

Prototype Of E-Office Administration Letter System In General Part Of Government Of Tangerang Regency



Author Notification
6 December 2019
Final Revised
24 January 2020
Published
24 January 2020

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To cite this document :

Supriadi, A., Cahyo Purnomo, A., & fadilah, wafah. (2020). Prototype of E-Office Administration Letter System In General Part of Government of Tangerang Regency. *ADI Journal on Recent Innovation*, 2(1), 35–45. <https://doi.org/10.34306/ajri.v2i1.35>

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Abstract

Along with the development of information and communication technology today, the internet has become a powerful tool to rethink the government system with a new model. However, the application of information technology has not been fully implemented in all fields in the government. One of them is in the General Section of the Regional Secretary of the Tangerang Regency Government which still manage the administration of the mail manually and archives the letter data that is still stored in Microsoft Excel. So for that it is necessary to make an information system that can help the work of the General Section Regional Secretary of the Tangerang Regency in managing and filing data letters. The information system that will be built later will store data letters that have been inputted into the database so that the stored data will be safer and easier when searching for data. E-Office is a system related to office administration that is done electronically and uses the help of communication device and information system. With the creation of this system, it will be able to assist in the administration of correspondence to make it easier, faster and more accurate.

Keywords : Administration of the mail, E-Office.

I. INTRODUCTION

The State of Indonesia is now entering the age of competing freedom in all fields, so it is necessary to develop a strategy in the field of information and communication technology in development that is continuously increasing and can apply it in everyday life, so as to produce competent and empowered human resources high competitiveness.

The development of information technology today is very useful for government and private institutions. With this information technology, all work activities will be easier, faster and more accurate to do. The use of information technology cannot be separated from the use of computers, so with the existence of computerized or computer-based information, the work done will be more effective and efficient. Some reasons for the use of computers are very important to meet the needs of information, namely, the desire of users to handle information systems that have a large database, and the desire that existing data is not easily lost or damaged for several reasons.

For some fields within the Government Center, the development of information technology is very important to assist the implementation of work activities. One of them is useful to assist the work of the Tangerang Regency Government General Section in handling mail administration.

The General Section is part of the organizational structure of the Tangerang Regency Regional Secretary which has the task of recording, sending and storing data on incoming and outgoing letters. In addition, in carrying out routine tasks, the General Section performs the recapitulation of staff absent from one Regional Secretary building and also arranges salary increases for Regional Secretary staff. The letter management procedure that has been carried out until now is still ineffective and inefficient, namely by recording the data of incoming and outgoing letters in the ledger and filing the data of these letters into Microsoft Excel. Management of letters that are still manual like this has several obstacles, namely the human resources on duty at that time sometimes forget to input the data of the incoming letter into the ledger so that the data of incoming mail cannot be archived in Microsoft Excel and the management of such letters also requires the use of paper that is too much ranging from letter data collection to letter archiving. Therefore it is necessary to have an information system that can help data collection of incoming and outgoing letters so that it is faster and more accurate and data search will be easier. This will later improve the performance of the organization.

II. RESEARCH METHODS

The research method is a procedure or activity of carrying out research in order to collect information or data and conduct an investigation of the data that has been obtained. which is based on basic assumptions, philosophical and ideological views, questions and issues faced. A study has a specific research design. This design describes the procedure or steps that must be taken, the time of the study, the source of the data and the conditions of meaning for what data is collected and by how the data is collected and processed for analysis in preparing reports.

2.1 Observation Method (Observation Research)

At this stage the authors make direct observations of the object of research to obtain accurate and complete data and information from various parties involved and related to the research themes that the author successfully formulated in the inventory section.

A. Observation Method

In this case the authors conducted a field survey to find out how the data collection of incoming and outgoing letters at the agency.

B. Interview Method

Conduct interviews or provide questions aimed at gathering data to related parties.

Literature Study Methods

Literature study was conducted to take some literature about research, such as books, papers and from the internet.

2.2 Data Analysis Methods

a. System Analysis Method

The author uses the method of problem analysis and system requirements PIECES (Performance, Information, Economy, Control, Efficiency and Service). PIECES is a method of analysis as a basis for obtaining more specific issues. In analyzing a system, it will usually be carried out on several aspects including performance, information, economy, application security, efficiency and service.

b. Prototyping Method

In preparing this study the authors used the Prototyping approach method. This method was chosen because it is very well used to solve the problem of misunderstanding between user and analysis that arises because the user is not able to clearly define the problem. This prototype was created using Notepad ++ and XAMPP software with PHP and HTML programming languages.

