



## Smart - MiLan: Administrative Systems and Services at the Faculty of Communication and Information Technology

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### ABSTRACT

Mastery of information technology in this era has become a necessity. Information technology becomes a tool in communicating and adding knowledge in this globalization and information age era. More specifically for institutions, including the need to expedite the work of service administration, one example is administrative administration in filing letters. The speed of data processing and delivery of information has a very important role for Administration. Processing large amounts of data requires a tool that has a high level of calculation speed and data delivery. With the application of this information system can help the FTKI in managing incoming and outgoing mail and assist in archiving and reporting.

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## 1. Introduction

Mastery of information technology in this era has become a necessity. Information technology becomes a tool in communicating and adding knowledge in this globalization and information age era. More specifically for institutions, including the need to expedite the work of service administration, one example is administrative administration in filing letters. The speed of data processing and delivery of information has a very important role for Administration. Processing large amounts of data requires a tool that has a high level of calculation speed and data delivery[1]

Based on the above problems, the authors propose a "Information System Service Letter at FTKI" that can facilitate the admin in making reports, filing letters such as incoming and outgoing letters as well as web-based mail search. This system uses the Waterfall method in developing software systems and uses the PHP programming language.

## 2. Research Methods



Fig 1. Research Process Flowchart

### a. Defining the Scope of the Problem

The scope of the problem to be investigated must be determined in advance, because without being able to determine and define the boundaries of the problem to be studied, then there will never be a best solution of the problem.[2]

### b. Determine the Purpose





Based on the understanding of the problem, then determined the objectives to be achieved from this paper. In this goal determined targets achieved, especially those that can overcome the existing problems.[3]

c. Study Literature

To achieve this goal, we study several literatures which are expected to be used. Then the literature that is studied is selected to determine which literature will be used in research.[4] Literature is taken from the internet, in the form of articles and scientific journals about Information Systems and other reading material that supports research. [4]

d. Collecting data

In collecting data the observations were made namely direct observation at the research site so that the existing problems can be clearly identified.[5] Then the interview was conducted aimed at getting the information or data needed.[6] In addition, a literature study is also carried out by reading books that support in analyzing the data and information obtained. [7]

e. System Implementation

The implementation of this system is to facilitate the verification of the results of the analysis previously carried out.

f. Analysis of Results

Analysis of the results based on information systems and analysis of the results of the system that was built web-based so that it produces decisions that are used for decision making in the administration of mail services at FTKI.

### 3. Results and Discussion

#### 3.1. Design

##### a. Usecase

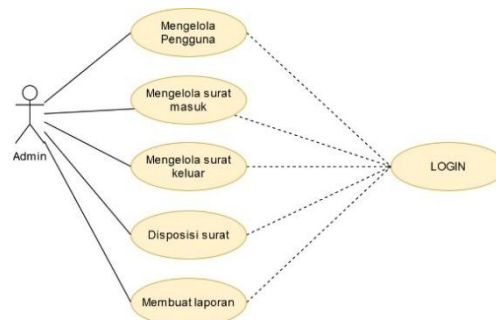


Fig 2. Usecase Diagram

##### b. Mockup

###### 1) Login

The following is the Interface Design login page. This page displays the username and password that will connect or as access rights to enter the system.

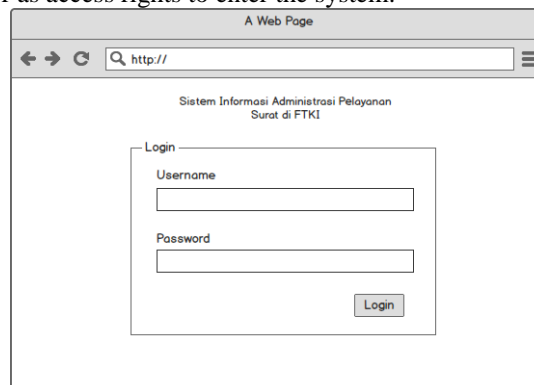


Fig 3. Login interface design

###### 2) Admin Data





Next is the admin data page interface design. The Admin Data page is a page that displays some user data that can be added, edited and deleted.

