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## DOCUMENTATION INDEX

### 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)

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### 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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# COMPLETE DOCUMENTATION MAP

## Getting Started

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

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## FOR DEVELOPERS

### Setup & Installation

Document	Description	When to Read
<b>INSTALLATION.md</b>	Complete setup guide (development environment)	First time setup
<b>DEPLOYMENT.md</b>	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!

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## Architecture & Design

Document	Description	Pages
<b>ARCHITECTURE.md</b>	System architecture, tech stack, security layers	~45
<b>DATABASE_SCHEMA.md</b>	ERD, table relationships, indexing strategy	~40
<b>FEATURES.md</b>	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

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## Development References

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

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## FOR OPERATIONS

### System Administration

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

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### 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: MAINTENANCE.md § 2.1 (Backup verification) - Sunday: MAINTENANCE.md § 2.2 (Database optimization)

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### Deployment & Updates

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

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

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## FOR TESTING

### UAT Documentation (Complete Suite)

Document	Description	Pages	Target User
<b>UAT_PLAN.md</b>	UAT strategy, timeline, team structure	~20	QA Lead, PM
<b>UAT_TEST_SCENARIOS.md</b>	60 detailed test cases with steps	~80	All Testers
<b>UAT_BUG_TEMPLATE.md</b>	Standardized bug report format	~5	All Testers
<b>UAT_CHECKLIST.md</b>	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

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## FOR USERS

### End-User Documentation

Document	Description	Target Audience
<b>USER_MANUAL.md</b>	Complete user guide with step-by-step instructions	Anggota, Pengurus, Admin
<b>FEATURES.md</b>	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)

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## FOR MANAGEMENT

### Business & Overview

Document	Description	Best For
<b>README.md</b>	Executive overview	5-min presentation
<b>FEATURES.md</b>	Complete feature catalog	Demo, proposal
<b>ARCHITECTURE.md</b>	Technical overview	Tech stakeholders
<b>CHANGELOG.md</b>	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

## FOR SECURITY / AUDIT

Document	Section	Purpose
<b>SECURITY.md</b>	§ 1	Authentication & Authorization
<b>SECURITY.md</b>	§ 2	OWASP Top 10 Protection
<b>SECURITY.md</b>	§ 3	Data Security & Encryption
<b>SECURITY.md</b>	§ 5	Monitoring & Audit Logging
<b>SECURITY.md</b>	§ 6	Incident Response Plan
<b>DATABASE_SCHEMA.md</b>	§ 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?)

## SEARCH BY TOPIC

### Authentication & Authorization

- SECURITY.md § 1
- ARCHITECTURE.md § “Security Architecture”
- USER\_MANUAL.md § “Login”

### Database

- DATABASE\_SCHEMA.md (complete ERD)
- ARCHITECTURE.md § “Data Layer”
- MAINTENANCE.md § 2 (Database maintenance)

## Payment Integration (Midtrans)

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

## Backup & Recovery

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

## Performance

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

## Errors & Debugging

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

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# 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	

## LEARNING PATHS

### 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

### 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

### 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
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## GETTING HELP

### Documentation Questions

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

### 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

### Document Updates

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

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## 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

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## 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%
<b>TOTAL</b>	<b>17</b>	<b>~510</b>	<b>100%</b>

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## 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
- 

## 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

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**Happy documenting!**

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**Maintained by:** Documentation Team

**Contact:** docs@kopkarskf.com

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