2. RESULTS AND DISCUSSION

To be able to describe the procedure as a whole requires several stages of analysis as a form of information gathering in order to get a model that suits your needs and be able to provide solutions quickly, effectively and efficiently, starting from the stages of gathering information and needs, analyzing documents, designing relationships between documents and designing database diagram models and system design models. Some of the stages that are meant up to the design model created can be seen in Figure 1,2,3.

3.1 Use Case Diagram of Current Procedure

After the scenario regarding the incoming and outgoing mail system that is currently running has been defined, the scenario will be drawn into a diagram so that it can be easily read. From the definition of the above scenario, it can be illustrated in the use case diagram about the habits that occur in the current incoming and outgoing mail system. Use case diagrams will illustrate the relationship between use cases and actors. Use case diagrams can be seen in the picture below.

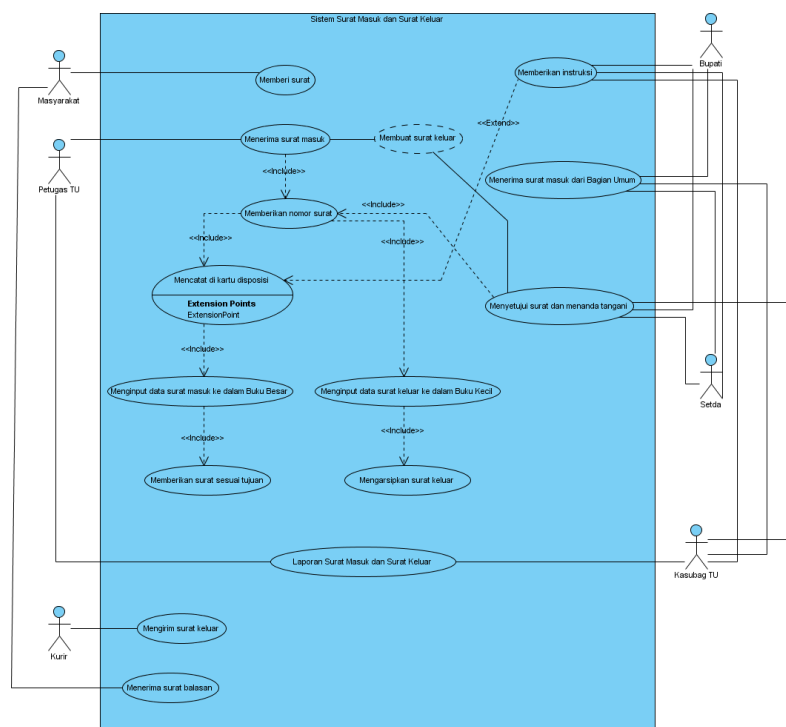


Figure 1. Use Case Diagrams of Incoming and Outgoing Letters

1 use case diagram system that includes data collection of incoming letters, 5 actors who carried out activities, including the Community Officials of the Administration, the Regent, the Regional Secretariat, and the Head of the Sub-Office of the Administration, 13 use cases including giving letters, receiving incoming letters, giving letter numbers on incoming letters, inputting incoming mail data into the Big Book, recording incoming letters on disposition cards, giving instructions on dispositions, sending letters according to their purpose, receiving incoming letters from General Section, approve letters and sign, input incoming mail data into the Small Book, file outgoing letters, receive incoming mail reports, and receive letters of reply. collaboration including making outgoing letters

3.2 Activity Diagram of Current Procedure

Activity Diagrams are special state diagrams, where most states are actions and most transitions are triggered by the completion of the previous state. Therefore, the Activity Diagram does not describe the exact internal behavior of a system, but rather describes the processes and pathways of activity from the top level in general.

