

Digitization of Archives at Café Ganesha Mocktail Bandung

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Abstract

This research aims to develop a digital filing system at the Ganesha Mocktail café in Bandung, West Java. This is intended to improve the existing archive storage system at the Ganesha Mocktail café so that the documents that are owned are stored properly. This type of research and development uses a Research and Development (RnD) design developed using the SDLC (System Development Life Cycle) model. The research stages start from system planning, system analysis, system design/development, to system implementation. This research produces a digital archive information system application for Café Ganesha Mocktail based on Microsoft Office Access. Through this application, Café Ganesha Mocktail can store files safely and easily find the documents needed.

Keywords:

Digital archives;
SDLC; Microsoft
Office Access

INTRODUCTION

Office Automation is a new thing for someone who does not have a background in archiving or office administration (Guo dkk., 2021). The essence of automation is the process of using automated equipment that has a systematic work system (Heß dkk., 2023). Automation will have an impact on reducing the use of human power, which of course will cause its own problems. Automation is closely related to mechanization and computerization (Wainaina & Taherzadeh, 2023). This implies that automation means the use of mechanical devices and more specifically computers. In other words, discussing automation means discussing various mechanical and computer equipment, of course while still paying attention to their relevance to the object being automated, in this case offices (Wesche & Sonderegger, 2019).

The recent rapid technological developments, on the one hand, have had a positive impact on the smoothness and convenience of humans in carrying out their various activities, but on the other hand, these developments have also had an impact, especially in the field of archives, which needs to be anticipated immediately (Wirasaputra dkk., 2022). Developments in the field of archives are felt to be very slow when associated with technological developments which directly or indirectly produce archives that tend to always change (Yusuf & Zulaikha, 2020). For this reason, archival managers should always be responsive and follow these developments and as much as possible so that they can be used for archival activities.

Along with advances in technology, the world of archives, which so far has only focused on shabby and pungent paper, is now also starting to implement archival automation in several agencies that are used to process, access, disseminate and preserve archives (Nyfantoro dkk., 2020, 2020; Saifudin & Setiaji, 2019). Ancient archives that have historical information value and contain very interesting uniqueness have now been presented and accessed through electronic media (Khadjah dkk., 2021). By allowing wider access, it is hoped that archives are evidence that are at the

same time able to talk about historical facts and events and are able to provide meaning and benefits in human life (Junaedi, 2019). So that archives that used to only be seen and read at archive centers can now be accessed online, and even the service has led to an automated service system.

An organization and institution of any kind, whether large or small, must have a goal to be achieved. In carrying out administrative activities, the organization is directed towards achieving work efficiency and effectiveness. Many organizations or institutions pay little attention to the use of technology in carrying out their activities. Incoming letters along with important documents piled up in the room without proper management will disrupt the activities of the organization or institution. In addition, archives that are not managed properly will have an impact on the difficulty of finding information or even being lost (Rozana & Musfikar, 2020).

An organization or institution that has busy activities is often faced with administrative problems, especially in the field of archives. Good and neatly organized archives are very important to maintain efficiency, accessibility and security of documents and can increase the productivity of a business (Amalia & Panduwinata, 2022). Business productivity is a measure of the efficiency and effectiveness of a business or organization in producing the desired output or results by utilizing available inputs or resources (Cahya dkk., 2020). Business productivity refers to a company's ability to produce more products or services using fewer resources. One of the factors that can be used to increase business productivity includes the use of technology and automation in several tasks in the place of business, this aims to reduce dependence on manual work and increase efficiency (Indrayani, 2012). Business productivity is an important aspect of business success and competitiveness. Productive companies tend to be more efficient, able to face market competition, and provide higher profits. Therefore, efforts to increase productivity must be a focus in business management and corporate growth strategy.

