

Design Of A Letter Archives Website Using Native Php In The Department Of Youth Education And Sports In Wonosobo District

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Informasi Artikel	Abstract
E-ISSN : 3026-6874 Vol: 2 No: 10 October 2024 Page : 88-96	<p><i>The Department of Education, Youth and Sports is a government agency that operates in the formal and non-formal education service sector as well as in managing education governance in schools. The Department of Education, Youth and Sports has a structural field, one of which is the SUPEG field "General and Personnel Sub-Section", where it deals with a lot of issues related to general and personnel, one of which is incoming and outgoing letters. However, there are obstacles and problems faced, namely that incoming and outgoing letters often have double numbering, some letters cannot be found, the archive process is still manual and there are many other problems. With the existence of this incoming and outgoing mail archive website, it is hoped that it will be useful and can solve this problem at SUPEG in the future. The website was designed using native PHP language and several collaboration languages, namely JavaScript, CSS and others, for the database itself using Xampp. The final result of this research is the production of an Archives Website for Incoming and Outgoing Mail. who can provide information and solve problems that occur in SUPEG "General and Personnel Sub-Section" especially in the correspondence section both within the agency and from outside.</i></p>
Keywords: website, native PHP CSS, JavaScript	

Abstrak

Dinas Pendidikan, Pemuda dan Olahraga merupakan instansi pemerintah yang bergerak di sektor layanan pendidikan formal dan non formal serta dalam hal manajemen tata kelola pendidikan di sekolah. Dinas Pendidikan, Pemuda dan olahraga mempunyai bidang struktur salah satunya adalah bidang SUPEG "Sub Bagian Umum dan Kepegawaian", disana banyak sekali mengurus permasalahan yang berkaitan dengan umum dan kepegawaian salah satunya surat masuk dan surat keluar. Namun ada kendala dan juga problem yang di hadapi, bahwa sering terjadi surat yang masuk dan keluar penomoran pada surat dobel, beberapa surat tidak bisa ditemukan, proses arsip masih manual dan masih banyak problem lainnya. Dengan adanya website Arsip surat masuk dan keluar ini di harapkan bisa bermanfaat dan dapat menyelesaikan masalah ini di SUPEG untuk kedepannya. Web site di rancang menggunakan bahasa php native dan beberapa bahasa kolaborasi yaitu javascript,css dan lain-lain, untuk database sendiri menggunakan Xampp. Hasil akhir dari Penelitian ini adalah dihasilkannya suatu Website Arsip Surat Masuk dan Keluar. yang dapat memberikan informasi dan memecahkan masalah yang terjadi di SUPEG "Sub Bagian Umum dan Kepegawaian" terutama di bagian surat menyurat baik dalam instansi maupun dari luar.

Kata Kunci : website, php native, css

INTRODUCTION

The research carried out by the author aims to fulfill one of the requirements for getting grades from the Research course. Apart from that, the author also wants to gain broader insight and gain experience in the world of work. Research is also beneficial for companies and agencies where the author carries out research. This benefit is the creation of good partnerships to increase the productivity of companies / agencies in accordance with the results of observations made by the author while carrying out research.

The Wonosobo Regency Education, Youth and Sports Office is one of the Type A Regional Apparatuses which carries out government affairs in the education sector and the youth and sports

sector. Where every interest related to education is managed there, both within the city and outside the city. Several purposes in the city, such as correspondence, are a bridge to convey information. The Incoming and Outgoing Mail Archives website is an information system related to online data archiving which is expected to help with correspondence, making it easier for users to manage incoming and outgoing mail.

The Incoming and Outgoing Mail Archives website uses PHP as the main language in preparing programs such as displaying data, deleting data, updating data and storing data. Several display features use templates from Bootstrap

It is hoped that this Letter Archive will be useful for agencies and writers in helping manage incoming and outgoing letter data.

