

IMPLEMENTATION A WEB-BASED ONLINE LETTER APPLICATION AT MANTINGAN VILLAGE APPARATUS

Purwati ^{1*}, Indra Lina Putra ², Muhammad Ali Subkan ³, Sofia Ulfah ⁴,
Triana Hasty Kusuma ⁵

^{1*} Public Finance Accounting Study Program, Politeknik Balekambang, Jepara Regency, Central Java Province, Indonesia.

^{2,4} Software Engineering Study Program, Politeknik Balekambang, Jepara Regency, Central Java Province, Indonesia.

^{3,5} International Business Administration Study Program, Politeknik Balekambang, Jepara Regency, Central Java Province, Indonesia.

Corresponding Email: purwati.qm10@gmail.com ^{1*}

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Abstrak

Teknologi yang semakin berkembang di era modern memunculkan beragam inovasi yang diberikan oleh pelajar, masyarakat dan ilmuwan dengan tujuan memudahkan kehidupan manusia. Inovasi yang hadir diharapkan membantu kehidupan manusia dalam menjalani kesehariannya. Tapi sayangnya inovasi yang memudahkan pekerjaan manusia saat ini belum begitu massif khususnya dibidang data kependudukan. Pengolahan data secara manual selama ini memunculkan permasalahan akibat human error. Manusia memunculkan banyak kesalahan dalam berbagai keadaan. Data terkait administrasi kependudukan yang merupakan proses pengajuan surat yang menyangkut data kependudukan di beberapa wilayah khususnya di Desa Mantingan masih dilaksanakan secara manual. Selain itu saat data dimasukkan kedalam arsip surat, maka waktu yang dibutuhkan menjadi semakin lama dan bahkan terkadang hilang serta rusak saat bencana alam seperti tanah longsor, gempa dan banjir. Berkas dokumen kependudukan yang sifatnya manual memungkinkan rusak dan mmebutuhkan waktu yang lama untuk kembali mendata. Permasalahan yang diberikan menginisiasi penulis untuk mengusulkan suatu system surat kependudukan berbasis teknologi. Pada aplikasi pembuatan surat online berbasis web ini berguna dalam menunjang pembuatan ikasi surat kependudukan dengan fungsionalitas utama yaitu memproses pengajuan administrasi kependudukan lebih efisien. Pembuatan program surat online berbasis web ini merupakan buah hasil kerjasama antara Politeknik Balekambang Jepara dengan Pemerintah Desa Mantingan Kecamatan Tahunan Kabupaten. Kemudian program ini menjadi tema yang diajukan untuk mengikuti program Matching Fund melalui platform Kedaireka, yaitu kerjasama antara Perguruan Tinggi Politeknik Balekambang Jepara dengan Dudi (Dunia Industri) yaitu Mitra, CV. Umbrella Corporation yang lolos pendanaan pada batch 3 tahun 2022.

Kata Kunci: Desa; Surat Online; Web.

Abstract

Technology that is increasingly developing in the modern era gives rise to various innovations provided by students, society and scientists with the aim of facilitating human life. The innovations that are present are expected to help human life in carrying out their daily lives. But unfortunately, innovations that facilitate human work are currently not so massive, especially in the field of population data. Manual data processing has been causing problems due to human error. Humans make a lot of mistakes in various circumstances. Data related to population administration, which is the process of submitting letters concerning population data in several areas, especially in Mantingan Village, is still carried out manually. In addition, when data is entered into the mail archive, the time required becomes longer and sometimes even lost and damaged during natural disasters such as landslides, earthquakes and floods. Residential document files that are manual in nature can be damaged and take a long time to re-register. The given problem initiated the author to propose a technology-based residence letter system. In this web-based online letter-making application, it is useful in supporting the making of residence documents with the main functionality, namely processing population administration applications more efficiently. The making of this web-based online mail program is the result of a collaboration between the Balekambang Jepara Polytechnic and the Mantingan Village Government, Tahunan District, District. Then this program became the theme proposed to participate in the Matching Fund program through the Kedaireka platform, namely the collaboration between the Balekambang Jepara Polytechnic and Dudi (Industrial World) namely Mitra, CV. Umbrella Corporation which batch 3 Matching Fund program in 2022.

Keyword: Village; Online Letter; Web.