Activity Diagram of Incoming and Outgoing Letter

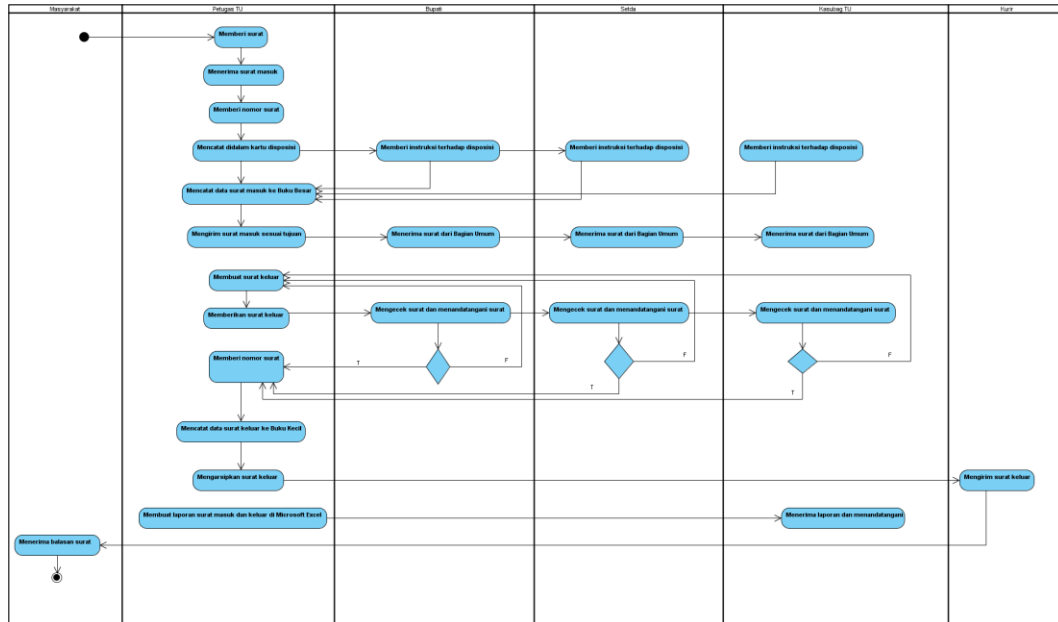


Figure 2. Activity Diagram of Incoming and Outgoing Letters

Based on the incoming activity diagram incoming mail is illustrated by the activity diagram above, which has the following activities:

- 1 initial node to start the activity.
- 17 action states including giving letters, receiving letters, giving letter numbers, recording letters into the Big Book, recording on disposition cards, giving instructions on dispositions, sending letters as intended, receiving letters from the General Section, making letters, giving letters, check the letter to give approval, give the letter number, record the letter in the Little Book, file the letter, and receive a letter reply.
- 1 vertical swimlane to distinguish the actors who carry out these activities.
- 1 final node to end the activity.

3.3 Sequence Diagram of Current Procedure

Sequence Diagrams depict dynamic collaboration between a number of objects and to show the sequence of messages sent between objects as well as interactions between objects, something that occurs at a certain point in system execution. Simply Sequence Diagram is a step-by-step picture that should be done to produce something in accordance with the Use Case Diagram

