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Design of a Delivery Order Archiving Information System at PT Prima Sukses

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ABSTRACT

PT Prima Sukses is a company engaged in the production and distribution of concrete piles. Delivery notes are used to document shipments, including shipment dates, recipients, destinations, and item details. However, the recording and archiving of these documents have been handled manually, making older records difficult to retrieve and requiring staff to summarize shipment information by reviewing physical files. These practices may increase processing time and expose records to risks of damage, loss, and recording errors. This study aims to design and develop a web-based delivery note archiving information system to support the recording, storage, retrieval, and reporting of delivery note data at PT Prima Sukses. The study adopts a Research and Development approach and applies the Waterfall model, which comprises requirements analysis, system design, implementation, testing, and maintenance. Data were collected through observation, interviews with personnel involved in administration and logistics, and documentation of delivery note records. The system was implemented using PHP, MySQL, HTML, and CSS. Its principal functions include user authentication, user and reference-data management, delivery note entry and maintenance, archive search, document upload, and report generation. Functional verification was conducted using black-box testing, in which system outputs were checked against expected functions without inspecting the program code. The manuscript reports that the implemented features operated according to the specified requirements. The resulting application provides a centralized digital repository and a more structured process for managing delivery note records. Further evaluation involving documented test cases and user feedback is recommended to quantify usability and efficiency improvements.

INTRODUCTION

The development of information technology has encouraged organizations to transform their document management practices from conventional filing procedures into more structured digital systems. The increasing volume of organizational records requires effective mechanisms for storing, classifying, retrieving, and preserving information. Electronic records management has consequently become an important aspect of organizational information management. Oladejo and Hadžidedić (2021) reviewed the development of electronic records management and identified major research themes and challenges in this field. Their study provides a foundation for understanding the importance of electronic records management in responding to technological developments and changing organizational requirements. Similarly, Mukred et al. (2022) examined electronic records management systems and institutional competencies, highlighting the relevance of electronic records management to organizational information practices. These studies indicate that electronic records management should be considered an important component of efforts to improve the organization and accessibility of business documents.

In business operations, delivery notes are administrative documents used to record and support the process of shipping goods from a company to a recipient. Depending on organizational procedures, these documents may contain information about delivery numbers, shipment dates, recipients, goods, quantities, and other details required for administrative verification. Delivery notes also serve as supporting records for examining previous delivery transactions and preparing administrative reports. Therefore, delivery note documents need to be managed systematically to maintain the availability and consistency of delivery information. An appropriate archiving system can help organizations organize document data, facilitate the retrieval of historical records, and reduce dependence on manual searching procedures.

Research on electronic records management has also examined the importance of consistent information organization and system interoperability. Dişli and Külcü (2022) evaluated interoperability in electronic records management systems used by universities in Ankara, Turkey. Their research addressed technical and organizational aspects of interoperability and the challenges involved in coordinating records management practices. The study indicates that effective electronic records management requires appropriate arrangements for managing information across organizational processes. Although their research focused on university records rather than delivery notes, its findings provide relevant considerations for designing a system that maintains consistent delivery note data and

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supports document retrieval at PT Prima Sukses. In addition, Oktarina et al. (2023) developed a conceptual electronic records management model based on Indonesian education standards to support school accountability. Their research provides an example of designing records management arrangements according to organizational requirements, reinforcing the importance of developing an archiving system that reflects the needs of its intended users.

Information security and long-term records preservation are also important considerations in digital document management. Electronic records must be stored in a manner that supports their accessibility and protects them from unauthorized modification, loss, or inappropriate disclosure. Bawono (2022) discussed digital preservation and records management in Indonesia, providing a contextual perspective on the challenges associated with maintaining digital records. Matlala and Ncube (2024) also examined electronic records management in the changing digital information environment. These studies provide a broader basis for considering the reliability, preservation, and accessibility of electronic records. In the context of PT Prima Sukses, these considerations may inform system requirements such as controlled user access, organized document storage, consistent data entry, and appropriate backup procedures. The specific security and preservation mechanisms should be determined through analysis of the company's existing procedures and operational needs.

Beyond document management, digitalization has become increasingly important in logistics and supply chain operations. The availability of reliable information helps organizations coordinate activities, verify transactions, and maintain visibility into operational processes. Moshood et al. (2021) discussed the potential of digital twins to improve supply chain visibility in logistics, illustrating the broader role of digital technologies in logistics information management. Similarly, Helo and Thai (2024) examined digital transformation in Logistics 4.0 through connected tracking and tracing technologies. Their research highlighted the role of digital technologies in improving logistics visibility and supporting the monitoring of operational activities. Although these studies focus on logistics technologies rather than document archiving, they demonstrate the importance of accessible information in modern logistics environments. A delivery note archiving information system can contribute to the administrative side of this digitalization process by providing an organized repository of delivery documentation.

Supply chain traceability and information transparency are also relevant to the management of delivery-related records. The 2023 study Digital Platforms and Supply Chain Traceability for Robust Information and Effective Inventory Management: The Mediating Role of Transparency examined relationships between digital platforms, traceability, transparency, and inventory management. The research highlights the importance of information transparency in supporting reliable operational information. In addition, Supply Chain in the Digital Age: A Scientometric–Thematic Literature Review (2023) examined research trends concerning digital technologies and supply chain transformation. These studies provide a broader conceptual basis for understanding why delivery information should be recorded consistently and made accessible to authorized personnel. However, an electronic delivery note archiving system should be distinguished from a complete supply chain tracking system because real-time vehicle tracking requires additional technologies and system integration.

The development of information systems provides an opportunity to translate these requirements into practical applications. Rijanandi et al. (2022) developed a web-based population administration and registration information system using the System Development Life Cycle (SDLC) Waterfall method. Their study demonstrates the application of a structured software development methodology to administrative information management. Yunita et al. (2022) also applied the Waterfall method in developing a website-based medical records application integrated with a WhatsApp Gateway. Although these applications serve different purposes, their development approaches provide methodological references for designing administrative information systems. For the proposed delivery note archiving system, the development process may include requirements analysis, system design, implementation, testing, and maintenance. The selection of the Waterfall method should be based on the stability of the system requirements and the characteristics of the project at PT Prima Sukses.