Based on pre-survey observations, archive management using technology at Café Ganesha Mocktail has not been implemented properly. This is caused by the factors that affect the management of records in the cafe have not been taken seriously. In order for all the activities carried out to run smoothly, it is necessary to have a relationship with the use of technology that utilizes an application that can facilitate the management of letters so that various required information can be found in a short time.

Formulation of the problem

Café Ganesha Mocktail is one of the cafes that is lacking in utilizing filing automation, it is evident that there are still many scattered and unkempt archives. This is of course very disturbing both in terms of visual and comfort for people who see it. As we all know that inaccurate management of records in administrative activities can cause delays and even cause failure in achieving organizational goals. Based on the

description above, it can be concluded that archive management affects the smooth running of activities in the administrative field.

METHOD

The research method used in research is the Research and Development (R&D) research method, which is an approach used to develop or improve new or existing products, processes or services through research and development activities. The research model used in this study is the System Development Life Cycle (SDLC). The method of designing a digital archive system using the SDLC (System Development Life Cycle) method is the stages of work carried out by system analysts and programmers in building information systems (Kurnia dkk., 2022). The most frequently used SDLC processes are system planning, system analysis, system design/development, and system implementation. The stages of system development in this study are:

1. **Planning:** The planning phase is the first step in the SDLC where system goals and requirements are determined. Evaluation of benefits, costs and risks is carried out to decide whether the project is feasible or not.
2. **Analysis (Analysis):** In the analysis phase, more detailed requirements and system requirements are determined. The team of analysts interacts with stakeholders and users to understand the business processes, problems and requirements that the new system is trying to achieve.
3. **Development:** The development stage involves making code or software according to the planned design. Developers design, program and test software or other system components.
4. **Implementation (Implementation):** The implementation phase is when the system is ready to be fully implemented in a production environment. The system is introduced to users and monitored in daily use.

SDLC assists in managing system development projects in a structured and organized manner. This approach helps reduce risk and ensures that the resulting system meets business or organizational requirements efficiently and effectively.

RESULTS AND DISCUSSION

Organization Profile

Café Ganesha Mocktail which is located at Jalan Malam Nyawang No. 3 Lebaksiliwangi–Coblong Bandung City was established on May 22 2012. Café Ganesha Mocktail is a cafe that sells mocktail drinks. Mocktail is a kind of healthy non-alcoholic drink whose basic ingredients are a mix of fresh fruits mixed with milk, chocolate, yogurt, coffee, tea, ice cream, soda, syrup, juice and even herbs and spices. There are hundreds of types of mocktails and the recipe has become an international standard in the world of dishes served as a variation of the art of delicious and healthy drinks. Ganesha Mocktail provides several selected types of mocktails

which are a combination of international recipe concoctions adapted to the Indonesian tongue.

When Café Ganesha Mocktail was just established, only certain circles knew and knew about mocktail drinks. Therefore, Ganesha Mocktail is here and becomes a pioneer to present and introduce mocktail drinks in the city of Bandung with the hope that people can accept and welcome this type of mocktail drink. Café Ganesha Mocktail does not only focus on selling mocktail drink products, but also pays attention to other social areas, including:

a. Book House/Library

Providing various popular book references, general knowledge and certain scientific disciplines for free which can be used by various groups in need, especially traders around Ganesha.

b. Consultation

Providing free consultations related to English incidentally or well programmed with a "one on one" or collective system.

c. Seminar / Discussion / Exhibition / Book Review etc

Carry out mini seminars, discussions or book reviews on certain topics.

d. Training

Training on the introduction of internet functions (Internet literacy) which will be useful for traders' marketing/promotion. In addition, training in Catering (presentation, cleanliness, service, and food varieties)

