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TRAINING AND IMPLEMENTATION OF THE SRIKANDI BACK-UP APPLICATION BASED ON THE ELECTRONIC FILING SYSTEM

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ABSTRACT

This community service activity aims to assist the Plantation Service of South Sumatra Province in addressing archive management challenges due to limited and often unstable internet connectivity. The primary archival management application in use is SRIKANDI, which relies on internet access. To mitigate the risks associated with this limitation, a backup system was developed using a simplified Microsoft Access-based Electronic Filing System (EFS) that operates offline. The community service project involved several phases: needs analysis, system design, staff training, implementation, and evaluation. Results showed that the backup system's features effectively supported archival management at the agency, improved retrieval efficiency, and enhanced data resilience against technical disruptions. Staff participating in the training quickly grasped and successfully operated the application.

Keywords: Application, Archives, Backup, Training

INTRODUCTION

The management of administrative work has long entered the digital era, including in the field of records management. Digital archiving systems have been increasingly adopted by government institutions as a means to realize efficient, effective, secure, and well-organized information governance. One tangible form of implementation is the use of the Integrated Dynamic Archival Information System (SRIKANDI), a nationally mandated digital application established under Presidential Regulation No. 95 of 2018 concerning the Electronic-Based Government System (SPBE). This application has been widely implemented across various central and regional government agencies as the national standard for electronic archival systems (ANRI, 2022).

However, in practice, significant challenges remain in its operation, particularly at the regional level. Key obstacles include limited information technology infrastructure, poor internet connectivity, and low digital literacy among civil servants—especially those assigned to archival functions (Duranti & Preston, 2008; Wibowo, 2020). This condition is also experienced by one regional government agency, the Plantation Office of South Sumatra Province, which has encountered several difficulties following the implementation of the SRIKANDI application. Among the main issues reported are frequent internet disruptions, which prevent real-time access to the system. These disruptions hinder the input of archival data, access to documents, and the downloading of digital records. As a result, the archiving process becomes obstructed, posing risks of data loss and delays in public administrative

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services (Susanti & Herlambang, 2023; Purnomo, 2021). A backup system is necessary—one that can function offline, is easy to operate by non-technical staff, and can be integrated or aligned with the primary SRIKANDI system. Through this community engagement initiative, the service team developed and implemented a digital archive backup system based on an Electronic Filing System (EFS) using Microsoft Access. This system offers a practical, cost-effective, and relevant solution for regional government agencies with limited infrastructure, as it does not require an internet connection and features a user-friendly interface (Sutanto, 2019; Lemieux, 2016). With this system, the archiving process can continue to run efficiently even when the main application is inaccessible.

METHODS

The implementation method of this community service activity consists of several stages:

a. Planning, which involved conducting interviews, direct observations, and a needs analysis of the Plantation Office of South Sumatra Province concerning its archival management system. The team carried out on-site observations and interviews with archival staff to identify challenges in digital archive management that relies heavily on internet connectivity.
b. System Design, which began after analyzing the institution's needs. The next step was to design a backup system for the SRIKANDI Electronic Filing System (EFS). This design process included writing a needs analysis report, developing an application flowchart, and designing archiving features using Microsoft Access. The key features developed included archive data entry, archive search, data filtering, and archive report generation. All archival management activities within this system were designed to function without internet connectivity, thereby enabling staff to easily input, retrieve, and report archived documents.
c. Training and Assistance, where archival staff were trained and guided on how to use the backup SRIKANDI application—from initial data entry to storage and recovery of archival documents. The training and assistance were conducted at the Plantation Office of South Sumatra Province and involved six (6) participants from the sub-division responsible for archival management.
d. Implementation and Evaluation, in which the developed application was tested by the service team to assess its alignment with the institution's archival management needs.

RESULTS

The community service activity was conducted at the Office of the Plantation Agency of South Sumatra Province with a total of six (6) archival staff participating. The program was carried out from March to June 2025, starting from the planning phase to the final evaluation. The result of the SRIKANDI Backup System design successfully produced features aligned with the archival needs of the Plantation Office. The training on the use of the backup SRIKANDI application proceeded smoothly. Participants reported a clear understanding of how to use the application and demonstrated the ability to manage archives effectively and efficiently in offline mode, without relying on an internet connection. Following the training and its practical application, archival staff expressed that the system was user-friendly, particularly during times of poor or absent internet connectivity.

