Digital Archive Application In Design Department Of The Politeknik Negeri Media Kreatif, Indonesia

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Abstract. The great of carrier in every organization is one indicator of the achievement in a commercial enterprise entity or company. In assembly those indicators, records structures or records packages are a mainstay in a commercial enterprise strategy. In numerous departments or at diverse universities, the business process is frequently finished is archive management. Archiving activities are very important due to the fact they contain professional files and important for each institution. Increased technological innovation has empowered institutions to monitor archives in a digital way. The purpose of this research is to create a website-based digital archive application that can be used to record and store easily and safely, and to create an application that can display volume reports based on archive categories on a regular basis, those facilitating archive search activities. The system development methodology uses the waterfall method, PHP and MySQL programming languages. This application can be used to record, store, display archives by category and can be used to display archives by category, preview archives, download archives and archive details in the Design Department of the Politeknik Negeri Media Kreatif.
Keywords: Archives, Digital Aplication, Website

1. Introduction

The quality of service in each organization is one indicator of the success of a business entity or organization [1]. In meeting these indicators, information systems or information applications are a mainstay in a business strategy [2]. Supporting information technology as a support in improving service quality that results in fast, accurate and accurate access to information for management [3].

In several departments or faculties at various universities, the business process that is often carried out is archive management [4]. Archiving activities are very important because they involve official and important documents for every company [5]. Improving this needs to be carried out by good management as well as improving the management of reports and quick updates [6].

Records are a significant resource owned by an organization. There are still many organizations/agencies that routinely record their institutional activities. Advances in technological innovation have empowered companies to carefully monitor documents. Documents are also a source of data and have a significant capacity in supporting the implementation of regulations and administration of an establishment [7]. Every activity completed by the organization as a proposition, letter and report to carry out the exercise will be documented. The data stored in hard copies are evidence and history of the organization. As time goes by, the more complicated the functions and work of an agency, the more the agency archive will grow. The filing process must be efficient by using technology for proper, proficient, and useful organizational administration to develop the organization further [8]. For digital archives, it must be in accordance with the right archiving strategy so that the integrity of data and archives will be actual [9].

Archive storage in the Department of Design at Politeknik Negeri Media Kreatif is still done manually. Archives are stored in a printed version and stored in a room. The capacity of the

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printed version is not effective because it is very likely to be eaten by termites or damaged by moisture. Another obstacle is that searching for documents takes up most of the day due to the huge pile of records.

These archival documents are often reused in accreditation, previously being checked by the quality assurance agency and external. To achieve good, neat and accessible archival documents which are expected to achieve this goal. This application software is designed based on the website and database. This database application program intends to improve the security, speed and accuracy of storage and retrieval of archival documents. With a database application, it will speed up access to information that has been stored correctly so that it can produce good decisions. For applications based on the web which allows users to get data indefinitely.

2. Research methods

Globally, the primary tiers of this studies approach are divided into 4 tiers, namely, the guidance stage, collect data, stage, processing data, and testing.The following is the go with the drift of the studies tiers:

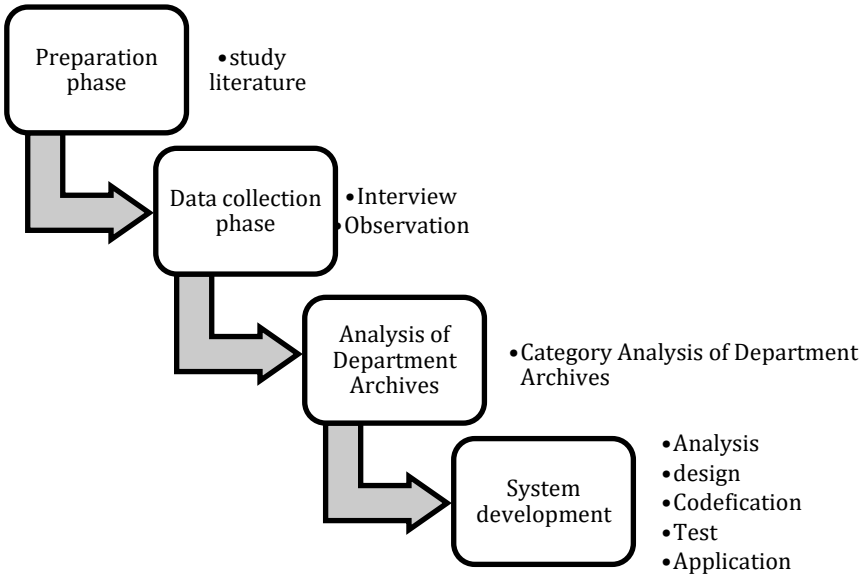

Fig. 1. Research phase flow

From the picture of the flow of the research stages above, it can be described at each stage as follows:

I. Preparation Stage

This stage starts from the problem assessment, as well as conducting a literature study related to archive management and to similar research that has been done.

II. Data Collection Stage

At the data collection stage, interviews and observations will be carried out. Interviews were conducted with the Head of the Department and the Secretary of the Department of Design, and the administrative officer of the department related to archived data in the

department. As for the observations made on the use of archives and the needs of the archives.

III. Department Archive Data Analysis

In the analysis phase of the department's archives, an analysis of the department's archives includes decision letters, teaching material archives, lecturer data archives, educational and learning process archives, and departmental activity records archives. This decree archive is issued (signed) by the director of the Politeknik. This decision covers the activities of Tri Dharma, such as education, research, and service. The teaching materials archive contains industrial practice modules and teaching materials by lecturers. The mail archive consists of the mail archive. incoming and also mail. exit as well as the required report that lists all records or a summary of the number of records by type of grouping of records.

IV. System Development

For system development using the standard SDLC (Software Development Life Cycle) method, namely using the Waterfall method or Waterfall (see Figure 2).

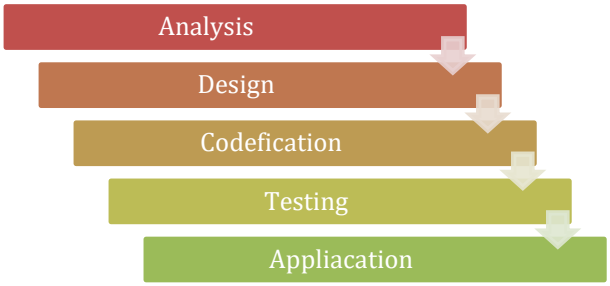

Fig. 2. Waterfall Method

3. Result And Discussion

In the system design using a usecase diagram. Usecase diagrams are used to describe a system in user view or system user. System design can be seen in the use case diagram below:

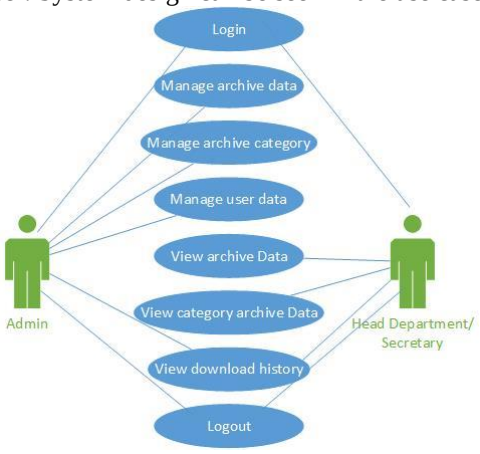

Fig. 3. Usecase Diagram

From Figure 3 above, it can be seen that admin can manage archive data, manage archive categories, manage user data, view download history, and login/logout. As for head or secretary departement , can view archive data, archive category data, download history and login/logout. For the design of the archive system application page view, it can be seen in the figure 4 and 5.

Fig. 4. Home Page View

Fig. 5. Digital Archive System login page

4. Conclution

The conclution of this research:

a. To help Politeknik negeri media kreatif developing of effectivity and efficiency management archive in Design Departement by application digital archive
b. The digital application archive also can be managering every archive for essier access
c. The Digital application archive informing access faster and helping to get best decision
d. The Digital application archive easier to apply for user because the application easy to understand

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