Contents

1 DOCUMENTATION INDEX

1.1 Welcome to Koperasi Karyawan SKF Documentation

Selamat datang! Dokumentasi ini menyediakan semua informasi yang Anda butuhkan untuk **develop, deploy, operate, dan test** aplikasi Koperasi Karyawan SKF.

Current Version: 2.0.0
Last Updated: 17 January 2026
Total Documents: 17 files (~500 pages)

1.2 Quick Navigation

I'm a... - New Developer → Start here! - System Administrator → Daily operations guide - Tester / QA → UAT documentation - End User (Member/Pengurus) → User manual - Project Manager / Stakeholder → Overview & features

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1.3 COMPLETE DOCUMENTATION MAP

1.3.1 Getting Started

Document	Description	Read Time	Audience
README.md	Project overview, quick start, feature summary	10 min	Everyone
QUICK_START. md	5-minute guide for developers	5 min	Developers

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1.3.2 FOR DEVELOPERS

1.3.2.1 Setup & Installation

Document	Description	When to Read
INSTALLATION.md	Complete setup guide (development environment)	First time setup
DEPLOYMENT.md	Deploy to production server	Before go-live

Recommended Flow:

```
1. README.md (overview)
   ↓
2. INSTALLATION.md (setup local)
   ↓
3. ARCHITECTURE.md (understand structure)
   ↓
4. DATABASE_SCHEMA.md (learn database)
   ↓
5. Start coding!
```

1.3.2.2 Architecture & Design

Document	Description	Pages
ARCHITECTURE.md	System architecture, tech stack, security layers	~45
DATABASE_SCHEMA. md	ERD, table relationships, indexing strategy	~40
FEATURES.md	Complete list of 60+ features with details	~50

Key Sections: - **ARCHITECTURE.md** - Section 1: High-level architecture diagram - Section 2: MVC layer breakdown - Section 3: External integrations (Midtrans, WhatsApp) - Section 4: Security architecture - Section 5: Performance optimization - Section 6: Scalability roadmap

- **DATABASE_SCHEMA.md**
    - Section 1: ERD by module (7 modules)
    - Section 2: Table relationships
    - Section 3: Foreign keys & constraints
    - Section 4: Indexing strategy
    - Section 5: Data integrity rules

1.3.2.3 Development References

Document	When to Use
TROUBLESHOOTING.md	When you encounter errors
CHANGELOG.md	To see version history & breaking changes

1.3.3 FOR OPERATIONS

1.3.3.1 System Administration

Document	Description	Usage Frequency
MAINTENANCE.md	Daily/weekly/monthly maintenance tasks	Daily
TROUBLESHOOTING. md	Common issues & solutions	When issues occur
SECURITY.md	Security policies, best practices, incident response	Weekly review

Daily Routine (Sysadmin):

```
08:00 → MAINTENANCE.md § 1.1 (Health check)
08:30 → MAINTENANCE.md § 1.3 (Log monitoring)
17:00 → MAINTENANCE.md § 1.3 (Audit logs)
```

Weekly Tasks: - Monday: SECURITY.md § 5.2 (Audit log review) - Thursday: MAINTE-NANCE.md § 2.1 (Backup verification) - Sunday: MAINTENANCE.md § 2.2 (Database optimization)

1.3.3.2 Deployment & Updates

Document	Purpose
DEPLOYMENT.md	Step-by-step production deployment
INSTALLATION.md	Environment setup (dev/staging/prod)

Deployment Checklist: 1. DEPLOYMENT.md § 2 (Pre-deployment) 2. DEPLOYMENT.md § 3 (Deployment steps) 3. DEPLOYMENT.md § 4 (Post-deployment verification) 4. MAINTE-NANCE.md § 1 (Health check)

1.3.4 FOR TESTING

1.3.4.1 UAT Documentation (Complete Suite)

Document	Description	Pages	Target User
UAT_PLAN.md	UAT strategy, timeline, team structure	~20	QA Lead, PM
UAT_TEST_SCENARIOS.md	60 detailed test cases with steps	~80	All Testers
UAT_BUG_TEMPLATE.md	Standardized bug report format	~5	All Testers
UAT_CHECKLIST.md	220-item tracking checklist	~25	QA Lead

