***Abstract*:**

       Organization and individual have digital and non-digital assets in the form of documents. While working sometimes people need information that stored in some documents that owned by other person inside organization. This is why document sharing process is an important part to support people inside organization to complete their tasks. This paper propose an initial process of developing document management system to support document sharing using open-source Drupal content management system (CMS) as a development base. The development including integration various modules to enhance and add features to upload and displaying list of documents. Result of the research is a simple document management system application with classification feature based on keywords and categories. The application also classifying users whose can read and download documents.

Keywords: document management system, drupal, CMS, document sharing