Sequence Diagram of Incoming and Outgoing Letters

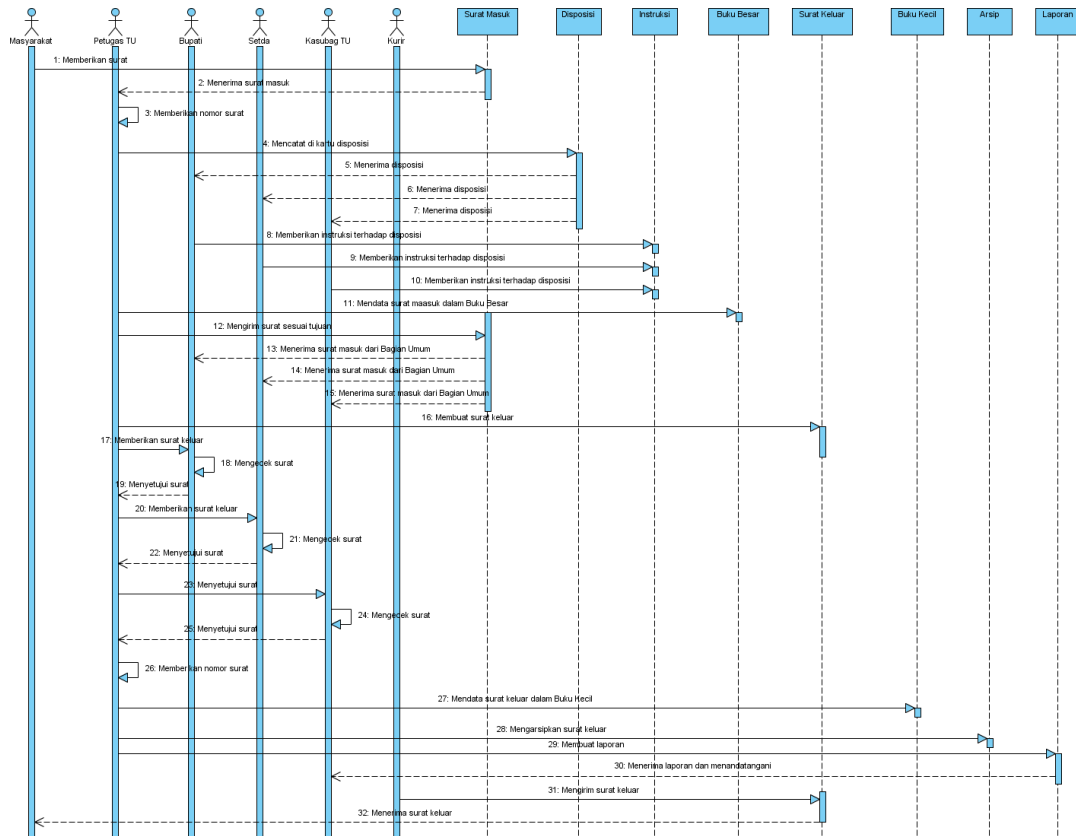


Figure 3. Sequence Diagram Incoming and Outgoing Letters

3.4 Prototype Design

Prototype design is a picture of a complete design for the users and websites under study as well as the requirements of the system user. The following is a prototype of the Mail Administration E-Office system, namely :

Design of Login Display Prototype

Figure 1. Prototype Display Login

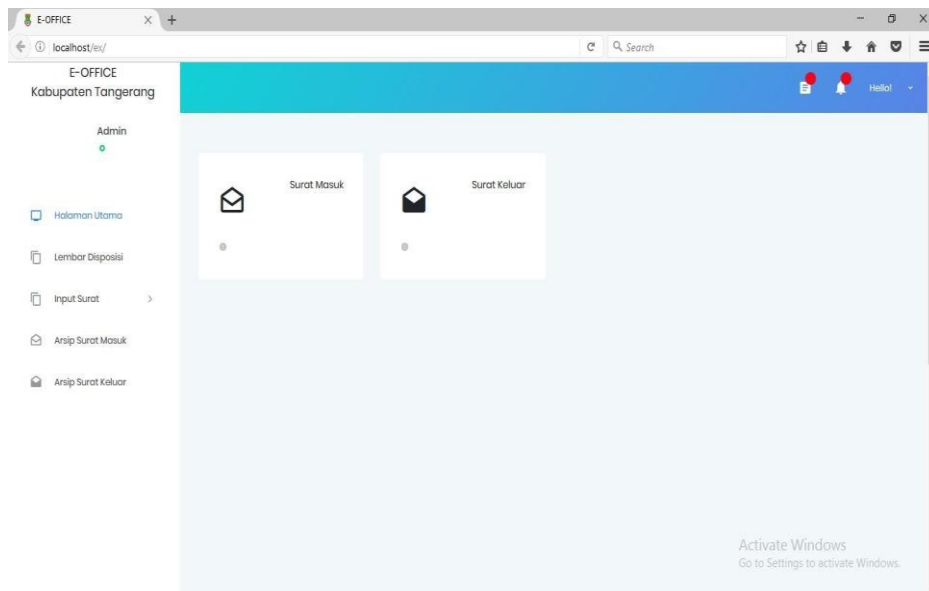
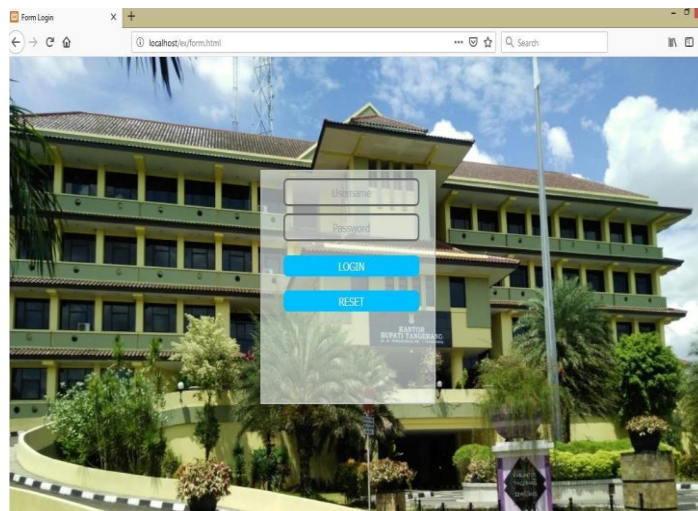


