# Design of a Web-Based Notary Deed Archiving System Application at the Office of Notary Ani Yaniatin Pitaloka, S.H.

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#### Abstract

A notarial deed is a legal document with strong evidentiary power in court and various legal transactions. Based on Law No. 2 of 2014, which amends Law No. 30 of 2004 on the Position of Notaries (Notary Law), this legislation governs the duties, responsibilities, and authority of notaries, including provisions on document archiving and security. Therefore, it is essential for notarial institutions, lawyers, and other relevant parties to manage notarial deeds carefully and effectively, particularly by ensuring proper archiving practices. The archiving of notarial deeds is an important practice in the legal world involving the storage, maintenance, and recording of notarial deed documents that govern legal agreements, property transactions, and other legal actions. By designing a web-based archiving application system, the goal of addressing the risk of damage or loss of physical documents is effectively achieved. The implementation of digital storage methods reduces the likelihood of physical documents being damaged or lost. Document accessibility is also enhanced by the presence of search and digital storage features. Application design steps, such as needs analysis, use case diagrams, activity diagrams, and interface design, provide a comprehensive overview of the desired features and system workflow. This design ensures that user needs are met and the application is easy to use.

*Keywords* : Notarial deed, use case diagram, activity diagram, and interface design planning.

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### **1. INTRODUCTION**

In the context of an increasingly complex and globalized legal world, document archiving, especially within information systems, plays a vital role in maintaining the integrity, validity, and availability of crucial legal information, particularly notary deeds. Notary deeds are legal documents with strong evidentiary power in court and various legal transactions. According to Law No. 2 of 2014, which amends Law No. 30 of 2004 on the Notary Profession (Notary Law), this legislation governs the duties, responsibilities, and authority of notaries, including provisions for the archiving and security of documents

handled by notaries. Therefore, it is essential for notary institutions, lawyers, and other related parties to carefully and effectively manage deeds, notary including prioritizing their proper archiving. The archiving of notary deeds is a crucial practice in the legal field, involving the storage, maintenance, and recording of notary deed documents that govern legal agreements, property transactions, and other legal actions [1]. However, many institutions or notary offices still use conventional archiving methods, such as physical storage on archive shelves. This method has limitations in terms of accessibility and security. Time-consuming document searches and the risk of document loss or damage are common challenges. This is the case for the Notary Office of Ani Yaniatin Pitaloka, S.H., which serves as the primary entity for the practice of notary deed archiving. The Notary Office of Ani Yaniatin Pitaloka, S.H., located at Jl. Raya Babakan No. 92, Pangandaran, is the main operational center for notary practices. This location is where notary deed documents are stored, managed, and accessed.

Conventional notary deed archiving methods often lead to several issues, including slow searches, the risk of damage or loss of physical documents, and limited accessibility. Hence, there is an urgent need to design and implement an efficient and secure application system for archiving notary deeds at this office. The practice of archiving notary deeds at this office has been ongoing for years. However, with the advancement of information technology, it is time to modernize and enhance the archiving process. The aim is to improve the efficiency, security, and accessibility of critical legal documents essential to legal processes [2].

In the continuously evolving digital era, information technology offers more efficient and effective solutions for notary deed archiving. Designing a webbased notary deed archiving system can enhance the efficiency, security, and of documents accessibility while reducing the risk of damage or loss. Moreover, such a system enables parties involved in legal processes, such as notaries, lawyers, and clients, to access and share relevant information more easily. By designing and developing a dedicated application system, this notary office can address the identified issues. The system will allow notary deed documents to be easily accessed, searched, and managed digitally. It will also enhance data security and leverage

information technology to optimize notary deed archiving [4].

Based on research conducted by the author on the design of a web-based notary deed archiving system at the Notary Office of Ani Yaniatin Pitaloka, S.H., the results indicate that designing a application web-based archiving successfully addresses the risks of physical document damage or loss. Implementing digital storage methods reduces the likelihood of physical documents being damaged or lost. accessibility Document has also improved through search and digital storage features.

