



PERANCANGAN SISTEM ARSIP DOKUMEN ISO PADA PT. SANKYU
INDONESIA INTERNASIONAL

Submitted as one of the requirements to obtain
Sarjana Komputer

By
I Putu Nara Krisna Dewantara
012201905054

Faculty of Computing
Study Program
Cikarang, Bekasi, Indonesia
June, 2023

PERANCANGAN SISTEM ARSIP DOKUMEN ISO PADA PT. SANKYU
INDONESIA INTERNASIONAL

By

I Putu Nara Krisna Dewantara
012201905054

Disetujui oleh:



Ronny Juwono, S.Pd., M.T.
Pembimbing Skripsi dan Ketua Program
Studi Sistem Informasi



Rila Mandala, Ph.D
Dekan Fakultas Komputer

PANEL OF EXAMINER APPROVAL

The Panel of Examiners declare that the undergraduate thesis entitled **PERANCANGAN SISTEM ARSIP DOKUMEN ISO PADA PT SANKYU INDONESIA INTERNASIONAL** that was submitted by **I PUTU NARA KRISNA DEWANTARA** majoring in **Information System** from the Faculty of Computer Science was assessed and approved to have passed the Oral Examination on Wednesday June 7, 2023.

Panel of Examiner



Genta Sahuri, M. Kom.

Chair of Panel Examiner



Dr. Hasanul Fahmi, M. Kom.

Examiner I



Ronny Juwono, S.Pd., M.T.

Advisor

STATEMENT OF ORIGINALITY

In my capacity as an active student at President University and as the author of the thesis/final project/business plan stated below:

Name : I Putu Nara Krisna Dewantara
Student ID number : 012201905054
Study Program : Information System
Faculty : Computing

I hereby declare that my thesis/final project/business plan entitled "**PERANCANGAN SISTEM ARSIP DOKUMEN ISO PADA PT. SANKYU INDONESIA INTERNASIONAL**" is to the best of my knowledge and belief, an original piece of work based on sound academic principles. If there is any plagiarism detected in this thesis/final project/business plan, I am willing to be personally responsible for the consequences of these acts of plagiarism and will accept the sanctions against these acts in accordance with the rules and policies of President University.

I also declare that this work, either in whole or in part, has not been submitted to another university to obtain a degree.

Cikarang, June 2023



(I Putu Nara Krisna Dewantara)

SCIENTIFIC PUBLICATION APPROVAL FOR ACADEMIC INTEREST

As an academic community member of the President's University, I, the undersigned:

Name : I Putu Nara Krisna Dewantara

Study ID number : 012201905054

Study program : Information System

for the purpose of development of science and technology, certify, and approve to give President University a non-exclusive royalty-free right upon my final report with the title:

“PERANCANGAN SISTEM ARSIP DOKUMEN ISO PADA PT. SANKYU INDONESIA INTERNASIONAL”

With this non-exclusive royalty-free right, President University is entitled to converse, to convert, to manage in a database, to maintain, and to publish my final report. There are to be done with the obligation from President University to mention my name as the copyright owner of my final report.

This statement I made in truth.

Cikarang, June 2023

A handwritten signature in black ink, appearing to read 'I Putu Nara Krisna Dewantara', with a long horizontal stroke extending to the right.

(I Putu Nara Krisna Dewantara)

ADVISOR APPROVAL FOR JOURNAL/INSTITUTION'S REPOSITORY

As a lecture of the President's University, I, the undersigned:


Advisor Name : Ronny Juwono, S.Pd., M.T.
ID number : 20160700622
Study program : Information System
Faculty : Computing

declare that following final project:

Title of final project : Perancangan Sistem Arsip Dokumen Iso Pada
PT. Sankyu Indonesia Internasional
Final Project author : I Putu Nara Krisna Dewantara
Student ID number : 012201905054

will be published in **journal / institution's repository / proceeding / unpublish.**

Cikarang, June 2023


(Ronny Juwono, S.Pd., M.T.)