Figure 2. Prototype of Main Page Display
Design of Disposition Sheet Display Prototype

E-OFFICE
Kabupaten Tangerang

Admin

Lembar Penelusur Disposisi

Disposition Sheet

Indeks

Tanggal Penyelesaian

Perihal

Tanggal

Asal

Instruksi

Informasi

Diteruskan Kepada

Kirim Cancel

Catatan:
1. Kepada bawahlah "Instruksi" dan atau "Informasi"
2. Kepada ataslah "Informasi" laksanakan "Instruksi"

Activate Windows
Go to Settings to activate Windows.

Figure 3. Disposition Sheet Prototype
Invoice Form Prototype Display Design

E-OFFICE
Kabupaten Tangerang

Admin

Tambah Surat Masuk

Ansjip Surat Masuk

Nomor Surat

Tanggal Surat

Tanggal Terima

Sumber Surat

Tujuan Surat

Perihal

Lampiran

Save Cancel

Activate Windows
Go to Settings to activate Windows.

Figure 4. Prototype of Inbox Form
Prototype Design for Outgoing Letter Form

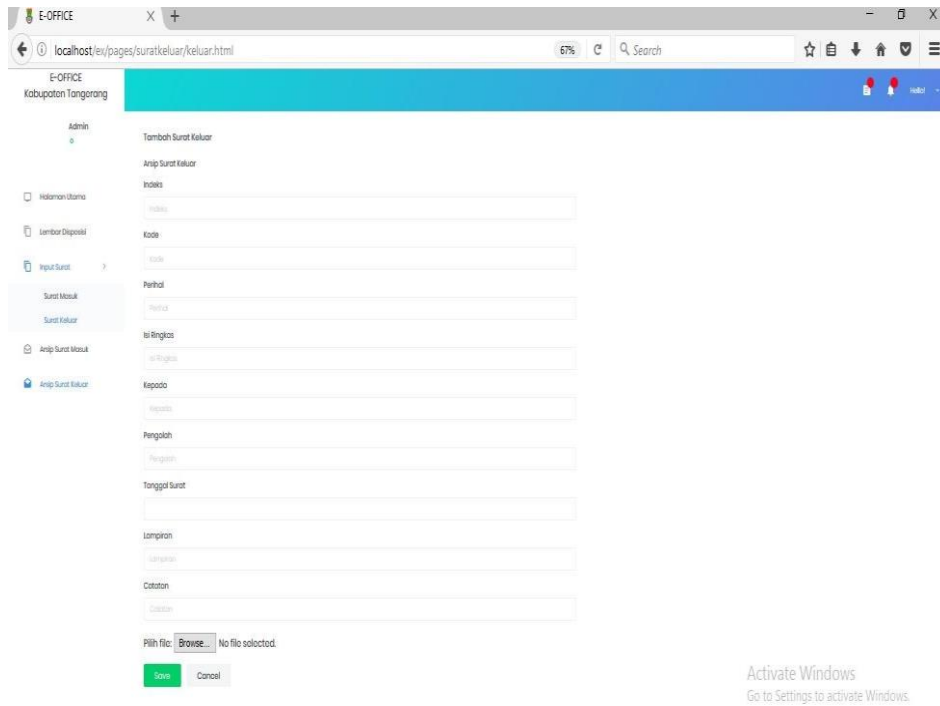
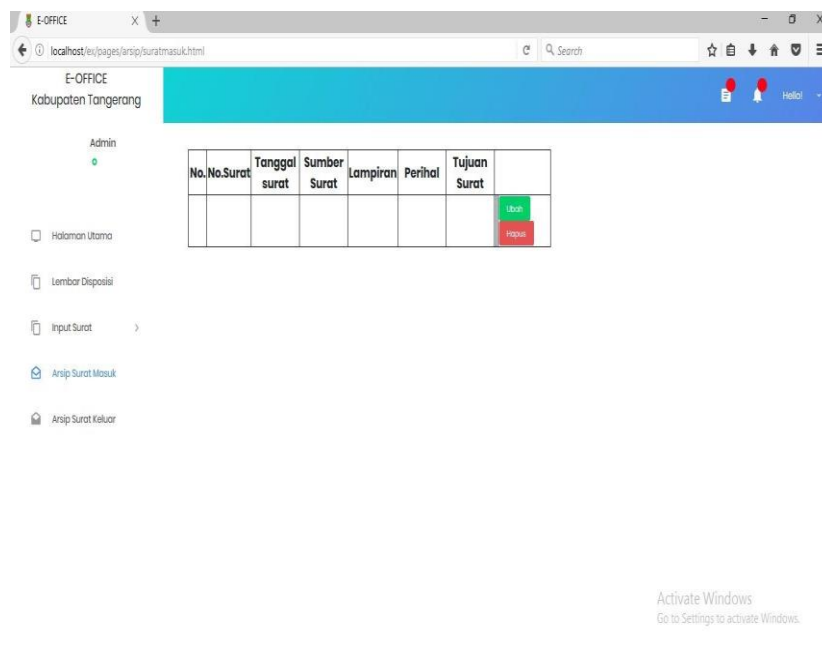
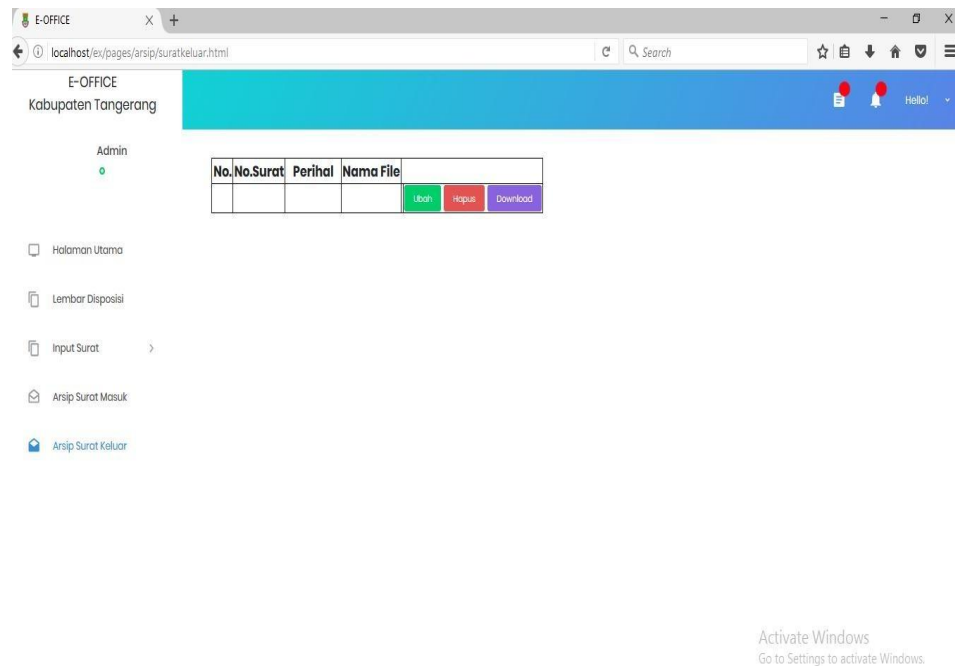


Figure 5 Prototype Outgoing Letter Form
Prototype Design of Incoming Letter Archive Display



Prototype Design for Outgoing Letter Archive Display

Figure 7 Prototype Outgoing Mail Archive.



IV. CONCLUSIONS

Based on the discussion of the results of the examination and analysis carried out by the author regarding the Prototype e-office System Administration Letter in the General Section on the Government of Tangerang Regency takes the following conclusions:
Creating a Prototype E-Office System administration letter that is able to help reduce errors and shorten the work of the Administrative staff. Because errors that occur in the collection of incoming and outgoing letters can affect decision making. by creating an E-Office system that can help the Administration staff to recapitulate incoming and outgoing mail data more effectively and efficiently.

V. ACKNOWLEDGMENT

The author would like to thank the Institute of Research and Community Service, especially to the administration of letters in the general section of the tangerang district government who has helped and allowed to conduct research conducted by the author

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