Furthermore, Mishra and Alzoubi (2023) compared structured and agile software development approaches, providing a basis for considering the suitability of different methodologies for software projects. In designing an archiving information system, the development methodology should support the systematic identification of user requirements, the design of appropriate data structures, and the evaluation of system functionality. These considerations are particularly important when an application is intended to manage administrative documents that must remain organized and readily retrievable. Accordingly, the development of a delivery note archiving information system should be based on the actual document management procedures and information requirements identified at PT Prima Sukses.

Based on the literature reviewed, previous studies have addressed electronic records management, digital preservation, interoperability, supply chain visibility, logistics digitalization, and web-based information system development. However, these studies generally focus on broader records management practices, educational institutions, logistics technologies, or administrative applications in other domains. The research gap addressed by this study is the application of these concepts to the specific requirements of delivery note archiving at PT Prima Sukses. Rather than developing a complete logistics tracking platform, this research focuses on the design of an information system that supports the structured recording, storage, searching, and retrieval of delivery note data and documents. The system requirements will be established through observations and analysis of the company's existing archiving procedures.

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Therefore, this study, entitled "Design of a Delivery Order Archiving Information System at PT Prima Sukses," aims to design an information system that facilitates the management of delivery note documents through a more organized computerized process. The proposed system is expected to support delivery note data entry, electronic document storage, document searching based on relevant attributes, and the presentation of delivery information according to user requirements. By providing structured access to archived delivery records, the system is expected to facilitate administrative activities, reduce the effort required to retrieve documents, and improve the availability of delivery-related information. The findings are also expected to contribute to the practical application of electronic records management principles in a business environment and provide a reference for developing similar document archiving systems in other organizations.

LITERATURE REVIEW

Previous studies have examined electronic records management, digital archiving, logistics digitalization, supply chain visibility, and web-based information system development from different perspectives. These studies provide a theoretical and methodological foundation for designing a delivery order archiving information system at PT Prima Sukses.

Oladejo and Hadžidedić (2021), in their study entitled Electronic Records Management A State of the Art Review, reviewed developments and research trends in electronic records management. Their study discussed the evolution of electronic records management and identified issues requiring further investigation. The findings provide a foundation for understanding the importance of systematic electronic recordkeeping in organizations. In the context of the present research, these principles are relevant to designing an archiving system that supports structured document storage, classification, and retrieval.

Mukred et al. (2022), in Electronic Records Management Systems and the Competency of Educational Institutions: Evidence from Yemen, examined the relationship between electronic records management systems and institutional capabilities. Their research provides insight into the role of electronic records management in supporting organizational information practices. Although the study focused on educational institutions, its findings are relevant to the implementation of computerized document management in other organizational settings. This research provides a reference for developing a delivery order archiving system that organizes document data and improves the accessibility of archived information.

Dişli and Külcü (2022), in Interoperability in Electronic Records Management Systems: An Evaluation of the Universities in Ankara, investigated interoperability in electronic records management systems. Their research examined technical and organizational issues affecting the coordination of electronic records management practices. The study emphasizes the importance of consistent information management and coordination between organizational processes. These considerations are relevant to the design of a delivery order archiving information system because delivery records need to be organized consistently and made accessible to authorized personnel.

Oktarina et al. (2023), in Constructing a Conceptual Electronic Record Management System Model Based on Eight Indonesian Education Standards to Support School Accountability, developed a conceptual model for electronic records management in Indonesian educational institutions. Their research illustrates the importance of developing records management procedures that correspond to organizational requirements. Although the study focused on educational records, its approach provides a useful reference for designing a delivery order archiving system according to the administrative needs of PT Prima Sukses.

In the logistics domain, Moshood et al. (2021), in Digital Twins Driven Supply Chain Visibility Within Logistics: A New Paradigm for Future Logistics, discussed the potential of digital twin technologies to improve supply chain visibility. Their research highlights the role of digital technologies in providing information about logistics activities. Similarly, Helo and Thai (2024), in Logistics 4.0 – Digital Transformation with Smart Connected Tracking and Tracing Devices, examined connected tracking and tracing technologies in logistics operations. These studies demonstrate the growing importance of digital information in logistics management. Although the present research does not develop a real-time tracking system, the findings support the need for accessible and systematically organized delivery-related information.

Furthermore, the 2023 study Digital Platforms and Supply Chain Traceability for Robust Information and Effective Inventory Management: The Mediating Role of Transparency examined the relationship between digital platforms, supply chain traceability, transparency, and inventory management. The study provides a conceptual basis for understanding the importance of reliable information in distribution activities. For PT Prima Sukses, these considerations support the development of an archiving system that enables authorized users to search for and retrieve delivery records when required.

Regarding system development, Rijanandi et al. (2022), in Web-Based Application with SDLC Waterfall Method on Population Administration and Registration Information System, developed a web-based administrative application using the Waterfall methodology. Their research provides an example of applying a structured software development approach to an administrative information system. Yunita et al. (2022) also applied the Waterfall method to develop a website-based medical records application integrated with a WhatsApp Gateway. These studies provide methodological references for developing a system through requirements analysis, design, implementation, and testing.

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Mishra and Alzoubi (2023), in Structured Software Development versus Agile Software Development: A Comparative Analysis, compared structured and agile software development approaches. Their research provides a basis for considering the suitability of different development methodologies according to project requirements. In the present study, a structured development approach can be considered to ensure that the requirements for delivery note data management, document storage, searching, and reporting are identified before implementation.

Based on these previous studies, electronic records management research has primarily addressed general recordkeeping practices, organizational information management, and records management models. Meanwhile, logistics studies have focused on digitalization, supply chain visibility, and traceability, while web-based application studies have demonstrated the application of structured development methodologies in different administrative contexts. The present study brings these perspectives together by focusing specifically on the design of a delivery order archiving information system at PT Prima Sukses.

The research gap lies in applying electronic records management principles and web-based system development to the company's specific delivery order archiving requirements. The proposed system is intended to integrate delivery order data management, electronic document storage, document searching, document printing, and administrative reporting, subject to the results of requirements analysis. User access permissions will also be designed according to the responsibilities of authorized personnel. The Waterfall methodology will be used if it is appropriate for the stability and characteristics of the system requirements.

