

Project design and implementation of electronic archiving pt multi garmenjaya

Diva Puspa Mahardika

Diploma III Business Administration Study Program, Department of Commercial Administration, Bandung

State Polytechnic Email:

ABSTRAK

Interkoneksi mesin dan manusia ke Internet of Things (IoT), yang didorong oleh tren otomatisasi dan pertukaran data dengan sistem siber-fisik, akan mendorong kreativitas dan inovasi di berbagai bidang. Salah satu bidang yang menarik secara khusus adalah administrasi arsip yang bergerak menjauh dari media konvensional dan menuju penyimpanan dan manajemen elektronik. Dalam konteks ini, studi literatur dilakukan sebagai pendekatan metodologis. Tujuan dari penelitian ini adalah untuk mendapatkan wawasan tentang potensi desain sistem arsip untuk menyediakan kerangka kerja yang komprehensif untuk manajemen arsip yang efektif dan sistematis. Arsip disimpan di setiap bagian dengan membagi kelompok kerja, templat lembar kerja, lembar kerja, dan mendesain bidang untuk setiap lembar kerja. Hal ini memudahkan penyimpanan dan pencarian arsip. Dari penjelasan mengenai laporan proyek perancangan sistem pengarsipan elektronik di PT Multi Garmenjaya, didapatkan bahwa perancangan sistem pengarsipan di perusahaan ini dengan menggunakan Image Ware Scan Manager memberikan kemudahan dalam mengarsipkan dokumen, sehingga mengefisienkan kegiatan operasional perusahaan. Adanya perancangan sistem kearsipan ini setidaknya akan memberikan gambaran secara umum mengenai pengelolaan arsip yang baik dan teratur.

Kata Kunci: Kearsipan Elektronik, Manajemen Arsip, Perusahaan, Teknologi Digital

ABSTRACT

The interconnection of machines and humans to the Internet of Things (IoT), driven by trends in automation and data exchange with cyber-physical systems, will drive creativity and innovation in various fields. One area of particular interest is records administration which is moving away from conventional media and towards electronic storage and management. In this context, a literature study was conducted as a methodological approach. The purpose of this study was to gain insight into the potential of archive system design to provide a comprehensive framework for effective and systematic archive management. Records are stored in each section by dividing work groups, worksheet templates, worksheets, and designing fields for each worksheet. This makes it easier to store and search archives. From the explanation of the project report on the design of an electronic filing system at PT Multi Garmenjaya, it is found that the design of the filing system in this company using Image Ware Scan Manager provides convenience in archiving documents, thereby streamlining the company's operational activities. The existence of this archiving system design will at least provide an overview of good and organized archive management.

Keywords: Electronic Archives, Archives Management, Corporate, Digital Technology

1. INTRODUCTION

In an era dominated by technological advances and unparalleled connectivity, digital transformation has impacted various aspects of human life, including the industrial world. The Industrial Revolution 4.0 brought significant changes, where the efficiency of machines and humans began to be connected through the Internet of Things (IoT), combined with trends in automation and data exchange in cyber-physical systems. Artificial Intelligence (AI), IoT, Unmanned Vehicles (UAV), Mobile Technology (5G), shared platform, Blockchain, Robotics, dan BioTechnology are the main pillar in this paradigm shift, spawning a wave of creativity and innovation that is changing the face of the industry as a whole.

One of the fundamental changes is in terms of archival management. Archives have a role in supporting work processes that cannot be separated from a company, because important work processes are stored and recorded in archive sheets. However, along with the development of the times, companies must adapt to technological advances to store information can now use one medium, namely electronic archives.

Electronic records that are created, used, and maintained as evidence transactions, activities, and functions of institutions or individuals that are transferred and processed by computer systems. In the case of ANRI No.20 of 2011 on the electronic archive authentication guidelines stated that electronic archives are archives that are created (created or received and stored) in electronic format.

