

Web-Based Letter Filing System at the North Sumatra Provincial Representative Office of the Financial and Development Supervisory Agency

Andrea Lestari¹, Heri Kurniawan², Niko Surya Atmaja³

^{1,2,3}Universitas Pembangunan Panca Budi

INFO ARTICLE

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ABSTRACT

Mail management is an important activity in various organizations, including government agencies, private companies, and educational institutions. With the advancement of technology, manual filing systems that use paper and filing cabinets are being phased out. The North Sumatra Provincial Representative Office of the Financial and Development Supervisory Agency (BPKP), as a state financial supervisory agency, receives a large volume of mail every day. The manual letter filing process often causes various problems, such as lost or damaged letters and overflowing filing cabinets. This can potentially cause delays in decision-making and increase the risk of losing important files. The emergence of the need for a more efficient filing system has encouraged the development of a website-based letter filing system. By implementing a good filing system, organizations can maintain information security, improve work efficiency, and support better decision-making. The method used is a descriptive method by collecting facts and information accurately at the research site. The research results successfully implemented a website-based letter filing system at the BPKP Representative Office of North Sumatra Province to overcome the obstacles that arose from the manual system. Overall, the implementation of this system helps maintain information confidentiality and supports a faster and better decision-making process for the organization.



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Corresponding Author:

Andrea Lestari
Universitas Pembangunan Panca Budi
Email: andreallestari28@gmail.com

INTRODUCTION

Mail management is an important activity in various organizations, including government agencies, private companies, and educational institutions. With the advancement of technology, manual or paper-based mail archiving systems using paper and filing cabinets are being phased out. This is due to several obstacles, such as the risk of losing or damaging files. The manual mail search process also takes a long time and is prone to errors in file placement and retrieval.

The emergence of the need for a more efficient filing system has encouraged the development of a website-based mail filing system. A website is an information page that is accessed via the internet so that it can be used by anyone in the world without restrictions

(Mbuik et al., 2022). This system offers a more effective solution for managing correspondence. By implementing a good filing system, organizations can maintain information security, improve work efficiency, and support better decision-making.

The North Sumatra Provincial Representative Office of the Financial and Development Supervisory Agency (BPKP), as a state financial supervisory agency, receives a high volume of mail every day. The manual mail archiving process often causes various problems, such as lost or damaged mail, overflowing filing cabinets, and increasingly cramped office space. This has the potential to cause delays in decision-making and increase the risk of losing important files. By using a website-based information system, archive data processing can be more effective, so that the filing cycle for incoming and outgoing letters can be properly recorded, and the time for recording and searching can be optimized (Ishak et al., 2022).

With this system, all documents can be stored digitally in an organized database. This allows for significant savings in physical storage space as large filing cabinets are no longer needed. In addition, documents can be searched quickly and easily using advanced search features. Documents are also protected from physical damage as they are stored in a secure and durable digital format.

METHOD

The research method is a process used to solve a reasonable problem by collecting the data needed for a study. The research method used is the descriptive method. The descriptive method is a method that explains in detail about an event that is taking place. The first step in this method is to collect the data needed to obtain accurate facts and information.

The data collection stage can be obtained directly from the research object. The following are ways to support obtaining the required data:

1. Literature Review

Literature study is part of scientific work that discusses previous research as a reference. Literature study is important for the theoretical basis relevant to the research theme. By conducting research on several scientific works, it is used to assist in the development of a Web-Based Letter Filing System at the BPKP representative office in North Sumatra province.

2. Field studies are conducted by visiting the location to be researched and collecting data directly, which includes:

a. Observation

During the research, the author directly observed activities at the BPKP Representative Office in North Sumatra Province related to the archiving of incoming letters, outgoing letters, and letter dispositions in the field responsible for the assigned tasks.

b. Interview

Conducting interviews with direct questions and answers with the office administration staff to understand the obstacles faced and to obtain complete information.

c. Documentation

Documentation is a method of data collection by documenting what the researcher knows, whether from interviews or observations.

3. System Design

The system design involved the creation of a web-based archiving information system for the North Sumatra Provincial Representative Office of the Financial and Development Supervisory Agency (BPKP). This design included *use case diagrams* and *activity diagrams* to explain the activities that occur in the system.

a. Use Case Diagram

The use case diagram serves to show how the system interacts with its users or actors. The actor is *an administrator* who has full control, including managing user accounts, entering, changing, deleting, printing, and viewing letter reports. Meanwhile, *users* can only view, print, and see letter reports.

