ABSTRACT

DYA ID is a fashion business that was founded in 2017. Sales at DYA ID with the help of social media and marketplaces have grown from year to year. However, to recapitulate sales data, employees at DYA ID still use Microsoft Excel. In Addition, knowledge of product specifications is only documented by employees in the design section itself. This can cause if the employee in the design department is not present while on duty, then other employees who replace him will find it difficult to provide information about the product and can cause misscommunication during the production process and during data recapitulation.

The design of e-archives is based on user needs, namely employees at DYA ID which have the aim that employees at DYA ID can easily access data such as sales data, product data in the form of product specifications and photos as well as convection data, employee data and business processes

The design of this e-archive uses the SECI (Socialization, Externalization, Combination, and Internalization) method which is used for the knowledge sharing process, namely the process of converting knowledge that is in the human mind (tacit knowledge) and knowledge that has been documented (explicit knowledge). This method is used to process data into information and then the information becomes knowledge. This e-archive system is based on a website created using the CodeIgniter framework using the PHP and MySQL programming languages for database creation and storage.

The results of this study are in the form of an e-archive based on the tacit knowledge owner and employees at DYA ID which aims to store knowledge documentation in the form of sales data, product data, convection data, employee data and business processes.

Keywords: e-archive, Knowledge, SECI.