Electronic archives have the advantage of being able to minimize damage to information because the data stored in the database is protected from various threats and access rights that can protect data from misuse of existing information, there is a back-up method, where existing information or when accidentally deleted can be recovered in a short time, and also the quality of information.

Archive management in an agency or organization is still conventional due to limited facilities, which facilities have a role and function as a support and supporter in the process of archive management. Conventional archive management requires a long time in the process of management and dissemination of information, which causes conventional management not meet the needs of information that must be fast, precise, and accurate. Nor can it keep up with the high growth rate of archives resulting from activities within an agency/organization. Therefore, how to store archives with electronic archival systems

must be applied or used by companies, agencies, and organizations to facilitate administrative processes, especially in managing archives efficiently and effectively.

The purpose of this journal article is to identify the archival management conditions currently used by PT Multi Garmenjaya and to design an archival system that suits the needs and challenges faced by the company. Thus, this article not only provides an understanding of the existing conditions of Corporate Archives, but also provides insight into how the implementation of electronic archival systems can improve the effectiveness and efficiency of archive management.

2. LITERATURE REVIEW

A. Definition of Archives System

The archival system consists of two syllables, namely system and archive. System according to Harijono Djojodihardjo is a set of objects that include functional relationships between objects and the relationship between the characteristics of each object and which as a whole is a functional unit. In other words, a system is a set of interconnected parts that jointly achieve common goals. While archiving is a process of activities ranging from receipt, collection, arrangement, maintenance, and storage of letters according to a certain system so that when needed can be found easily. The archive is a letter that is stored systematically because it has a use so that every time it is needed it can be quickly found again. (Sutarto: 1997; 200).

So that the archival system is a system that includes all activities and management of Archives, based on Law No. 43 of 2009 archive management includes the creation, utilization, storage, and rediscovery, the stage of transfer, depreciation and destruction of Archives, if the archival system implemented is running well, of course there will be no administrative chaos in an office or company.

B. Archive Saving Procedure

Archive storage is an integral part of archive management. According to Mulyono, et al. (2012: 40) in the archives contained elements of the activities of reception, storage, meeting back, and depreciation of the archive. Mulyono, et al (2012: 41) describes three main principles in archive storage, namely centralization (concentration in one place), decentralization (independent storage), and a combination of both. Archival storage practices involve dynamic filing and structuring, often referred

to as filling systems. Amsyah (2005: 71-148) describes several types of commonly used filling system:

- 1) **Alphabetic System**
Storage based on the alphabet, facilitate the search with a simple index. However, it requires consistency in the application of the rules.
- 2) **Number System**
Archives are arranged in numerical order, using numbers instead of names. Although more careful, it requires more time in indexing.
- 3) **Territorial System**
Storage is based on geographic location, making it easy to search if the location is known, but can cause errors if there are no clear instructions.
- 4) **Subject System**
Based on the contents of the archive, allows easy search by topic. However, it is difficult to classify if the topics are similar.
- 5) **Time Sequence System (Chronological)**
Storage by Time order of letters received or sent, suitable for activities related to due dates. However, it is difficult in the search if the date is not known for sure.

C. The Procedure For Finding Archives

Rediscovery of letters / files is not required the use of correspondence cards, as long as we know the problem/subject and the classification code, then the letters/files will be found again easily (Abubakar, 1997:31). A good and systematic filling system allows the preparation of letters or files in a "self-indexing" manner, facilitating rediscovery. However, in the agenda book system, rediscovery is inefficient due to the lack of classification and index patterns. So there are basic requirements that are important to know, namely:

- 1) Classification patterns
- 2) Index/cross show
- 3) All equipment related to the system
- 4) Trained and skilled file clerks.

Implementation of these requirements requires a mature plan, cost, and employee motivation. Good motivation comes from within, not from outside pressure. The success of the filing depends largely on the rediscovery ability of the letter or file. If the rediscovery of the letter/file is difficult to implement, then other work units immediately assess that the filing system is not stable and cannot help smooth the administrative process (Abubakar, 1997:37).

