

E-Archive Development In PT Haleyora Powerindo Sorong

Annisa Nurul Sucianingsih Palisoa¹, Melda Agnes Manuhutu²

^{1,2}Universitas Victory Sorong

annisanurul2015@gmail.com, melda.a.manuhutu@gmail.com

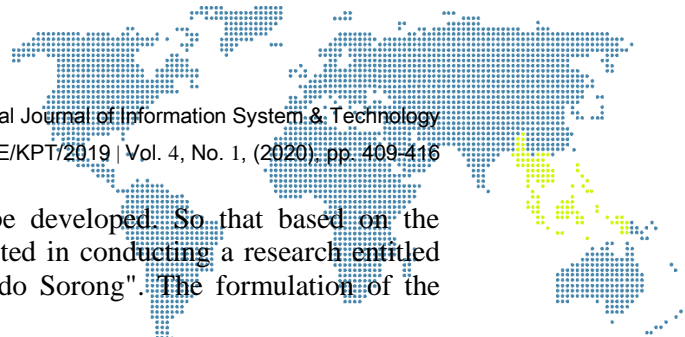
Abstract

The development of e-archives is a part of an effort to completely manage archiving at PT Haleyora Powerindo Sorong. This research aims to see the factors that cause e-archives cannot be used optimally and also to develop e-archives as needed. The analytical method is prototype method. The result of this research is the creation of electronic archives that have been developed with innovative and solutive design, menus and function that answer the factors that cause e-archive not be used optimally.

Keywords: E-archive development, prototype, PT Haleyora Powerindo Sorong

1. Introduction

Agencies and companies that are also the center of administrative activities are required to be able to provide information quickly, precisely and accurately. This information can be used as a basis for policy-making and decision-making as well as as evidence for the entire series of activities in the agency or company. Information has an important role to play in assisting the process of activities and also as a consideration to minimize the possibility of errors that occur. The implementation of administrative activities in every agency or company is always directed to be able to achieve the success of organizational goals effectively and efficiently. One of the factors that can support the success of agencies and companies in achieving goals, namely order in the field of administration, namely archiving. The main activity of archiving is to store information systematically so that it can be properly maintained and easy to find when needed. Records management can be said to be good if the archives are easily found quickly and accurately. Records management activities always develop in accordance with the times and developments in organizational goals. One of the factors that causes archive management to continue to grow is the volume or number of archives that continues to increase every day, month and even year without proper maintenance, so that archivists have difficulty finding the archives needed. Based on these conditions, archive management must be carried out in accordance with good procedures. Archive management is also carried out by PT Haleyora Powerindo Sorong. PT Haleyora Powerindo is the subsidiary of PT PLN (Persero) which is engaged in electrical engineering services. Archive management carried out by PT Haleyora Powerindo Sorong several years ago was still manual, stored in the archives and some stored on computers. Management of records that are still manual causes several problems that arise so that archive management is not optimal. Archive management problems faced by PT Haleyora Powerindo Sorong include an increase in the volume or number of archives which causes difficulties in finding archives quickly when needed. As for the results of further observations, the researcher found that there was a lack of good maintenance of the archives, including several sheets of archives that were dirty, damaged and even lost. As for the results of previous research, researchers and the team have conducted research at PT Haleyora Powerindo Sorong related to the management of the company's records. The final result of the research carried out is the creation of a Web-based E-Archive Information System, but it cannot be used by PT Haleyora Powerindo Sorong because there are still some inputs related to the desired additional functions and the development



of other functions that researchers feel need to be developed. So that based on the description of the problem, the researcher is interested in conducting a research entitled "E-Archive Development In PT Haleyora Powerindo Sorong". The formulation of the problem in this study are as follows :

- a) What are the factors that prevent e-archive could not be used optimally by PT Haleyora Powerindo Sorong?
- b) How to develop e-archive that could be used optimally by PT Haleyora Powerindo Sorong?

2. Research Methodology

In this article use the method of prototype method as follows :

1) Collecting Data Method

a) Primary Data

It Is data obtained directly through interviews and observations. Primary data obtained in this study are data taken directly from PT Haleyora Powerindo Sorong. The primary data obtained in this study were invoice data files and notes on the results of interviews related to requests for additional functions in the earpiece.

b) Secondary Data

It is data obtained indirectly from various sources in the form of files, books, thesis references, journal references, and so on which are used to build theory and understanding in the writing of this research.

