DESIGNING E-FILING INFORMATION SYSTEM WITH MICROSOFT ACCESS BASED AT PT. USAHA GEDUNG MANDIRI

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Abstract

Article Info Received : 10 May 2022 Revised : 30 May 2022 Accepted : 05 June 2022	Company or organization needs a good archive system to keep the information or data from lost and easier to find anytime. It aims to make decisions and also becoming evidence and proof if there is problem and it could be made as management responsibility. This study aims to produce an information system for incoming and outgoing mails in Microsoft Access based which can operate mails information system at PT Usaha Gedung Mandiri. In Microsoft Access, we can design,create and manage database easily and fast. This information system design was made because of an unfinished problem in this company related to mails information system that was still traditional so that it encounter delays in giving the information. Furthermore, we can choose application program, mail information system design and design the information system used and then checking and test the design. The product of this application was an information system application with Microsoft office based which can easier and shorten time of users or employee in managing the data, saving incoming and outgoing mails, then provide mail information more effectively and efficiently.
Keywords: Information system, e-filing, Microsoft Accee 2010	

1.   Introduction

Commonly, every company, even large or small has certain goals to achieved. To achieve its goals, it needs data or information gained both from inside or outside. It needs a good archives system to keep the information from lost if it was needed anytime. The function of archives or filing in an organization is containing important information in making decisions and also has value needs in proof because having data, fact and explanation. In Indonesia, there are still several company which pay less attention towards archives, especially, electronic archives or filing, so that the volume of paper increases time by time and it becomes saving problems, facilities, maintenance fee [1]

PT Usaha Gedung Mandiri is Pioneer of property business especially office, building rent and other. It has many corporation with banking company and other business. Its activities to do communication to the other company often use mails transaction and the mail data was still manual and traditional so it needs more space to keep it safe. Nowadays, archives management advances broader and make it shift from manual to electronic, traditional to modern [2]**.** paper-less office concept is very important to adopt by any organization as respond of global warming in the earth so that it needs serious handling by using computerization [3]

This study aims to produce e-filing (e-archives) at PT. Usaha Gedung Mandiri from manual to computer that use *Microsoft Access.* By designing simple e-filing application with Microsoft access based can easier saving prcess and finding archives easily and fast [4].

Theoretical Framework

Designing is merging, planing and sketching or setting of some separated elements into a

complete useful unity [5]

According to [6] information system is a series of procedures that change an input data and process it into output in form of information that can be used as decision making material. [7]

E-archives is the advance of conventional archives that used saving system with computer media. It can be file in cabinet or virtual map [8].

[9] Electronic filing systems have virtual cabinets created with databases, virtual folders or folders to store document files and letters that have been transferred into image files (*bmp, jpg, etc.) or documents (*doc, txt, dll).

According to [10] Archives is information that is saved in any form and chara ter as proff of any activities and it has value in certain time or period.
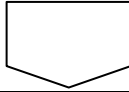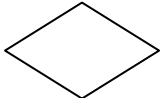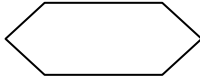
Database is interconnected data, saved togetherly in a media, without roofing each other and unnecessarily double data [11].

Fathansyah [4] database *Management System* (DBMS) management of basic data physically not by users immediately but handled by a software (certain system) . the software DBMS are Microsoft Access, dBase, FoxBase, My-SQL and others.

According to Ahmad Iskandar [12] *Microsoft* Access is a software that undergo windows system, by Microsoft Acsesswe can design, make and manage database easily and fast

According to Wibawanto [13] **"***Flowchart is a chart with certain symbols that describe process and correlation and also intruction in detail in a program.*

Table 1. Flowchart Symbols

Symbols	Meaning	Symbols	Meaning
	Terminal (Start,End)		Connecting point at the same page
	Input/Output(Read/write)		Connector point in the next page
	Process (assignment statement)		Call
	Decision (Yes,No)		Document
	Display		Stored Data
	plot process		Preparation (score given in the begining

Source: [14]

2.   Method

This study was conducted at PT. Usaha Gedung Mandiri Jl.Imam Bonjol No.7 Kec. Medan Petisah, Kota Medan. Data analysis method used in this study was descriptive qualitative method [15],

it is analyzing, grouping, collecting explaining, concluding and describing briefly several condition, situation front any data which was gained to design archives information system by using Microsoft access. The data was collected from interview employees in administrative division and *Field Research,* such as gaining data about the object of the research