UAT Workflow:

```
Week 1: Preparation
    Read: UAT_PLAN.md (entire document)
    Setup: UAT environment as per § 3
    Distribute: UAT_TEST_SCENARIOS.md to team

Week 2-3: Execution
    Testers: Follow UAT_TEST_SCENARIOS.md
    Report bugs: Use UAT_BUG_TEMPLATE.md
    Track progress: Update UAT_CHECKLIST.md daily

Week 4: Sign-off
    Review: UAT_CHECKLIST.md § "Overall Summary"
    Approve: UAT_PLAN.md § "Sign-off"
```

Bug Reporting: - Template: UAT_BUG_TEMPLATE.md - Severity guide: § 2 - Required fields: § 1-11 - Developer section: § 19

1.3.5 FOR USERS

1.3.5.1 End-User Documentation

Document	Description	Target Audience
USER_MANUAL.md	Complete user guide with step-by-step instructions	Anggota, Pengurus, Admin
FEATURES.md	Feature list with benefits	All users

USER_MANUAL.md Sections: - § 1: Getting Started (Login, Navigation) - § 2: Keuangan Module (Simpanan, Pinjaman, SHU) - § 3: Koperasi Mart (POS, Products) - § 4: Belanja (Catalog, History) - § 5: Laporan (Reports, Announcements) - § 6: Profile Settings - § 7: Pengurus & Admin Functions

Quick Links by Role:

Anggota: - Login → USER_MANUAL § 1.2 - Check Simpanan → USER_MANUAL § 2.A - Apply Pinjaman → USER_MANUAL § 2.B - Shopping History → USER_MANUAL § 4.B

Pengurus: - Approve Loans → USER_MANUAL § 2.B (Approve section) - Manage Members → USER_MANUAL § "Kepengurusan"

Kasir: - POS Operations → USER_MANUAL § 3 (Koperasi Mart)

1.3.6 FOR MANAGEMENT

1.3.6.1 Business & Overview

Document	Description	Best For
README.md	Executive overview	5-min presentation
FEATURES.md	Complete feature catalog	Demo, proposal
ARCHITECTURE.md	Technical overview	Tech stakeholders
CHANGELOG.md	Release history & roadmap	Planning

Presentation Flow (Stakeholder Meeting):

```
Slide 1-2: README.md § Overview (What & Why)
Slide 3-5: FEATURES.md § Summary Table (60+ features)
Slide 6-7: ARCHITECTURE.md § Tech Stack
Slide 8-9: CHANGELOG.md § Version History
Slide 10: FEATURES.md § Benefits Summary
```

1.3.7 FOR SECURITY / AUDIT

Document	Section	Purpose
SECURITY.md	§ 1	Authentication & Authorization
SECURITY.md	§ 2	OWASP Top 10 Protection
SECURITY.md	§ 3	Data Security & Encryption
SECURITY.md	§ 5	Monitoring & Audit Logging
SECURITY.md	§ 6	Incident Response Plan
DATABASE_SCHEMA. md	§ Data Integrity	Constraints & relationships

Audit Checklist: - [ ] SECURITY.md § 1.2 (Password policy compliant?) - [ ] SECURITY.md § 1.3 (RBAC properly configured?) - [ ] SECURITY.md § 2.1 (OWASP Top 10 addressed?) - [ ] SECURITY.md § 3.2 (Data encrypted at rest & transit?) - [ ] SECURITY.md § 5.2 (Audit logs retention policy?) - [ ] SECURITY.md § 8.1 (Privacy policy defined?)

1.4 SEARCH BY TOPIC

1.4.1 Authentication & Authorization

- SECURITY.md § 1
- ARCHITECTURE.md § "Security Architecture"
- USER_MANUAL.md § "Login"

1.4.2 Database

- DATABASE_SCHEMA.md (complete ERD)
- ARCHITECTURE.md § "Data Layer"
- MAINTENANCE.md § 2 (Database maintenance)

1.4.3 Payment Integration (Midtrans)

- ARCHITECTURE.md § "External Integrations"
- SECURITY.md § 8.3 (Third-party security)
- TROUBLESHOOTING.md § "Payment Gateway Issues"

1.4.4 Backup & Recovery

- MAINTENANCE.md § 2.1 (Daily backup)
- SECURITY.md § 7 (Backup & DR)
- DEPLOYMENT.md § "Backup Strategy"

1.4.5 Performance

- ARCHITECTURE.md § 5 (Performance optimization)
- MAINTENANCE.md § 5 (Performance tuning)
- TROUBLESHOOTING.md § 9.2 (Slow performance)