2) System Development Method

The prototype model is a software development model where program developers and research objects can communicate each other and provide information consisting of listening to customers or analyzing needs, making designs (mock-ups) and testing designs. Consists of several phases as follows:

a) Listening to Customers

At this phase the requirements of the system are collected by hearing complaints from customers. To create a system that suits your needs, you must to know first how the system is running and then find out what problems occur.

b) Building or Repairing the Market

At this phase, design and develop prototype system. Prototypes are made to the system requirements that have been previously defined from customer or user complaints.

c) Trial

At this phase, the prototype of the system is tested by the customer or user, then evaluates the deficiencies of the customer's needs. Then development is carried out again to improve the existing prototype.

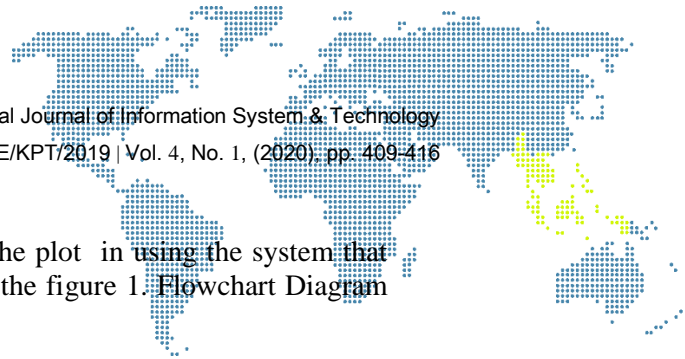
Structured system development methodology requires tools and techniques. The tools used in a methodology are generally in the form of pictures or diagrams or graphs or table to be more easily understood. Graphical system development tools include:

- a) Flowchart Diagram
- b) Usecase Diagram
- c) Database Table

3. Result and Discussion

3.1. New System Design

The author designs a system using the method prototype with a system design tool approach to the unified modeling language (UML).



a) Flowchart Diagram

The Flowchart Diagram explains the picture of the plot in using the system that will be built. The flowchart diagram can be seen in the figure 1. Flowchart Diagram below:

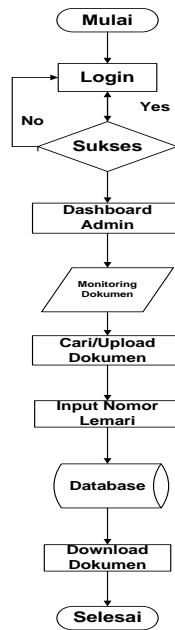


Figure 1. Flowchart Diagram

Explanation :

Figure 1. explains that in the first process the user enters the system by log in first when they fail to log in because of inputting errors, both username and password, the admin and user will remain on the login page, but when the admin and user successfully log in, they will be faced with dashboard page that contains the number of users and the amount of data that is already in the system, then in the next process the admin and user can monitor the document on the archive page menu where the admin will be able to edit, delete and download any document appears, but in the user manager there will only be a download option. Furthermore, in the library menu, the admin is presented with the upload or add data function where the admin can manage all the data that will be uploaded or searched for download and the process will enter the database and the process is complete.

b) Usecase Diagram

The Usecase Diagram explains the picture of the actors involved in using the system that will be built. The usecase diagram can be seen in the figure 2. Usecase Diagram of Admin and 3. Usecase Diagram of Manager below :

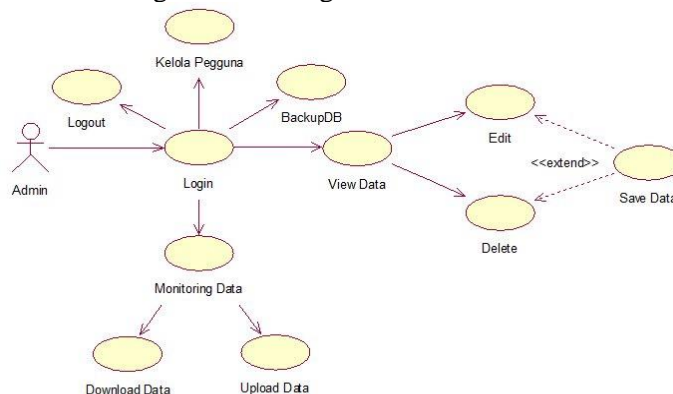
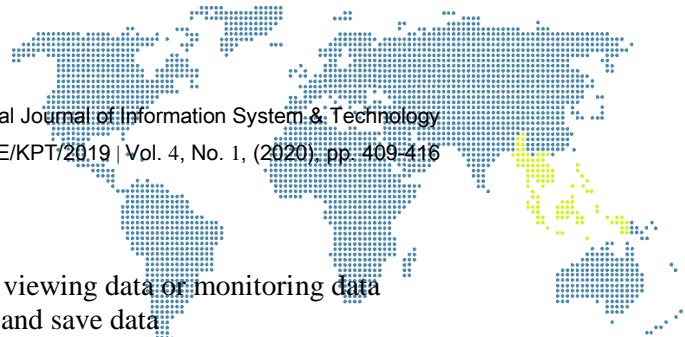