METHOD

1. Location Map

Map of the location where the Wonosobo Education, Youth and Sports Department is located on JL. Lt. Gen. S. Parman No. 8B, Wonosobo, Central Java, 56311, Sukoyoso, Pagerkukuh, Wonosobo, Wonosobo Regency, Central Java

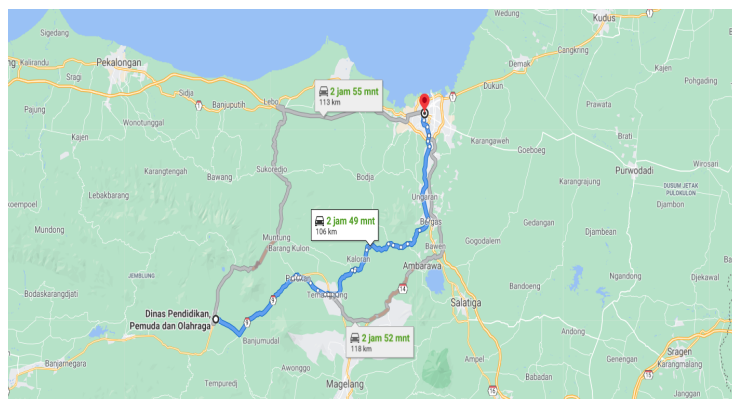


Figure 1. Location Map

2. The system design method uses Waterfall modeling

In this research, the author uses the waterfall modeling method, where this modeling is very appropriate to be used as a benchmark or rule in creating incoming and outgoing mail websites, because this method is more structured, dynamic and sequential. Starting from the system requirements stage, analysis, design, coding, testing and maintenance. The following is a waterfall modeling image diagram:

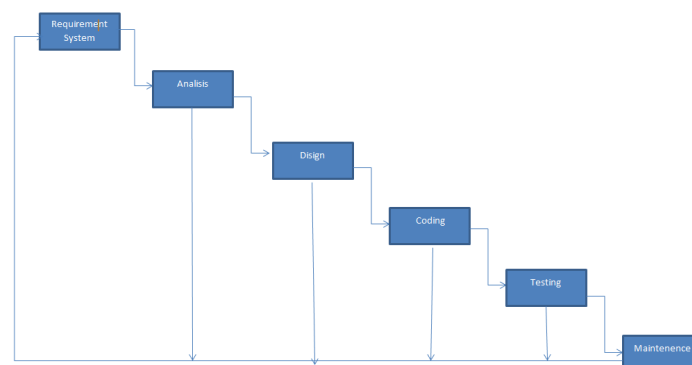


Figure 2. Waterfall Model

3. System Requirement Stage / system requirements

1. Analysis Stage
2. Design Stage
3. Coding Stage
4. Testing Stage
5. Maintenance Stage

RESULTS AND DISCUSSION

1. Identify the Problem

In recording incoming and outgoing mail data, there are problems that need to be resolved, including:

- a. There is no data recording online or using applications via the web
- b. In the process of recapitulating incoming and outgoing letters, manual processes are still used which often cause human errors
- c. Data loss and double incoming or outgoing mail data often occur

2. Identify needs and benefits

a. Functional requirements

From the results of problem identification, requirements are obtained regarding how the system will run and react in certain situations. These needs are usually called functional needs. Functional requirements for this system include:

1. The system can carry out incoming/outgoing mail transactions
2. The system can display the history or agenda of incoming or outgoing letters
3. The system can save letter files in PDF or Word and JPEG format
4. The system stores letter classifications based on agency needs
5. The system has a settings menu which functions to edit users such as changing passwords, IDs and users

b. Non-functional requirements

Apart from functional needs, there are also non-functional needs including:

1. The application system is equipped with a password for security
2. The system has an attractive appearance and is easy to understand
3. The system can be operated and accessed by PC or smartphone online
4. The system can be accessed by multiple browsers

Having a data recording system and an equipment request system provides benefits, namely:

1. Can recap incoming and outgoing mail data
2. For data security, data loss is very minimal
3. Implementation is very easy and very flexible

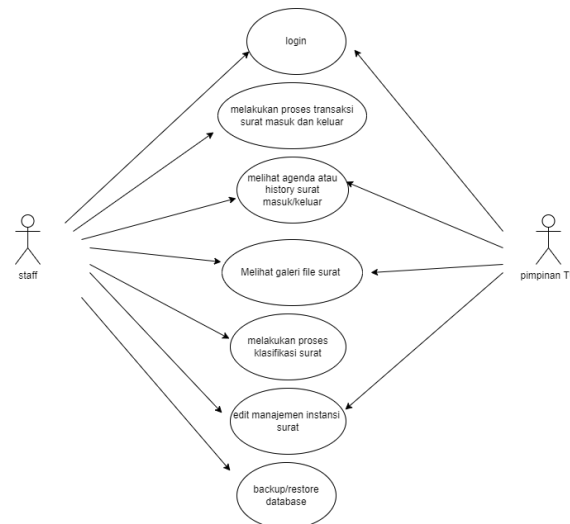


Figure 3. Use Case Diagram of incoming and outgoing mail app

3. Implementation

The Incoming and Outgoing Mail Application System has 2 user accesses, namely access for staff and access for TU leaders, both of which have different access. The explanation of the application and interface display for each user access will explain each function on the user interface

a. Interface on Staff

Login interface for staff

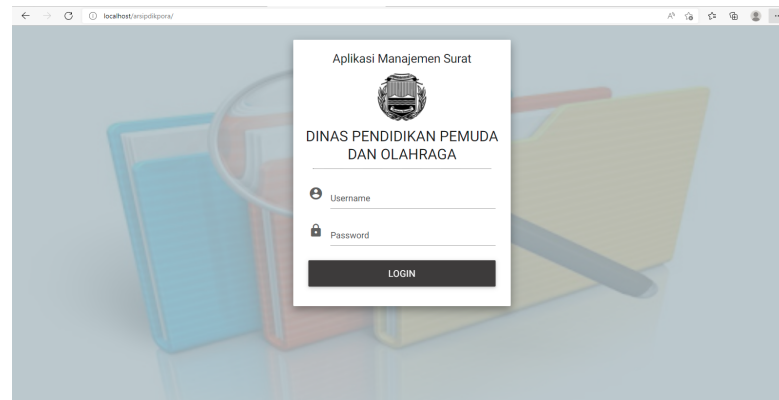


Figure 4. Staff Login Interface

This login interface display contains username and password as input and login as an access button to enter the system or to the homepage, for staff the password is username "admin1" and password "12345"

b. Home/Home Interface

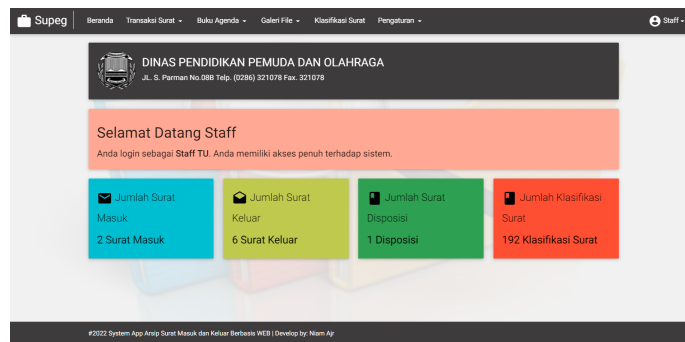


Figure 5. Home / Home interface

On the homepage display there are 5 functions in the navbar and there is information in the form of the amount of data that has been entered or has been summarized, including the number of incoming and outgoing letters, the number of disposition letters, and the number of letter classifications.

c. Incoming and outgoing mail transaction interface

This incoming mail interface displays incoming mail data that has been input and users/staff can input, delete, edit, print letters and print dispositions.

