

# MANAGEMENT OF DIGITAL-BASED MAIL PRODUCT SYSTEM AT THE EAST BARITO STATE ATTORNEY'S OFFICE

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**Abstract:** Today's technological developments are in accordance with the demands of Bureaucratic Reform, where every work unit must change work patterns, namely from conventional work patterns to technology-based work patterns, if previously the performance and postal posts to carry out office administration were carried out manually at this time must be done digitally. The object of this research is the East Barito State Prosecutor's Office in Tamiang Layang. Where the implementation of mail administration has run 85% with an electronic / digital system that is accommodated in the SIPEDE Application (Electronic Mail Information and Disposition System). The performance implementation system and the application of digital mail administration is the implementation of changes in performance weights that were previously physical, but now the presentation of data is virtual and online, this is an advancement in information technology. The research methods used are interviews, observations, documentation, and literature studies. The result of this study is that the *waterfall method is a system method and the blackbox method is a system* and questionnaire testing method. Programming languages namely PHP (*hypertext Preprocessor*) and MySQL as database management, then as implementers, of course, qualified human resources are needed and have IT expertise (Computer Institutions) for the implementation and successful use of the technology in question.

**Keywords:** Management, Mail Product System, Digital Based

## INTRODUCTION

The development of Information Technology raises a new way in human life today, this happens from life starting to end, life like this is usually known as e-life, meaning that human life today has been influenced by various factors, one of which is related to electronic / digital needs. And currently there are rampant activities related to electronics / digital starting with prefixes such as e-commerce, e-government, e-education, e-library, e-journal, e-medicine, *e-laboratory*, e-biodiversity, and others based on electronics. One of the things used by the Government bureaucracy in Indonesia is *e-government* which is related to mail administration activities.

The implementation of digital-based mail administration is a shift in the paradikma of conventional work patterns to digital which is a demand for bureaucratic reform where all work units or offices of the Central and Regional Governments must make changes. The current issue is the change in old manual-based work patterns that seem slow and take longer to digital-based work patterns. The demands of advances in information technology (IT) in mastering technology will give birth to new work patterns that are more effective and do not require a longer time, therefore, to implement digit-based work patterns requires human resources who master the IT field and have certain expertise competencies to support the implementation of work activities that can meet job expectations.

The object of this research is the East Barito State Prosecutor's Office which will discuss "Management of Digital-Based Mail Product Systems at the East Barito State Attorney's Office.

The application of the mail system using digital applications aims to accommodate mail activities. The implementation of administration at the East Barito State Prosecutor's Office currently uses the Electronic Mail and Disposition Information System Application (SIPEDe), where employees must follow the development of information technology, the mail system as the author presents is a manifestation of changes from the previous manual-based performance, now digital-based performance.

Therefore, the East Barito State Prosecutor's Office needs human resources who have expertise and competence in supporting performance activities including the competence of the expertise of the First Expert Computer Institution (Prakom), Young Expert Computer Institution Analyst (Prakom), Young Expert Analyst of Software Appointment (Prakom) as the implementer, then all employees in the East Barito State Prosecutor's Office are given the opportunity to take part in Technical Guidance and Training for the use of the application. Since 2021, the East Barito State Prosecutor's Office has made changes whose implementation applies to all 60 employees and there have been 10 employees who have participated in the provision of expertise in the IT field to lead to a change program from the manual era to the digital era. The 60 employees are divided into 6 Tupoksi, namely (1) the Field of Development which includes the secretariat and Administration, Finance, Personnel, Equipment and DASKRIMTI (Criminal Data and Information Statistics), PTSP (One-Stop Integrated Services), (2) Intelligence, (3) General Crime, (4) Special Crimes, (5) Civil and State

Administration, (6) Evidence and Spoils Management. All fields mentioned above have been connected with the use of the Electronic Mail and Disposition Information System Application (SIPEDE), all accommodated in one data under the control of the Chairman.

## METHOD

This study uses descriptive research methods, namely in initial research to collect data about existing conditions. Descriptive analysis is a kind of data research that helps in describing, demonstrating, or helping to summarize data points so that patterns can develop that meet all data conditions related to this study on Management of Digital-Based Mail Product Systems at the East Barito District Attorney's Office. Data

collection techniques used are interviews, documentation, observation and literature studies.

