

## ABSTRACT

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*This writing report discusses the management of administrative information data in logistics companies. The purpose of this research is to evaluate the process of managing administrative data that is being carried out by a logistics company and to provide recommendations for improving the management of this data. The research method used is a case study by taking samples from logistics companies operating in certain areas, data is collected through field research, field observations, and documentation. Data analysis was performed using a qualitative descriptive analysis technique. The results of the study show that logistics companies need improvements in administrative data management. Based on the research results, it is recommended that logistics companies improve data management systems and increase the use of information technology to simplify the administrative data management process.*

*Until now, data collected through Appsheets-based applications are intended to facilitate data collection to create time efficiency and effectiveness in the data transfer process.*

*Keywords: Appsheets, Logistic*