

ABSTRACT

Pertenunan Astiti is one of the pioneering weaving industries located in Klungkung Regency, Bali, and has been operating consistently since its establishment in 1990. Over the course of more than three decades, business documents such as motif designs, product catalogues, visitor documentation, and sales records have continued to accumulate, making document management increasingly complex, unstructured, and difficult to control without adequate system support. At present, documents at Pertenunan Astiti are still managed conventionally, many are in physical form stored in notebooks, while others are scattered in digital formats across external hard drives, computers, and cloud services. This final project involves the design of an e-archive system to structure the document management process at Pertenunan Astiti.

The system is developed using the Rapid Application Development (RAD) methodology, which consists of four main phases, requirement planning, user design, construction, and implementation. The completed system then verified using black box testing to assess functional performance and validated using the User Acceptance Test (UAT) method based on the ISO 25010 standard.

The result of this project is a web-based e-archive system capable of managing various types of business documents in a centralized manner, including motif files, visitor records, business documents, and operational archives. The system includes features for document categorization, keyword-based and metadata search, and user access control settings.

With this system, document management becomes more efficient, organized, and easily accessible. By implementing this e-archive system, Pertenunan Astiti will be able to overcome challenges in unstructured document management. Easier access and systematic storage will improve information retrieval efficiency and support smoother business operations. The e-archive system not only provides a solution to current problems but also represents a strategic step toward the digitalization of MSMEs and a long-term investment in effective and efficient archival management for Pertenunan Astiti.

Keywords - Document Management, E-Archive, MSME, RAD