

Document Management Application Design At Pt X

Rancang Bangun Aplikasi Manajemen Dokumen Pada Pt X

Renanda Auzan Firdaus (name)
Information Systems Department
Universitas Pembangunan Nasional “Veteran”
Jawa Timur
20082010051@student.upnjatim.ac.id

Dhian Satria Yudha Kartika (name)
Information Systems Department
Universitas Pembangunan Nasional “Veteran”
Jawa Timur
dhian.satria@upnjatim.ac.id

Abstract— Documents are one of the most important assets for the sustainability of a company. However, to manage documents properly, it is necessary to have a system that can assist in managing documents related to the company. PT X feels the need to have an application that can help manage company documents effectively and efficiently. Therefore, PT X decided to design a document management application. This application is designed to assist in managing documents related to the company. In addition, this application will also assist in the process of borrowing company documents. This document management application will consist of several main features, including document management features, user data management features, document loan management features, and reporting features. The document management feature will help you manage company documents in an organized and structured manner, making it easier to find the documents you need. After carrying out the design and build of this document management application, it is expected that PT X can be more effective and efficient in managing company documents. Thus, PT X will be able to improve the performance and productivity of its employees, as well as make it easier to manage the documents it has.

Keywords: *Document Management Application; Document Management; Documents*

I. INTRODUCTION

Documents are one of the important assets for the sustainability of a company. However, to manage documents effectively and efficiently, it is necessary to have a system that can assist in managing these documents. PT X is a company that has a lot of documents that must be stored and managed properly. To manage these documents properly, PT X feels the need to have a system that can assist in managing documents effectively and efficiently. Therefore, PT X decided to design a storage document management application. This application is designed to assist in managing documents effectively and efficiently. In addition, this application can also assist in managing the process of borrowing stored documents, so that the process becomes faster and easier to do. Thus, it is expected that PT X can increase effectiveness and efficiency in managing the documents it owns, as well as simplify the management of borrowing documents stored..

II. THEORY

A. Definition of System

According to Anggraini (2020), a system is a network of interconnected procedures, gathered together to carry out certain goals [1]. Meanwhile, according to Agustin (2018), a system is a set of components that are interconnected and work together to achieve several goals. Besides that, another understanding of the system consists of elements and input (input), processing (processing), and output (output) [2].

B. Definition of Management

According to Arsyam (2020), management is managing or managing to make it better and more useful [3]. Meanwhile, according to Susan (2020), management is a science and art that regulates the process of using human resources and other sources effectively and efficiently to achieve certain goals or functions [4].

C. Definition of Documents

According to Tanjung (2020), a document is a letter that is used as a means of proof or as material to support a statement [5]. Meanwhile, according to Kanedi (2017), Documents are a written source of historical information as opposed to oral testimonies, artifacts, painted remains, and archaeological remains [6].

D. Definition of Document Management System

A document management system is a system designed to manage quality document information electronically which is managed in an integrated database [7].

A. Data Flow Diagrams (DFD)

A data flow diagram (DFD) is something that illustrates the flow of data from the system and the work or data processing performed by the system [8].

III. METHOD

A. Sitemaps

A sitemap is a tool that makes it easier to recognize sitemaps on a website. The sitemap that has been created serves to make it easier to explain document management applications.

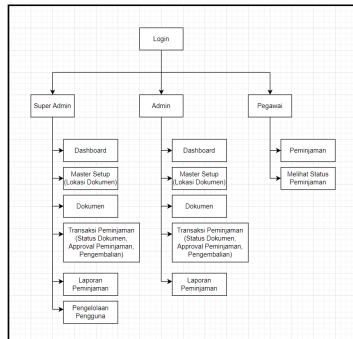


Figure 1. Document Management Application Sitemap

B. DFD Level Context

DFD Level Context describe the process of the system in general. The following is a context diagram of the document management application at PT X. The context diagram can be seen in Figure 4.

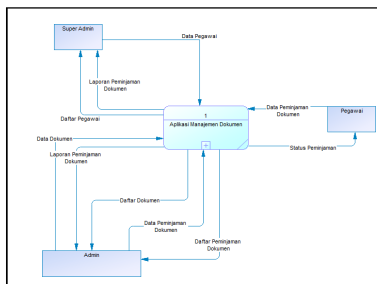


Figure 2. DFD Level Context

C. Conceptual Data Model (CDM)

The CDM of this document management application has 8 entities namely users, loans, space, shelves, boxes, maps, sort, and documents. The conceptual Data Model document management application at PT X can be seen in Figure 3.

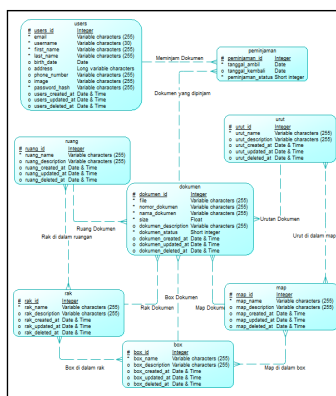


Figure 3. Conceptual Data Model (CDM)

D. Physical Data Model (PDM)

Physical Data Models describes the table structure used in document management applications. PT X's document management application PDM can be seen in Figure 4.