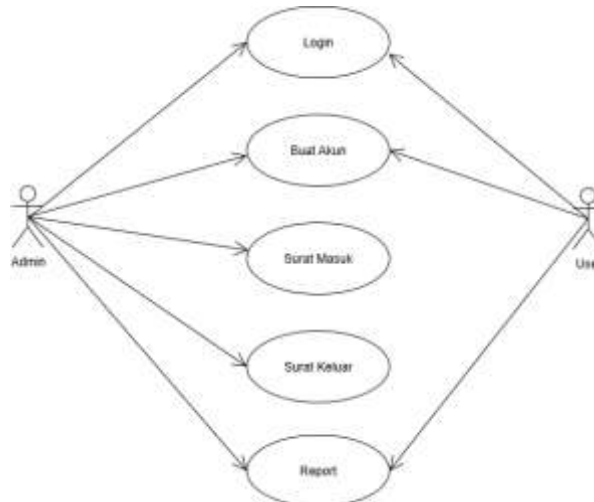
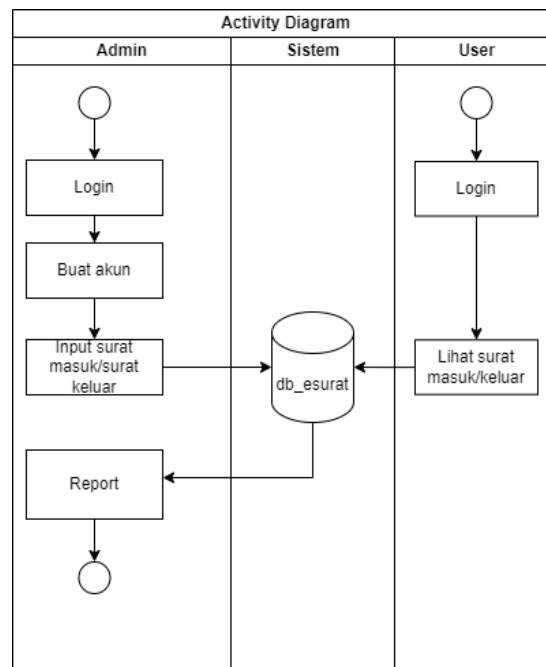


Figure 1. Use Case Diagram

b. Activity Diagram

The activity diagram shows the process of *the admin* creating accounts and inputting letters, while *users* only have access to view the letters.



Gambar 2. Activity Diagram

4. Implementation

After going through a series of processes, all the information that has been collected is now applied in the system development stage. This process is carried out by building the system in parts, where each part will be tested first before continuing

to the next stage.

5. Testing

After the entire system has been built and all data from the requirements analysis has been entered, the system will enter a comprehensive testing phase. The goal is to test the functionality and appearance of the system as a whole to ensure its feasibility and suitability for the requirements.

6. Maintenance

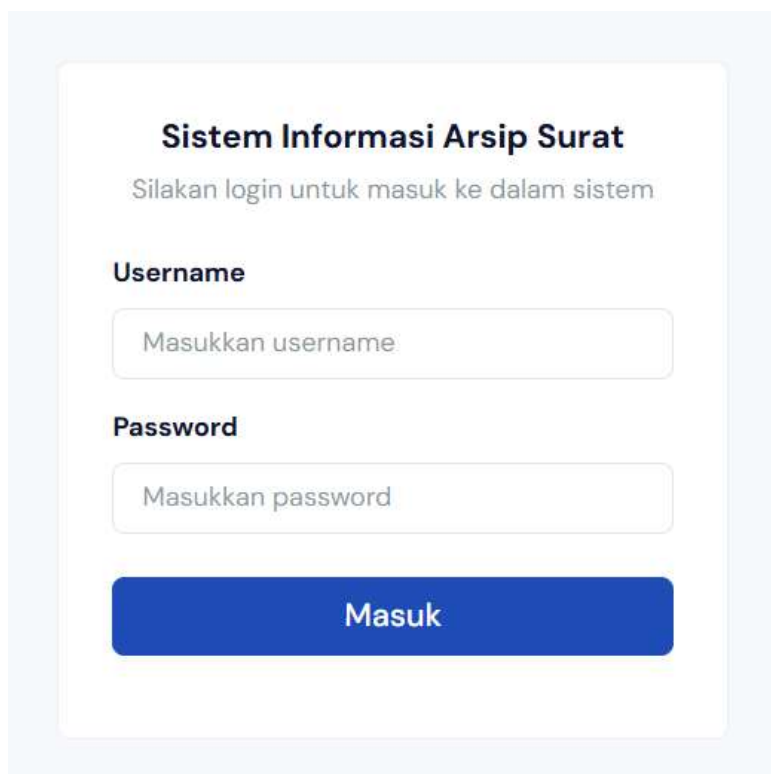
If the system passes testing and is declared ready for use, it will enter the maintenance phase. Maintenance is very important to address issues that may arise during system use, especially those that were not apparent during the testing phase.