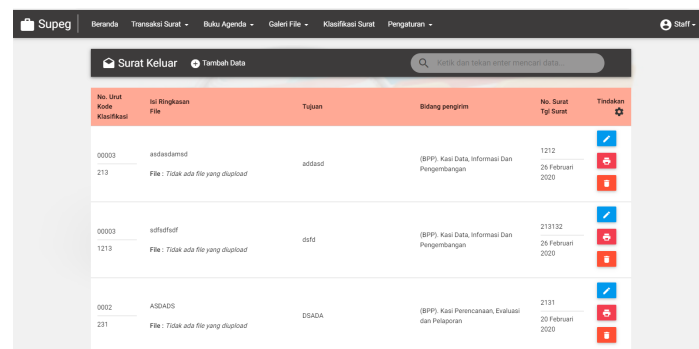


Figure 6. Outgoing mail transaction interface

In the outgoing mail interface there is also a display of the inputted outgoing mail data and has access to edit data, print letters and delete outgoing letters.

d. Agenda Book Interface

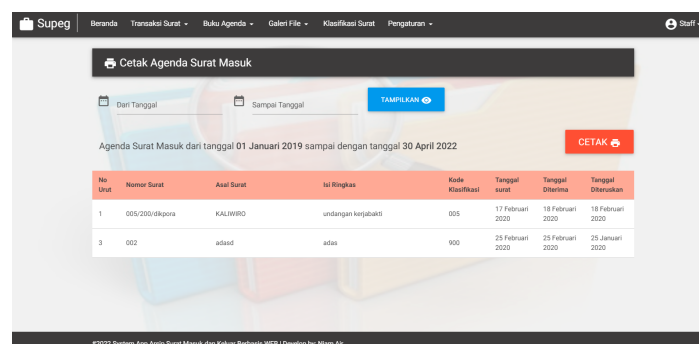


Figure 7. Incoming letter agenda book interface

This incoming mail agenda book displays incoming mail book agenda data from daily, weekly and yearly, the staff here can print this data for annual incoming mail recap data

e. File Gallery Interface

The incoming letter gallery displays files in the form of image data, either PDF, PNG or JPG. The incoming mail gallery displays annual/monthly/weekly/and daily data

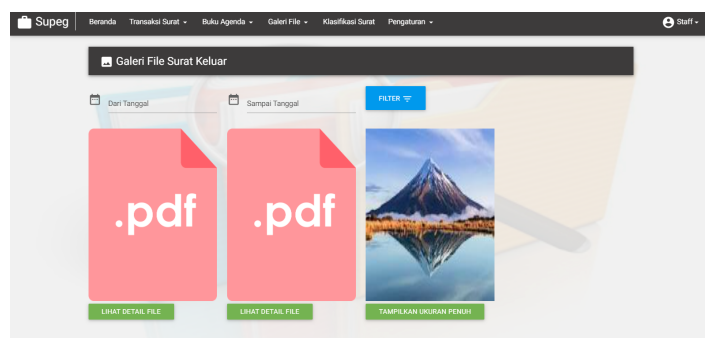


Figure 8. Outgoing Mail Gallery Interface

The outgoing mail gallery displays outgoing mail file data, both image files and pdf files.

f. Mail Classification Interface

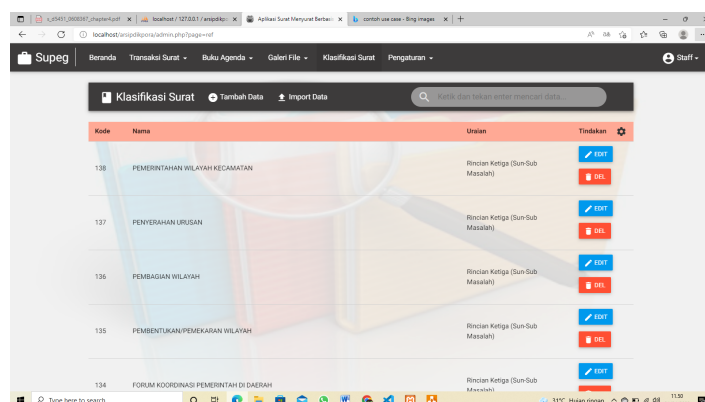


Figure 9, Letter classification interface

This letter classification is a type of letter in various fields in the agency. There is a function to input, edit and delete data on letter classification and you can see the classification data display based on letter code

