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Designing an information system for incoming and outgoing mail at the sukaraja village head office prabumulih selatan district

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A B S T R A C T

The archives at the Sukaraja village head office in the south prabumulih sub-district have not been neatly organized, there are still missing equipment, archive storage does not match the disposition number and letters are also often included in other orders. when looking for the desired letter, it must take a long time and the letter becomes damaged or torn because it does not match the disposition serial number. File cabinets are often not neatly organized, so it takes time to find the letters you need. Letter archives are also often borrowed by other departments but archivists never record who borrows, when to borrow and what needs to be borrowed. Therefore, letter files are often lost.

I. Introduction

The application of the right archiving pattern carried out by archiving officers can avoid various obstacles faced in implementing, managing, and controlling archives in the company. archive management is not carried out properly in its implementation, there are still many archives that are piled up in unorganized cupboards so that they are difficult to find again. As a result of this, of course the sustainability contained in the archive cannot be guaranteed and will be lost. So based on this reason, the archive system at the Prabumulih Selatan sub-district office is an alphabetical system that can be used as the main storage system and can be used as an advanced storage system. When looking for the desired letter, it must take a long time and the letter becomes damaged or torn because it is often searched for letters that do not match the serial number of disposition. Orders in filing cabinets are often not neatly organized, so it can take time to find the order you need. Letter archives are also often borrowed by other departments, but archivists never record who borrowed, when borrowed and for what purpose borrowed archives, because of that letter archives are often lost [1].

II. Method

The system is a collection of interconnected procedures assembled for the purpose of completing a specific task [1].

Information is the result of data processing that has benefits or does not have meaning [1].

Letter is a means of communication to convey written information by one party to another with the aim of informing the purpose of the message from the sender [2].

2.1. Design Analysis

1. From the definition of the scenario above, it can be described a use case diagram regarding the habits that occur in the current archive system. Use case

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diagrams will describe the relationship between use cases and actors. The use case diagram can be seen in the image below [4].

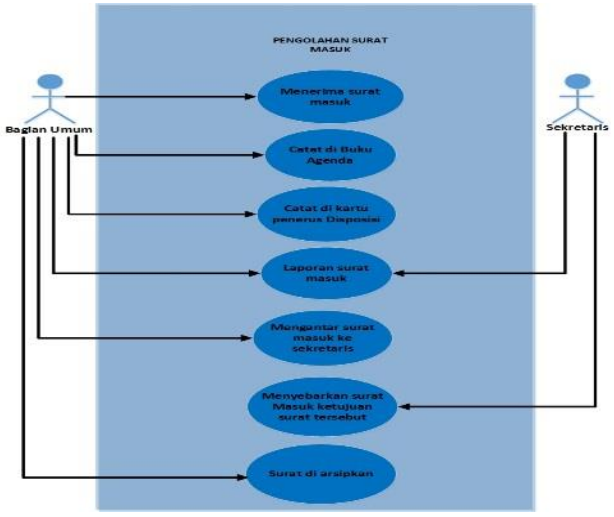

Figure 1. Use Case diagram of incoming mail

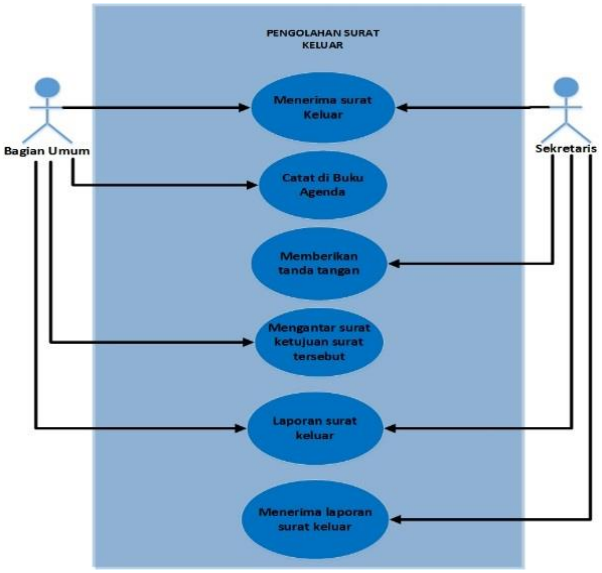

Figure 2. Use Case diagram of outgoing mail

The flow of each function in the system is depicted using an activity diagram. Parallel processes that occur in several executions can also be depicted using Activity Diagrams. The use case diagram is used to create activity diagrams based on one or more use cases. [4].