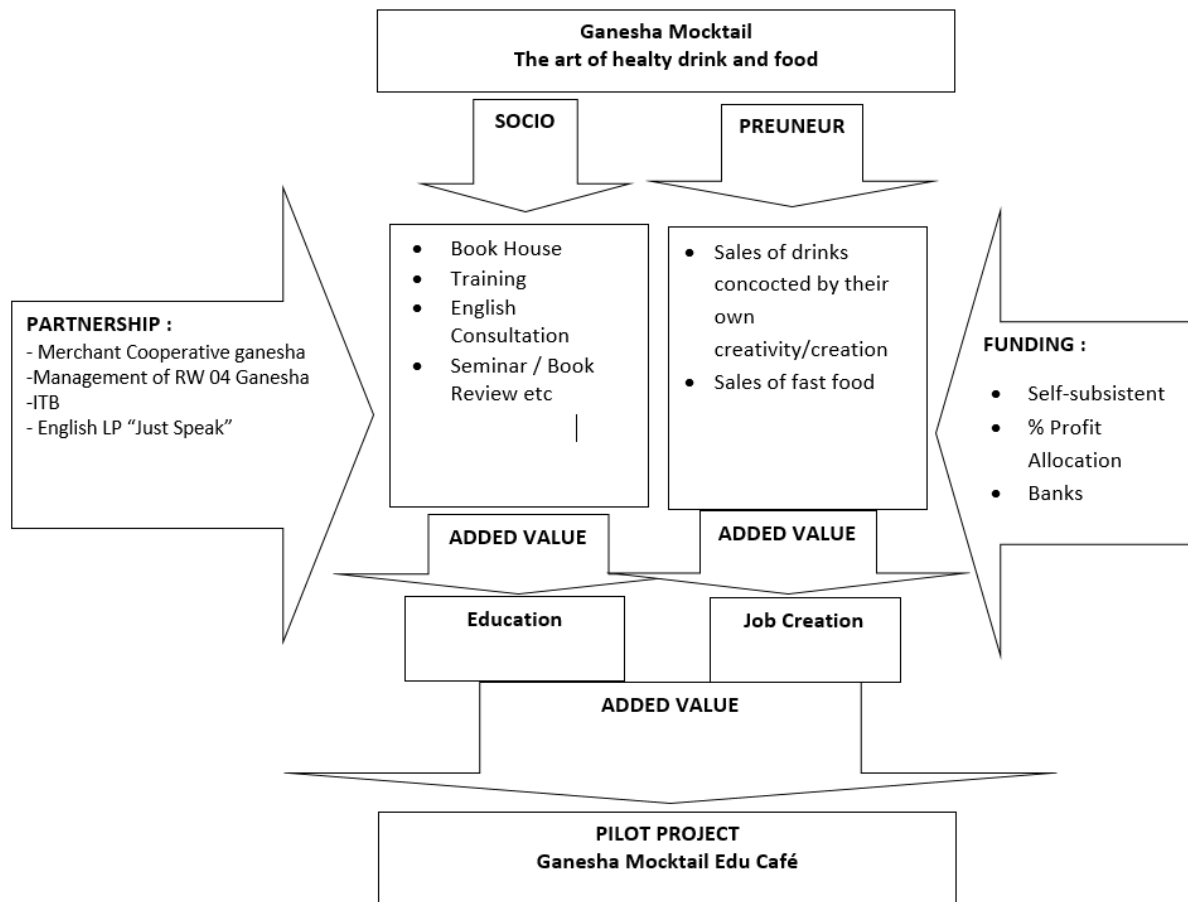


Figure 1. Ganesha Mocktail Activities

Archives at Café Ganesha Mocktail

Archives are a collection of files or documents that contain information, records, or evidence related to various aspects of activities and transactions carried out by businesses or organizations. The number and type of records received will vary depending on the field of business or activities carried out. At Café Ganesha Mocktail, quite a number of programs have been carried out, starting from selling mocktail drinks and social programs which are divided into several sub-programs so that the records received and those sent out are very varied and quite a lot. Several types of records accepted in the Café Ganesha Mocktail business include:

- Archives of business financial reports
- Records of contracts or agreements with customers, suppliers, employees or other business partners.
- Archives of meeting notes from both internal and external meetings.
- Records of transaction documents include transaction documents such as invoices, receipts, bills, or other payment documents.
- Archives of personnel records include data and documents related to employees, starting from recruitment, training, to performance records.

