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Design of a Website-Based Electronic Archiving System at PT Samudera Sriwijaya Logistik Palembang

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Abstract: *This final report aims to design a website-based electronic archiving system using PHP and MyAdmin. The data collection method used by the author in this research is the field research method through interviews, observation, library research, and descriptive qualitative data analysis techniques using the waterfall method, namely the Development Life Cycle (SDLC) system, which is used to develop information systems in the website creation process. This method uses a systematic and gradual approach. This electronic filing system can help companies overcome various obstacles when recording and rediscovering documents. Automating processes in the system in systematic recording and storage can save time and help provide information quickly so that the administrative process is smooth. Reduces the use of paper (less paper) because documents are stored in digital format, so documents will not pile up and can reduce the use of archive storage space. In electronic archiving, there is no longer a need to manually record the agenda for incoming and outgoing letters, because when recording transactions, incoming or outgoing letters will be automatically recorded on the agenda for incoming or outgoing letters. For the system to continue running optimally, it is recommended that companies carry out employee training, routine system maintenance, continuous development, implementation of information security policies, and regular system performance monitoring. Implementing these recommendations is expected to increase operational efficiency and accessibility of company information*

Keywords: *Design, System, Electronic Archives, Website*

1. INTRODUCTION

In the increasingly sophisticated digital era, archive storage is essential for companies to maintain data security and accessibility. As a logistics company, PT Samudera Sriwijjaya Logistik Palembang also faces the challenge of effective and efficient archive storage. Based on the results of the author's interview on April 25, 2024, with Mr. Chalbu Mussafa, who is one of the employees and archivists at PT Samudera Sriwijaya Logistik Palembang, a common problem at PT Samudera Sriwijaya Logistik Palembang is the difficulty of rediscovering the necessary archives and documents. In addition, a trial was carried out to rediscover manual archive documents with Mr. Chalbu Mussafa, which, in this case, took 2 minutes to find the required documents. Meanwhile, the archival system can be efficient if the rediscovery period is at most 1 minute (Sukma, Nikmah, & Ulya, 2022).

Based on the results of observations made on April 25, 2024, the problem is caused by an archive storage system that needs to be managed appropriately. This is caused by stacked documents, damaged letters, the loss of travel documents, employee data information files, proof of sales transactions such as *invoices*, and even essential company documents. From these various problems, the author innovated to design an electronic archive website at PT

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Samudera Sriwijaya Logistik Palembang to simplify storing archives systematically and facilitate access to the information needed. Without designing an electronic archive website, companies will experience several obstacles, such as difficulties in finding the necessary documents, the risk of damage or loss of physical documents due to an improperly managed archive storage system, and limited information accessibility that can hinder operational efficiency.

The interview activity was held on April 25, 2024, with Mr. Chalbu Mussafa, who is one of the employees at PT Samudera Sriwijaya Logistik Palembang, as well as responsible and has duties as an archivist; it was found that the storage system implemented at PT Samudera Sriwijaya Logistik Palembang is chronological. Incoming and outgoing letters are archived based on the time the letter was received or sent out. In addition, the Company also applies the principle of decentralization, where the filing of letters is carried out by each section or field, respectively; this is done by opinion. (Santika & Umami, 2021).

PT Samudera Sriwijaya Logistik Palembang does not have an agenda book for incoming and outgoing letters, but the outgoing letters are made using the job order (JO) book. After being followed up, incoming letters are immediately put into the order folder. In contrast, outgoing letters are made based on the job order book known as the activity notebook. After being distributed to the recipient and completing the activity, it is put into the ordner folder. This is, of course, different from the procedure for handling incoming and outgoing letters, which should be recorded in the agenda book and stamped for handling incoming and outgoing letters (Intan dan Lisnini, 2018).

The form of archive storage space at PT Samudera Sriwijaya Logistik Palembang, based on observations on April 25, 2024, PT Samudera Sriwijaya Logistik Palembang has an extensive archive storage space. The number of folder organizers on the archive shelf shows that many company essential documents are stored in them. In an extensive archive storage space, retrieving the required documents will undoubtedly take significant time, especially if the archive storage needs to be better organized. Therefore, it is essential to have structured archive storage for better efficiency and accessibility.