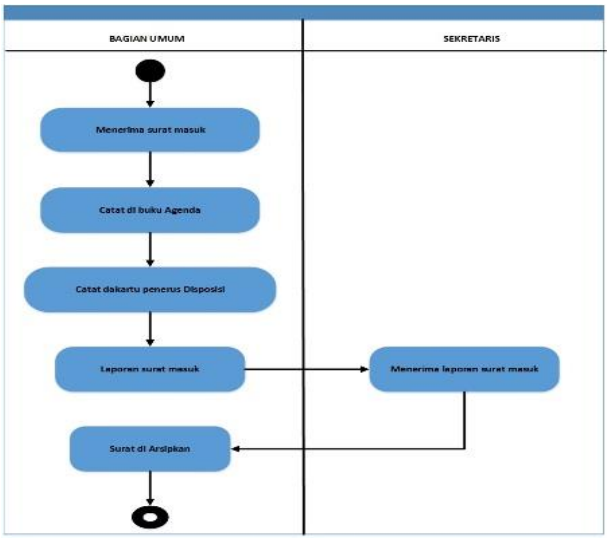

Figure 3. Inbox Activity Diagram

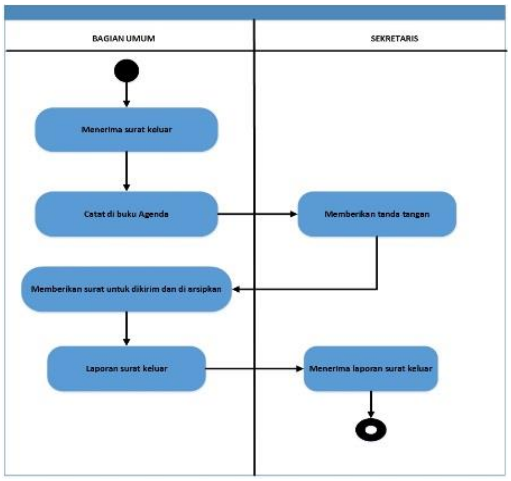

Figure 4. Activity Diagram Outgoing mail

2. Sequence Diagrams depict interactions between objects in a system that are organised in a time series or sequence. This illustration is primarily related to use case diagrams. Sequence diagrams also show what should happen in the use case to produce anything [4].

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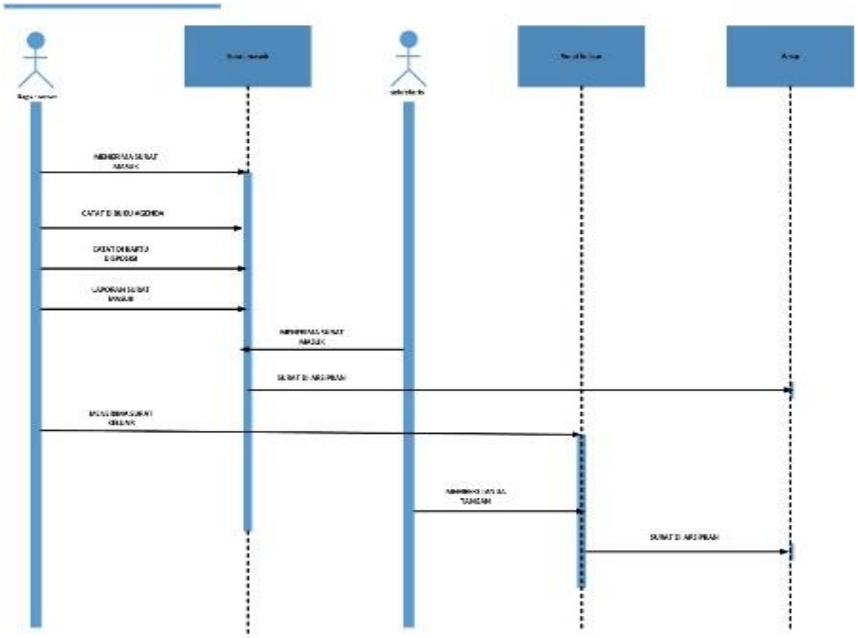

