Correspondence Archival Information Systems In Bina Darma University

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Abstract

Informatioan technology era support the growth of the organization in making every job done easyly, quickly, and accurately. Archive is a medium that is used by each institution, especially educational institutions such as foundations or university for storage, grouping, organization, control and maintenance of a variety of archival records in particular letter. Bina Darma University has 5 category archives. In order to solve some problems related to arcvhiving correspondence letters, authors develop correspondence archival information systems (CAIS) or electronic Archive (e-Archive). Reason and purpose of this research is to build information systems archives of more structured and computerized in order to speed up the search existing data and making of incoming and outgoing mail and paperwork required. This study will use the method of First In First Serve (FIFS). The research results obtained is that the administration needed a system in search for existing archives and manufacture of incoming and outgoing mail and the mail archives report.

Keywords : *CAIS, e-Archive, FIFS, Information Systems and Administration*

1 INTRODUCTION

Informatioan technology era support the growth of the organization in making every job done easyly, quickly, and accurately. Information technology and/or information systems has been used in many sectors. This is possible because computer technology or information technology is able to collaborate with many other disciplines (Abdillah, Syafei, & Hardiyansyah, 2007).

In this research, author would like to covert the theme of correspondence archival information systems (CAIS) or electronic Archive (e-Archive). This system supports the principles of Good Government and Good Corporate Governance then support the efficiency and effectiveness of the achievement of objectives in educational organizations. CAIS helps streamline neatness archiving letters and documents of institutions such as contract documents, references, invitations and others. Letter of assignment and distribution of work related to the contents of the letter can also be done quickly and real time.

Archive is a medium that is used by each institution, especially educational institutions such as foundations or university for storage, grouping, organization, control and maintenance of a variety of archival records in particular letter. Archives have several usefulness (Sugiarto & Wahyono, 2005) as: 1) the source memory or memory, 2) a decision maker, 3) evidence or legality, and 4) a historical reference.

Correspondence manual filing systems on university building dharma consists of five categories, namely: 1) Academic (Higher Education, Kopertis, Aptisi, etc.), 2) A letter of request or offer, 3) Graduation Invitation letter as an invitation issued to students, faculty, as well as invitations to other universities, 4) Internal letter relating to the activities of organizations such as HIMTIK, HIMSIF, HMI and so on, and 5) General letter if the letter is received or released outside of those categories.

The problems faced by the administration was the large number of letters were made and accepted by the administration of Bina Darma University that makes data retrieval becomes inefficient.This is because the archiving process is still using the conventional system in which every incoming and outgoing mail are recorded in the books and not computerized. Then the letter is scanned into a popular document formats, namely PDF (Abdillah, 2012) and emailed to the leadership (vice rector II) in softcopy. while the hardcopy given to administrative head of the division. Furthermore, Chairman (Vice rector II) will do the disposition of incoming mail to the addressee. While waiting for the letter head of the division of administration approved by the chairman (vice chancellor II) that the letter could be given to the person concerned. This makes the process take longer.

A number of studies related to the archives of the system: 1) Sistem Informasi Persuratan dan Kearsipan Universitas Udayana Menggunakan Paradigma Pemrograman Berorientasi Objek (Putri, 2005) , 2) Pembangunan Sistem Informasi Manajemen Surat Masuk dan Surat Keluar Pada Bagian Umum Sekretariat Daerah Kabupaten Pacitan (Luqman, 2012), and 3) Perancangan Aplikasi Surat Masuk Dan Surat Keluar Pada PT. PLN (Persero) Wilayah Suluttenggo (Ferdinandus, Wowor, Lumenta, & Rumagit, 2012).

To overcome these problems requires the filing of a correspondence management system administration more structured and computerized by applying the method first in first serve (FIFS). FIFS is a behavior related to how to organize and manipulate the data relative to time and priorities. Selection of this method can describe the principle of processing techniques queue incoming and outgoing mail service requests or conflicting with the outgoing mail archiving process.