Therefore, this study aims to design a delivery order archiving information system that supports more structured document management, facilitates the retrieval of delivery information, and assists administrative reporting at PT Prima Sukses. The resulting system design is expected to provide a practical contribution to improving document archiving procedures and a reference for organizations seeking to implement similar information system

METHODS

This study uses a Research and Development (R&D) approach to develop a web-based delivery note archiving information system for PT Prima Sukses. The system development follows the Waterfall model, which consists of requirements analysis, system design, implementation, testing, and maintenance. This sequential approach was selected to organize development activities according to the needs of the administration and logistics departments at PT Prima Sukses.

The research was conducted at PT Prima Sukses, a company specializing in the production and distribution of concrete piles, located at KM 17 Betung. The study focused on the delivery note management process, covering recording, storage, archive retrieval, and delivery report generation. Data collection involved observation, interviews, and documentation. Observations were conducted by directly monitoring the existing delivery note management process. Interviews were conducted with personnel involved in administration and logistics to gather information about user requirements, limitations of the manual system, and the necessary features for the proposed system. Documentation involved collecting data and records related to delivery notes as supporting materials for system design and development.

System development began with requirements analysis. Functional and non-functional requirements were identified based on observations and interviews. Functional requirements included user login; management of user, customer, and product data; creation and management of delivery notes; archive retrieval; and report generation and printing. Non-functional requirements included usability, data security, and timely access to information. The design stage involved preparing process flowcharts, database structures, and user interfaces. The database was designed to organize user, customer, product, and delivery note data. The implementation stage used PHP, MySQL, HTML, and CSS to develop the web-based information system.

After implementation, system evaluation was conducted to review the operation of the main features according to their intended functions. The evaluation covered login authentication, user management, customer and product data management, delivery note creation and editing, data deletion and display, digital file uploads, item details management, archive searching, and report generation and printing. The evaluation focused on whether the available features supported the delivery note management process and produced the expected outputs. The findings were used to identify potential improvements and determine whether the system's main functions were consistent with the identified requirements.

The final stage was maintenance, which was defined as subsequent work to correct errors, improve system performance, and accommodate changes in user requirements. Further evaluation involving users and operational data may be conducted to assess usability and determine the extent to which the system improves administrative efficiency.

System Design (UML)

The delivery note information system was modeled using Unified Modeling Language (UML), including a use case diagram, class diagram, and activity diagrams. A flowchart was also prepared to illustrate the overall process. These models describe the system functions, user activity flows, and data structure.

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Flowchart Diagram

The flowchart illustrates the process of managing delivery note archives at PT Prima Sukses. The process begins when a user enters a registered username and password. The system validates the credentials and grants access to the dashboard if they are valid. The user can then enter delivery note data, which should be checked for completeness before being saved to the database. Stored records can be retrieved through the archive search function and viewed or printed according to administrative needs. The process ends when the user logs out.

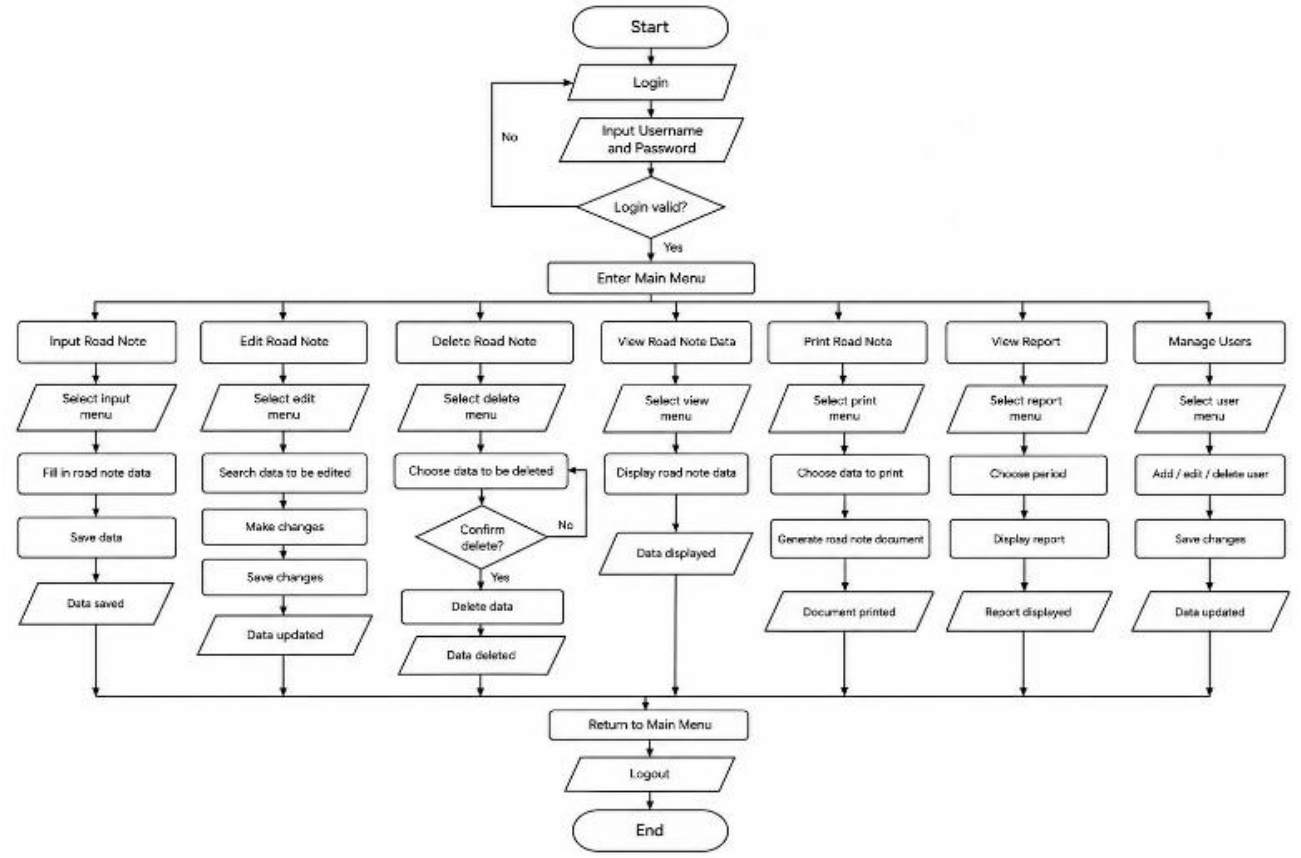


Figure 1. Flowchart Diagram

Use Case Diagram

Illustrates the interaction between the administrator and the system. Depending on the permissions configured in the application, the administrator can log in, access the dashboard, add, edit, delete, and search delivery note records, manage shipment information, view and print reports, and log out.

