABC. This division faces challenges in managing internal memorandum documents because PT ABC has 15 branches throughout Indonesia, with a high frequency of documents from branch requests. Communications and documents are sent via email, which are mixed with other emails, causing difficulties in tracking the status of documents. In addition, the recording of vehicle and property assets is still done manually by storing documents in one file, which is prone to loss and difficulty searching for data. This research proposes the design of a web-based Document Management System application developed using the Rapid Application Development (RAD) method. This method aims to accelerate the software development process, prioritises rapid prototyping, and involves users intensively in every stage of development, thereby minimising project risks. The result is To overcome the problems in managing documents and assets currently used, this research designs the Digital Asset Management Document Application. This application is expected to improve efficiency, accuracy, and asset management in the GA Division of PT ABC.

Keywords: Web-based Application, Document Management System, Assets, Memorandum