SIMILARITY INDEX REPORT

Final Draft Perancangan Sistem Arsip Dokumen ISO

ORIGINALITY REPORT

19%

SIMILARITY INDEX

17%

INTERNET SOURCES

2%

PUBLICATIONS

6%

STUDENT PAPERS

PRIMARY SOURCES

1	docplayer.info Internet Source	5%
2	repository.uin-suska.ac.id Internet Source	1%
3	repository.unpas.ac.id Internet Source	1%
4	Submitted to Sriwijaya University Student Paper	1%
5	perpustakaan.wicida.ac.id Internet Source	1%
6	repository.uinjkt.ac.id Internet Source	1%
7	Submitted to President University Student Paper	1%
8	repository.its.ac.id Internet Source	1%
9	repository.president.ac.id Internet Source	1%

Stats

Average Perplexity Score: 621.345



A document's perplexity is a measurement of the randomness of the text

Burstiness Score: 888.782



A document's burstiness is a measurement of the variation in perplexity

Your sentence with the highest perplexity, "*Sankyu Indonesia Internasional, media pe*", has a perplexity of: 4294

ABSTRAK

Di era globalisasi ini, institusi-institusi sangat membutuhkan peran teknologi informasi untuk memproses data. Salah satunya adalah sistem manajemen arsip untuk mendukung kelancaran aktivitas operasional. Masalah pengarsipan yang ada di PT. Sankyu Indonesia Internasional, media penyimpanan arsipnya masih belum terkomputerisasi. Dengan adanya jenis sistem manajemen pengarsipan, membantu PT. Sankyu Indonesia Internasional dalam pengelolaan dokumen, penyimpanan, dan pencarian. Dalam penelitian ini dikembangkan sistem arsip dokumen untuk memudahkan dalam menemukan dokumen secara otomatis dan menyimpan dokumen (arsip). Penelitian ini menerapkan metode Waterfall yang tahapannya terdiri dari Analisis Kebutuhan, Desain, Pengembangan, Pengujian, dan Pemeliharaan. Data dikumpulkan menggunakan wawancara dan observasi. Desain dijelaskan menggunakan UML. Dalam aplikasi ini, pengujian menggunakan metode pengujian kotak hitam. Berdasarkan diskusi yang telah dijelaskan, disimpulkan bahwa aplikasi yang telah dirancang mendukung unit terlibat dalam mengelola, menyimpan, dan mencari arsip dokumen. Dengan fitur pencarian dokumen dalam aplikasi ini, aktivitas pencarian arsip dokumen menjadi lebih efektif dan efisien. Dengan menggunakan penyimpanan database SQL Server, penyimpanan dokumen dapat terintegrasi ke dalam server perusahaan sehingga tidak perlu khawatir jika membutuhkan banyak penyimpanan dokumen.

Kata kunci: Desain, Sistem, Penyimpanan Arsip.

KATA PENGANTAR

Pujian kepada kehadiran Ida Sang Hyang Widhi Wasa, atas karunia dan anugerah-Nya sehingga proyek akhir ini yang berjudul "Perancangan Sistem Arsip Dokumen Iso Pada PT. Sankyu Indonesia International" selesai dengan baik dan tepat waktu.

Proyek ini disiapkan untuk memenuhi persyaratan proyek akhir dalam rangka memperoleh gelar Sarjana Sains di bidang Sistem Informasi di Universitas President. Laporan ini dapat diselesaikan dengan baik berkat kontribusi semua pihak dalam penyusunan laporan ini, baik berupa pemikiran maupun materi. Oleh karena itu, melalui kesempatan ini, penulis ingin menunjukkan rasa terima kasih kepada:

1. Ibu, Ayah, Adik yang selalu memberikan dukungan kepada saya dalam keadaan apapun dan bagaimanapun.
2. Bapak Ronny Juwono, S.Pd., M.T. sebagai pembimbing proyek akhir yang telah memberikan waktu dan usahanya dalam membimbing dan memberikan saran selama pengembangan proyek akhir.
3. Bagian Administrasi yang memberikan dukungan dan memberikan informasi kepada penulis.
4. Keluarga penulis yang selalu mendukungnya sejak awal kehidupan di universitas hingga periode proyek akhir.
5. Rekan-rekan sistem informasi yang telah mendukung penulis selama kehidupan di universitas.
6. Dan dukungan dari berbagai pihak lainnya yang tidak dapat disebutkan satu per satu oleh penulis.