Figure 2. Usecase Diagram of Admin



Explanation :

- a) Admin could enter the system by log in
- b) Admin could see the dashboard page for viewing data or monitoring data
- c) In viewing data admin could edit, delete and save data
- d) In monitoring data admin could download and upload data from and to the system.
- e) Adin could exit the system by log out

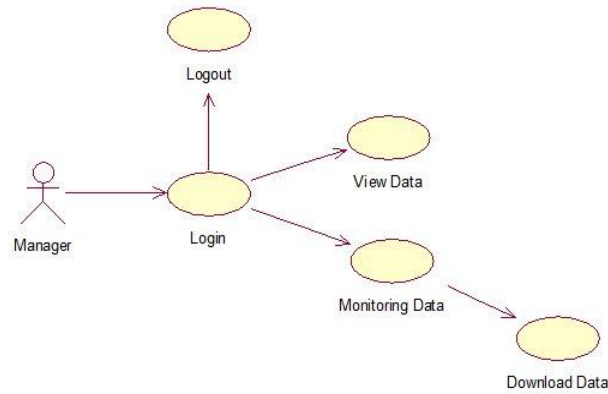


Figure 3. Usecase Diagram of Manager

Explanation :

- a) Manager could enter the system by log in
- b) Manager could view and monitoring data
- c) Manager could only download data, upload only admin
- d) Manager could not edit delete and save data
- e) Manager could exit the system by log out

c) Database Table

The Database Table explains the structure of develop system that will be built can be seen in the table 1. Database Table of Login, 2. Database Table of Archive and 3. Database Table of Category below :

Table 1. Database Table of Login

No.	Field Name	Data Type	Size	Information
1	id_login	Int	11	Primary Key
2	Nama	Varchar	25	
3	Profil	Varchar	500	
4	username	Varchar	100	
5	password	Varchar	100	
6	level user	Varchar	25	

Table 2. Database of Archive

No.	Field Name	Data Type	Size	Information
1	id_arsip	Int	11	Primary Key
2	judul_arsip	Varchar	255	
3	nomor_arsip	Varchar	100	
4	id_kategori	Int	11	
5	Tanggal	Date		
6	Upload	Varchar	500	

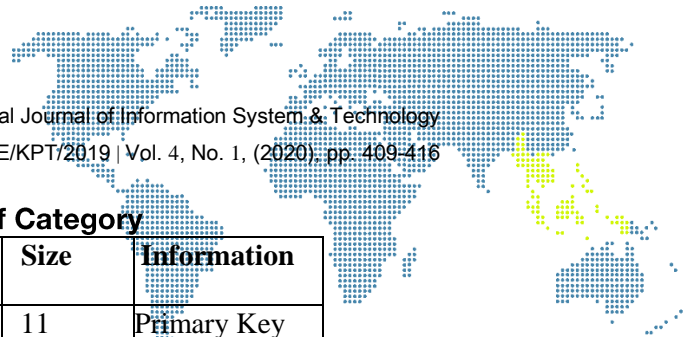


Table 3. Database of Category

No.	Field Name	Data Type	Size	Information
1	Id_kategori	Int	11	Primary Key
2	nama_kategori	varchar	250	