RESULTS AND DISCUSSION

The result of this research is a *website-based* letter archiving application that will be used at the BPKP office in North Sumatra Province. The features of the application include the ability for *administrators* to add outgoing and incoming letters, edit or delete letters, and generate letter reports that can be printed by time period or letter type. The following is a preview of the website along with an explanation.

Login Page

The login page is the initial display for users or administrators to enter the system. This page also displays the username and password for users who have access rights.



The image shows a login page for a system titled "Sistem Informasi Arsip Surat". The page has a light blue background. At the top, the title "Sistem Informasi Arsip Surat" is displayed in bold black text. Below the title, there is a subtitle "Silakan login untuk masuk ke dalam sistem" in a smaller, grey font. The page contains two input fields: one for "Username" and one for "Password". Both fields have a light blue border and a grey placeholder text "Masukkan username" and "Masukkan password" respectively. Below the input fields is a large, rounded rectangular button with a blue background and white text that says "Masuk".

Figure 3. Login Page

User Data Page

The user data page is a list of users registered in the system who can access the web system. Through this page, the admin can add users, edit, delete user accounts, and set access permissions.

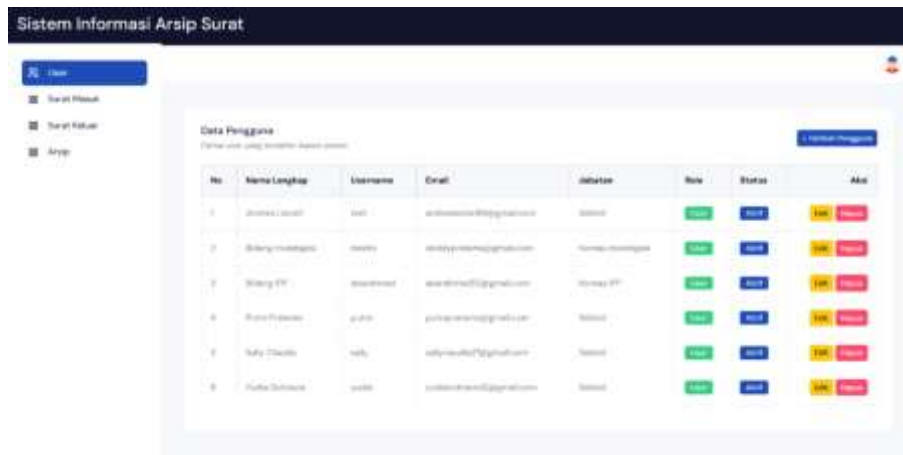


Figure 4. User Data Page

Incoming Mail Page

On this page, administrators can add incoming mail, edit, delete, and view incoming mail files. This page also displays the serial number, agenda number, mail number, mail date, date received, subject, disposition, and mail files that can be downloaded when clicked.

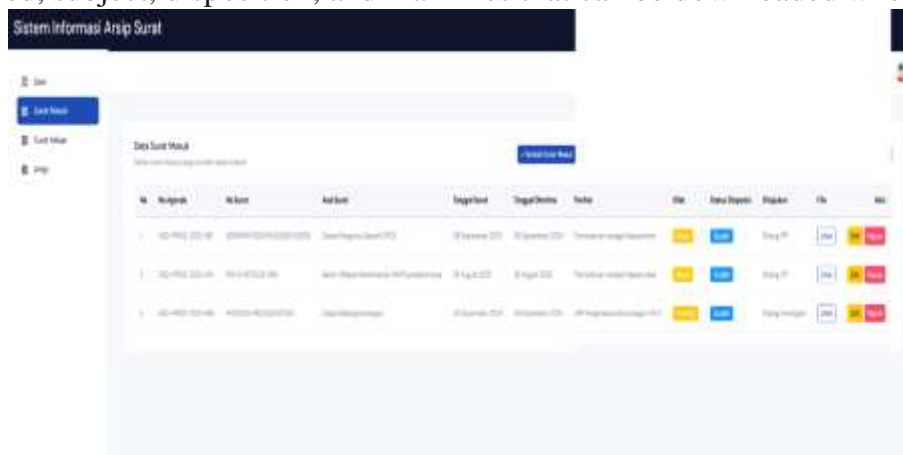


Figure 5. Incoming Mail Page

Outgoing Mail Page

On this page, administrators can add outgoing mail, edit, delete, and view outgoing mail files. This page also displays the serial number, agenda number, mail number, destination, date, subject, nature, status, approved by user, department issuing the mail, and mail files that can be downloaded when clicked.