D. Archive Destruction System (Retention)

According to Mulyono, et al (2011: 78) there are three common ways to destroy archives that have no use value:

- 1) **Burning**
Although easy to do, burning takes time and is potentially dangerous, especially for large archival quantities.
- 2) **Enumeration**
The archive is chopped up into pieces of paper that can no longer be identified. Considerable pieces of paper can be sold for various purposes, such as insulating glassware.
- 3) **Destruction**
Archives are destroyed by pouring chemicals, such as caustic soda, onto them. Although somewhat dangerous, this method allows for easier extermination with a slow but sure destruction reaction.

E. Equipment and Supplies Required in the Filling

Here is a list of archival tools commonly used in document management:

- 1) Filling Cabinet, which is a file storage cabinet with drawers.
- 2) Rotary, which is a file storage tool that can be rotated to access files easily.
- 3) Filing cabinet, which is similar to the filling cabinet, but shaped like a cupboard.
- 4) File Rack, which is a storage device with lateral or sideways arrangement.
- 5) Archive folder, which is a container used to store small amounts of documents.
- 6) Ordner, which is a container for storing files with a ring binder to clamp them.
- 7) Stapler, which is a tool for joining paper with staples.
- 8) Perforator, which is a tool to make a hole in the edge of the paper to insert into ordner.
- 9) Labels, that is, stickers to give a title to the grouping of papers.
- 10) Sort tool, that is, a tool for separating letters to save to folders.
- 11) Guide, which is a sheet of paper to separate the parts of the document.
- 12) Numerator, that is, a tool for numbering sheets of documents.
- 13) Stopmap Folio, which is a tool for storing temporary documents in the form of folders.

- 14) Map Snelhecter, IE map with hooks on it to hang on the filling tray.
- 15) Hanging Map, yaitu map dengan kaitan untuk digantung pada filling cabinet.

F. Definition of Electronic Filling System

An electronic archive is an archive that has been converted from a physical form of paper to a digital form. This process is called media transfer, using computer devices and scanners. The electronic archive system is an automation of the manual archive system and relies heavily on it. The result of the media transfer is stored in a digital file recorded on a medium such as a hard disk, CD, or DVD, equipped with a database for organizing, grouping, and naming files.

The National Archive and Record Administration (NARA) defines electronic archives as files stored and processed in a format that only computers can process. Meanwhile, according to Australia Archive in a book entitled "Managing Electronic Records", electronic archives are records that are recorded and maintained as evidence of transactions of activities and functions of institutions or individuals that are transferred and processed within and between computer systems.

G. Benefits of Electronic Filing System

According to Sukoco (2006: 112), electronic filing system has several benefits, including:

- 1) Allows quick access and utilization of archives without leaving the workbench.
- 2) Flexible and modifiable indexing, saving labor, time and cost.
- 3) Full-text search allows to find files by keyword or file name.
- 4) Possibility of losing files is very small because they are only seen on the monitor screen or printed without being able to be changed.
- 5) Save space with large digital storage capacity.
- 6) Reduce the risk of damage or obsolescence of paper documents because they are stored digitally.
- 7) Ease in sharing documents with colleagues or clients via lan or internet.
- 8) Improve security with clear control mechanisms in the electronic filing manual.
- 9) Easily perform data recovery by backing up data to compatible storage media.

H. Definition of Image Ware Scan Manager

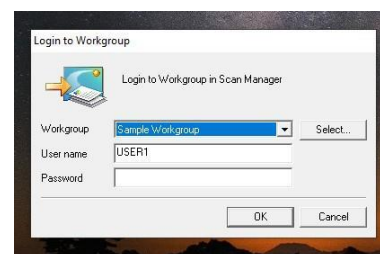
Scan Manager is a solution designed to solve problems in the business world. Scan Manager is a document input system that can be used to import a

large number of paper documents to your computer and efficiently enter its document management information (index data). Imported documents can be released to your database and then saved and viewed.

I. Start and end Scan Manager

To start the operation of this application, the things to do are the following.