g. Settings Interface

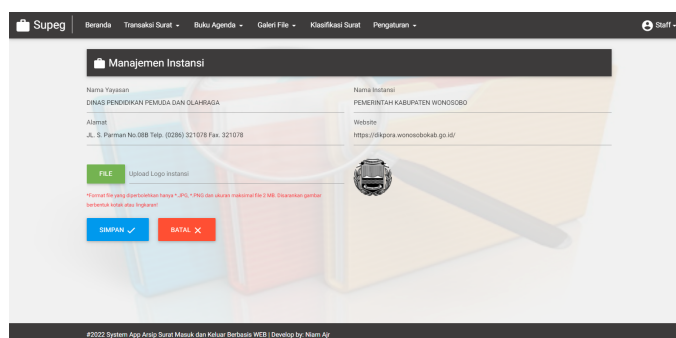


Figure 10. Settings interface

Agency settings include information that will be listed on the homepage in the form of a logo, agency name, website and agency foundation

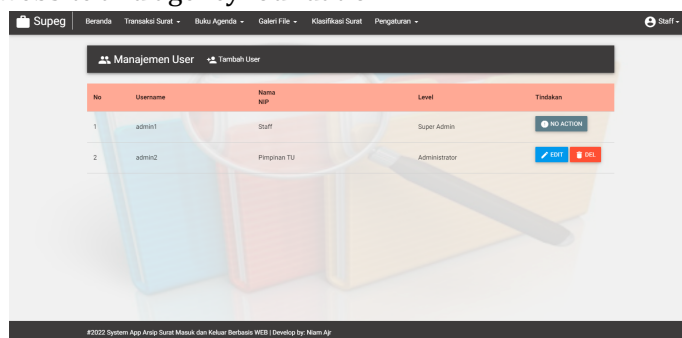


Figure 11. user management interface

h. Profile Interface

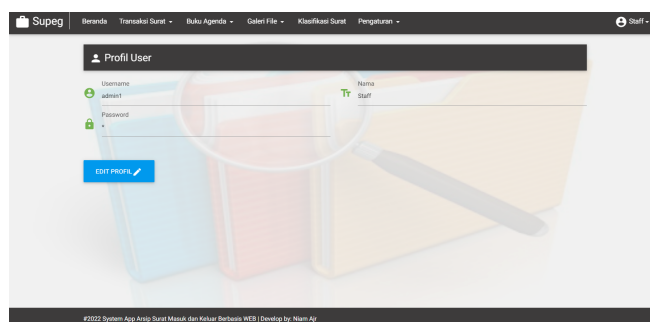


Figure 12. Profile Interface

Contains user profile data in the form of username, password and user name
In the password change interface there is an input menu, namely username, old password, name and new password

i. Interface to Leadership

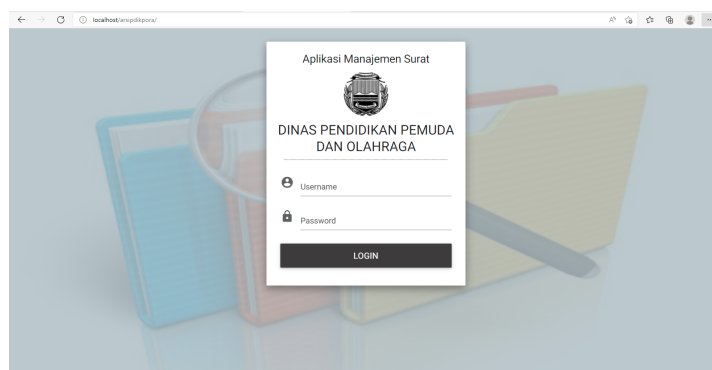


Figure 13. Interface to Leadership

More or less the display on the login interface for leaders is the same as the display for Staff with the input being a username and password and access to go to the homepage or home there is a login button