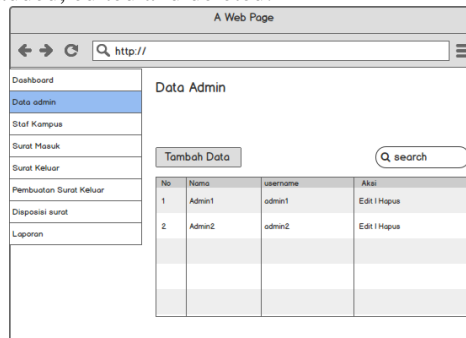


Fig 4. Data Admin interface design

### 3.2. Test result

#### a. Program Testing

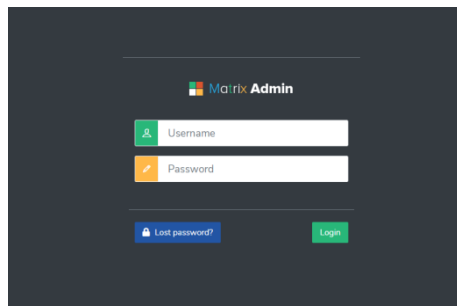


Fig 5. Login page

Figure 5 above shows the login page in the application that was designed, where to log in the user must have a username and password in order to access the application.

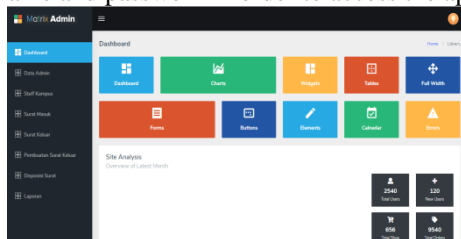


Fig 6. Dashboard page

After the user has successfully logged in, the user will immediately enter the dashboard page view, as shown in Figure 6.

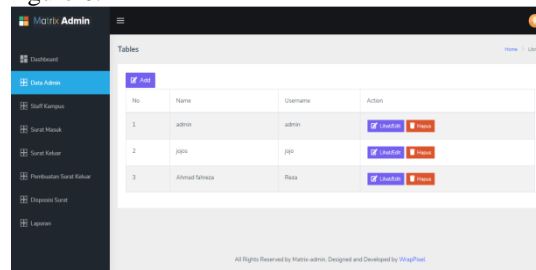
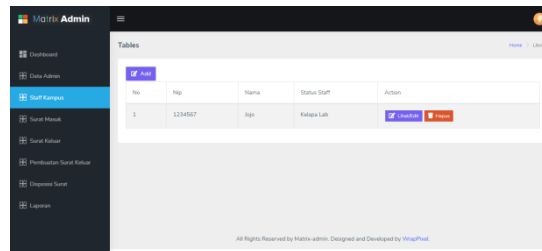


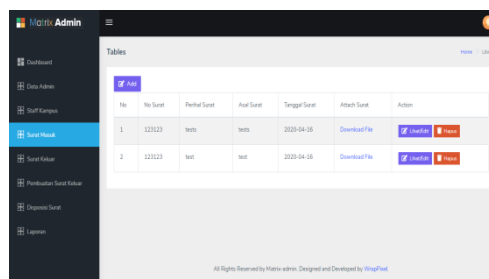
Fig 7. Admin Data Page

In figure 7 it is an admin data page, where on this page displays admin data that can access the application.



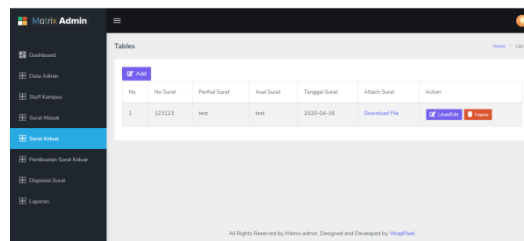
**Fig 8.** Campus Staff Page

In the following figure is the campus staff page display, on this page displays staff data on campus in the form of NIP, name and staff status. Where on this page can add data, edit and delete.