- 1) Click windows [Start] menu.
- 2) Type "Scan Manager" on the menu. Then the Scan Manager application will appear, and click the application.
- 3) Then the [Login Scan Manager] window will appear



Gambar 2.1 Scan Manager Login Window

- 4) Select [Sample Workgroup] from [Workgroup]. Enter "USER" in [Username]. *The password number is configured for USER1 of the workgroup and leave the password field blank.
- 5) Select [OK]

As for ending the operation of this application, the things to do are as follows.

- 1) Select [File] and then click [Exit]

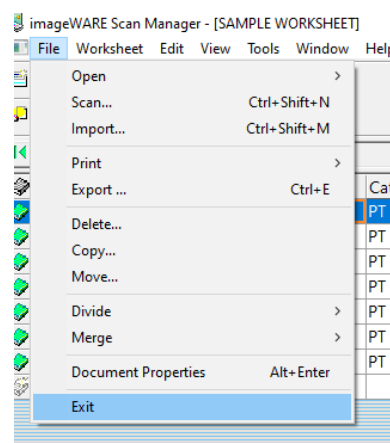


Figure 2.2 file Menu Window

- 2) Click [Yes]

J. Changing the User Password of Image Ware Scan Manager

Here are the things that must be considered when changing the user password on the Image Ware Scan Manager application.

- 1) You need to apply and change the system administrator user name and password for each workgroup.
- 2) When a new workgroup is created, the system administrator user name and password to be set to "admin".
- 3) Username and workgroup must not exceed 32 characters. You can enter alphabetic characters
- 4) Password no more than 32 alphanumeric characters. You can enter alphabets, numeric characters, symbols and combinations.

Here is the password replacement procedure.

- 1) From the [Tools] menu, select [user/group]. [Admin] should be displayed

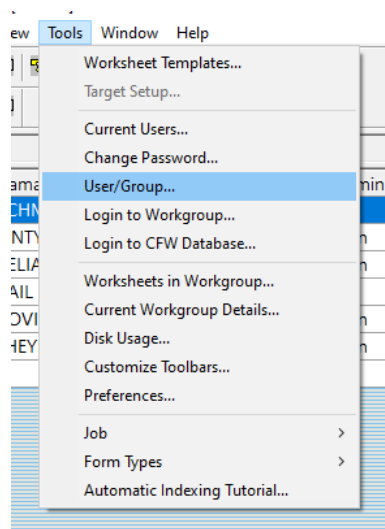


Figure 2.3 Tools Menu Window

- 2) Click [Modify]

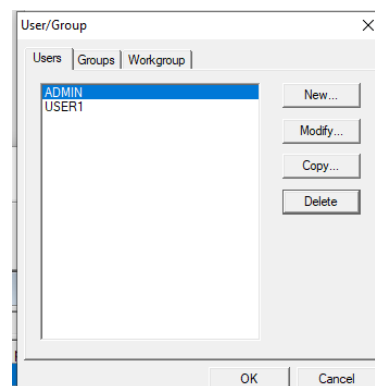


Figure 2.4 user/group Window

- 3) The [User Properties] dialog box is displayed
- 4) Enter the new user name in [User name]

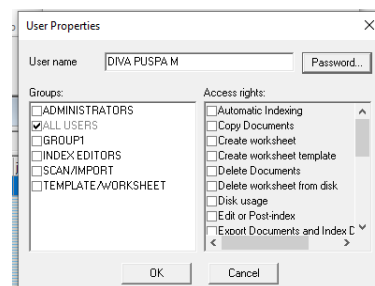


Figure 2.5 User Name Display

- 5) Click [Password]
- 6) Enter the new password in the [Enter new password] box
- 7) Enter the new password into the box [Confirm new password]
* Passwords are displayed with asterisks (*)
- 8) Click [OK], windows [User properties] is displayed
- 9) New username is displayed on the list
- 10) Click [OK]
- 11) Click [YES] in the confirmation dialog box

K. Workgroup Planning

Here are the steps in the process of creating and adding workgroups to the Image Ware Scan Manager application.

