ABSTRACT

Laboratories in Industrial Engineering Faculty is one of the medium to provide education services in IT Telkom Bandung. The education services are provided in laboratories with the assisting from laboratories assistants. The education services comes in form of lab works (practicum), research, and trainings. Those activities produce a lot of documents over time. And with a lot of documents come a lot of problems, which are big amount of physical documents storage, document loss and difficulty of important document searching. Along with it, IT Telkom as a service provider contrives a way to provide a better service by improving its administration by reducing usage of physical papers.

In this Final Project, author propose a web-based document management system design for laboratories as a solution for any problems arise from any activities performed in Laboratories in Industrial Engineering Faculty.

In the first stage, a field study is conducted. Then the author identify the needs of the system that will be basic for designing system and identifying users using the system. After the designing stage conducted, the next step is the testing stage. System testing that being done is system functions testing.

Developed electronic document management system has the ability to keep a large number of electronic documents, to manage the documents stored, and to do searching for the documents that is faster than any manual document management. This electronic document management system also has the ability to produce new document by using the template available for each kind of document. This feature could help the user to prevent any typing error and using of different format of document

Keywords: system, e-document, management, Information System