The Use Case Diagram illustrates the interaction between the admin and the system. The admin can log in, access the dashboard, input, modify, delete, and search for delivery note data, manage shipment information, view and print reports, and log out.

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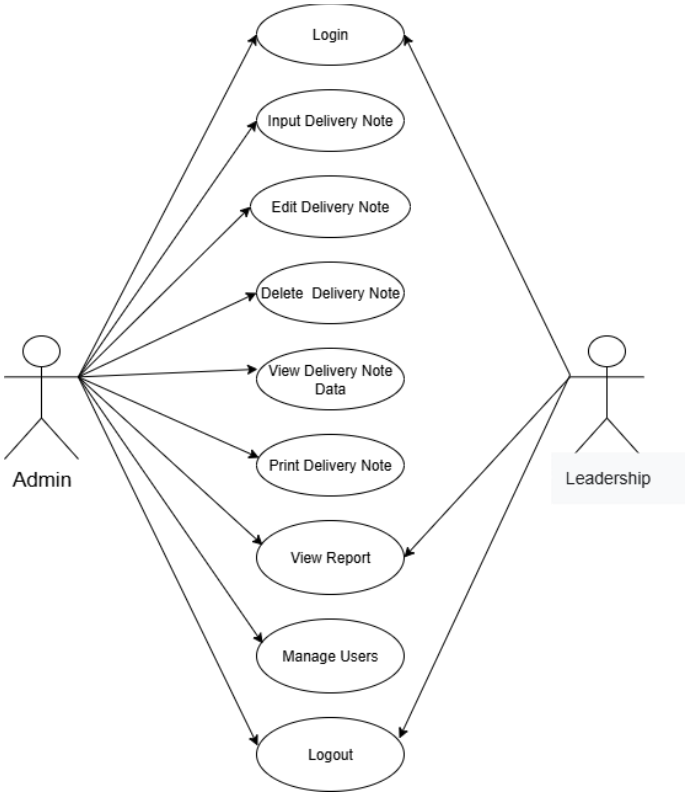


Figure 2. Use Case Diagram

1. Login
   The login function allows users to access the system by entering their registered username and password. The system verifies the entered credentials. If the credentials are valid, users can access the main menu according to their access rights. If the credentials are invalid, users must repeat the login process.
2. Manage Users
   The Manage Users function allows the Admin to add, view, edit, and delete user data. This includes usernames, passwords, full names, and user roles. This function aims to manage user accounts and access permissions within the system.
3. View Dashboard
   The dashboard function allows the administrator to view a summary of information and access the available delivery note management functions.
4. Add Delivery Note Data
   The Add Delivery Note Data function allows users to enter new delivery note records into the system. The information may include the document number, date, customer name, driver, vehicle registration number, and other required details. After entering the information, users save the record so that it is stored in the system.
5. Edit Delivery Note Data
   The Edit Delivery Note Data function allows users to update previously stored delivery note information. Users search for the record they want to modify, make the necessary changes, and save the updated information.
6. Delete Delivery Note Data
   The Delete Delivery Note Data function allows users to remove records that are no longer needed. Users select the record to be deleted and confirm the deletion. Once confirmed, the system deletes the record according to the application's procedures.
7. View Delivery Note Data
   The View Delivery Note Data function displays a list of delivery note records stored in the system. Users can review the information to ensure that the required records are available and accurate.
8. Upload Files
   The Upload Files function allows users to upload digital documents related to delivery notes into the system. These files serve as supporting documents and help users manage and retrieve delivery note archives more easily.
9. Manage Item Details
   The Manage Item Details function allows users to add and view details of the items listed in a delivery note. The information includes item names, quantities, units, and descriptions. These details provide more complete information about the items being delivered.

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10. Search Delivery Note Data
    The Search Delivery Note Data function allows users to find specific records based on the information available in the system. This function makes it easier to locate delivery notes without manually checking every record.
11. View Reports
    The View Reports function displays summaries of delivery note data for a selected period. These reports help users review delivery note records created within a specified time range.
12. Print Reports
    The Print Reports function allows users to generate delivery note reports in a printable document format. Users select the reporting period, and the system generates a report based on the available data.
13. Logout
    The logout function allows users to end their current session. After logging out, users leave the system and must log in again to access functions that require authentication.
14. Conclusion
    The use case diagram describes functions for managing user accounts, delivery note records, item details, and reports. These functions support the recording, searching, updating, and presentation of delivery note information in a structured way.

The administrator uses the delivery note information system to manage delivery note records and related shipment information. The workflow includes logging in, entering delivery note data, managing shipment details, searching records, viewing reports, and logging out. The system is intended to support the company's goods-shipment administration through computerized recordkeeping.

After logging in with a registered username and password, the administrator accesses the dashboard and selects the required function. The administrator can add delivery note records, update existing records, or delete records according to the company's procedures. Shipment information may include the destination and shipment date, depending on the fields implemented in the application.

The system includes a search function for locating records using available criteria, such as delivery note number or shipment date. The administrator can also view and print delivery note reports when these functions are supported by the application. The user should log out after completing the work to reduce the risk of unauthorized access.