The application design steps, including needs analysis, use case diagrams, activity diagrams, and interface design, provide a comprehensive overview of desired features and system workflows. This design ensures user needs are met, and the application is user-friendly.

### 2. RESEARCH METHODS

The research method to be used is the Software Development Life Cycle (SDLC). SDLC consists of stages or phases, namely identification, initiation, analysis, design, implementation, and maintenance [3].

### 3. RESULTS AND DISCUSSION

A use case diagram is a graphical representation of some or all actors, use cases, and their interactions, introducing a system [7]. A use case diagram does not provide detailed explanations about the use of use cases but only gives a brief overview of the relationships between use cases, actors, and the system. Through this use case, the functions within the developed system can be identified.



Figure 1. Use Case Diagram Model

In the Use Case Diagram above, it can be seen that the archiving staff and the Notary have different access rights. The archiving staff has full access rights to input, edit, search deeds, and view deed data reports. These access rights are not granted to the Notary, who can only search deeds and view deed data reports [5].

#### Activity Diagram

An Activity Diagram represents the flow of activities or workflows within a system to be executed. It is important to note that the activity diagram illustrates the activities that can be performed by the system, not what the actors do [6].

Activity Diagram for Archiving Staff Login



Staff

This activity diagram represents the sequence of processes that occur when the Archiving Staff logs in. When the application is run, the system will display the login form. The Archiving Staff can then input their Username and Password, after which the system will send a request to the Database. At this the entered point. username and password will be validated. If the username and password match the data stored in the system, the system will display the main menu of the application. However, if the username and password are incorrect, the system will return to the login form so that the Archiving Staff can re-enter the correct username and password.

#### Activity Diagram for Notary Login



Similar to the Login Activity Diagram for Archiving Staff described above, the difference here lies only in the actor, which is the Notary.

Activity Diagram for Data Input



Figure 4. Upload File Activity Diagram The Activity Diagram above illustrates the process when the Archiving Staff wants to input data. To input data, the activity begins when the Archiving Staff starts the process of entering notary deed data. The Archiving Staff then enters the deed data into the system. This data includes the nature of the deed, deed number, deed date, and the identities of the parties involved in the deed. Subsequently, after the data is entered, the system validates it to ensure that it adheres to the correct format. If the data is correct or valid, the notary deed data will be saved in the system. Thus, the notary deed data is securely stored in the system.

Activity Diagram for Editing by Archiving Staff

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Figure 5. Edit User Activity Diagram This activity diagram represents the series of processes the system will perform when the Archiving Staff needs to modify existing data in the system. If there is data that needs to be changed, the Archiving Staff can press the "edit notary deed data" button. Then, the Archiving Staff selects the notary deed data they wish to edit from the list of available deeds. The staff then enters the changes they wish to make to the notary deed data. Next, the system validates the changes to ensure that the proposed changes adhere to the correct format. After the changes are validated, they are saved in the system.

Activity Diagram for Document Search for Archiving Staff

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Archiving Staff





Archiving Staff

The activity diagram above illustrates the process that occurs when an archiving staff member searches for a notarial deed. The process starts by clicking the search button, then entering a keyword. The archiving staff can either click the search icon or press enter. Afterward, the system will search for data that matches the entered keyword.

### Activity Diagram for Document Search for Notary

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The Activity Diagram for Document Search for Notary above works the same way as the document search activity diagram for the archiving staff, with the only difference being the actor involved. Activity Diagram for Deed Data Report for Archiving Staff



Figure 9. Activity Diagram for Deed Data Report for Archiving Staff

This Activity Diagram represents the final series of processes the system will perform when the Archiving Staff wants to check the notarial deeds that have been input (all notarial deeds available in the system). The Archiving Staff can press the "notary deed data report" button. The system will then display the notarial deed data, and the report will be opened.