2 RESEARCH METHODOLOGY

The data collection methods used in completing this research are: 1) Observations in Administration section of Bina Darma University, 2) Interview with administration staff and Head of Administration, and 3) Literature reviews from from handbooks, literature compiled by experts to complete the necessary data in the writing of this thesis.

2.1 Fisrt In First Serve (FIFS)

This research also apply first in first serve (FIFS) algorithm to process incomming mails. FIFS is the simplest method of scheduling used in CPU. In this algorithms, the serve is according to the time of arrival of the incoming mails. The first incoming mails will be processed or executed first ((Masyarakat Digital Gotong Royong (MDGR), 2008).

Figure 1: Use Case Diagram

2.2 System Development Life Cycle (SDLC)

Information systems in this article was developed by using System Development Life Cycle (SDLC) (O'Brien, 2010), that consists of: 1) investigation, 2) analysis, 3) design, 4) implementation, and 5) maintenance.

2.3 Use Case Diagram

Use case diagram in this research consists of four actors, namely: 1) Admin, 2) Kabag. Administrasi, 3) Pimpinan, and 4) Staff. Every actor has different login access based on the duty of each actor. Figure 1 illustrates use case diagram in this research.

2.4 Database Design

File design are the collection of interrelated records, where those files could be manipulated (Abdillah, 2006). In this research the design of involved tables are shown in figure 2 (Database of CAIS).

Figure 2: Database of CAIS

3 RESULTS AND DISCUSSION

3.1 Results

This Arcvhieve Information Systems The results of this research Based on research conducted by the author at the University of Bina Darma Palembang final results of the stages of development of the system is done is the implementation of designs that have been described in the previous chapter that consists of design files, design input and output design.

Figure 3: Correspondence Archieve Information Systems

The main result of this research is Correspondence Archive Information System. This CAIS consists of four sub menus: 1) maser data, 2) input incoming mail, 3) outgoing mail, and 4) archieves. This CAIS also produce one database consist of eight tables: 1) asal surat, 2) jenis surat, 3) tujuan surat, 4) surat masuk, 5) surat keluar, 6) tipe surat, 7) disposisi, dan 8) user. This system also produced three group of reports: 1) laporan surat masuk, 2) laporan surat keluar, and 3) laporan disposisi.

3.2 Discussion

After seeing the results of a system that has been described, so in this section the authors will run the processes that occur and how the use of this system has been built using PHP and MySQL database. This system is expected to help provide convenience to the Bina Darma University in processing the data archive.

3.2.1 Input of Incoming Mail

Incoming mail input page displays incoming mail form input consisting of the origin of the letter, type the letter, letter number, the date of the letter, the sender, the purpose of the letter, the title, description and upload documents letters. This page allows administrators to input data incoming mail.

3.2.2 Input of Outgoing Mail

Input page letter out to show the form input outgoing mail consisting of types of letters, numbers letter, the date of the letter, the purpose of the letter, other objectives, subject, description and upload documents letters. This page allows administrators to input data outgoing mail.

Figure 4: Input of Incoming Mail

Figure 5: Input Outgoing Mail

3.2.3 Disposition

Disposition of mails by leader to administration officer. Disposition page displays the number of letters, sender, subject, and the message is forwarded to. This page allows leader to dispose incoming mails from administration staff.

Figure 6: Page Disposition Leaders

3.2.4 Archive Page Leaders

Leadership archives page can display search incoming mail which has been in the disposition of leaders based on the type of letter. This page allows you to view the data report incoming mail that has been in the disposition by the leadership. Incoming mail that has been in the disposition by the leaders will go to the archives after the administration filed by the head of the division.

4 CONCLUSION

Based on the results of the study authors conducted at the University of Bina Darma and discussion conducted by the authors, it can be concluded that:

Figure 7: Archive Page Leaders

1. Correspondence Archival Information Systems (CAIS) able to process incoming mail quickly and easily.

2. CAIS able to help administration saff in managing correspondence archive better.

3. By eploying FIFS method, every incoming mail will be process fairly accoding to the queue.

4. CAIS able to back up the mail archieve and produce some usefull reports.

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