

ABSTRAK

Kegiatan penjangkauan pada Bidang Rehabilitasi Sosial Dinas Sosial Kota Palembang membutuhkan pengelolaan laporan harian yang terstruktur dan mudah dipantau. Sebelumnya, laporan disampaikan melalui WhatsApp dan direkap menggunakan Microsoft Excel sehingga menimbulkan beberapa kendala, seperti data yang tidak tersusun secara sistematis, sulit dicari kembali, serta berisiko terjadi kesalahan dalam proses rekapitulasi. Penelitian ini bertujuan membangun SI-PENA, yaitu aplikasi laporan harian kegiatan tim penjangkauan berbasis website dengan menggunakan metode Waterfall, framework Laravel, dan basis data MySQL. Sistem ini digunakan oleh Admin, Admin Laporan, Koordinator Lapangan, dan Pimpinan serta dilengkapi fitur manajemen pengguna dan jadwal, pengisian laporan harian, unggah dokumentasi, validasi laporan, pemberian catatan revisi, pengisian data desil, monitoring, filter, dan export laporan. Berdasarkan hasil Black Box Testing, seluruh fitur utama dapat berjalan sesuai fungsi yang diharapkan sehingga aplikasi mampu membantu proses pencatatan, pemeriksaan, pencarian, rekapitulasi, serta monitoring laporan secara lebih terpusat, terstruktur, dan efektif.

Kata kunci: SI-PENA, laporan harian, tim penjangkauan, rehabilitasi sosial, *website*.

ABSTRACT

Outreach activities conducted by the Social Rehabilitation Division of the Palembang City Social Service require structured and easily monitored daily report management. Previously, reports were submitted through WhatsApp and recapitulated using Microsoft Excel, which caused several problems, such as unsystematically organised data, difficulties in retrieving previous reports, and the risk of errors during the recapitulation process. This study aims to develop SI-PENA, a web-based daily outreach team activity reporting application using the Waterfall method, Laravel framework, and MySQL database. The system is used by four main users: Administrator, Report Administrator, Field Coordinator, and Head of Division. Its features include user and schedule management, daily report submission, documentation uploads, report validation, revision notes, decile data entry, monitoring, filtering, and report export. Based on the results of Black Box Testing, all main features functioned as expected, enabling the application to support the recording, verification, retrieval, recapitulation, and monitoring of reports in a more centralised, structured, and effective manner.

Keywords: SI-PENA, daily report, outreach team, social rehabilitation, website.