

ABSTRACT

This study aims to develop a digital archiving system based on Microsoft Access as a solution to the manual archiving problems at PT Mardhatillah Karya Utama Tanjung Enim. The previous archiving system was still conventional, often resulting in difficulties in document retrieval, data loss risks, and inefficiencies in time and effort. The research applies a descriptive qualitative approach using the Waterfall system development method. The research process includes data collection through interviews and observations, archive database design, system analysis using the PIECES framework, and system testing and implementation. The results show that the developed digital system significantly improves document search speed, enhances organization in file storage, and minimizes errors in archive management. Moreover, the system is easy to access and operate by administrative staff. With the implementation of this system, archive management becomes more structured, efficient, and ready for further development to support company-wide digital transformation in administrative processes.

Keywords: *Archive Digitization , Microsoft Access 365, PT Mardhatillah Karya Utama*

ABSTRACT

This study aims to develop a digital archiving system based on Microsoft Access as a solution to the manual archiving problems at PT Mardhatillah Karya Utama Tanjung Enim. The previous archiving system was still conventional, often resulting in difficulties in document retrieval, data loss risks, and inefficiencies in time and effort. The research applies a descriptive qualitative approach using the Waterfall system development method. The research process includes data collection through interviews and observations, archive database design, system analysis using the PIECES framework, and system testing and implementation. The results show that the developed digital system significantly improves document search speed, enhances organization in file storage, and minimizes errors in archive management. Moreover, the system is easy to access and operate by administrative staff. With the implementation of this system, archive management becomes more structured, efficient, and ready for further development to support company-wide digital transformation in administrative processes.

Keywords: *Archive Digitization , Microsoft Access 365, PT Mardhatillah Karya Utama*