Figure 5. Sequence Diagram of Incoming and Outgoing Letters

2.2. Discussion Analysis

The official script system for the incoming and outgoing mail system at the Sukaraja sub-district office in south prabumulih is currently still being processed manually. The data storage process requires a lot of books and the data storage process is quite time consuming and inefficient. With the current system, it is possible for data to be lost and difficult to find in the process of searching for the required system data [5].

To more easily describe the ongoing process, a sequence of procedures for recording manuscripts at the lurah office is made, which is explained as follows:

a) Incoming Mail
   1) General Section receives incoming letter.
   2) General Section records in the agenda book.
   3) The General Section notes on the disposition successor card.
   4) General Section makes a report Incoming mail.
   5) General section archive incoming mail.
   6) The general section delivers incoming letters to the secretary.
   7) Secretary distributes the letter to the letter.

b) Outgoing Letter
   1) General Section receives outgoing letters.
   2) General Section records in the agenda book.
   3) The secretary section gives a signature.
   4) General Section reports outgoing mail.
   5) The general section delivers the letter according to its purpose.

III. Results and Discussion

Because it is natural, the waterfall technique is the earliest software development method. The Waterfall method was the first software development SDLC strategy. The Waterfall Method follows a sequential order, beginning with the system's planning, analysis, design, and implementation. This process is followed in a methodical manner, beginning with the system requirements stage and progressing through the stages of analysis, design, coding, testing/verification, and maintenance. The stages must be performed one by one (no jumping to the next stage) and in order, which is why it is called a waterfall. [6].

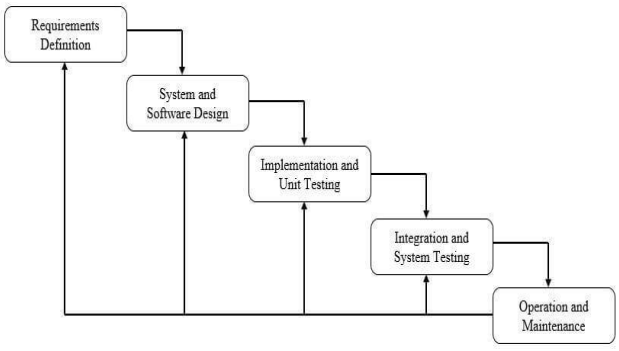

Figure 6. Waterfall Method

3.1. System Design

The result of this research is to get a system that can help archiving officers for incoming and outgoing letters at the Sukaraja village head office, south prabumulih district.

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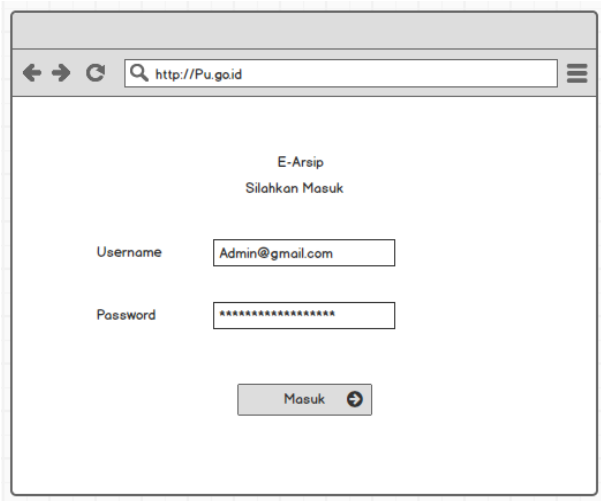