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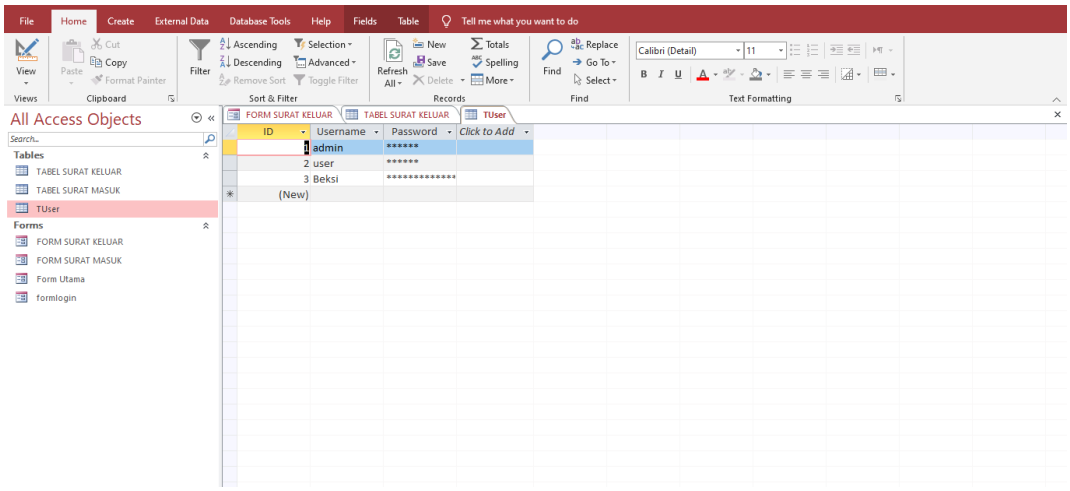

Figure 1. Overview of Application

The fast archive search and report printing features serve as significant added value in the use of the EFS backup application. These features greatly assist staff in efficiently retrieving archival records, especially when required on short notice. In addition, the presence of a user activity log supports the audit trail aspect, which is essential for maintaining the security, integrity, and accountability of digital records. The system is designed with a single-user login mechanism secured by password protection, ensuring that only authorized personnel can access and modify archival data. This approach aligns with the principles of secure and responsible digital archive management, where information system security must take into account user authorization and activity monitoring (Setyawati, Manajemen Kearsipan Digital di Era E-Government, 2021). Lemieux (2015) also emphasized that archival information systems must guarantee non-repudiation, i.e., preventing users from denying actions they have performed within the system. Thus, the implementation of a backup system equipped with user authentication and activity tracking mechanisms significantly enhances the resilience and sustainability of digital records management within government institutions.

DISCUSSION

The presence of a digital system has significantly facilitated staff in managing and archiving documents, particularly in terms of time efficiency and recording accuracy. Nevertheless, several critical factors must be considered in its implementation, especially regarding internet availability. Online-based applications such as SRIKANDI require a stable internet connection to function optimally. In contrast, the backup system developed using Microsoft Access operates offline and is therefore not dependent on internet connectivity. This becomes a distinct advantage, especially in regions where network infrastructure remains limited. The use of the EFS backup application has proven to simplify the process of archive input, document retrieval, and the generation of reports detailing the number and specifics of incoming records. Features such as input forms, keyword search, and automated report generation enable staff to access data more quickly and efficiently—even in emergency situations or when SRIKANDI is inaccessible (Lemieux, 2016; Sugiyono, 2020). To ensure the system functions effectively, it is essential to have operators or archival personnel who understand how to operate the application. Therefore, technical training becomes a crucial

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component of the implementation process. Based on the results of the community service activity, staff at the Plantation Office of South Sumatra Province stated that they were able to understand and use the backup application proficiently. The system has been highly beneficial for archival activities, particularly during times when access to SRIKANDI is disrupted due to unstable internet connectivity. Thus, this backup system is not merely a complementary tool but also a practical solution to ensure the continuity of digital records management within local government institutions (Alhadi, 2024; Ramudin & Marsuki, 2024).

CONCLUSION

The design and training of the Microsoft Access-based EFS backup application at the Plantation Office of South Sumatra Province were successfully implemented. Staff members who participated in the training were able to understand and operate the SRIKANDI backup application effectively for managing archival records. With the features available in the system, the risk of data loss due to disruptions in the main system can be minimized, while ensuring data security and improving operational efficiency. This system serves as an appropriate solution for institutions facing limitations in technology and human resources.
Recommendations

It is recommended that other government institutions with similar conditions replicate the system. Furthermore, additional training sessions should be conducted for archival personnel to optimize the use of the system. Future development may also explore more automated and integrated backup solutions.

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