Class Diagram

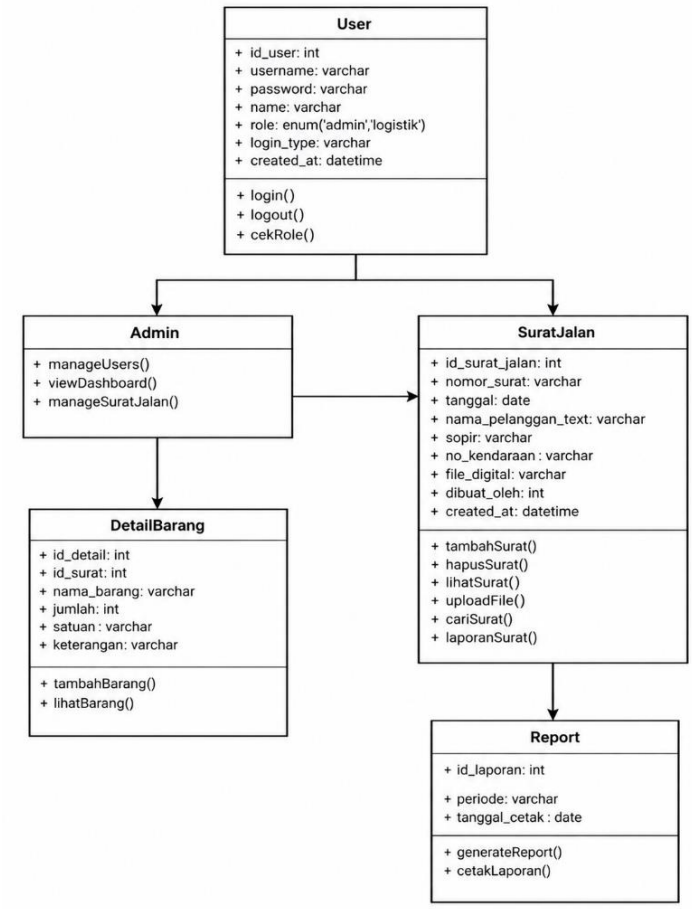


Figure 3. Class Diagram

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I llustrates the system's data structure, comprising User, SuratJalan, DetailSuratJalan, and LaporanSuratJalan. User manages accounts and access rights; SuratJalan stores delivery note data; DetailSuratJalan stores item details; and LaporanSuratJalan represents delivery note report data.

The class diagram illustrates the system's data structure, comprising User, SuratJalan, DetailSuratJalan, and LaporanSuratJalan. User manages accounts and access rights; SuratJalan stores shipment data; DetailSuratJalan holds item details; and LaporanSuratJalan is used to generate data summaries.

Activity Diagrams

1. Activity Diagram Login
   The Login Activity Diagram illustrates the user authentication process. The admin enters a username and password, and the system validates the input. If the data is valid, the admin is directed to the dashboard; if invalid, the system displays an error message and prompts the user to log in again.
2. Activity Diagram Dashboard
   The Dashboard Activity Diagram illustrates the activities that take place after the admin successfully logs in. The system displays a dashboard containing menus for entering delivery notes, viewing delivery note data, generating reports, and logging out. The admin can select the appropriate menu to perform system functions.
3. Activity Diagram for Delivery Note Entry
   The Delivery Note Input activity diagram illustrates the process of adding delivery note data. The admin enters shipment and item details, and the system then saves the data to the database. Upon successful completion, the system displays a notification indicating that the data has been saved.
4. Activity Diagram for Delivery Note Data
   The Delivery Note Data Activity Diagram illustrates the process of managing stored data. Administrators can view details, modify, delete, and search for delivery note data. Any changes are immediately updated in the database.
5. Activity Diagram for Delivery Note Reports
   The Delivery Note Report Activity Diagram illustrates the process of generating a report for a specific period. The system retrieves data from the database and displays it in a table format that can be viewed, printed, or saved as an administrative document.

RESULTS

This study presents a web-based delivery note archiving information system for PT Prima Sukses. The system was designed to address the need to organize delivery note records and facilitate the retrieval of archived documents. The results are presented through system workflow models, interface screenshots, and a summary of functional testing.

Interface Design

The interface of the web-based Delivery Note Information System is intended to help administrators manage delivery note data through a clear and organized layout. The pages described below provide access to the main functions of the application. Claims about usability should be confirmed through user evaluation.

Account Registration Page

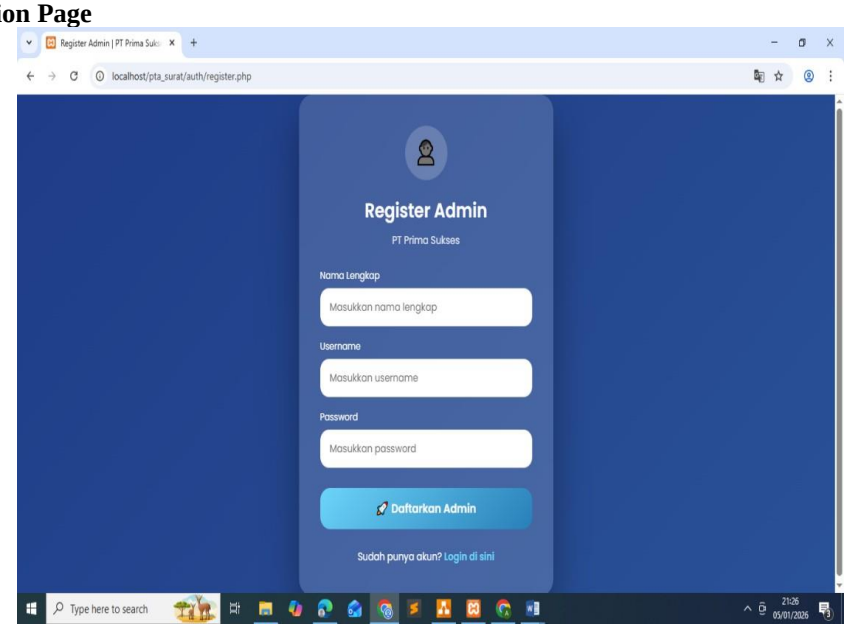


Figure 4. Registration Page

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The account registration page is used by the administrator to create new user accounts for the delivery order information system. On this page, the administrator must enter registration details—specifically the full name, username, password, password confirmation, and user role—in accordance with the system's requirements. The system validates the entered information to ensure all data is complete and accurate. If any data is incorrect or incomplete, the system displays an error message, prompting the administrator to make the necessary corrections. Once all data is validated, the system saves the user account information to the database and displays a notification confirming successful registration. Subsequently, the user can utilize the registered account to log in and access the features available within the delivery order information system.

Administrator Login Page

The login page is the initial screen displayed when a user accesses the Delivery Note Information System. It serves as the system's entry point and acts as a security mechanism to restrict access to authorized users only.

On this page, users are required to enter a registered username and password. The system then processes the entered data and verifies it against the database.

If the credentials match, the system grants access and redirects the user to the dashboard. Conversely, if the data is incorrect, the system displays an error message and prompts the user to attempt logging in again. This login page ensures the security of delivery note data and prevents unauthorized access by parties with no legitimate business in the system.