Create a website-based electronic archiving system design using Laravel applications, Visual Studio code, PHPMyAdmin, Laragon, and Bootstrap, which contain login buttons, passwords, headers containing logos and website names, sidebars containing incoming and outgoing mail transactions, mail agendas, mail galleries, and mail classifications. This website is hoped to facilitate filing incoming and outgoing letters at PT Samudera Sriwijaya Logistik Palembang, making it easier to rediscover the necessary letters without taking a long time.

Definition of archives according to (Chairina & Candrasa, 2022) Arsip is information created, received, and stored as evidence and information by an organization or individual to fulfill a legal obligation or in connection with a commercial transaction. According to (Azmi, Siddiq, & Nasution, 2023) An archive is a manuscript or document that functions as a storage place for various organizational activities, and menu manuscripts are stored as systematically as possible in the desired location to make them easy to get when needed. Meanwhile, according to (Pranata, Putra, & Fatimatuzzahro, 2024) The definition of archives is a series of steps that start from the creation and receipt of data or information and then continue with the collection, regulation, control, maintenance, and storage of data and information by the established system. Thus, it can be concluded that an archive is a collection of information or documents that are compiled, received, and stored by an organization or individual to fulfill legal obligations or related to commercial transactions. The goal is to provide easily accessible evidence and references when needed.

Electronic archiving, according to (Pratiwi & Mukaram, 2023) Explaining that electronic archives are digital documents created, used, and maintained as evidence of an institution or individual's activities, transactions, or functions. These archives are managed and processed using a computer system. Meanwhile, *a website* is a collection of *interconnected web pages and files that are* usually used to store and display information considered essential and related to organizations and businesses that use client or server architecture. (Hartati, Ria, & Trianingsih, 2020). So, it can be concluded that *a website* is a collection of *website pages* and *files* interconnected with each other, distributed through domain names, to store and display important information related to the organization. The following is a *flowchart* of a website-based electronic archiving system designer at PT Samudera Sriwijaya Logistik Palembang:

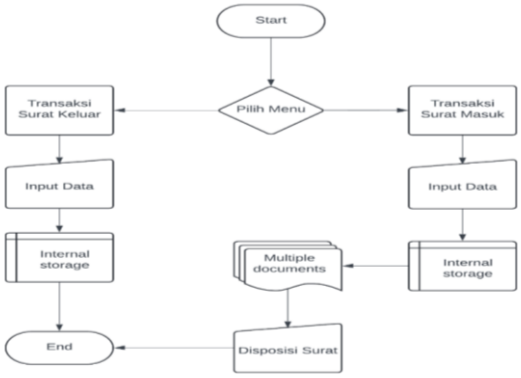

Figure 1. System Design Flowchart

Source: Processed Data, 2024

2. LITERATURE REVIEW

Electronic Archiving System (EAS)

Electronic Archiving System (EAS) is a technology solution designed to store, manage, and access documents in digital format. This system aims to replace manual document management, which is often time-consuming and prone to errors. With EAS, documents can be stored in a more structured digital form, making searching for and grouping information easier. Additionally, EAS helps reduce reliance on physical archives, save storage space, and minimize the risk of document loss or damage due to external factors such as fire, flood, or document age. This system is very relevant to be implemented in companies such as PT Samudera Sriwijaya Logistik, which requires efficient and fast document management to support dynamic operations. With EAS, companies can increase productivity through more rapid access to documents for internal and external needs. The system can also be integrated with security technologies such as data encryption and access rights settings, ensuring that the confidentiality and integrity of documents are maintained. The implementation of EAS provides strategic advantages for companies facing the challenges of the increasingly digital business world.

Website-Based System

A web-based or Website-Based System is a technology platform allowing users to access an application or system through a web browser using HTTP or HTTPS protocols. The system is designed to provide broad accessibility without additional software installation, so users can access it anytime and anywhere while connected to the internet. The advantage of a web-based system lies in its flexibility and efficiency, which allows users from various devices, such as computers, tablets, or smartphones, to connect easily.

