

ABSTRACT

Jovem Studio is a business in the fashion industry that was founded in 2020. With the help of social media and marketplaces, Jovem Studio has experienced significant development, but in documenting the storage of income reports, expense reports and stock availability, Jovem Studio still uses spreadsheets. In addition, knowledge of income report data, expense reports and stock availability is only documented by admin employees. This causes if the employees of the admin section are not present, other employees who replace them will have difficulty finding this information and can cause errors when documenting income reports, expense reports and stock items.

This e-archive design aims to make it easier for owners or other employees to carry out the process of documenting income reports, expense reports and stock items.

The design of this e-archive uses the SECI method (Socialization, Externalization, Combination, and Internalization) which will be used in the knowledge sharing process, namely converting knowledge that is in the human mind (tacit knowledge) and knowledge that has been documented (explicit knowledge).

The result of this research is an e-archive design based on tacit knowledge owner and admin staff at Jovem Studio which aims to store knowledge documentation in the form of income report data, expense reports and stock items.

Keywords: e-archive, knowledge, SECI.