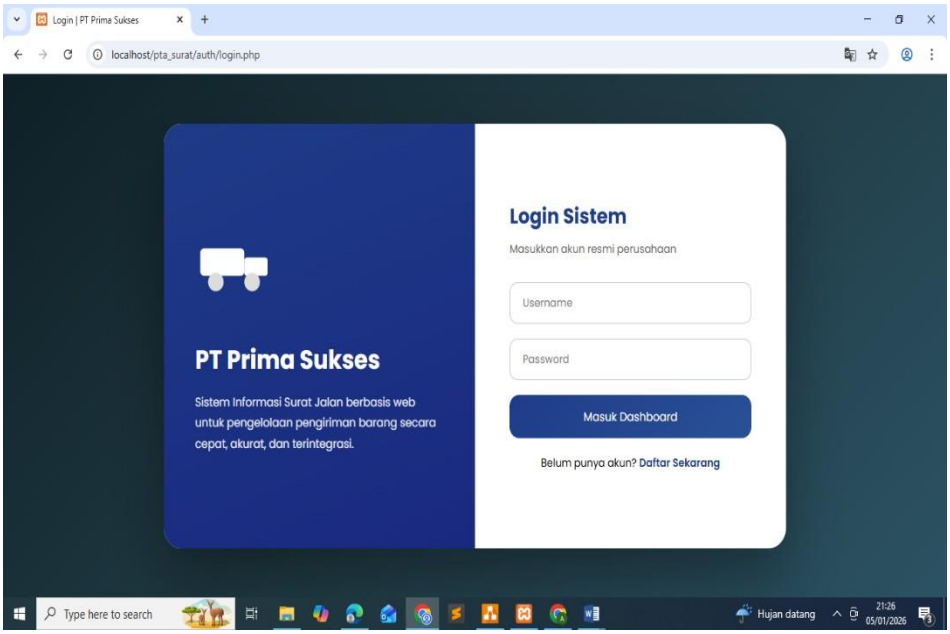


Figure 5. Login Page

Dashboard Page

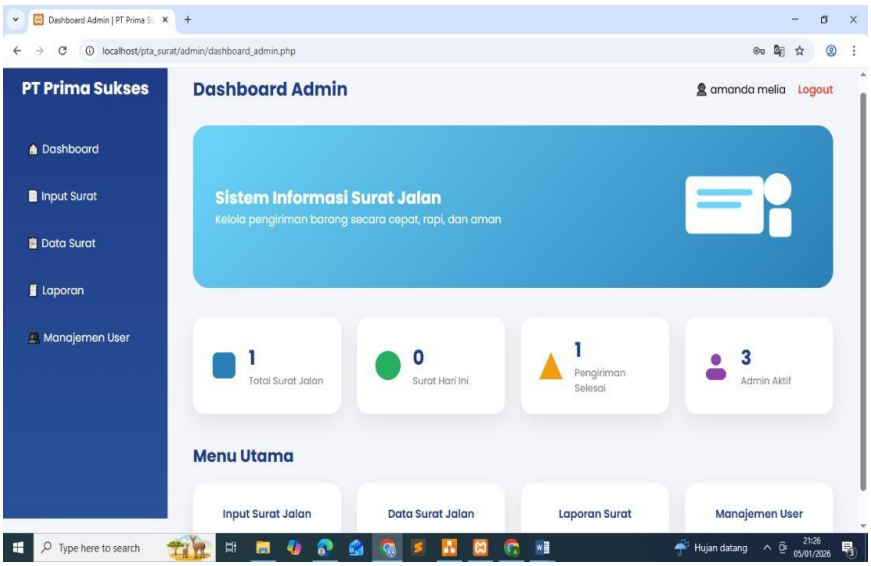


Figure 6. Dashboard page

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The admin dashboard is the primary page that appears after a user successfully logs into the system. It serves as a central control and navigation hub, allowing the admin to manage all available features. On this page, the admin can view general system information and access key menus—such as delivery note entry, delivery note data, and reports. The dashboard features a clean, informative layout that enables the admin to easily grasp the overall status of the system. This setup allows for quick access to various features without the need for repetitive page switching, thereby streamlining workflows and increasing efficiency.

Delivery Note Data Page

The delivery note data page displays all delivery note records stored in the system. The data is presented in a table format to ensure readability and ease of understanding for users.

On this page, administrators can view the complete list of delivery notes and manage the data—such as viewing specific details, correcting errors, and deleting unnecessary records. Additionally, the page facilitates searching for delivery notes based on specific criteria. With this page available, administrators no longer need to manually search through physical archives, making the data retrieval process faster and more efficient..

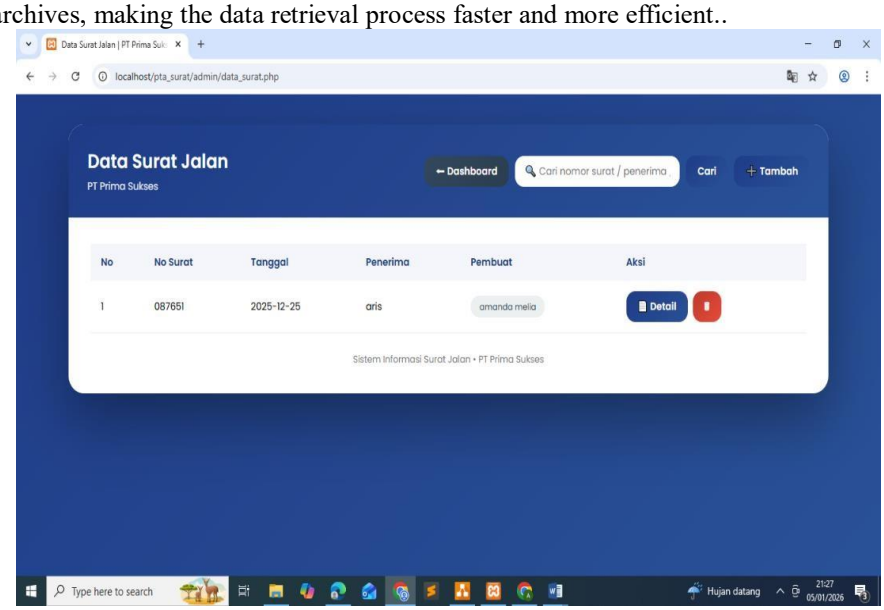


Figure 7. Delivery Note Data Page

Delivery Note Input Page

The delivery note input page allows administrators to enter new delivery note data into the system. This page plays a crucial role, as it marks the starting point for recording the goods shipment process.