In the context of PT Samudera Sriwijaya Logistik, implementing a web-based system is very beneficial because it supports employee mobility in various operational locations. This system allows real-time collaboration between users to manage critical data or documents more efficiently. Additionally, web-based systems' responsive and user-friendly design can enhance the user experience, while integrated security features, such as authentication and encryption, ensure that company data remains protected from unauthorized access. This implementation is a strategic solution to support the company's digital transformation.

3. METHODOLOGY

The qualitative data analysis method is used to investigate phenomena in the natural context of the research object, in contrast to experiments, where the researcher plays the main instrument in the process (Sugiyono, 2017). In this design, the author uses the waterfall method, namely the Development Life Cycle (SDLC) system, to develop an information system for creating a website. This method uses a systematic and gradual approach. This method involves planning, analyzing, designing, implementing, and maintaining the website system. (Wahid, 2020). The author chose the waterfall method because this method has the following advantages:

a. Clear Structure: The waterfall method makes it possible to design each development phase in detail, such as user needs analysis, user interface design, development of key system features, functionality testing, and implementation. Each stage is carried out sequentially and comprehensively to ensure the system can be implemented appropriately.
b. Tight Control: This method allows tighter control over the schedule, budget, and resources. This can help in managing project risks in a more structured manner.
c. Comprehensive Documentation: Since each stage has clear deliverables, the waterfall method encourages the creation of comprehensive documentation for each phase. This can help understand and track project progress and facilitate knowledge transfer between teams.
d. Easy to Understand: This method is relatively easy to understand and implement, especially for teams with experience with linear and structured development models. This can minimize the need for additional training or time to understand new concepts.

4. RESEARCH RESULT

The archiving carried out electronically is the design of a website-based electronic filing system at PT Samudera Sriwijaya Logistik Palembang. The following are the stages and results of designing a Web-based electronic archiving system at PT Samudera Sriwijaya Logistik Palembang.

Web-Based Electronic Archiving System Design

The design of an electronic system has 4 (four) stages that are carried out, namely, Needs Analysis, Data Collection, System Design, and Implementation. The equipment and machinery used in archiving activities are needed to design the electronic archiving system. Starting from hardware, software, and users. A system must be distinct from these three things because the system needs intermediaries and controllers to run correctly. The equipment required is:

a. The hardware needed in this design is a computer or laptop that has a RAM (Random Access Memory) capacity of at least 8 gigabytes, a printer, scanner, Flashdisc/Hard Disk, and an internet connection in the form of Wifi or USB Modem.
b. Software is in the form of a program used; in the design of this electronic archiving system, the author uses Visual Studio Code, Hypertext Preprocessor (PHP), Bootstrap, and Laragon programs.

The user (brainwave) is someone who controls or operates the system. In this case, the user is an archivist who is a staff member of the marketing department of the support department.

System Planning

Database Design

Databases are essential in software and application development because they serve as a structured and organized data store. In the design of this electronic archiving system, the author uses the PHPMyAdmin database management system (DBMS) to store and manage system data. PHPMyAdmin was chosen because of its reliability, high performance, and extensive support in the website development community. The following are the steps to make it:

a. Open the Laragon application, press the start button, then click the database as shown in the following Figure 2:

Figure 2. Laragon Display

Source: Laragon, 2024

b. After pressing the *database*, it will enter PHPMyAdmin as shown in the following Figure 3:

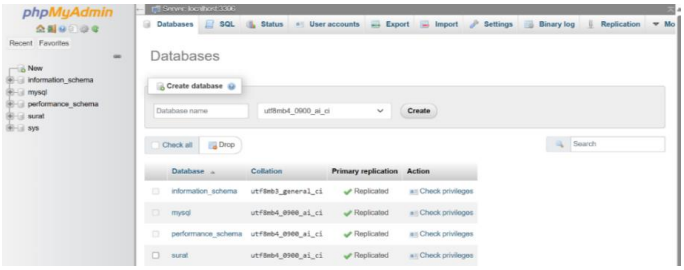

Figure 3. PHPMyAdmin View

Source: PHPMyAdmin, 2024.

c. Next, create a database by pressing new, then press database name, enter the name of the database you want to make, and then press create.
d. Once the database is created, the next step is to make the tables as needed. On this website, the author needs six tables: the user table, the letter table, the letter classification table, the borrowing table, the disposition table, and the letter status table.