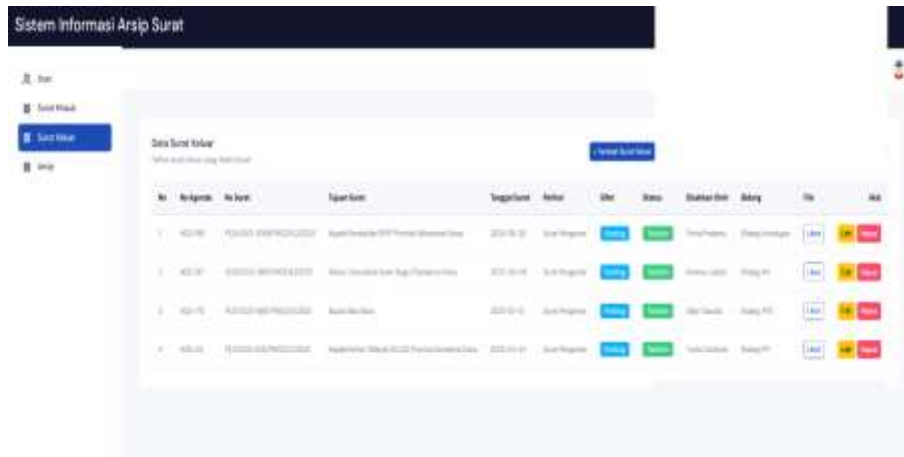


Figure 6. Outgoing Letter Page

Archive Page

The letter report page is a report page that displays a summary of incoming and outgoing letter data. Users can specify the time range and type of letter they want to view, and the system will display a list of letters that match those criteria. The data displayed includes important details such as the letter number, date, subject, destination or origin, and nature of the letter. Users can also download letter reports based on letter type and time range.

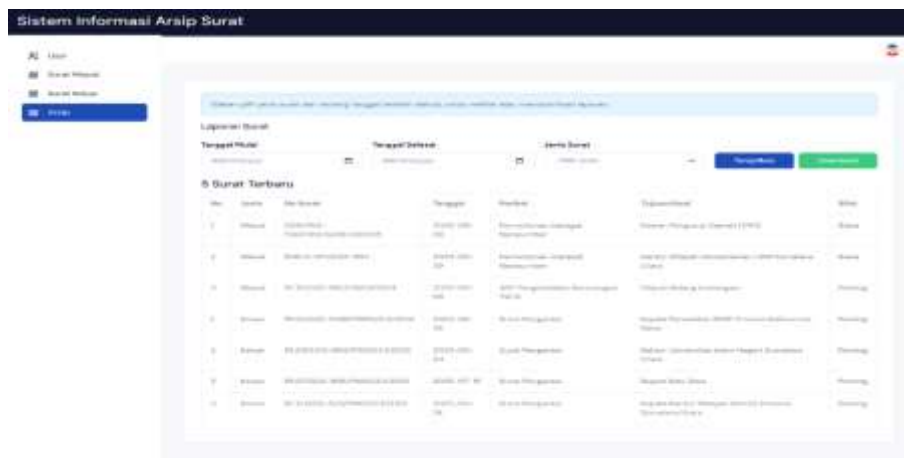


Figure 7. Archive Page

CONCLUSION

Based on the above research, the web-based letter archiving system implemented at the BPKP Representative Office of North Sumatra Province offers an effective solution to overcome various problems arising from manual systems. With this digital system, all letter documents can be neatly stored in a database, which significantly reduces the need for physical storage space such as filing cabinets. With this system, every incoming and outgoing letter is documented, allowing users to access them more quickly and efficiently. File security is also maintained because they are stored in a secure and durable digital format, protecting them from the risk of physical damage. Overall, the implementation of this system helps

maintain information confidentiality and supports faster and better decision-making processes for the organization.

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