1.4.6 Errors & Debugging

- TROUBLESHOOTING.md (complete guide)
- MAINTENANCE.md § 1.3 (Log monitoring)
- INSTALLATION.md § "Troubleshooting"

1.5   DOCUMENTATION STRUCTURE

```
Koperasi/

  README.md                        ← Start here!
  QUICK_START.md                   ← 5-min guide
  DOCUMENTATION_INDEX.md           ← This file

    CORE DOCUMENTATION
      FEATURES.md                    (Feature catalog)
      ARCHITECTURE.md                (System design)
      DATABASE_SCHEMA.md             (Database ERD)

    DEVELOPMENT
      INSTALLATION.md                (Setup guide)
      DEPLOYMENT.md                  (Deploy guide)
      CHANGELOG.md                   (Version history)

    OPERATIONS
      MAINTENANCE.md                 (Daily ops)
      TROUBLESHOOTING.md             (Problem solving)
      SECURITY.md                    (Security policies)

    TESTING
      UAT_PLAN.md                    (UAT strategy)
      UAT_TEST_SCENARIOS.md          (Test cases)
      UAT_BUG_TEMPLATE.md            (Bug template)
      UAT_CHECKLIST.md               (Tracking)

    USER GUIDES
       USER_MANUAL.md                 (End-user guide)
```

1.6   LEARNING PATHS

1.6.1 Path 1: New Developer (Day 1)

1. README.md (15 min)
2. QUICK_START.md (5 min)
3. INSTALLATION.md - setup local (30 min)
4. Browse FEATURES.md (20 min)

```
5. Skim ARCHITECTURE.md (30 min)
Total: ~2 hours
```

1.6.2 Path 2: System Admin (First Week)

```
Day 1: DEPLOYMENT.md (deploy to staging)
Day 2: MAINTENANCE.md (learn daily tasks)
Day 3: SECURITY.md (security policies)
Day 4: TROUBLESHOOTING.md (common issues)
Day 5: Practice daily routine
```

1.6.3 Path 3: QA Tester (UAT Preparation)

```
Week 1:
  - UAT_PLAN.md (understand strategy)
  - UAT_TEST_SCENARIOS.md (read 20 scenarios)
  - UAT_BUG_TEMPLATE.md (practice bug report)
Week 2:
  - Execute UAT_TEST_SCENARIOS.md
  - Update UAT_CHECKLIST.md
```

1.7 GETTING HELP

1.7.1 Documentation Questions

- Email: docs@kopkarskf.com
- WhatsApp: Documentation Team

1.7.2 Technical Support

- For deployment: DEPLOYMENT.md then support@kopkarskf.com
- For bugs: TROUBLESHOOTING.md then dev@kopkarskf.com
- For security: SECURITY.md then security@kopkarskf.com

1.7.3 Document Updates

Found outdated info or typo? - Report to: docs@kopkarskf.com - Include: Document name, section, issue

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1.8 DOCUMENT MAINTENANCE

Review Cycle: - **SECURITY.md:** Every 6 months - **MAINTENANCE.md:** Quarterly - **UAT docs:** Before each UAT cycle - **USER_MANUAL.md:** After major feature release - **Others:** Annually or as needed

Last Review: 17 January 2026
Next Review: 17 July 2026

1.9 DOCUMENTATION METRICS

Category	Files	Pages	Completeness
Core	3	~135	100%
Development	3	~95	100%
Operations	3	~90	100%
Testing	4	~130	100%
User Guides	1	~60	100%
TOTAL	**17**	**~510**	**100%**

1.10 DOCUMENTATION QUALITY CHECKLIST

- ☒ All documents have clear structure
- ☒ Code examples provided where relevant
- ☒ Cross-references between documents
- ☒ Table of contents in long documents
- ☒ Review dates defined
- ☒ Contact information included
- ☒ Screenshots/diagrams (where applicable)
- ☒ Troubleshooting sections
- ☒ Checklists for procedures

1.11 BEST PRACTICES

When Reading Documentation: 1. Start with README.md for context 2. Use this index to find specific topics 3. Check "Last Updated" date for currency 4. Cross-reference related documents 5. Bookmark frequently used sections

When Updating Documentation: 1. Update "Last Updated" date 2. Increment version if major changes 3. Update this index if adding/removing files 4. Notify team of significant changes 5. Review related documents for consistency

Happy documenting!

Maintained by: Documentation Team
Contact: docs@kopkarskf.com
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