3.2. New System Interface

New system Interface is a display image of the system that has been developed, the earsip development interface at PT Haleyora Powerindo Cabang are below :

a) Login Page

Is the initial display when the user wants to enter the system

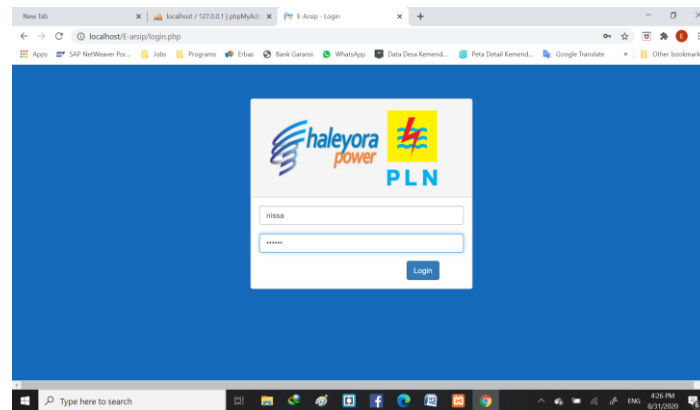


Figure 4. Login Page

b) Dashboard Page

This is the initial display of the system when the user has successfully logged in, this page contains in documents and the users in the system.

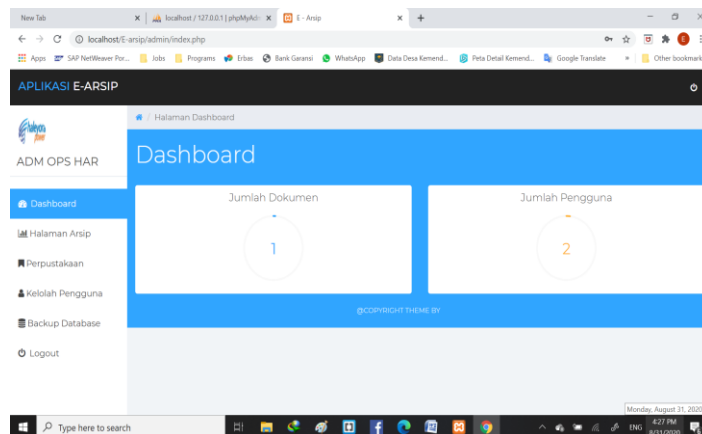


Figure 5. Dashboard Page

c) Archive Page

This menu will display where there are archives that were recently uploaded or added and the user can perform actions such as edit, delete and download and there are actions to upload or add new documents.

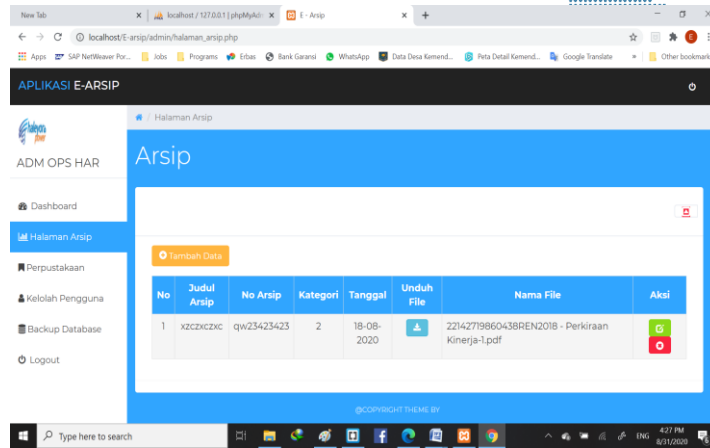


Figure 6. Archive Page

d) Library Page

This menu will display where there are uploaded archives and the user can download and search for the required documents through the search feature based on month and year.

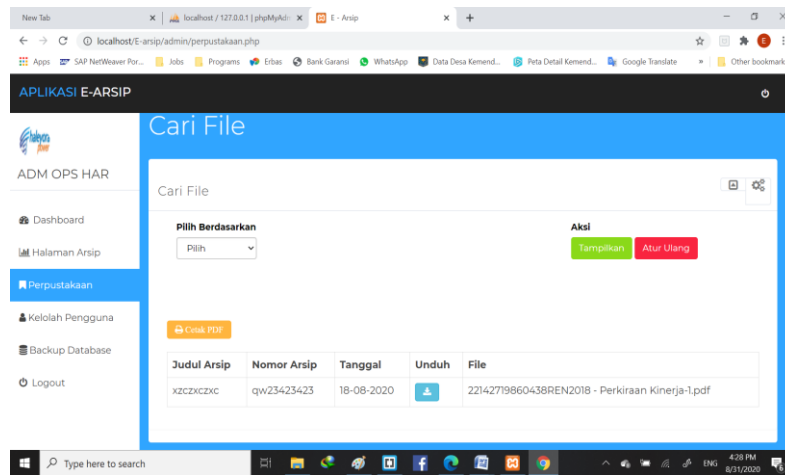


Figure 7. Library Page

e) Manage User Page

This is a menu that contains user archive information and there is an edit feature if the user wants to change existing information.