## RESULT AND DISCUSSION

SIPEDE Electronic Mail and Disposition Information System at the East Barito State Prosecutor's Office in Tamiang Layang is the main menu that displays the profile of the Attorney General of the Republic of Indonesia then in this menu there is a login menu now enter the username and password to usually access mail in and out of higher superior agencies such as from the Attorney General's Office R.I to the High Prosecutor's Office, Furthermore, the Central Kalimantan High Prosecutor's Office forwarded a letter to the East Barito State Attorney's Office, and we present the initial menu in the following picture :

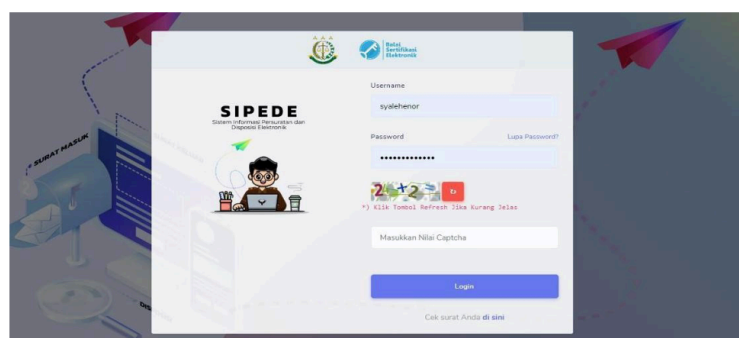


Figure 1. Access Internal and External Online Incoming and Outgoing Mail Menu



Figure 2. Dashboard menu that displays several Vitur for Online access

In the picture above is a Dashboard menu that displays several features for Online access such as: Mail

archive; Profile; Incoming and outgoing mail; Electronic Signatures (*e-sign*), Letters sent, Case

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Administration, and *Cheting*. Here is a picture to see:

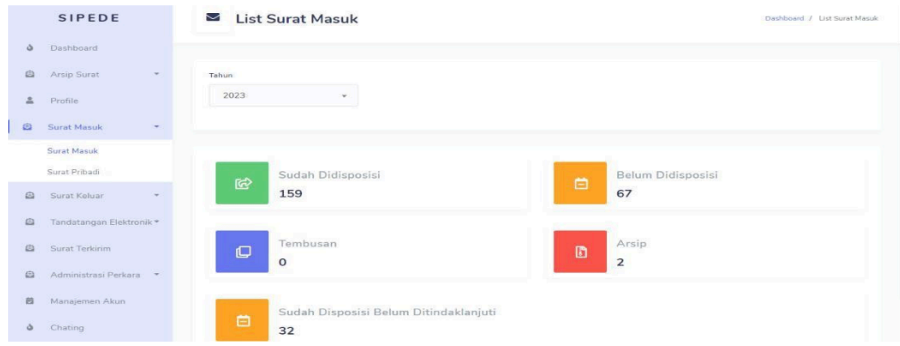


Figure 3. Incoming Mail List

Figure 3 is a list of letters accommodating incoming letters from the Attorney General's Office of the Republic of Indonesia, Central

Kalimantan High Prosecutor's Office to the East Barito District Attorney's SIPEDA Account for electronic disposition and follow-up.

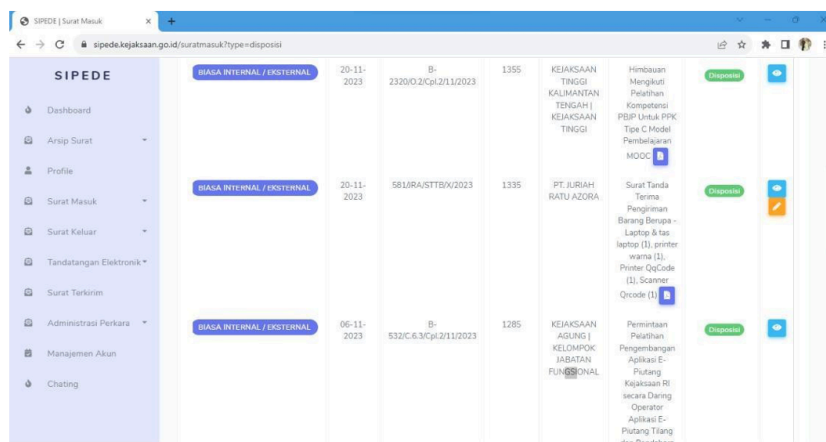


Figure 4. Incoming mail that needs follow-up for the disposition of the work unit leader.