- f) Archives of daily or monthly operational reports from various departments in the business.
- g) Archives about social programs

All types of archives owned by Café Ganesha Mocktail so far have only been stored in the Café cupboard without any application for archive management, and often they are only placed on the desk of the business leader. This of course often creates problems when these documents are needed later, especially transaction-related documents such as invoices, receipts, bills and other transaction documents. Several problems arose at Café Ganesha Mocktail due to inaccurate archive management, including the loss of important data. The inability to store and secure archives properly causes damage and loss of some important data, such as work contracts and transaction documents. As a result Café Ganesha Mocktail had to spend significant resources and time to restore it. This can lead to financial loss.

Based on the results of the observations above, it can be concluded that there is a need for proper archive management to minimize these problems. The use of information technology and records management software can assist in managing records more efficiently. In addition, employee training and awareness about the importance of good records management can also contribute to ensuring business data and information are properly maintained.

Digitization of archives using Microsoft Office Access

The application of archival digitization to a business can provide many benefits and efficiency in managing documents and data. Digitization refers to the process of converting physical documents into a digital format that can be accessed, searched, and stored electronically. Here are some steps and benefits of implementing archival digitization.

- a) Document inventory: identify and categorize all documents that need to be digitized. Besides that, it also prioritizes the most important or frequently used documents.
- b) Appropriate use of technology: Choose the software or application that suits your business needs. Make sure the selected software can manage, store, and access documents securely.
- c) Transferring physical documents to digital format: Physical documents can be digitized using a scanner or digital photography tool. This process can take some time depending on the number and complexity of documents to be digitized.
- d) Organization and indexing: Ensuring digitized documents are properly organized and properly indexed to make searching easier later.
- e) Implementation of policies and access: Set policies on access to digital documents to maintain the security and confidentiality of information. Specify who has access permissions and their access level.

Through the application of archival digitization, a business can improve operational efficiency, reduce costs and risks related to physical archiving, and improve document security and accessibility. The application used in this study is Microsoft Office Access, or more commonly known as Microsoft Access, is one of the applications in the Microsoft Office package designed to manage relational databases. It is a database management system (DBMS) that is popular and widely used in various business, organizational and household environments.

Microsoft Access provides an intuitive desktop-based user interface, enabling users to easily create and manage databases. Some of the main features provided by Microsoft Access include:

1. Create Tables: Users can create tables to store data in a structured format. Tables can contain fields (columns) and records (rows) to store information.
2. Using Queries: Queries allow users to retrieve, filter and analyze data in databases. Users can create queries using the SQL (Structured Query Language) language or use a visual interface to express search criteria.
3. Creating Forms: Forms allow users to easily and intuitively input data into the database. Forms help in presenting data in a structured manner and can be customized according to needs.
4. Reports: Microsoft Access allows users to create professional reports based on the data present in the database. Reports can contain graphs, tables and other visual elements to assist in analyzing and presenting data.
5. Macros: Macros are a series of actions that can be recorded and executed automatically to simplify repetitive tasks or processes in the database.
6. External Connectivity: Microsoft Access allows connections with other external data sources, such as Microsoft Excel, SQL Server, or SharePoint, to integrate data from multiple sources.

This research produces a digital archive information system for Café Ganesha Mocktail.