3.   Result And Discussion

Application Design

Flowchart Diagram

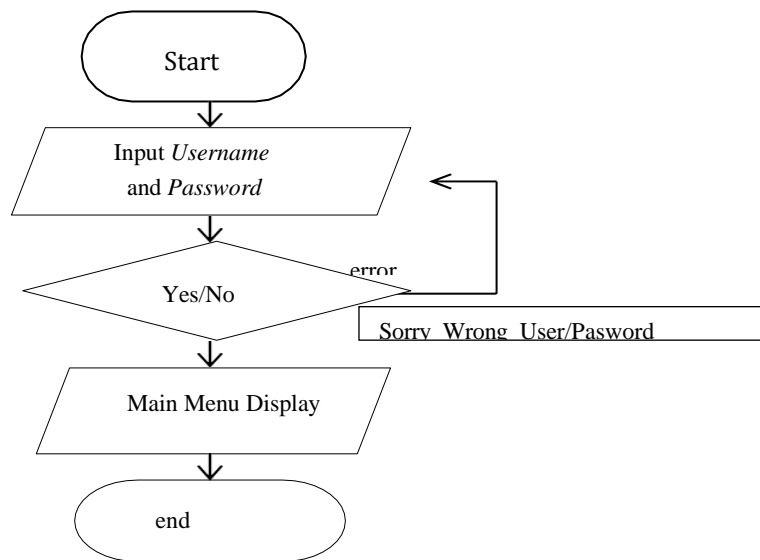The *Flowchart from this application as follow*
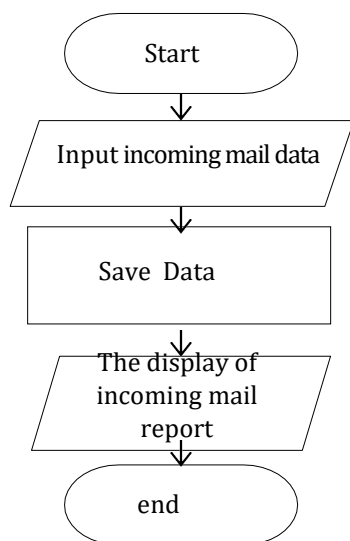

Figure 1. Flowchart login

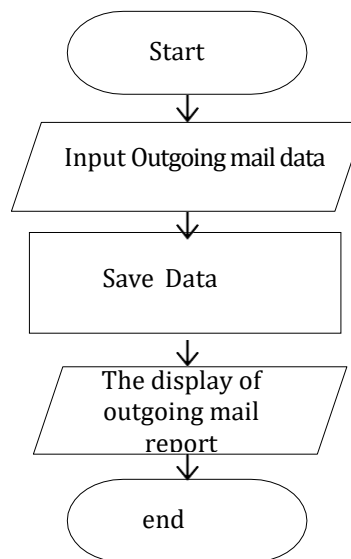**Figure 2.** Incoming mail Flowchart

Figure 3. Outgoing mail Flowchart

Design Result

The result that can be seen from this application is that process of making incoming and outgoing mails, it has 6 menu such as, main menu, incoming mail form menu, outgoing mail form menu, incoming mail report menu,outgoing mail report, then menu for incoming and outgoing mail search that merged into mail form. In this application, users have full access towards all menu to use it such as, adding the data, change the data, and delete the data.

Discussion

The discussion done by the author has some process, such as:

Input data Process
1. Splash Screen page
   Splash Screen is the first temporary display before entering to menu log in or main menu in order the program or the application look interesting.

Figure 4. Splash Screen page

2. Login page
   Log-in is the main requirement to use it in order to maintain its safe, in it this menu has 2 value that must be filled out by users such as; username and password. If the data is correct, it will go to the main menu page.

Figure 5. LoginPage

3. Main Menu Page
   It has main display that can see the result of the report of adding or shifting by clicking certain button.

Figure 6. Main menu page

4. Incoming mail form page
    In this page, users can add of shift incoming mail data by filling out available field and clicking plus button, and also input file in the form of image as follow;

Figure 7. Incoming mail form page

5. Outgoing mail form page
    Here, users can add or shift the outgoing mail data by filling available field and clicking plus button and input file with image in the mail column

Figure 8. Outgoing mails form page

6. Incoming mail data search
    In this page, the incoming mail data that has been saved by using coding of mail, number of mail,or sender of mail.

Figure 9. Incoming mail search page

7. Outgoing mail data search
    It searches outgoing mail data that has been saved by using code of mail, number of mail or sender of the mail .

Figure 10. Outgoing mail data search page

8. Incoming mail report
    It is the page for displaying incoming mail data

Figure 11. Incoming mail report page

9. Outgoing mail report
   It is the page for displaying outgoing mails

Figure 12. Outgoing mail report

4. Conclusion

Based on the result and the discussion of the research about Designing e-filing information system with Microsoft Access Based at PT. Usaha Gedung Mandiri, it could be concluded that the employee in administrative division can more easily and efficiently save incoming and outgoing mail, so that in the saving process it can save time. Then, by applying this in, the incoming and outgoing mails in PT. Usaha Gedung Mandiri can be saved in soft copy to keep the document safe.

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