On this page, administrators are required to enter key information, such as the delivery note number, shipment date, customer name or delivery destination, driver's name, vehicle number, and any necessary additional remarks. Additionally, the system includes a feature to upload the delivery note file as a supporting document.

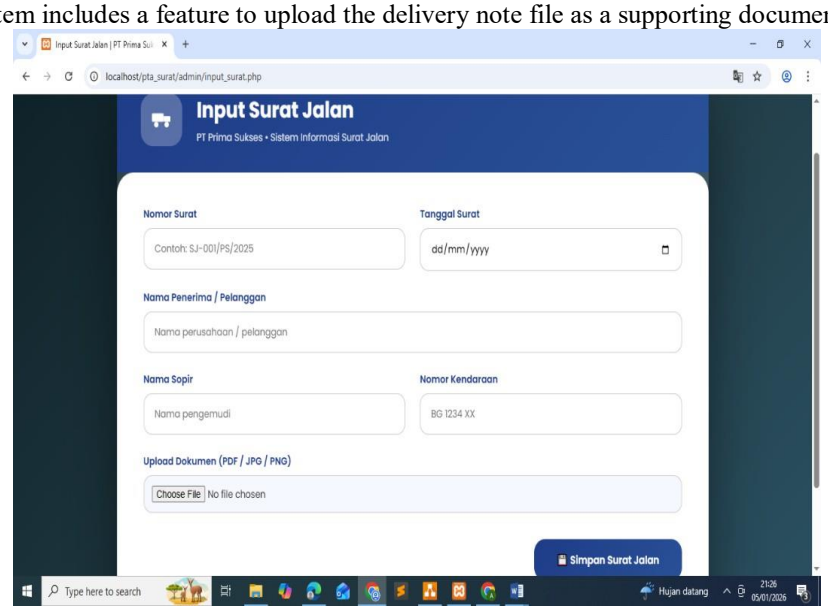


Figure 8. Delivery Note Input Page

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Once all data has been entered accurately and completely, the administrator can save it to the system. The system then stores the data in the database and displays a notification confirming that the data has been successfully saved. The delivery note input page makes the recording of goods shipments more structured, reduces the risk of recording errors, and replaces previous, less effective manual processes.

Delivery Note Details Page

The delivery note details page is used to display comprehensive information for a specific delivery note record. This page presents all previously entered data, including shipment details and any supporting documents that were uploaded. It is highly useful for administrators when verifying delivery note data before it is used as a basis for shipments or report generation. Through this details page, administrators can ensure that the stored data is correct and accurate.

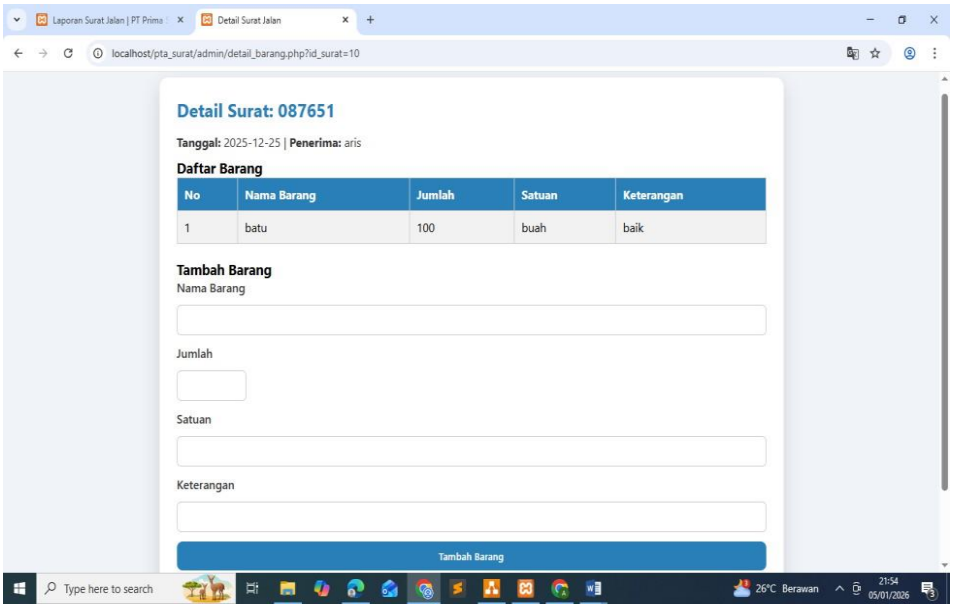


Figure 9. Delivery Note Details Page

Delivery Note Report Page

The delivery note report page is used to display a summary of delivery note data for a specific period. This report serves as a basis for evaluation and as a corporate administrative document.

Through the report page, administrators can view the number of delivery notes generated within a specific timeframe. The report assists the company in monitoring goods shipment activities and supports the decision-making process. A computerized reporting system makes the report generation process faster, more organized, and more accurate compared to manual methods.