- 1) From the [Tools] Menu, then [Login to workgroup] The [Login] dialog box is displayed.

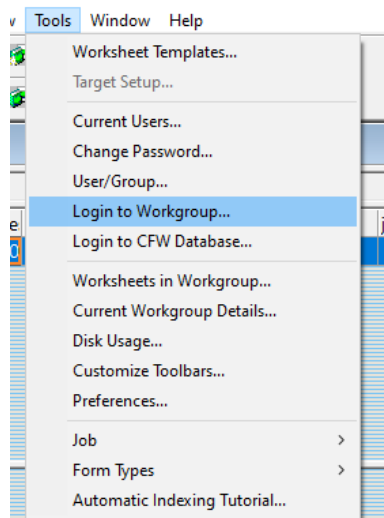


Figure 2.6 Tools Menu Display

- 2) Click [Select]

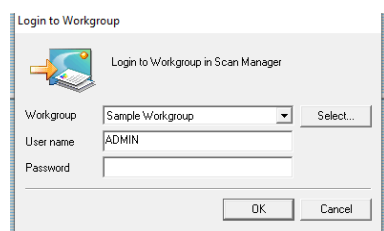


Figure 2.7 Login to Workgroup Menu Display

- 3) The [Select Workgroup] dialog box is displayed
- 4) Click the [Create new] button
- 5) Enter the Work Group name in the [Name] box

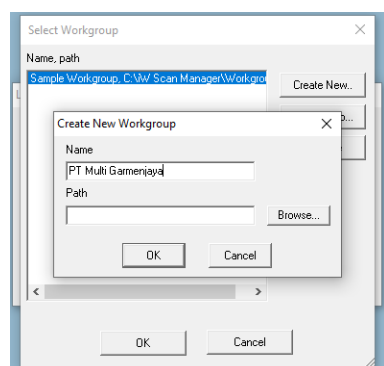


Figure 2.8 Login to Workgroup Menu Display

- 6) Enter the path to the storage folder

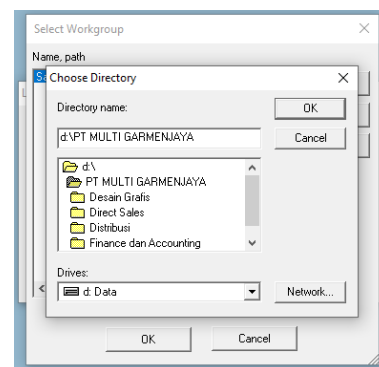


Figure 2.9 Login Workgroup Menu Display

- 7) Click [OK] and the new workgroup is done creating.

L. Design of Worksheet Template

Here are the steps in the process of creating and adding workgroups to the Image Ware Scan Manager application.

- 1) From the [Tools] menu select [Worksheet Templates]

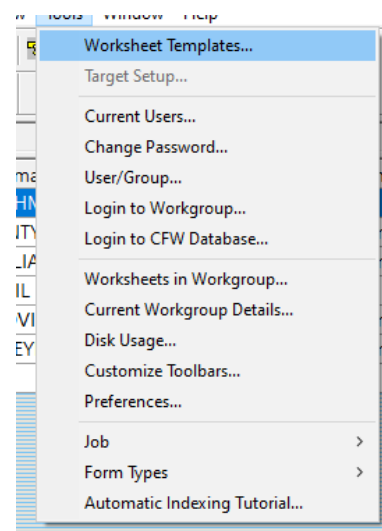


Figure 2.10 Tools Menu Display

- 2) Press the [New] button
- 3) Enter the name of the new template in the [Name] box
- 4) Click [New] on the Field Title section
- 5) Fill in the [name], [Type], and [Length] columns according to the needs and data in the document that will be inputted later.