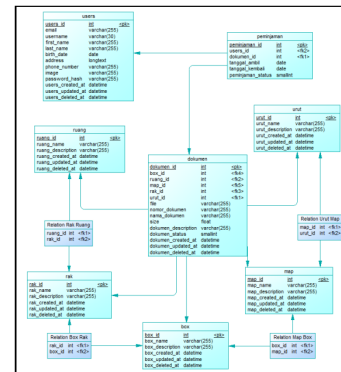


Figure 4. Physical Data Model (PDM)

IV. DISCUSSION

A. Document Management

Figure 5 is the result of the document management view used by the admin. On this page the admin can enter document data, update document data, and delete document data.

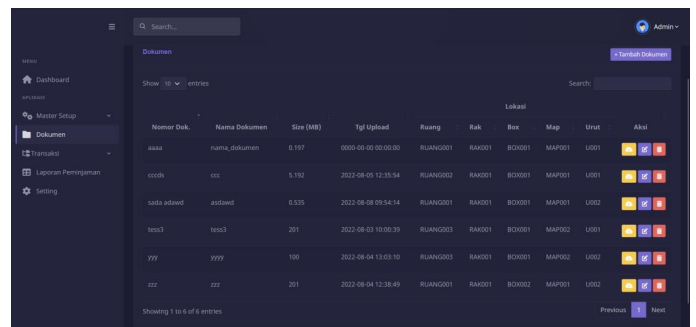


Figure 5. Document Management (Admin)

B. User Management

Figure 6 is the result of the user management view used by the super admin. On this page the super admin can enter user data, update user data, and delete user data.

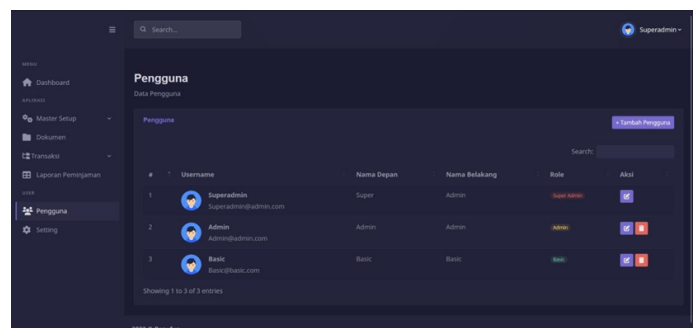


Figure 6. User Management (Super Admin)

C. Loan Page

Figure 7 is the result of the display of the lending page used by employees. On this page employees can apply to borrow company documents.

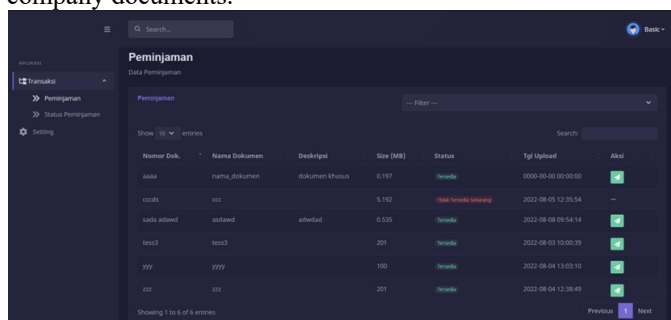


Figure 7. Borrowing Page (Employee)

D. Loan Confirmation Page

Figure 8 is the result of the display of the loan confirmation page used by the admin. On this page the admin can accept or reject company document loan applications by employees.

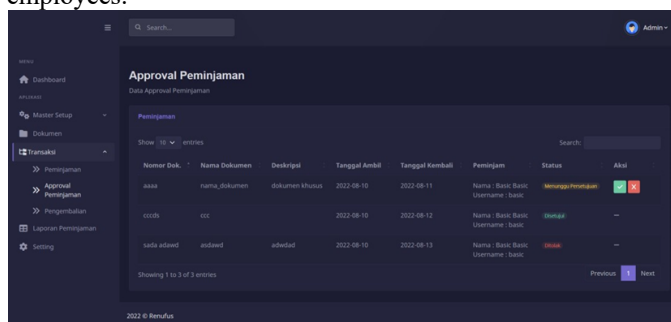


Figure 8. Loan Confirmation Page (Admin)

V. CONCLUSIONS AND RECOMMENDATIONS

A. Conclusion

After testing the system that has been built, the result is that this document management application is able to meet the needs of PT X in managing documents effectively and

efficiently. In addition, this application also has an interface that is easy for users to use. Thus, it can be concluded that the document management application that has been developed can assist PT X in managing documents effectively and efficiently.

B. Suggestion

Based on the results that have been obtained, it can be suggested that PT X can use this document storage management application regularly in managing its documents. In addition, PT X can also continue to perform maintenance on this application so that the system can run properly. In addition, PT X can also add additional features to this application according to the needs that continue to grow. For example, PT X can add a document version management feature so that it can be aware of changes that occur in a document from time to time. Thus, this application can continue to improve effectiveness and efficiency in managing documents owned by PT X.

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