# DESIGN OF WEBSITE-BASED INFORMATION SYSTEM FOR E-DOCUMENT ADMINISTRASI IN THE COMMUNITY SERVICE UNIT (A Case Study at Rajabasa District)

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# DESIGN OF WEBSITE-BASED INFORMATION SYSTEM FOR E-DOCUMENT ADMINISTRASI IN THE COMMUNITY SERVICE UNIT (A Case Study at Rajabasa District)

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#### Abstract

District office is one of the government agencies. This office certainly produces documents in every administrative process and policy. The document management provides a good solution for each document in order to be accessed and used by users. The improper document management causes difficulty to find the needed documents. Moreover, the document is very difficult to access because it is only kept by certain people for various reasons. Besides, the document is also public rights that should be accessed by many people. An Act number14 in 2008 on Public Information Disclosure indicates that the document is a certain entity to reduce a public dispute so that it is mandatory matter that must be done. Under this condition, it is expected that the document must be stored in the website-based application to allow all parties to easily access the document stored.

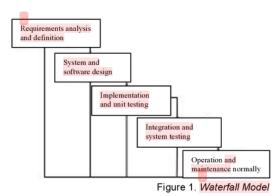
#### Key word

E-Document, District, Web

# INTRODUCTION

Document is one of the reports produced in an organizational order. The organizational order is started from planning, execution, reporting, and evaluation. Moreover, the role of this document also causes the document management which holds a very important role. One of the local governmental agencies implementing the document management is a district office. The district office is obliged to produce documents for the administrative and policy process. Besides, the document management also provides a good solution for its document in order to be accessed and used by users. An Act number14 in 2008 on Public Information Disclosure indicates that the document is a certain entity to reduce a public dispute so that it is mandatory that must be done. To solve real life problems and meet the needs, E-document is the solution carried out by lecturer-researchers, student-researchers, and publics [1] [2] [3]. One of the E-document usages in line with this article is made by M. Ainul Yaqin, Karbila Barakah H with title of E-Document-based management application using waterfall method. In this research, E-document was processed through PHP (Hypertext Preprocessor) my admin and database used as system design tool. The E-document design was processed by using inter-table relationship, data dictionary, coding system, hierarchy program, and flowchart program. The E-document was created for the several reasons e.g., (1) the absence of the design of the E-documentbased information system for the community service unit administration, especially in Rajabasa District; (2) the embodiment of the web-based information system as a part of the technology development, and, (3) the excellent effort to help publics and to obtain information quickly and effectively without limits.

Sommerville's Waterfall Model (2007) has several phases as follows:



#### a. Requirements analysis and definition

Requirements analysis and definition were done on the provided data and used to collect the software requirements. This was the phase by which an initialization of the problem definition for the technical



software development completion was begun. As the definition of the problem has been determined by the user and the developer, the termination analysis was conducted.

b. System and software design

It was necessary to convert the requirements into the characteristics which were understood by the software before writing the program. The processes which were carried out at this phase were:

- ✓ To decompose the developed system module
- To determine the required input and output design
- To design the selected data structure
- To determine the internal working procedures
- To determine the data processing formulas
- c. Implementation and unit testing

The software design was conducted as a series of programs or program units in this phase. The unit testing involved a verification from which each unit met its specifications.

d. Integration and system testing

The program unit or the individual program in this phase was integrated and tested as a complete system to ensure that the system requirements were met.

e. Operation and maintenance normally

This phase caused the longest cycle. The maintenance encompassed a correction of the errors which were not found in the previous phase.

#### Academic Discipline And Sub-Disciplines

Web Programming, database

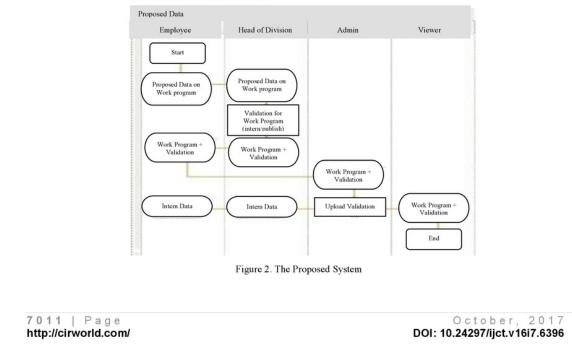
#### Subject Classification

Computer Science

#### GENERAL DESCRIPTION OF THE SYSTEM

This system was built through the data flow diagram, input/output design, inter-table relationship, data dictionary, coding system, hierarchy program, and flowchart program.

a. General description of the proposed system





#### b. Database Design

Relational Database Model (RDBM) was often referred to the relational model or relational database. Relationship between 2 files or tables was categorized into 3 types.