3. RESULT AND DISCUSSION

A. Project implementation Workgroup-Worksheet Template-Worksheet

The steps in the process of creating **Direct Sales Workgroup** are as follows:

- 1) [Log In to Workgroup] on [tools] menu.
- 2) Then, enter [Password] in the password field, as shown below.

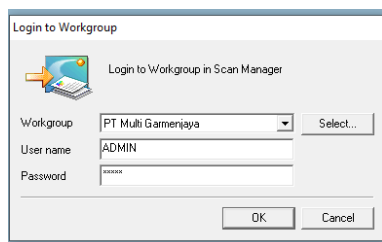


Figure 3.1 Login Window Display

The steps in the process of creating **Production Preparation Workgroup** are as follows.

- 1) Enter [Name] by clicking [Create new]

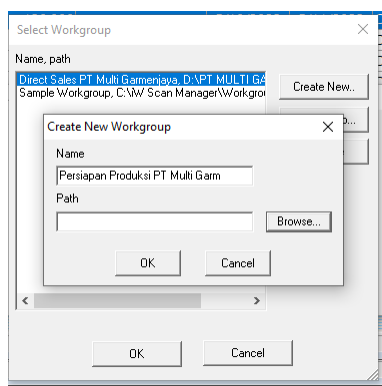


Figure 3.2 Workgroup Window Display

- 2) Enter Path

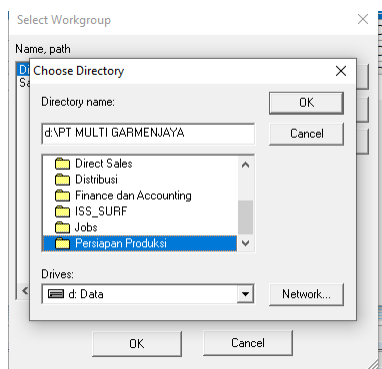


Figure 3.3 Workgroup Window Display

The steps in the process of creating **Finance Workgroup PT Multi Garmenjaya** are as follows:

- 1) Enter [Name] by clicking [Create new]

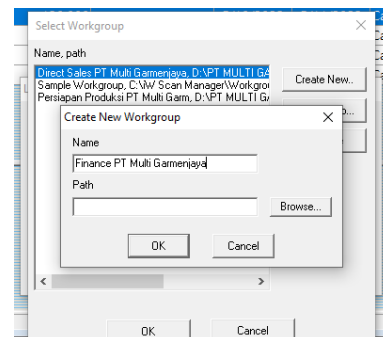


Figure 3.4 Workgroup Window Display

- 2) Enter the matching Path, as shown in figure 3.4

The steps in the process of creating **Distribution Workgroup and PT Multi Garmenjaya Graphic Design Workgroup** follow the previous steps.

B. Worksheet Template Making

- 1) Click [Tools] and [Worksheet Template]
- 2) A pop up will appear. Then click [New].
- 3) Then, fill in the [Worksheet Template] field with the desired worksheet template name for PT Multi Garmenjaya, the worksheet template name is "sales promotion" as shown below.

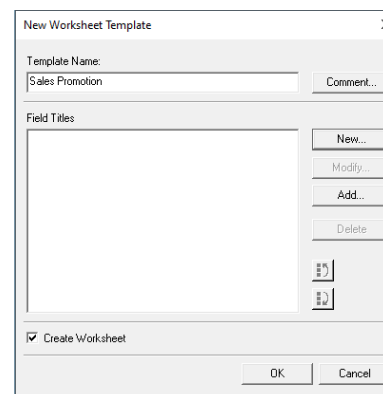


Figure 3.5 Worksheet Window Display

- 4) Then click [New] to create a field in the template that we will create
- 5) Then fill in the [field name] with the required field, and for the [Type] field we can adjust the type of our field name, as in the picture below.