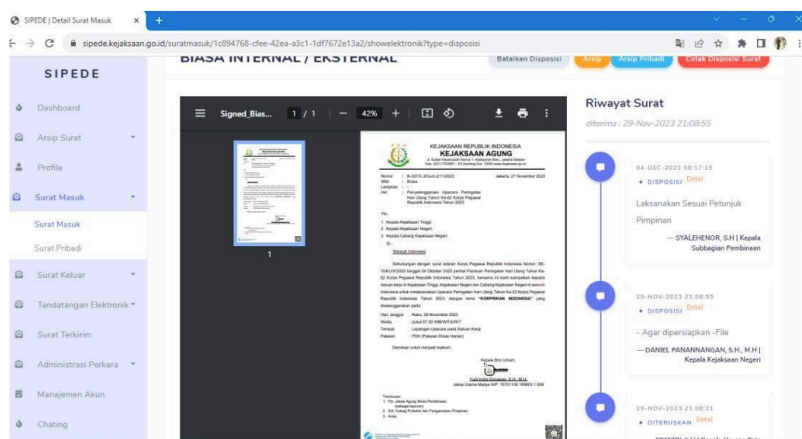
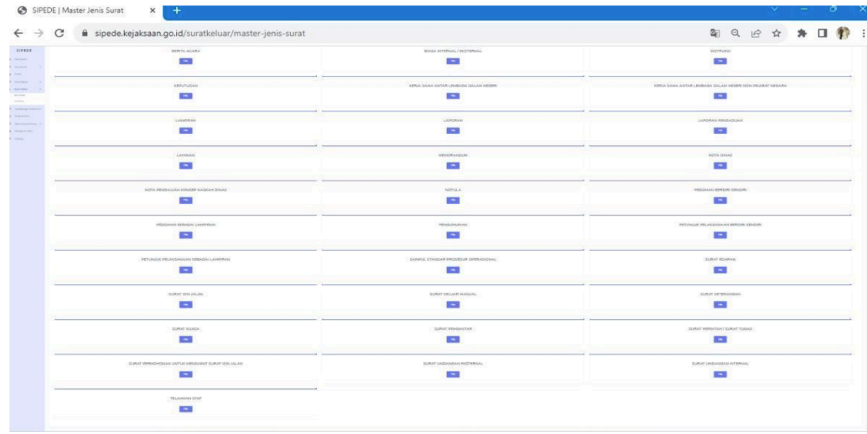


Figure 5. Incoming mail trim that is already at the disposition of the leader

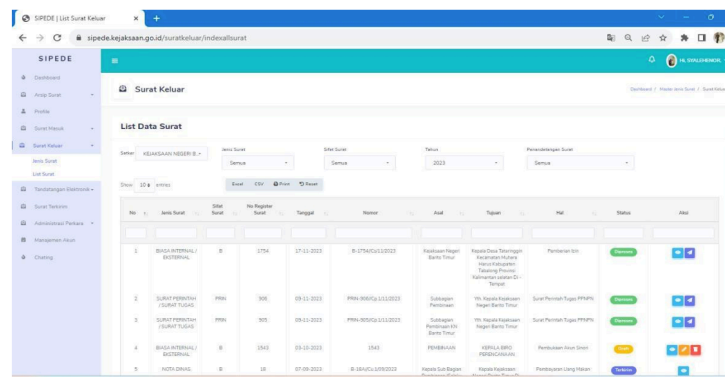
Figure 5 is the list of incoming mail that has been dispositioned by the leader and returned to the admin account in

each field (tupoksi) to be carried out, and the electronic mail is stored digitally on a special incoming mail folder.



**Figure 6. Lis outgoing mail**

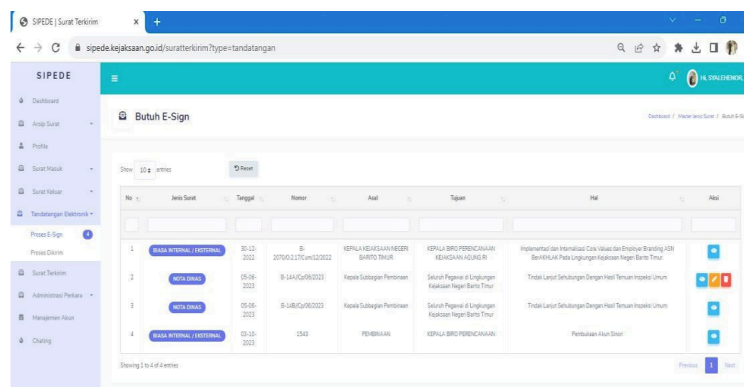
Figure 6 is the outgoing mail list, the user account (*User*) just click the feature of selecting the type of mail you want to create.



**Figure 7. Lis outgoing mail that needs follow-up**

Figure 7 is a list of outgoing letters that need follow-up to be

forwarded to the head of the work unit and to ask for approval and revision.



**Figure 8. A revised exit letter approved for electronic signature (E-Sign) by the head of the work unit.**

Figure 8 is a revised exit letter approved for electronic signature (E-

Sign) by the head of the work unit.