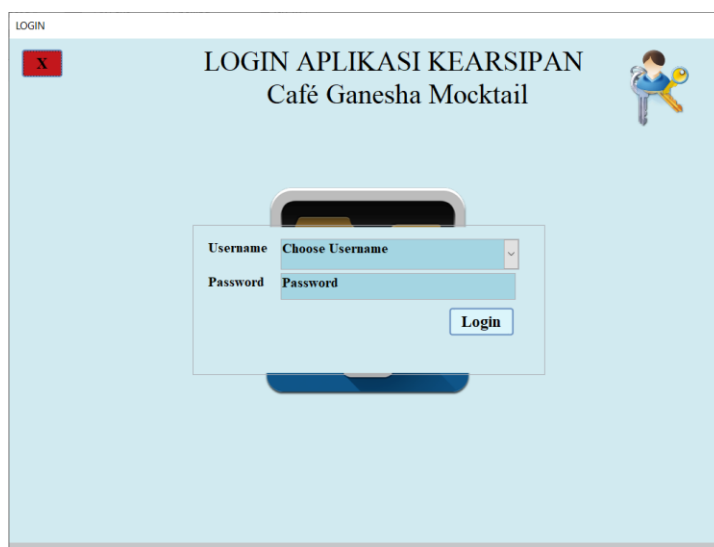


Figure 2. Login display on the Archive Application Café Ganesha Mocktail



Figure 3. Menu display on the Café Ganesha Mocktail Archive Application

The archive application display of Café Ganesha Mocktail that has been developed has several interesting menus with the following functions, namely, (1) the add archive feature, this feature functions to add incoming and outgoing archive data; archive management feature, this feature can be used to view, edit and add incoming and outgoing mail data, but it can also be used to print dispositions, this feature is also used to view, edit and add archive retention data and borrowed letters; (2) archive management feature, this feature can be used to view, edit and add incoming and outgoing mail data, but it can also be used to print dispositions, this feature is also used to view, edit and add archive and letter retention data borrowed; (3) archive search feature, this feature can be used to search for required archives both incoming and outgoing archives; (4) the officer edit feature, can be used to edit the officer's name as a means to enter the application; (5) features regarding e-archives, a feature that presents the name of the archive developer; (6) agenda book recap feature, useful for viewing incoming and outgoing archives; (7) incoming mail recap feature, useful for viewing incoming letters/files at the place of business; (8) outgoing mail feature, useful for viewing letters/files leaving the place of business; (9) archive recap feature, useful for viewing archives that enter the company; (10) agency settings feature, useful for editing business identity.

In the digital era, filing applications are very important for businesses because they help manage and store digital information in an organized, safe and efficient

manner. Following are some of the benefits and functions of digital filing applications for businesses:

1. **Physical Space Savings:** Digital filing applications allow for electronic storage of files and documents, reducing the need for space-consuming physical storage. This saves costs and allows physical space to be used more efficiently.
2. **Accessibility and Ease of Search:** With digital filing applications, data and documents can be accessed easily through text or category searches. Employees can quickly find the information they need without manually searching for physical files.
3. **Data Security:** Digital archive applications are generally equipped with strong security features, such as user authorization, data encryption, and regular backups. This helps in protecting sensitive data from unauthorized access or loss.
4. **Teamwork:** Digital archive applications enable team collaboration in managing and accessing shared documents in real-time. This facilitates more efficient communication and cooperation between team members.
5. **Revision and History Monitoring:** In digital archiving applications, every change to a document can be logged and tracked. Revision history helps in knowing who made the changes and when those changes occurred.

Reducing Paper Use: With digital filing applications, paper use can be reduced significantly, helping in efforts to protect the environment and reduce environmental impact.

CONCLUSION

Based on the research that has been done at the Ganesha Mocktail Café, a Microsoft Office Access-based Archiving Information System was designed with the aim of making it easier for the café to search for documents/files and to maintain documents in database form so that they are not damaged or even lost. This system was built using the System Development Life Cycle (SDLC) method which allows the stages of a structured and well-organized system design. SDLC stages used include needs analysis, design, development, and implementation. In this digital filing system, there are various supporting features that make it easier for the Ganesha Mocktail Café to find documents quickly and easily. In addition, documents that have been archived in the form of a database can be accessed at any time. Documents stored in database form are also more secure. In addition, this system can also help the Ganesha Mocktail Café in increasing work productivity and effectiveness because there is no need to spend time searching for documents manually.

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