Cikarang, Juni 2023



I Putu Nara Krisna Dewantara

DAFTAR ISI

ABSTRAK.....	i
DEDIKASI.....	ii
KATA PENGANTAR	iii
DAFTAR ISI.....	iv
DAFTAR TABEL.....	ix
DAFTAR GAMBAR	x
BAB I PENDAHULUAN.....	1
1.1 Latar Belakang.....	1
1.2 Rumusan Masalah	2
1.3 Tujuan Penelitian.....	2
1.4 Ruang Lingkup	2
1.5 Metodologi Penelitian	2
1.6 Sistematika Penelitian	4
BAB II STUDI LITERATUR.....	6
2.1 Kearsipan.....	6
2.1.1 Pengertian	6
2.1.2 Tujuan Kearsipan.....	6
2.1.3 Fungsi Kearsipan	6
2.1.4 Arsip Elektronik (E-Arsip)	6
2.1.5 Kelebihan Arsip Elektronik	8
2.2 Dokumen	8
2.2.1 Dokumen Elektronik.....	8
2.2.2 Dokumen Manajemen Sistem.....	9
2.2.3 Keuntungan Dokumen Elektronik	9
2.2.4 Kekurangan Dokumen Elektronik	9
2.3 ISO 9001.....	10
2.4 Sistem Manajemen Mutu (SMM) atau <i>Quality Management System</i> (QMS).....	10
2.5 Sistem Informasi.....	11

2.6 Website	11
2.7 CodeIgniter.....	12
2.8 MySQL.....	12
2.9 PHP.....	13
2.10 Metode Waterfall.....	13
BAB III ANALISIS SISTEM.....	15
3.1 Gambaran Sistem.....	15
3.2 Kebutuhan Fungsional.....	15
3.3 Kebutuhan Perangkat Lunak (<i>Software</i>)	15
3.4 Kebutuhan Perangkat Keras (<i>Hardware</i>)	16
3.5 <i>Use Case Diagram</i>	16
3.6 Use Case Narratives.....	17
3.7 Activity Diagram	24
3.7.1 Login.....	24
3.7.2 Kelola User	25
3.7.3 Kelola Customer	26
3.7.4 Kelola Activity.....	27
3.7.5 Kelola Type	28
3.7.6 Kelola List File <i>Customer</i>	29
BAB IV DESAIN SISTEM	30
4.1 Perancangan Antarmuka.....	30
4.1.1 Login.....	30
4.1.2 Dashboard – Admin	31
4.1.3 Kelola User - Admin.....	32
4.1.4 Create User – Admin	33
4.1.5 Update User – Admin	34
4.1.6 Master Customer – Admin.....	35
4.1.7 Create Customer – Admin	36
4.1.8 Update Customer – Admin	37
4.1.9 Master Activity – Admin	38
4.1.10 Create Activity – Admin.....	39
4.1.11 Update Activity – Admin.....	40

4.1.12	Master Type – User	41
4.1.13	Create Type – Admin.....	42
4.1.14	Update Type – Admin	43
4.1.15	List Customer - Admin	44
4.1.16	List File - Admin	45
4.1.17	Upload File - Admin.....	46
4.1.18	Report By Customer – Admin	47
4.1.19	Master Customer – User	48
4.1.20	Create Customer – User.....	49
4.1.21	Update Customer – User.....	50
4.1.22	Master Activity – User.....	51
4.1.23	Create Activity – User	52
4.1.24	Update Activity – User	53
4.1.25	Master Type – User	54
4.1.26	Create Type – User	55
4.1.27	Update Type – User	56
4.1.28	List Customer – User	57
4.1.29	List File – User	58
4.1.30	Upload File – User.....	59
4.1.31	Report By Customer – User.....	60
4.2	Desain Basisdata.....	61
4.2.1	Entity Relationship Diagram (ERD).....	61
4.2.2	Tabel Database.....	62
BAB V IMPLEMENTASI SISTEM.....		63
5.1	Implementasi Antarmuka	64
5.1.1	Halaman Login	64
5.1.2	Halaman <i>Dashboard</i> – Admin.....	65
5.1.3	Halaman Kelola User – Admin.....	65
5.1.4	Halaman Create User – Admin.....	66
5.1.5	Halaman Update User – Admin.....	66
5.1.6	Halaman Delete User – Admin.....	67
5.1.7	Halaman Master Customer – Admin	68