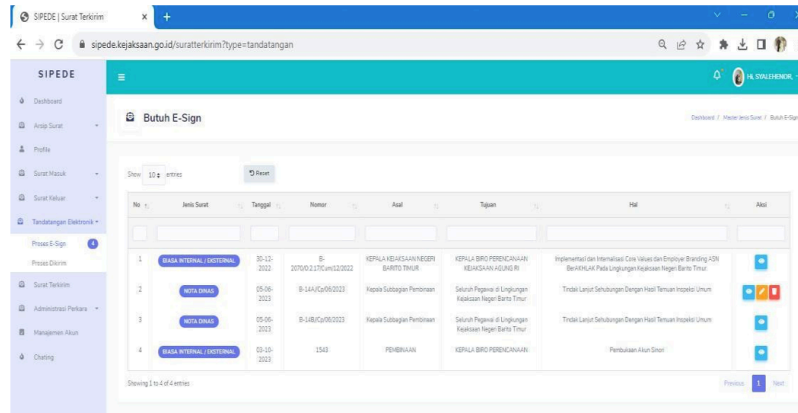


Figure 9. Outgoing letter to be signed electronically (E-Sign) by the Head of the work unit.

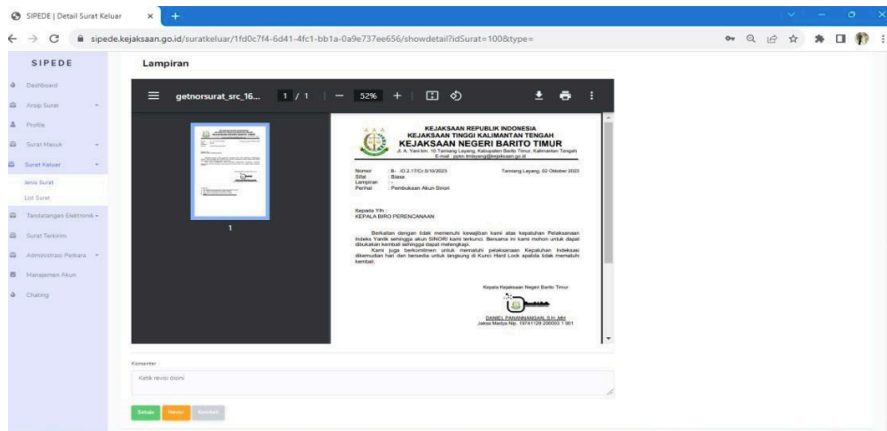


Figure 10. An outgoing letter that has received approval to be signed electronically (E-Sign) by the Chairman



Figure 11. Outgoing letters that are already in the process of being sent by the superior's work unit

**Analysis  
BlackBox Testing**

The monitoring system for the implementation of this work program uses the *blackbox* method as a system testing method to find out whether all software functions can run properly. The following are the results of the

tests that have been carried out on the system and a summary from researchers about *black box testing*. So, *black box* testing is a testing process carried out to be able to observe the *input results of the output of* an application without having to know various complex code

structures in the application. This *testing* has several techniques that researchers can use. In addition, *black box testing* also has its own advantages, such as testers who do not have to understand the programming language in making an application and they are not obliged to check all the code made by *programmers*. However, this test still has weaknesses. Because testers don't need to know how to check the code, it's likely that errors won't be detected in certain parts of the code. Apart from the advantages and disadvantages of testing above, testing on an application before it is published to users is very important to understand this application, with the aim that there are no problems in operating the application.

### **Beta and Alpha Testing**

Beta testing method uses questionnaires to determine satisfaction with system users, after the application is completed by the developers, a test will be carried out. The testing is divided into 2 types, namely *Alpha* and *Beta testing*. *Alpha* testing is a check on a project in the form of an application where the testing is carried out by a group of *end users* where they will record the location of errors or errors that occur in *the project* application and later, *they will* notify the project application maker. Here the *end user* still has a relationship with the developer, which means they are one partner of the project team. And *Alphatesting* itself is usually carried out in a controlled environment or is still under the supervision of the project developer itself. *Alpha testing* is testing performed by *users* in the development environment. *Alpha testing* takes place on the developer's site by an internal team before release

to external users. So that later when users use this system are not disappointed due to defective problems or application failures. This testing was done without the involvement of the development team. In addition, *alpha testing* is often used for software *as a form of internal deployment testing before software goes into beta testing*.

### **CONCLUSION**

Based on the test results using the blackbox method that the system developed can meet the needs of account users at the East Barito State Prosecutor's work unit, and based on the beta method using questionnaires from the admin side (users) produced answers 86.60% (strongly agree) stating that this system can assist in managing information related to the use of the SIPEDE Application (Electronic Mail and Disposition Information System online, In this study researchers found a significant change that previously mail administration was still carried out manually, now it has been carried out digitally, administrative and mail data is in the form of virtual data stored in applications digitally, and sent (share) online. This system also has a significant effect on employee performance, data creation, data presentation can be faster and more efficient in time, timeliness, and accuracy in meeting employee performance expectations in the East Barito State Attorney's work environment. With the availability of facilities in this system, budget absorption for office stationery (ATK) needs can be minimized / reduced, because the delivery of correspondence has been carried out online.



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