

ABSTRACT

The management of cooperation document logbooks at the Cooperation Division of Universitas Diponegoro was previously conducted using spreadsheets as an administrative recording tool. The use of spreadsheets has limitations in supporting document management involving multiple users because it does not provide role-based access control mechanisms or activity recording that is directly associated with each document management process. Document progress histories and user activities are recorded within the same worksheet, making it more difficult to trace document status changes, identify users who made modifications, and monitor document workflows as the volume of data increases. This study aims to develop a web-based Cooperation Document Logbook application that supports the recording, management, and monitoring of cooperation documents in a centralized and systematic manner. The software development method employed is the ICONIX Process, which consists of the requirements, analysis/preliminary design, detailed design, and implementation phases. The resulting application provides features for managing documents, activity logs, partners, units, statuses, users, authentication, role-based access control, dashboards, and document and log data export. System testing was conducted using the black-box testing method on the main system functionalities. The testing results indicate that all tested functions operated in accordance with the specified requirements.

Keywords : Document logbook, web-based application, ICONIX Process, information system