5.1.8	Halaman Create Customer – Admin.....	68
5.1.9	Halaman Update Customer – Admin.....	69
5.1.10	Halaman Delete Customer – Admin.....	69
5.1.11	Halaman Master Activity – Admin.....	70
5.1.12	Halaman Create Activity – Admin	70
5.1.13	Halaman Update Activity – Admin	71
5.1.14	Halaman Delete Activity – Admin	71
5.1.15	Halaman Master Type – Admin	72
5.1.16	Halaman Create Type – Admin	72
5.1.17	Halaman Update Type – Admin.....	73
5.1.18	Halaman Delete Type – Admin	73
5.1.19	Halaman List Customer – Admin.....	74
5.1.20	Halaman Detail Customer – Admin	74
5.1.21	Halaman Upload File – Admin.....	75
5.1.22	Halaman Delete File – Admin	75
5.1.23	Halaman <i>Dashboard</i> – User	76
5.1.24	Halaman Master Customer – User.....	76
5.1.25	Halaman Create Customer – User	77
5.1.26	Halaman Update Customer – User	77
5.1.27	Halaman Delete Customer – User	78
5.1.28	Halaman Master Activity – User	78
5.1.29	Halaman Create Activity – User.....	79
5.1.30	Halaman Update Activity – User.....	79
5.1.31	Halaman Delete Activity – User.....	80
5.1.32	Halaman Master Type – User	80
5.1.33	Halaman Create Type – User.....	81
5.1.34	Halaman Update Type – User.....	81
5.1.35	Halaman Delete Type – Admin	82
5.1.36	Halaman List Customer Type – User	82
5.1.37	Halaman Detail Customer – User	83
5.1.38	Halaman Upload File – User	83
5.1.39	Halaman Detele File – User.....	84

5.2 Implementasi <i>Source Code</i>	85
5.2.1 Kode Program Login	85
5.2.2 Dashboard	86
5.2.3 Kelola User	87
5.2.4 Kelola Customer	88
5.2.5 Kelola Activity.....	89
5.2.6 Kelola List File Customer.....	90
BAB VI PENGUJIAN SISTEM	92
6.1 Pengujian Sistem	92
6.2 Kebutuhan Pengujian.....	92
6.3 Skenario Pengujian.....	92
6.3.1 Login.....	92
6.3.2 Kelola User – Admin	93
6.3.3 Kelola Customer – Admin	93
6.3.4 Kelola Activity – Admin	94
6.3.5 Kelola Type – Admin	94
6.3.6 Kelola List File – Admin	95
6.3.7 Kelola Customer – User.....	95
6.3.8 Kelola Activity – User	96
6.3.9 Kelola List File – User.....	97
BAB VII KESIMPULAN DAN SARAN	98
7.1 Kesimpulan.....	98
7.2 Saran	98
DAFTAR PUSTAKA	99

DAFTAR TABEL

Tabel 3. 1 Kebutuhan Fungsional	15
Tabel 4. 1 Tabel a_user	62
Tabel 4. 2 Tabel a_level	62
Tabel 4. 3 Tabel m_activity	62
Tabel 4. 4 Tabel m_customer.....	62
Tabel 4. 5 Tabel m_type.....	63
Tabel 4. 6 Tabel t_file	63
Tabel 5. 1 Pengujian Menu Login.....	92
Tabel 5. 2 Pengujian Menu Customer - Admin	93
Tabel 5. 3 Pengujian Menu Customer - Admin	93
Tabel 5. 4 Pengujian Menu Activity - Admin.....	94
Tabel 5. 5 Pengujian Menu Type - Admin.....	94
Tabel 5. 6 Pengujian Menu File - Admin.....	95
Tabel 5. 7 Pengujian Menu Customer - User	95
Tabel 5. 8 Pengujian Menu Activity - User	96
Tabel 5. 9 Pengujian Menu File - User	97

DAFTAR GAMBAR

Gambar 1. 1 Metode Waterfall.....	3
Gambar 3. 1 Use Case Diagram.....	17
Gambar 3. 2 Login	24
Gambar 3. 3 Kelola User.....	25
Gambar 3. 4 Kelola Customer.....	26
Gambar 3. 5 Kelola Activity	27
Gambar 3. 6 Kelola Type.....	28
Gambar 3. 7 Kelola List File Customer	29
Gambar 4. 1 Perancangan Antarmuka Login.....	30
Gambar 4. 2 Perancangan Antarmuka Dashboard – Admin.....	31
Gambar 4. 3 Perancangan Antarmuka Kelola User – Admin.....	32
Gambar 4. 4 Perancangan Antarmuka Create User – Admin	33
Gambar 4. 5 Perancangan Antarmuka Update User – Admin	34
Gambar 4. 6 Perancangan Antarmuka Master Customer – Admin.....	35
Gambar 4. 7 Perancangan Antarmuka Create Customer – Admin	36
Gambar 4. 8 Perancangan Antarmuka Update Customer – Admin	37
Gambar 4. 9 Perancangan Antarmuka Master Activity – Admin.....	38
Gambar 4. 10 Perancangan Antarmuka Create Activity – Admin.....	39
Gambar 4. 11 Perancangan Antarmuka Update Activity – Admin.....	40
Gambar 4. 12 Perancangan Antarmuka Master Type – Admin.....	41
Gambar 4. 13 Perancangan Antarmuka Create Type – Admin.....	42
Gambar 4. 14 Perancangan Antarmuka Update Type – Admin.....	43
Gambar 4. 15 Perancangan Antarmuka List Customer – Admin.....	44
Gambar 4. 16 Perancangan Antarmuka List File – Admin.....	45
Gambar 4. 17 Perancangan Antarmuka Upload File – Admin	46
Gambar 4. 18 Perancangan Antarmuka Report – Admin	47
Gambar 4. 19 Perancangan Antarmuka Master Customer – User	48
Gambar 4. 20 Perancangan Antarmuka Create Customer – User.....	49
Gambar 4. 21 Perancangan Antarmuka Update Customer – User.....	50
Gambar 4. 22 Perancangan Antarmuka Master Activity – User.....	51
Gambar 4. 23 Perancangan Antarmuka Create Activity – User	52