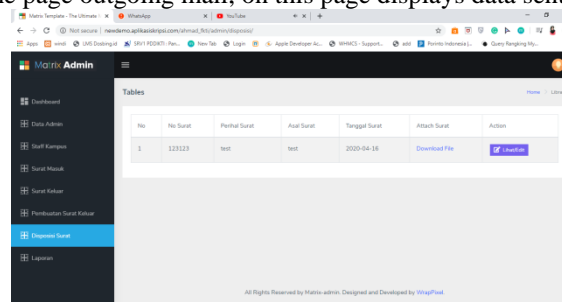
**Fig 9.** Inbox page

In the following picture is the page of incoming letters, this page displays the letters that enter the campus. This page requires data on letter No., letter subject, letter origin, letter date, and file letter sent.



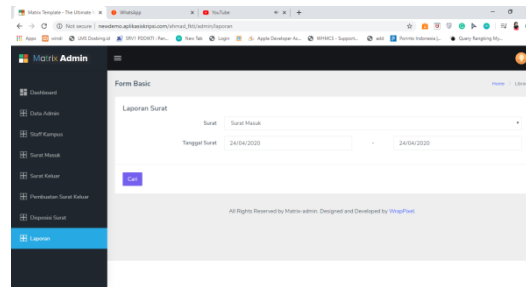
**Fig 10.** Outgoing Mail Page

In Figure 10 is the page outgoing mail, on this page displays data sent letters.



**Fig 10.** Letter Disposition Page

In Figure 10 is a letter disposition page which is an opinion on something contained in a letter.



**Fig 11.** Report Page

A report page is a page that displays reports of incoming and outgoing letters. In the search letter can be searched by letter date, as shown in figure 11.

#### b. Blackbox Testing

Tests carried out have been determined based on established designs. It is expected that with this scenario, this system can be executed and produce results that are in accordance with the design, but if the system produces results that are not according to the design, then this test scenario is classified as successful because it is able to produce results outside the scenario and can be evaluated for development and further system improvements

**Tabel 1**  
Blackbox Testing

| No | Test page          | Test Method  | Conclusion |
|----|--------------------|--|------------|
| 1  | Login              | <ol style="list-style-type: none"><li>1. The user opens the system page</li><li>2. fill in your username and password.</li><li>3. Press the "login" button</li><li>4. System validates Login.</li></ol>  | Success    |
| 2  | Admin Data         | <ol style="list-style-type: none"><li>1. Open the Admin data menu</li><li>2. Press the "view / edit" button to change the admin data that already exists.</li><li>3. Press the "delete" button to delete the admin data that already exists.</li></ol> | Success    |
| 3  | Campus Staff       | <ol style="list-style-type: none"><li>1. Open the Campus Staff Menu</li><li>2. Press the "view / edit" button to change campus staff data.</li><li>3. Press the "delete" button to delete existing campus staff data</li></ol>                         | Success    |
| 4  | Incoming mail      | <ol style="list-style-type: none"><li>1. Open the Inbox Menu</li><li>2. Press the "view / edit" button to change the data of the Inbox.</li><li>3. Press the "delete" button to delete incoming mail data</li></ol>                                    | Success    |
| 5  | Outgoing mail      | <ol style="list-style-type: none"><li>1. Open the Outgoing Mail Menu</li><li>2. Press the "view / edit" button to change the outgoing mail data.</li><li>3. Press the "delete" button to delete the outgoing mail data</li></ol>                       | Success    |
| 6  | Letter Disposition | <ol style="list-style-type: none"><li>1. Open the Letter Disposition Menu</li><li>2. Press the "view / edit" button to change the letter disposition data.</li></ol>   | Success    |
| 7  | Report             | <ol style="list-style-type: none"><li>1. Open the Report Menu</li><li>2. Select the date of the letter to search</li></ol>   | Success    |

#### 4. Conclusion

Based on research that has been done it can be concluded that:

- a. With the administration of information services letter service can facilitate the archiving and management of mail data at the FTKI
- b. With this information system, the FTKI makes it easy to search for letters

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