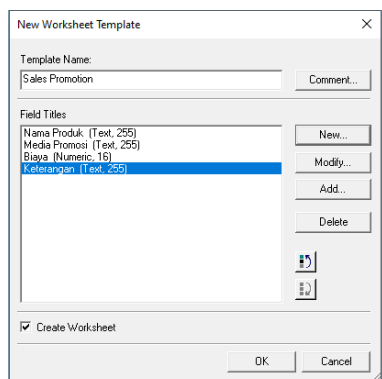


Figure 3.6 Worksheet Window Display

- 6) After creating fields according to design needs, then click [Ok]
- 7) Then, click [Yes] to confirm
- 8) Then, pop up as shown below, then fill in the [Name] field using the worksheet name in the worksheet template, in accordance with the design such as for example PT Multi Garmenjaya using [Name].

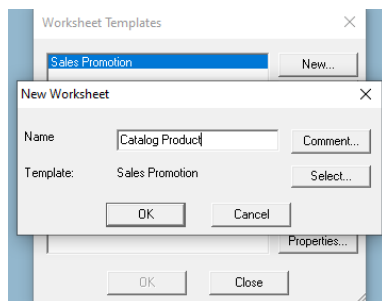


Figure 3.7 Worksheet Window Display

- 9) Then click [Ok] and click [Yes].
- 10) The worksheet will appear. Then continue to create the worksheets needed for the PT Multi Garmenjaya workgroup.

C. Inputting Documents

- 1) Click the [File] menu, and click [Import]
- 2) Then, select the source document to be inputted, for example input from file so select import From file, then click [Start].
- 3) After that, select the document to be imported.
- 4) Then, click [Open]
- 5) After that, close the windows again
- 6) Then, we have successfully imported the document as shown in the image below.

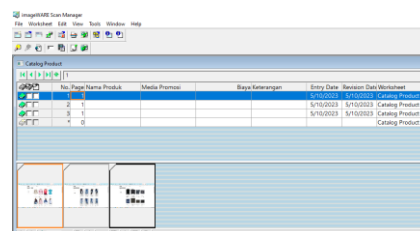


Figure 3.8 Main Page Display

D. Indexing Documents

- 1) Click the [Edit] menu, then click [Edit Index Data].
- 2) Then, fill in carefully according to the inputted document, as shown below.

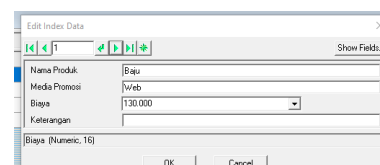


Figure 3.9 Edit Index Data Window Display

- 3) Once successful, the index data will appear on the main page.

E. Search And Find Documents

- 1) Determine The Search Method
 - a. Selecting worksheets to search
 - b. From The [Edit] menu, select [Search]
 - c. Set search mode
- 2) How to set search terms

The correct Range of search condition setting methods is determined according to the field type of the worksheet. The Field must meet several criteria, namely:

 - a. Text Field: 1 to 255 characters
 - b. Numeric Filed: consists of 9 or 16 digits
 - c. Date Field: written in the form of a year number (two or four digits).
 - d. Memo Field: Up to 4095 characters can be entered. Enter the year in four digits when entering search conditions in "creation date" and "update date".
- 3) Inserting fields and processing examples

Text Field: For example, when you enter "LK_5300" into the 'field' box and "LK_5400" into the 'To' box, Scan Manager will search for documents from LK_5300 to LK_5400.

Numeric Field: For example, when "30" is entered in the 'From' box and "50" in the 'To'

box, Scan Manager searches for documents containing numbers between 30 and 50.

Date Field: When "1999/01/10" is entered in the 'From' box and "1999/11/01" in the 'To' box, Scan Manager will search for documents created between January 10, 1999 and November 1, 1999.

Memo Field: When "aa" is entered in the 'From' box and "cc" in the 'To' box, Scan Manager will search for documents containing words starting with characters from "aa" to "cc" in the database.