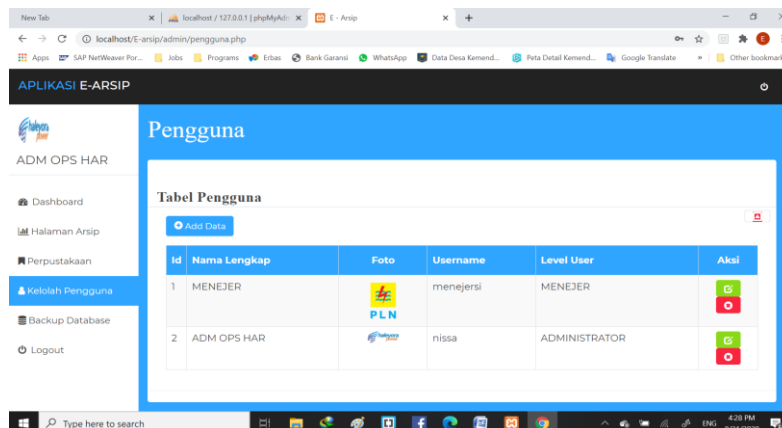
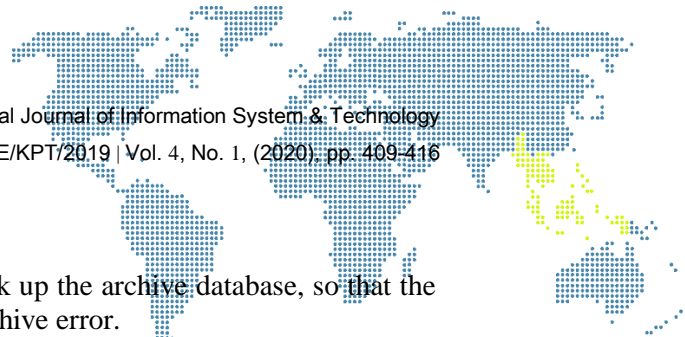


Figure 8. Manage User Page



f) Backup Database Page

This is a menu that was created to be able to back up the archive database, so that the archive can still have data backup at any time the archive error.

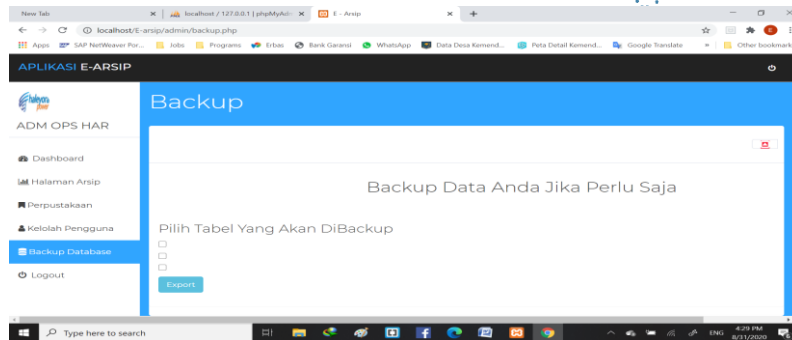


Figure 9. Backup Database Page

g) Logout Page

This is a display that presented when the user leaves the system.