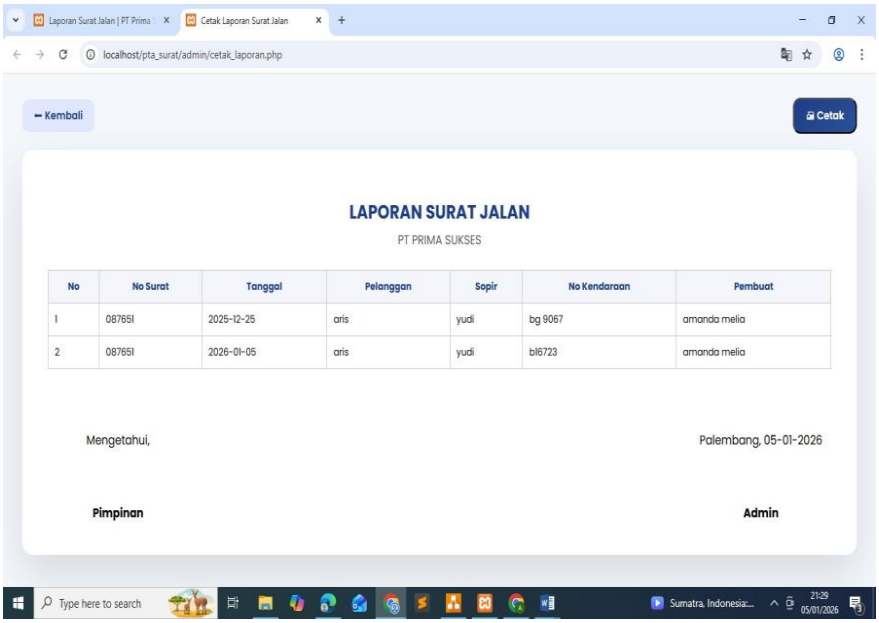


Figure 10. Delivery Note Report Page

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After all interfaces of the Road Note Information System were implemented, functional testing was conducted on several main features to obtain an initial overview of the system's functionality. The testing covered login authentication, user management, delivery note data input, data editing, data deletion, data display, digital file uploads, item details management, delivery note search, report generation, and report printing. Each feature was examined based on its intended function. The testing scenarios and results are presented in the following table.

Table 1. Functional Testing Scenarios and Results

Feature	Test Scenario	Expected Result	Actual Result
Login Authentication	Enter valid login credentials	User successfully logs in to the system	The user was successfully redirected to the dashboard.
User Management	Add a new user	User data is saved and displayed	The user data was successfully saved and displayed in the user list.
Delivery Note Data Input	Add new delivery note data	Delivery note data is saved in the system	The delivery note data was successfully saved in the system.
Delivery Note Data Editing	Edit existing delivery note data	Updated data is saved and displayed	The delivery note data was successfully updated and displayed.
Delivery Note Data Deletion	Delete existing delivery note data	Selected data is deleted from the system	The selected delivery note data was successfully deleted.
Delivery Note Data Display	View delivery note data	Delivery note data is displayed correctly	The system successfully displayed the delivery note data.
Digital File Upload	Upload a digital file	The file is uploaded and stored in the system	The file was successfully uploaded and stored in the system.
Item Details Management	Add or edit item details	Item details are saved and displayed correctly	The item details were successfully saved and displayed.
Delivery Note Search	Search for delivery note data using a keyword	Matching delivery note data is displayed	The system displayed delivery note data matching the search keyword.
Report Generation	Generate a delivery note report	The system generates a report based on the available data	The delivery note report was successfully generated.
Report Printing	Print a delivery note report	The report is ready to be printed	The report was successfully displayed in a print-ready format.

Based on the testing results presented in the table above, the testing was conducted to determine whether the main features of the Road Note Information System operated according to their intended functions. The testing covered login authentication, user management, delivery note data input, data editing, data deletion, data display, digital file uploads, item details management, delivery note search, report generation, and report printing. The results provided an initial overview of the system's functionality. However, the testing was conducted independently by the developer and did not include formal testing with comprehensive documented test scenarios or direct evaluations involving users.

DISCUSSION

The delivery note archiving information system at PT Prima Sukses is intended to organize delivery note documents through a structured digital management process. The functions described in this study include delivery note data entry, document storage, searching, record management, and report generation. These functions address the administrative need to organize and retrieve delivery-related records.

Digital archiving is relevant to organizations that need reliable access to administrative documents. Anjani et al. (2023) examined electronic records management at the Cileunyi District Office and discussed how electronic archive management can facilitate the retrieval of records. This finding supports the importance of designing an archiving system that allows users to locate delivery order documents based on stored information. In the context of PT Prima Sukses, the proposed system can provide a more organized alternative to managing delivery order records manually.

Another important consideration is the organization and consistency of archived information. Yuliyana et al. (2023), in their analysis of a digital archiving system at the Pulogadung Primary Tax Service Office, identified opportunities to improve document management and information access while highlighting challenges related to technology adoption and work culture. These findings indicate that implementing an archiving system requires more than developing software. At PT Prima Sukses, the effectiveness of the proposed system will also depend on consistent data entry, appropriate user training, and clear procedures for managing delivery order documents.

The functionality of the proposed system should also be evaluated through systematic software testing. Triady et al. (2023) demonstrated the use of black-box testing with equivalence partitioning to identify errors in website functionality. This approach is relevant to testing the delivery order archiving system because each function can be evaluated using valid and invalid input conditions. For example, login authentication, required-field validation, document storage, data searching, and record updating can be tested to determine whether the system produces the expected results. The actual test outcomes should be reported based on the tests performed.

Furthermore, the system design should consider the needs of its intended users. Mutmainah and Andrian (2023)

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developed a digital archive management system design for BPJS Ketenagakerjaan in Purwakarta, focusing on the interface and the management of archived documents. Their research provides a relevant example of how system design can be directed toward improving document organization. Similarly, the proposed system at PT Prima Sukses should provide a clear interface and straightforward navigation so that administrative staff can enter, search for, and manage delivery order records without unnecessary complexity.

The system has limitations that should be acknowledged. The presence of a designed interface and a summary of functional tests does not by itself demonstrate that document retrieval becomes faster or that administrative productivity increases. These outcomes require evaluation in the company's working environment. Future evaluation should measure retrieval time, data accuracy, usability, and workflow effectiveness. Backup procedures and access restrictions should also be assessed to protect archived information.

Overall, the system provides a structured approach to managing delivery note documents at PT Prima Sukses. Its intended contribution is to bring core archiving functions into one application. Further documented testing and evaluation with users are needed to establish its effectiveness and identify improvements required by the company.

CONCLUSION

This study presents a web-based delivery note archiving information system for PT Prima Sukses. The system includes functions for user login, delivery note data management, archive searching, digital document handling, and shipment report preparation, as described in the system design and interface section. These functions are intended to support more structured and accessible delivery note administration.

The Waterfall model provided a sequential framework for requirements analysis, system design, implementation, testing, and maintenance. The extent to which each stage was completed should be reported in accordance with the actual development process and supporting evidence.

The manuscript's testing summary records the listed functions as successful. However, detailed test cases and a documented calculation are needed to substantiate an overall testing success rate. Further evaluation is also required before concluding that the system measurably improves efficiency, retrieval time, data accuracy, or security at PT Prima Sukses.

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