j. Home interface



Figure 14. Home Interface

The leadership user interface on the homepage is slightly different from the interface on the staff homepage where the navbar on the TU leadership is smaller than on the staff. Conditions like this are related to access, because the leadership in this case only monitors incoming and outgoing mail data, the access given is not as much as the staff whose job is to record incoming and outgoing mail.

k. Agenda book interface

The incoming mail agenda is more or less the same as the staff interface on the access incoming mail agenda

No	Kode	Isi Ringkasan	Tujuan Surat	Nomor Surat	Tanggal Surat	Pengeloa
1	SKP	disada	kepada	001	30 Januari 2020	Administrator
2	132132	kamu	kepada	21312	10 Februari 2020	Administrator
0	005	anda	subag umum	1231	20 Februari 2020	Administrator
0002	231	ASDAAS	ASADA	2131	20 Februari 2020	Administrator
00003	1213	adfadfad	di f d	213132	26 Februari 2020	Administrator
00003	213	adadadad	adadad	1212	26 Februari 2020	Administrator

Figure 15. Incoming and outgoing mail agenda

Access to the incoming mail agenda is more or less the same as staff access to the outgoing mail agenda

l. File gallery interface

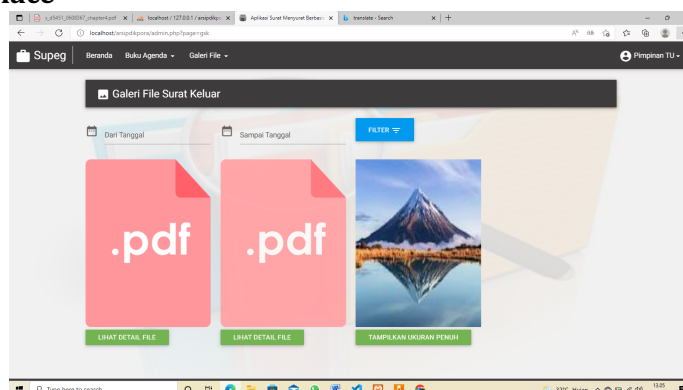


Figure 16. gallery of incoming and outgoing letters

m. Profile Interface

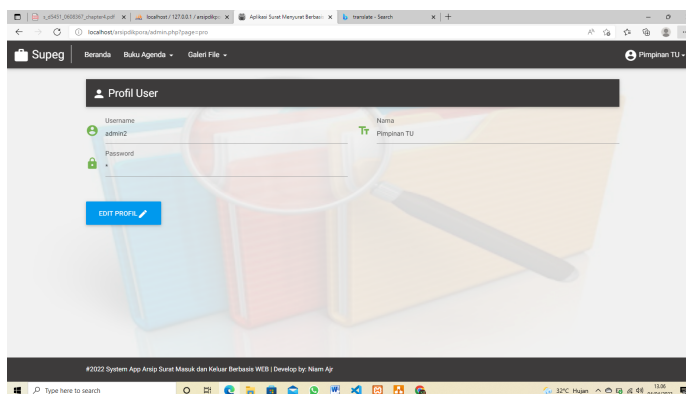


Figure 17. profile of the leader

CONCLUSION

The website displayed is in accordance with the needs desired by the stackholder so that the final result can be used as intended. Web design program for incoming and outgoing mail archives using Bootstrap, MySQL, PHP and XAMPP. Making this program uses the waterfall stage method starting with system recruitment, system analysis, system design, coding, testing and maintenance. The program can be updated and transferred to manage applications because the program used is based on PHP programming language which is very basic in web-based programming.

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