4) Setting Search Terms

- a. Build search conditions on the [Search] dialog box
- b. After setting all the necessary settings on the [Search] dialog box, click [OK].
- c. Scan Manager starts searching and shows documents that match the condition of a worksheet.
- d. If there are no matching documents, Scan Manager displays a dialog box.
- e. To perform another search, click [Yes]
- f. The [Search] dialog box is displayed.
- g. To cancel the search, click [No]
- h. The search is completed.
- i. Displaying the Entire List after Search from the [Edit] menu, select [Display All Documents] all documents are displayed on the worksheet.

F. Printing Documents

1) Printing a Document from a Worksheet

- a. Select the worksheet of the document to be printed
- b. Select the document or pages to be printed.
- c. From the [File] menu, select [Print] [Print Documents]
- d. Set the necessary settings in [Print Documents].
- e. Click [Preview] if you want to view.
- f. After setting the specifications, click [Close] and then [OK].

2) Printing Document List from Worksheet

- a. Select the document worksheet to be printed.
- b. Set the mode of the document list in the worksheet.
- c. From the [File] menu, select [Print], [Print Index Data].

- d. Set the required settings in [Print Index Data].

- e. After setting the necessary settings, click [OK].

3) Printing Pages from Image Window

- a. Select the page to be printed.
- b. From the [File] menu, select [Print] [Print Documents].
- c. Set the necessary settings in [Print Documents].
- d. After setting the necessary settings, click [Ok]..

4. CONCLUSIONS AND SUGGESTIONS

A. Conclusion

Image Ware Scan Manager is a software designed to help manage archives more easily, effectively, and efficiently. With input and output principles, this software allows users to quickly scan documents and import existing documents into the application. The use of electronic archiving with this software helps save costs and storage space, while searching and finding archives becomes faster. With an organized archive system design, archives are stored in various sections with Workgroup, Worksheet Template, and Worksheet divisions, as well as Field settings for each Worksheet, making archive storage and retrieval easier. Through the implementation of Image Ware Scan Manager, PT Multi Garmenjaya has experienced the ease of archiving documents that support the smooth operation of the company.

B. Suggestions

The author's suggestion for PT Multi Garmenjaya is that the company should replace the manual filing system with an electronic filing system using Image Ware Scan Manager and apply it to each section by dividing Workgroups to replace file cabinets, Worksheet Templates to replace file drawers, Worksheets for dividers in file cabinets and Fields for catchwords so that storage and retrieval of archives can be done effectively and efficiently.

LITERATURE

- Admin. 2023. "Peranan Teknologi dalam Pengelolaan Arsip".Arsipmu.Com.<<https://www.arsipmu.com/peranan-teknologi-dalam-pengelolaan-arsip/>>.
- Arsip Nasional Republik Indonesia. 2019. "Kearsipan Di Era Revolusi Industri 4.0". *Majalah ARSIP*, 1(1), 5–6.

- Asmodiwati, Nindy. 2015 “Prosedur Penataan Arsip Dalam Memudahkan Pencarian Arsip Di Disperindag Kota Semarang”. *Jurnal Fakultas Ekonomi Universitas Negeri Semarang*.
- Belakang, Latar, 2015. “Bab I”. Galang Tanjung, 1–9.
- Pratiwi, Titis. 2017. “Konsep Pengelolaan Arsip Elektronik”. *Al Maktabah*, 2(1), 81– 95.
- Richard Oliver (dalam Zeithml., dkk). 2018. “BAB II”. *Angewandte Chemie International Edition*, 6(11), 951–952., 2021, 2013–15.
- Sutisna, Ma'mun. 2020. “E-Filing System Smk”. https://www.google.co.id/books/edition/BUKU_AJAR_PRAKTIKUM_E_FILING_SYSTEM_SMK/2coLEAAAQBAJ?hl=id&gbpv=1&dq=Buku+ajar+pratik+um+E-Filing+System+SMK&printsec=frontcover,
- Widosari, ayu dyah. 2019. “Prosedur Pelaksanaan Penyimpanan Arsip Elektronik Pada Direktorat Jenderal Pengembangan Kawasan Transmigrasi Jakarta Selatan”. *Journal of Chemical Information and Modeling*, 53(9), 89–99.