Figure 7. Login Page

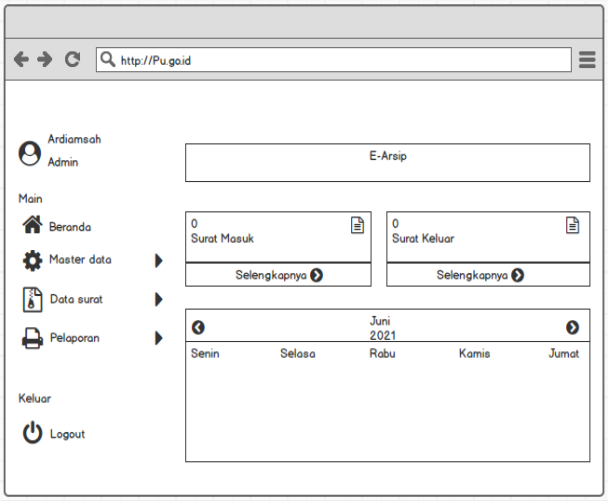

Figure 8. Home Page

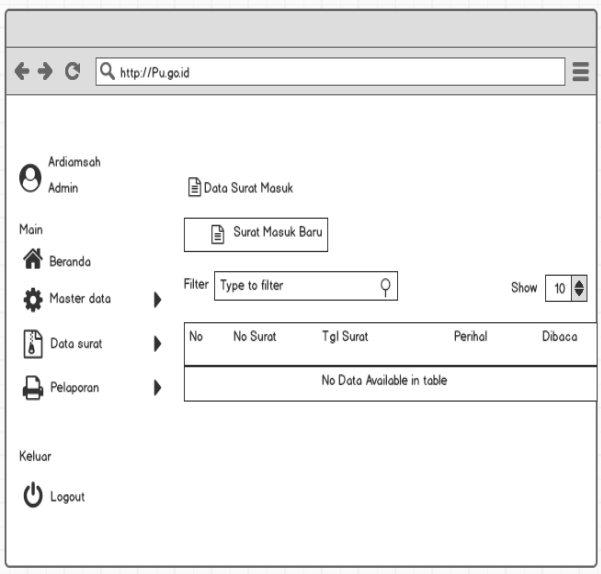

Figure 9. Incoming Mail Page

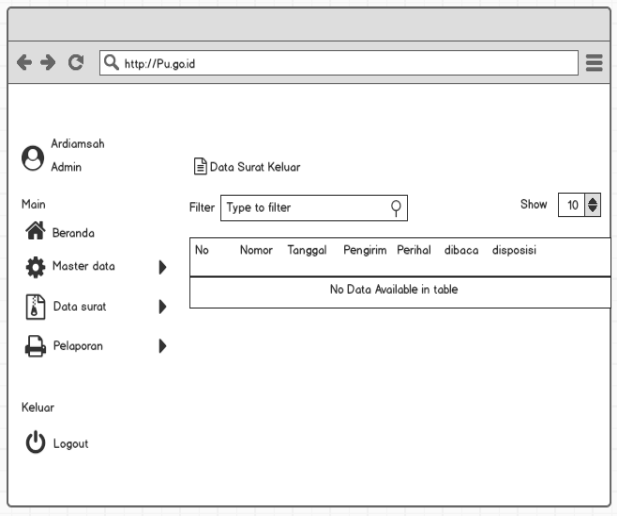

Figure 10. Outgoing Mail Page

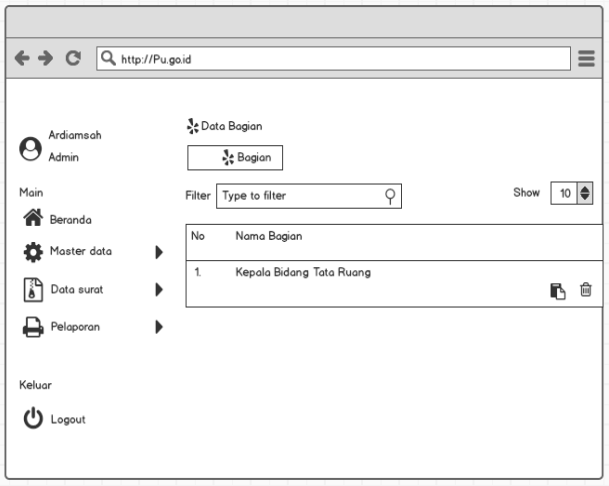

Figure 11. Master Data Page

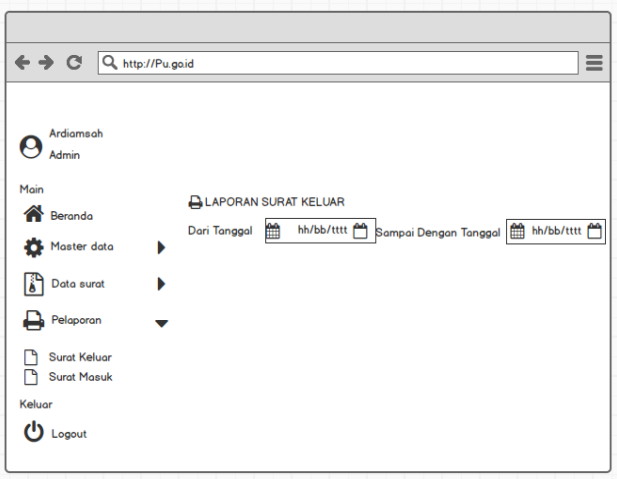

Figure 12. Outgoing Mail Report Page

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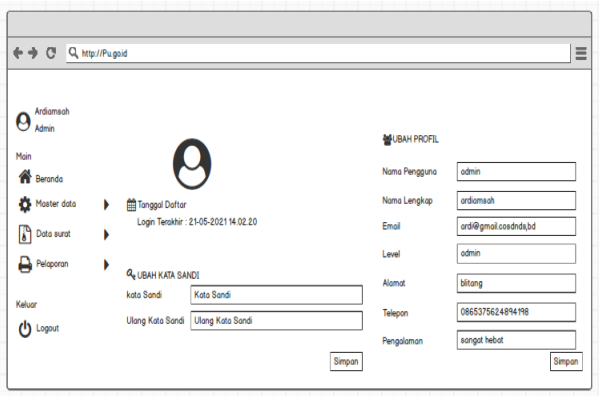

Figure 13. Profil Image

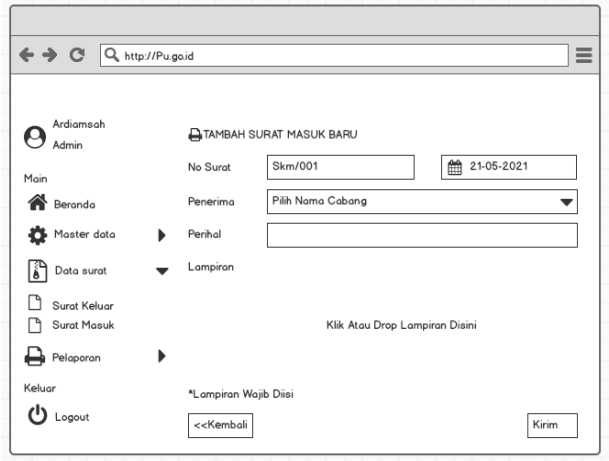

Figure 14. Add Incoming Mail Page

IV. Conclusion

Based on the results of research from the Sukaraja sub-district office in south prabumulih, namely the Design of Incoming and Outgoing Archive Information Systems using the waterfall method, the conclusion is a web-based mail archive information system that will facilitate document search when needed, computerized document recording, and archiving incoming mail documents. and outgoing mail is faster and safer because it is stored in the system.

V. Suggestion

With the conclusions above, the authors can give a few suggestions, among others, as follows:

1. There is a need for additional facilities to support activities such as: computer, so that officers do not have to take turns in entering incoming mail as well as outgoing mail due to inhibition of letter entry can be obstacle to the organization's operations.
2. There is a need for training of resources that will use the application program so that the system can run properly.

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