Gambar 4. 24 Perancangan Antarmuka Update Activity – User	53
Gambar 4. 25 Perancangan Antarmuka Master Type - User	54
Gambar 4. 26 Perancangan Antarmuka Create Type – User	55
Gambar 4. 27 Perancangan Antarmuka Update Type – User	56
Gambar 4. 28 Perancangan Antarmuka List Customer – User	57
Gambar 4. 29 Perancangan Antarmuka List File – User	58
Gambar 4. 30 Perancangan Antarmuka Upload File – User.....	59
Gambar 4. 31 Perancangan Antarmuka Report By Customer – User.....	60
Gambar 4. 32 ERD.....	61
Gambar 5. 1 Halaman Login.....	64
Gambar 5. 2 Halaman Dashboard - Admin.....	65
Gambar 5. 3 Halaman Kelola User – Admin	65
Gambar 5. 4 Halaman Create User – Admin	66
Gambar 5. 5 Halaman Update User – Admin	66
Gambar 5. 6 Halaman Delete User – Admin	67
Gambar 5. 7 Halaman Master Customer – Admin.....	68
Gambar 5. 8 Halaman Create Customer – Admin	68
Gambar 5. 9 Halaman Update Customer – Admin	69
Gambar 5. 10 Halaman Delete Customer – Admin	69
Gambar 5. 11 Halaman Master Activity – Admin	70
Gambar 5. 12 Halaman Create Activity – Admin.....	70
Gambar 5. 13 Halaman Update Activity – Admin.....	71
Gambar 5. 14 Halaman Delete Activity – Admin.....	71
Gambar 5. 15 Halaman Master Type – Admin	72
Gambar 5. 16 Halaman Create Type – Admin.....	72
Gambar 5. 17 Halaman Update Type – Admin.....	73
Gambar 5. 18 Halaman Delete Type – Admin.....	73
Gambar 5. 19 Halaman List Customer – Admin.....	74
Gambar 5. 20 Halaman Detail Customer – Admin.....	74
Gambar 5. 21 Halaman Upload File – Admin	75
Gambar 5. 22 Halaman Delete File – Admin.....	75
Gambar 5. 23 Halaman Dashboard – User.....	76

Gambar 5. 24 Halaman Master Customer – User	76
Gambar 5. 25 Halaman Create Customer – User	77
Gambar 5. 26 Halaman Update Customer – User	77
Gambar 5. 27 Halaman Delete Customer – User	78
Gambar 5. 28 Halaman Master Activity – User	78
Gambar 5. 29 Halaman Create Activity – User	79
Gambar 5. 30 Halaman Update Activity – User	79
Gambar 5. 31 Halaman Delete Activity – User	80
Gambar 5. 32 Halaman Master Type - User	80
Gambar 5. 33 Halaman Create Type – User	81
Gambar 5. 34 Halaman Update Type – User	81
Gambar 5. 35 Halaman Delete Type – Admin.....	82
Gambar 5. 36 Halaman List Customer – User	82
Gambar 5. 37 Halaman Detail Customer – User.....	83
Gambar 5. 38 Halaman Upload File – User	83
Gambar 5. 39 Halaman Delete File – User	84
Gambar 5. 40 Kode Program Login.....	85
Gambar 5. 46 Kode Program Dashboard	86
Gambar 5. 42 Kode Program Kelola User	87
Gambar 5. 43 Kode Program Kelola Customer	88
Gambar 5. 44 Kode Program Kelola Activity.....	90
Gambar 5. 45 Kode Program List File Customer	91