- 1. One to one Relationship 2 file/ 1-to-1
- 2. One to Many Relationship 2 file/ 1-to-n
- 3. Many to Many Relationship 2 file/ n-to-n

To completely design the relationship description, there were 3 types of the relationship in one file (Suthanta, 2004). The 3 types of the relationships among tables as follows:

a. Relation among Tables

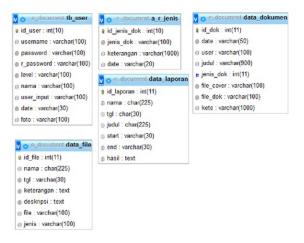


Figure 3. Relationships among tables

b. Data Dictionary

Some of the data dictionaries needed to support the proposed system were as follows:

1. Admin table

Database Name : e\_document.sql

Table Name	: tb_user
Primary Key	: id_user

: -

Foreign Key

No	Name	Туре	
1	Id_admin	Int (5)	
2	Uname	Varchar (20)	
3	Password	Varchar (20)	
4	Name	Varchar (20)	

2. Table on Types of the Document

Database Name : e\_document.sql

Table Name	: a_r_jenis
Primary Key	:id_jenis_dok
Foreign Key	:-



No	Name	Туре
1	Id_admin	Int (5)
2	Uname	Varchar (10)
3	Password	Varchar (10)
4	Name	Varchar (20)
5	Nip	Varchar (20)
6	jk	Varchar (20)

## c. Encoding System

Id consisted of 5 digits used to indicate the serial number installation.

Example : 001DC

001 : Queue of Id Number

DC : Document

d. Output Design

The E-document design was seen below.

Figure 4. Home Template

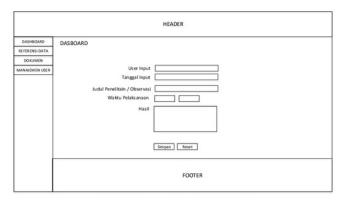
HEADER
FOOTER

Figure 5 and 6. Design of Login for Admin

	HEADER
DASHBOARD REFERINSI DATA DOKUMEN MANAVEMEN USER	DASBOARD Tanggal Ingue Uner Input Uner Input And Dokumen Decemboliumen Court Dokumen Dokumen Bann Dokumen Reterangen Ungue Texen Ungue Tex
	FOOTER
	username password Login

Figure 7. Design of Upload Document





e. A Design of the proposed program logic (Figure 8 to 10) was as follows:

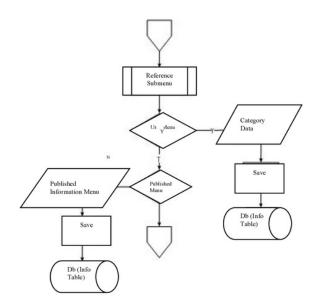
Figure 8. Flowchart of Login for Admin



Figure 9. Flowchart of Submenu for Reference Data



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#### Figure 10. Flowchart of Submenu for Users

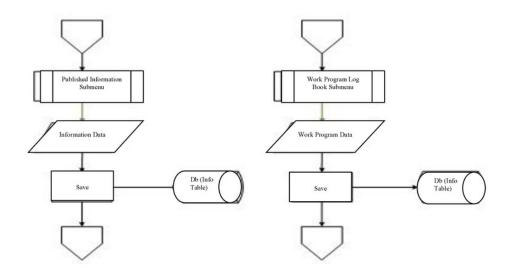
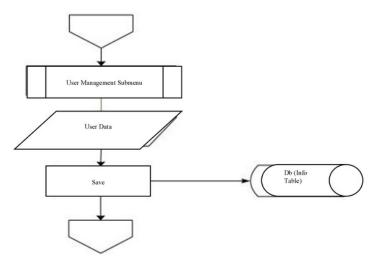


Figure 11 Flowchart of Submenu for Information Publish + Work Program Log Book





# HASIL PROSES

**a.** The main page was the page that was firstly accessed by the user. There were several menus and galleries that was be accessed by publics. The following was attached to figure 12:



Figure 12. Main Page

b. Login page was a page accessed before entering the admin page. The picture 13 was as follows:

Username	A
Password	
	Login
Figure 13. Lo	ogin Page



c. Information and share page was the page used to input information (activities/procedures/rules) for the community in Rajabasa District. The picture 14 was as follow:

Welcome							
MENU	Daftar	Informasi & Share					
Referensi Data		10 entries			Search		
LogBook Progja					Search		
	No	Judul	Kategori	Tanggal 11 Upload	Keterangan	11	Aksi
	1	Penyuluhan E Documen	external	2017-10-05 18:24:54	Dalam Rangka peningkatan teknologi di lingkungan keca rajabasa	amatan	Hapus
Manajemen Pengguna	2	Sistem E Document di	external	2017-10-05	dalam rangka mempermudah masyarakat dalam mendaj		Hapus
Keluar Admin		kecamatan rajabasa mendapatkan respon positif masyaratkat		18:22:25	informasi mengenai sarana dan prasaran di kecmatan, c karena itu dikembangkan sistem informasi yang menduk kemudahan masyarakat		_
	Showing	1 to 2 of 2 entries				Previous	1 Next
	Tambal	h Informasi & Share					
	Judul *				Publish *		
	Judul I	nformation / Share			internal		*
	Dokume	n *					
	Browse	No file selected.					
	keteran	gan					

Figure 14. Information and Share Page

d. Work Program Log Book page was the page about work program activities conducted per division in Rajabasa District with planning report and work program implementation. Picture 15 was as follow:

Welcome		
MENU	Data Log Book Program Kerja	
LogBook Progja Keluar Admin	Show 10 entries Search:	
	No 🗄 Ceklist 👔 Judul 🔄 Keterangan 💱 Penanggung Jawab 🕴 Tanggal Kegiatan 🕸	Dokumen 🕼
	1 Kegiatan Penyuluhan E Untuk implementasi sistem Oci Marahelia, 2017-10-11 - Document dekumen S.Kom, JJ.T.I. 2017-10-12	Download
	Showing 1 to 1 of 1 entries Previou	s 1 Next

Figure 15. Work Program Log Book Page

e. The user management page was used to manage the user system e.g., new users, access rights, and deleted users. The picture 16 was as follow:

	lnt	ernati	o n	al j	o u	rna	0	f C	0	m p u	Vo te	Ιu	m		16
Welcome	8											٨	idmin e	ochi mars	shela
HERISS Referensi Data LogBook Progja Into & Share Gatery Manajemen Pengguna Keluar Admin	No 12 1 2	engguna entries Nama Lengkap Hold ochi marshela to 2 of 2 entries	11	Username user admin	11	Password user admin	11	Level user admin	11	Status aktif aktif	Unit kese	sihan	11 rreviou	Aksi Hapus Hapus Is 1	
	Nama Len	engkap Pengguna • • • Login					Unit * ket ad Status akt	min • *							* *



f. Reference unit page was the work unit page in Rajabasa District. This page was registered into the system. The picture 17 was as follow:

• 🛈 localhost/sidek/r-unit.htr			C <sup>e</sup> Q, Search		\$	<b></b>	5 11	•
Welcome								
NENU	Tambah Unit							
Referensi Data								
	Nama Unit Nama Unit							
	Simpan Reset Lihat Dat	a						
	Dafta Unit							
	Show 10 • entries				Search:			
	No I	Nama Unit	11	Actions				11
	1	keamanan		Hapus				
	2	kesehatan		Hapus				
	3	kebersihan		Hapus				
	Showing 1 to 3 of 3 entries					Previous	1	Next

Figure 17. Reference Unit Page

g. Publish category page was the page to input the publication category in Rajabasa District (internal and external only). The picture 18 was as follow:

Welcome					
	Tambah Kategori Pu	hikasi			
Referensi Data					
	Nama Kalegori				
		Post Data			
	Serpan Reset	hat Data			
	Dafta Unit				
	Show to entries			Search:	
	No Il	Nama Kategori Publikasi	11	Actions	11
	10	external		Hapus	
	2	internal		Hapus	
	Showing 1 to 2 of 2 entrie			Previous	1 Next
	-				

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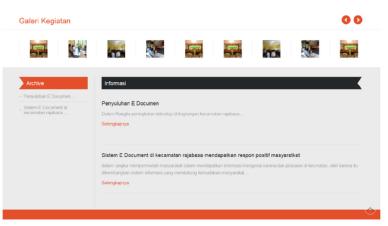


Figure 18. Publish Category Page

# CONCLUSION

According to the data above, it can be concluded that:

- The ongoing system has not used the supporting application and the database management used to increase activities and data archiving process on the relevant departments so that the performance was still not maximized. Thus, a system was needed to support administrative performance in the form of E-document.
- 2. The system made by the researchers facilitates the data search and storage so that the use of Internet media was maximally used as a mean of information.

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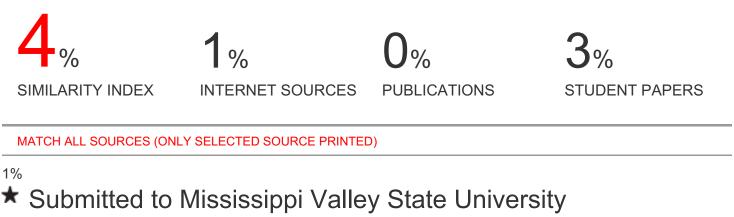


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