### Activity Diagram for Deed Data Report for Notary



Figure 10. Activity Diagram for Deed Data Report for Notary

Similar to the activity diagram for the deed data report for archiving staff, the only difference lies in the actor.

#### Interface Display: 1. Login Interface Display



Figure 11. Login Interface Display

Figure 11 is the login interface design, which can be used by the Admin/Archiving Staff and the Notary.

## Dashboard Interface Display for Archiving Staff



Figure 12. Dashboard Interface Display for Archiving Staff

Figure 12 is the dashboard interface design for Archiving Staff after successfully logging in.

## Dashboard Interface Display for Notary



Figure 13. Dashboard Interface Display for Notary

Figure 13 is the dashboard interface design for the Notary after successfully logging in.

APP ARSIP	Ħ				
Admin	Input Data Akta				
28 Nov 2023 19.00 WB	Sifat Akta				
DASHBOARD	Nomor Akta				
	Tanggal Akta				
EDIT					
SEARCH	Pihak Pertama Pihak Kedua				
LAPORAN DATA AKTA					
	[Telusuri] Tidak ada berkas dipilih SIMPAN				

Figure 14. Input Data Deed Interface Display

Figure 14 is the interface design for the notarial deed data input menu. Data input can only be performed by the Admin/Archiving Staff.

**Edit Data Deed Interface Display** 

APP ARSIP	H					
Admin	Edit Data Akta					
28 Nov 2023 18.00 WE	Sifat Akta					
DASHBOARD	Nomor Akta					
INPUT	Tanggal Akta					
EDIT						
SEARCH	Pihak Pertama Pihak Kedua					
LAPORAN DATA AKTA						
	[Telusur] Tidak ada berkas dipilih SIMPAN					

Figure 15 is the interface design for the edit notarial deed data menu. Data editing can only be performed by the Admin/Archiving Staff.





Figure 16. Search Deed Interface Display for Admin/Archiving Staff

Figure 16 is the interface design for the notarial deed search menu for the Archiving Staff.

Search	Deed	Interface	Display	for
Notary				



Figure 17. Search Deed Interface Display for Notary

Figure 17 is the interface design for the notarial deed search menu for the Notary.

# Deed Data Report Interface Display for Admin





Figure 18. Deed Data Report Interface Display for Admin

Figure 18 is the interface design for the Deed Data Report menu for the Archiving Staff.

## Deed Data Report Interface Display for Notary

Figure 19. Deed Data Report Interface Display for Notary 4. CONCLUSIONS AND RECOMMENDATIONS

#### A. Conclusion

Based on the research conducted by the author regarding the design of a webbased notarial deed archiving system application at the notary office of Ani Yaniatin Pitaloka, S.H., the following conclusions can be drawn:

- 1. By designing a web-based archiving system application, the objective of addressing the risks of physical document damage or loss has been successfully achieved. The implementation of digital storage methods reduces the likelihood of physical documents being damaged or lost. Document accessibility has also improved with the inclusion of search and digital storage features.
- application 2. The design steps, including requirements analysis, use case diagrams, activity diagrams, and interface design, provide а comprehensive overview of the desired features and system workflow. This design ensures that user needs are met and that the application is user-friendly.

### B. Recommendations

As an improvement to the results of the conducted research, several recommendations are proposed, including:

- 1. Application System Implementation: Proceed with the design and implementation of the web-based notarial deed archiving application. Ensure that the application is accessible to Archiving Staff and Notaries with appropriate access rights.
- 2. Training and Socialization: Provide training for Archiving Staff and Notaries on the use of the new application system. Conduct socialization sessions to ensure a thorough understanding and acceptance of the technological changes.

By implementing the web-based notarial deed archiving system and managing it effectively, it is expected that the Notary Office of Ani Yaniatin Pitaloka, S.H., can improve operational efficiency, reduce the risks of document damage or loss, and deliver better services to Archiving Staff and Notaries.

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