

ABSTRACT

Digital transformation in education demands effectiveness and efficiency in academic document governance. Telkom University's Faculty of Industrial Engineering (FRI) Laboratory still faces challenges in managing and signing Minutes of Meeting (MoM) documents, which are carried out conventionally. This research aims to design and evaluate a Document Management System (DMS) and e-Sign system based on Odoo ERP with Quickstart implementation approach.

The research began with an analysis of existing business processes that were fragmented and not systematically documented. The process was then re-modeled using a targeting approach to support a more structured and secure digital document management. System evaluation was conducted through usability testing using the System Usability Scale (SUS) instrument on two groups of users: internal (laboratory team) and external (academic community). The results showed a significant difference; the academic community gave a SUS score of 81.5 (Acceptable category), while the laboratory team only gave a score of 38.125 (Poor category). In-depth analysis indicated that the low score from internal users was due to a mismatch between the system interface and laboratory-specific workflows.

In conclusion, the Odoo ERP-based DMS and e-Sign system is considered capable of improving the efficiency and security of document management in an educational laboratory environment. However, the success of the implementation is highly dependent on the alignment of the system with the operational needs of the users. This research contributes a case study of a small-scale ERP implementation in the education sector with limited resources, and recommends further development through Odoo.sh platform to support greater flexibility and customization.

Keywords— Document Management System, E-Sign, Odoo, ERP, Quickstart