

ABSTRAK

Penelitian ini membahas perancangan sistem pencatatan dokumen berbasis *Microsoft Access* di bagian ekspedisi PT Pusri. Urgensi penelitian ini didasarkan pada permasalahan pencatatan dokumen yang masih dilakukan secara manual, yang berpotensi menimbulkan keterlambatan, duplikasi data, kesalahan pencatatan, serta kesulitan dalam proses pelacakan dan pelaporan dokumen. Seiring dengan meningkatnya volume dokumen ekspedisi yang dikelola setiap harinya, diperlukan sebuah sistem yang mampu mencatat dan mengelola dokumen secara lebih efisien dan terstruktur. Tujuan dari penelitian ini adalah untuk merancang sistem pencatatan dokumen menggunakan *Microsoft Access* yang dapat mendukung proses kerja bagian ekspedisi secara efektif, cepat, dan aman. Metode yang digunakan dalam penelitian ini adalah metode *Research and Development* (R&D) dengan pendekatan model ADDIE (*Analysis, Design, Development, Implementation, Evaluation*). Model ADDIE digunakan sebagai pedoman dalam proses pengembangan sistem, mulai dari analisis kebutuhan pengguna, perancangan sistem berbasis database *Microsoft Access*, pengembangan fitur pencatatan dan pelaporan, implementasi sistem ke lingkungan kerja, hingga evaluasi efektivitas sistem. Hasil dari pengembangan sistem ini diharapkan dapat meningkatkan efisiensi kerja, mengurangi kendala yang dihadapi dalam proses manual, serta mempercepat proses administrasi tata kelola dokumen di bagian ekspedisi PT Pusri.

Kata kunci: Dokumen, Microsoft Access, Sistem Pencatatan, Ekspedisi, PT Pusri, ADDIE.

ABSTRACT

This research discusses the design of a Microsoft Access-based document recording system in the expedition department of PT Pusri. The urgency of this research is based on the problem of recording documents that are still done manually, which has the potential to cause delays, data duplication, recording errors, and difficulties in the process of tracking and reporting documents. Along with the increasing volume of expedition documents managed every day, a system is needed that is able to record and manage documents more efficiently and structured. The purpose of this research is to design a document recording system using Microsoft Access that can support the work process of the expedition section effectively, quickly, and safely. The method used in this research is the Research and Development (R&D) method with the ADDIE model approach (Analysis, Design, Development, Implementation, Evaluation). The ADDIE model is used as a guide in the system development process, starting from analyzing user needs, designing a Microsoft Access database-based system, developing recording and reporting features, implementing the system into the work environment, to evaluating the effectiveness of the system. The result of this system development is expected to increase work efficiency, reduce the obstacles faced in the manual process, and accelerate the administrative process of document management in the expedition department of PT Pusri.

Keywords: Document, Microsoft Access, Recording System, Expedition, PT Pusri, ADDIE.