Login Page View

The login page has a form to enter your username and password. On this page, the admin will be directed to enter the username and password according to the data in the database created; after logging in, the admin will be directed to the website's main page. The following is the view of the login page:

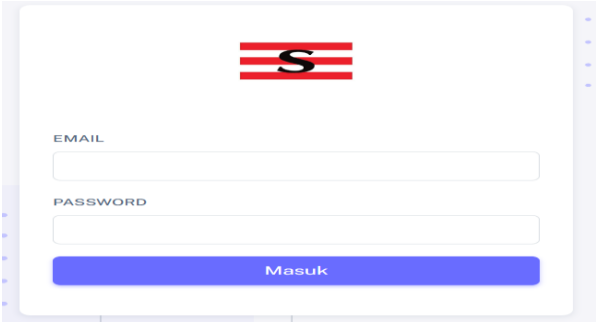

Figure 4. Login Page View

Source: Processed Data, 2024

Home Page View

The display on this main page will display the company logo accompanied by the name of the system, mail transactions, agenda book, mail gallery, letter classification, description in the form of a greeting for the admin accompanied by the date at the time of accessing, information on the number of incoming mail, outgoing mail, disposition mail, active users and graphs. The following is the main page view:

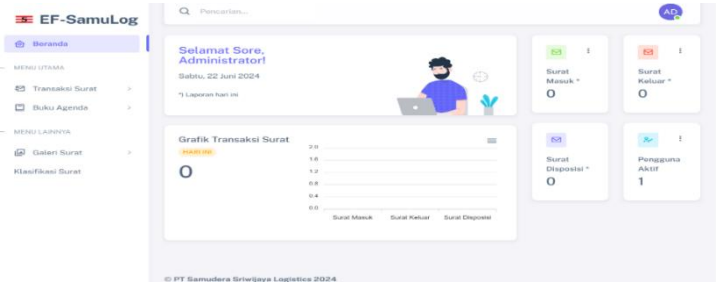

Figure 5. Main Page View

Source: Processed Data, 2024

Main Menu Page Display (Mail Transactions)

Incoming Letter

The display on this incoming mail transaction page will display incoming mail data in the form of a description, equipped with an image icon to see attachments, add letter dispositions, and can also see the details of the letter. The following is a view of the incoming mail page:

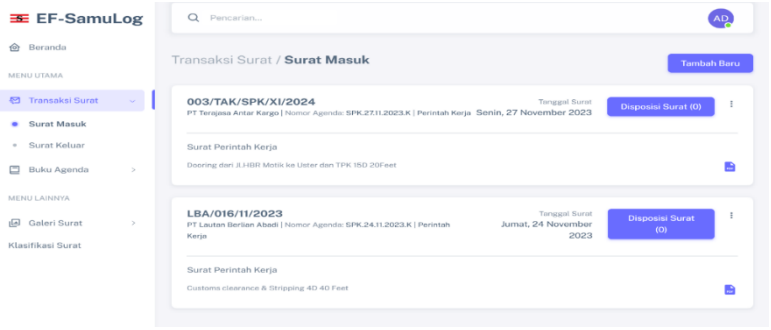

Figure 6. Incoming Mail Display

Source: Processed Data, 2024

Outgoing Letter

The display on the outgoing mail transaction page is the same as the one on the incoming mail; this page will display the outgoing mail data in the form of a description, equipped with an image icon to see attachments, and can also see the details of the letter. The following is a view of the outgoing mail page:

Figure 7. Outgoing Mail Display

Source: Processed Data, 2024

Agenda Book Page View

Incoming Letter Agenda

The display on the incoming mail agenda page will display incoming mail data, the same search button as the incoming and outgoing mail transaction pages, and data filtering; admins can also print the agenda. The data on the incoming mail agenda was obtained from incoming mail transaction data. The following is a look at the incoming mail agenda:

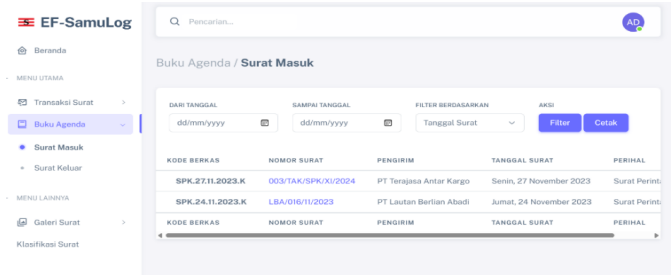

Figure 8. Incoming Mail Agenda Display

Source: Processed Data, 2024

Outgoing Letter Agenda

The display on the agenda page of this outgoing letter is the same as the agenda of the incoming letter; only on the agenda of this outgoing letter is there a sender, not the recipient of the letter. This page will display incoming mail data using the same search button as the incoming and outgoing mail transaction pages, data filtering, and admins can print the agenda. The data on the outgoing mail agenda was obtained from outgoing mail transaction data. The following is a look at the incoming mail agenda:

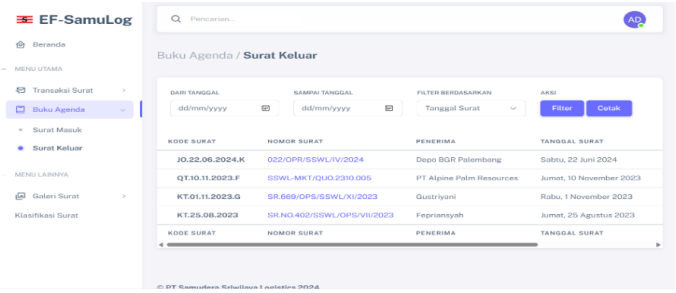

Figure 9. Outgoing Letter Agenda Display

Source: Processed Data, 2024

Mail Gallery Page View

Incoming Mail Gallery

On this incoming mail gallery page, attachments in the form of documents or photos obtained from incoming mail data will be displayed on the incoming mail transaction page. The following is what the incoming mail gallery looks like:

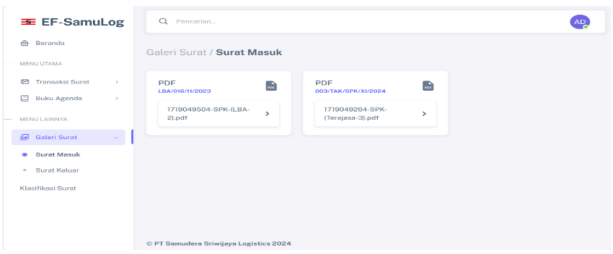

Figure 10. Incoming Mail Gallery Display

Source: Processed Data, 2024

Outgoing Mail Gallery

On this outgoing mail gallery page, attachments in the form of documents or photos obtained from outgoing mail data will be displayed on the outgoing mail transaction page. The following is the appearance of the outgoing mail gallery:

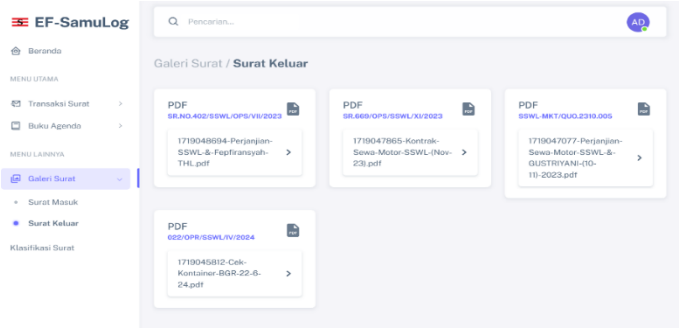

Figure 11. Outgoing Mail Gallery Display

Source: Processed Data, 2024

Mail Classification Page View

This letter classification page will display the code, classification, and description. In addition, admins can add classification data, edit data, and delete classification data. This classification data serves to make it easier for admins to classify types of letters and make it easier to code letters. The following is the appearance of the mail classification page:

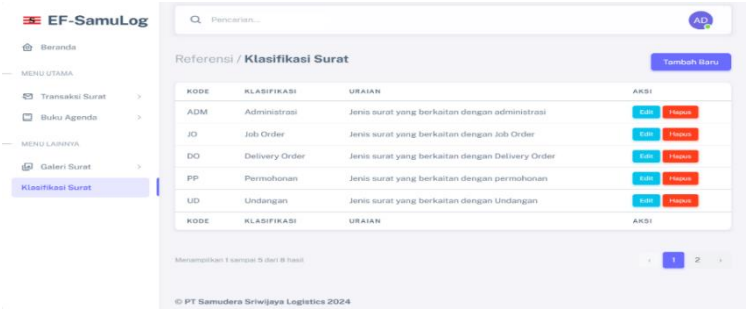

Figure 12. Mail Classification Display

Source: Processed Data, 2024

5. DISCUSSION

The application of the electronic archiving system at PT Samudera Sriwijaya Logistik Palembang and a trial of a website-based electronic archiving system have been held. The test of this system uses *a black box* method where the program is tested without considering the internal logic structure of the software. In other words, testing only focuses on the inputs and the outputs produced. This method aims to verify the correctness of the software results by

observing the production produced based on predetermined specifications. In *black box* testing, data is executed in software, and the results are monitored and assessed according to user expectations. (Almufarrid & Niswatin, 2023). This system was trialed with Mr. Chalbu Mussafa, an employee of the Marketing Support department and an archivist at PT Samudera Sriwijaya Logistik Palembang. This trial was carried out on Thursday, June 21, 2024. This test is carried out to test the functionality of the software of the system that has been created; the test is carried out on this electronic archiving system, including testing and displaying each form.

The results of the tests that have been carried out on the electronic archiving system with a comparative counter of the time of recording letters and rediscovery of letters using the electronic archiving system and the manual archiving system at PT Samudera Sriwijaya Logistik Palembang are the results of the comparison of mailing records can be seen in the table below:

Table 1. Results of Comparative Recording of Letters

Activities	Incoming Letter		Outgoing Letter	
	Manual	Using *Website*	Manual	Using the *Website*
Letter Recording	1 minute 34 seconds	40 Seconds	1 minute 45 seconds	50 Seconds
Time Comparison	54 Seconds		55 Seconds	

Source: Processed Data, 2024

The results of the comparison of letter rediscovery can be seen in Table 2 below:

Table 2. Comparison Results of Letter Rediscovery

Activities	Incoming Letter		Outgoing Letter	
	Manual	Menggunakan *Website*	Manual	Using *Website*
Letter Rediscovery	2 Minutes	2 seconds	7 Minutes	27 Seconds
Time Comparison	1 minute 97 seconds		6m 55s	

Source: Processed Data, 2024

This website-based electronic archiving system has several advantages when compared to the manual archiving system previously implemented at PT Samudera Sriwijaya Logistik Palembang, which is as follows: The automation of the process in the system in systematic recording and storage can save time so that it can help provide information quickly so that the administrative process is not hampered, can reduce the use of paper (less paper) because documents are stored in digital format, so documents will not be stacked and can reduce the use of archive storage space, there is no need to record the agenda of incoming and outgoing

letters manually, because at the time of recording incoming or outgoing mail transactions will be automatically recorded on the agenda of incoming or outgoing mail and a website-based electronic filing systemIt can be accessed anywhere as long as it is connected to the internet and is safer because it is equipped with access control fitted with a username and password.

6. CONCLUSIONS AND RECOMMENDATIONS

The system has process automation in systematic recording and storage with a web-based electronic filing system. Speeding up recording and rediscovery using a manual system takes 2-5 minutes while using a website takes less than 1 minute. The existence of this electronic archiving system can reduce the use of paper (less paper) because documents are stored in digital format, so documents will not be stacked and can reduce the use of archive storage space. In this electronic archive, there is no longer a need to record the agenda of incoming and outgoing letters manually because, at the time of recording incoming or outgoing mail transactions, it will be automatically recorded on the agenda of incoming or outgoing letters.

Advanced Research

This research focuses on developing innovative technology-based solutions to meet the needs of efficient and effective corporate archive management. This stage includes an in-depth study of the latest trends in information technology, an analysis of the company's specific needs, and an evaluation of the best methods for system implementation. The research also explores modern technologies, such as relational databases, cloud computing, and data encryption, to ensure the system has high performance, strong security, and flexibility. With this approach, the research aims to produce a system design that is relevant to current operational needs and able to adapt to future technological developments, thereby providing sustainable strategic value for the company.

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