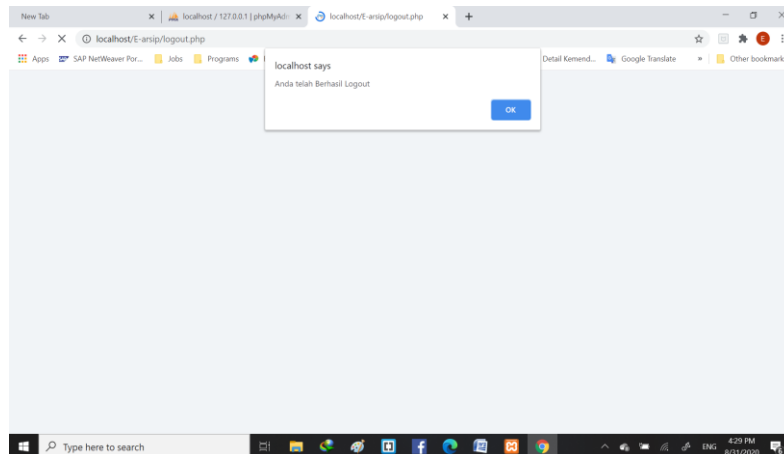


Figure 10. Logout Page

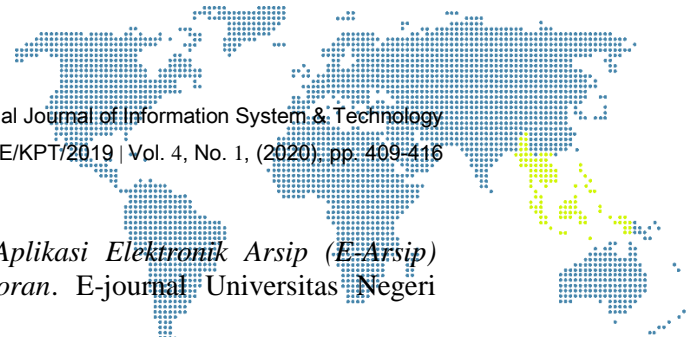
4. Conclusion

After implementing the application of earchive at PT Haleyora Powerindo Sorong the author conclude that :

- a) Based on the research results and the discussion, it can be concluded that the factors that cause e-archives cannot be used optimally are because the system built has shortcomings and there is still no desired function. So that departing from this, the authors developed the earnings from the interface design, new menus and additional features as requested by PT Haleyora Powerindo Sorong.
- b) It is hoped that the development of earnings will be a solution to the problems of archive management at PT Haleyora Powerindo Sorong as well as an answer to the inhibiting factors for archival management in the company.

References

- [1] Adawiah, Rabiatul. 2017. *Pengelolaan Arsip Pada Kantor Dinas Perpustakaan Dan Kearsipan Daerah Polewali Mandar*. Skripsi : UIN Alauddin Makassar FAH
- [2] Bendriyanti, Rita Prima. 2012. *Implementasi E-Arsip Pada Kanwil Kementerian Agama Provinsi Bengkulu*. Jurnal Media Infotama, Vol.8 No.1
- [3] Irawan, Muhammad Dedi. 2018. *Implementasi E-Arsip Pada Program Studi Teknik*



Informatika. JurTI Vol.2 No.1

- [4] Kuswanto, Agung. 2018. *Pengembangan Aplikasi Elektronik Arsip (E-Arsip) Pembelajaran Jurusan Administrasi Perkantoran*. E-journal: Universitas Negeri Semarang Vol.4 No.1
- [5] Latif, Fauziah. 2015. *Perancangan Sistem Informasi Manajemen Arsip Elektronik (E-Arsip) Berbasis Microsoft Acces Pada PT HI-TEST*. Jurnal Akuntansi, Ekonomi dan Manajemen Bisnis, Vol.3 No.1.ISSN:2337-7887
- [6] Palisoa, Annisa Nurul Sucianingsih., Muhammad Zulkarnain Sirajjudin, Matheus Rumatna, dkk., 2020. *Sistem Informasi E-Arsip Berbasis Web (Studi Kasus : PT Haleyora Powerindo Sorong)*. Jurnal Jendela Ilmu Vol.1 No.1
- [7] Sari, Tri Rama. 2019. *Manajemen Pengelolaan Arsip Dinamis Di Balai Penelitian Dan Pengembangan Lingkungan Hidup Kota Palembang*. Jurnal Iqra' Vol.13 No.2
- [8] Utama, Adita Edy. 2017. *Pengelolaan Arsip Di Kantor Pusat PT Vificia Llyod Indonesia Yogyakarta*. Skripsi : FE UNY

Authors



1st Author

Annisa Nurul Sucianingsih Palisoa

*Department of Information System, Faculty of
Computer Science, Victory Sorong University*



2nd Author **Melda Agnes Manuhutu**

She is a lecturer of Information System Study Program at
Universitas Victory Sorong