1. Introduction

Indonesia is a country with many islands and is divided into several provinces led by government officials. Government officials in all regions starting from the lowest level, namely Kelurahan/Village, Region, Province and even the Center have an obligation to serve the community well, especially those in the Village where they live. The village becomes a legal community unit with territorial boundaries that have authority over the wishes of the community, origin rights, and traditional rights that are respected and recognized in the government system in the Unitary State of the Republic of Indonesia [1]. As citizens of the community, of course, have the right to get quality and good services from the government. Pleasant, friendly, fast, precise and good service from the government is the hope of the community. In addition, good service has a good impact on the community and also the government as a party that serves the community. For the government, good services can increase public trust and a good view of the government. For the community, good service will provide a sense of peace and comfort so that it will improve welfare [2].

Public service is an activity carried out by the government against a number of people who have activities that provide benefits in a unit or group and offer satisfaction even though the results are not tied to physical products [3]. Baribin *et al.*, (2022) Baribin explained that public service is an activity in providing services by the government and also the private sector on behalf of the government or private parties to the community, by paying or not so that the interests and needs of the community can be met [4]. UU No. 25 of 2009 concerning public services explains that public services are a series of activities in an effort to provide service needs in accordance with the provisions of the law for every citizen and resident of administrative services, services or goods provided by public service providers [5]. Public services that are directly in contact with the interests of the community are population services and civil registration. Various administrative services related to the management of Family Cards, ID cards, birth certificates, village moving letters, moving in and other administrative services.

Mantingan Village is a village within the Annual District, Jepara Regency and has a population of 11,746 according to 2021 data [6]. Mantingan Village is still carrying out the public service process manually where the correspondence service is still running with the Ms.Office word processing program. the use of Ms. Office programs makes the services provided take a long time and the documented files cannot be administered properly. This is very likely to lead to errors where the data archive that is owned is damaged or lost because of the large amount of data that must be archived. There are various things that become obstacles regarding the system that is run manually starting from the variety of data, the limited time used for processing, the complicated data processing process and not the least amount of data that is processed. Service activities carried out by the Village Head Office manually in the management of correspondence certainly raise the constraints already mentioned which reduce the performance of the agency [4].

Communities in the era of the development of science and technology today require appropriate, fast, and good agency performance in providing services. The main hope of the Matangan Village community is also the right and fast service. This makes the village government must pay attention to the performance of its services, especially administrative performance in order to create a service system that is more efficient, effective and on target. Innovation and reflection on the development of information technology must also be carried out in order to be able to use information technology wisely and positively. The background of the problem that has been described has prompted the author to create an application for the Mantingan Village regarding web-based mail processing. This action has the aim that the service system provided to the community based on Web is able to have a good impact on the government and also the community so that it is stated in the research title "Implementation of Web-Based Applications for Making Mantingan Village Online Letters", a case study in Mantingan Village, Tahunan District, Jepara Regency. Through the transformation of the service system provided, the hope is to increase

the efficiency, effectiveness and flexibility of population services through the utilization of the capabilities of this system.

2. Methods

This study utilizes a direct approach with the Matangan Village Apparatus, Tahunan District, Jepara Regency in carrying out the program. The steps that are carried out are listed in the following figure:

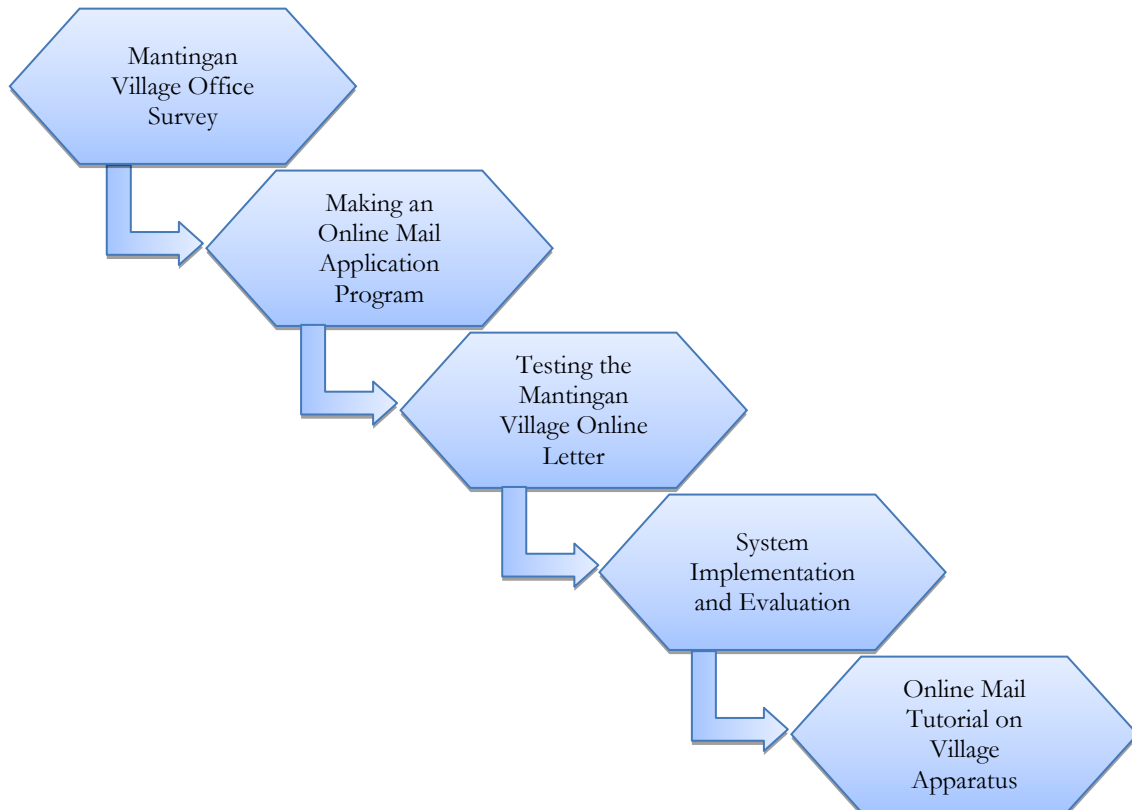


Figure 1. Roadmap for the Implementation of Making Online Letters in Mantingan Village

2.1 Mantingan Village Office Survey

The initial stage that was carried out was surveying the administration of Mantingan Village to thoroughly understand the activities in making letters starting from how to make letters run by village officials. The results obtained through the survey are then used as the basis for actions that will be carried out by researchers. The survey was carried out by visiting the research location directly, namely the Mantingan Village Office by interviewing and observing the village apparatus.

2.2 Making an Online Mail Application Program

The administrative service application in the form of a letter requires an internet network where this is obtained from the integrated WIFI at the Mantingan Village Office. The hardware specifications needed to run this application are adjusted to the devices available in Matangan Village. This Mail Service Application provides several forms of correspondence services, ranging from submitting or changing KK, KTP, death certificates, birth certificates, moving villages, and so on so that village officials do not only use manual systems but also perform system application maintenance when problems.

2.3 Testing the Mantingan Village Online Letter

The next step is to test the Mantingan Village Online Letter application. This test aims to test whether the system made is in line with the results and design of the application system.

2.4 System Implementation and Evaluation

The system was created and tested, then immediately implemented in Mantingan Village. Where this has the aim of directly understanding the alignment of the system with the resources in the field whether it still requires evaluation and correction of improvements and alignment with users in the field. The next stage is evaluation where this is carried out by understanding the extent to which the Matangan Village apparatus understands the training obtained. Evaluation was also carried out on the use of the Mantingan Village Online Letter by monitoring the activities that occurred on the website after the training was carried out.

2.5 Online Mail Application Tutorial on Village Devices

The last stage is the system that has been successfully designed, tested, and implemented then introduced to the Matangan Village apparatus through the provision of tutorials on the use of the application. This introduction is also at the same time training in using applications by the Matangan Village apparatus including the introduction of web-based online Village administration letter applications and creating online accounts, practicing population data entry and practicing letter-making services.

3. Result and Discussion

Based on the results of observations and observations carried out in Mantingan Village, it can be seen that various village administration services are less than optimal. This situation makes the main focus of this program, namely the creation of the Mantingan Village Online Letter and the introduction of information technology on the Mantingan Village apparatus. The following are the results obtained:

3.1 Mantingan Village Online Letter Website

The Mantingan Village Online Letter can be accessed at the link <https://suratonline.mantingan.id/>. The website contains several page views, namely:

3.1.1 Main Page Display

The main page when accessing <https://suratonline.mantingan.id/> where this website can be accessed by anyone as long as the website entered is correct and the internet network is available. There are various features provided in this application, starting from the administration of mail services, namely applying for a new ID card, moving in one village, moving from another village, moving to another village, changing a deed or family card due to an error in name or other, reduction of KK, new KK, death certificate, deed births and also add data in the KK. This is so that the Matangan Village apparatus can transform from a manual system to an online-based system and have the ability to maintain system applications when problems occur. The main page view of the system created is presented in the following figure:

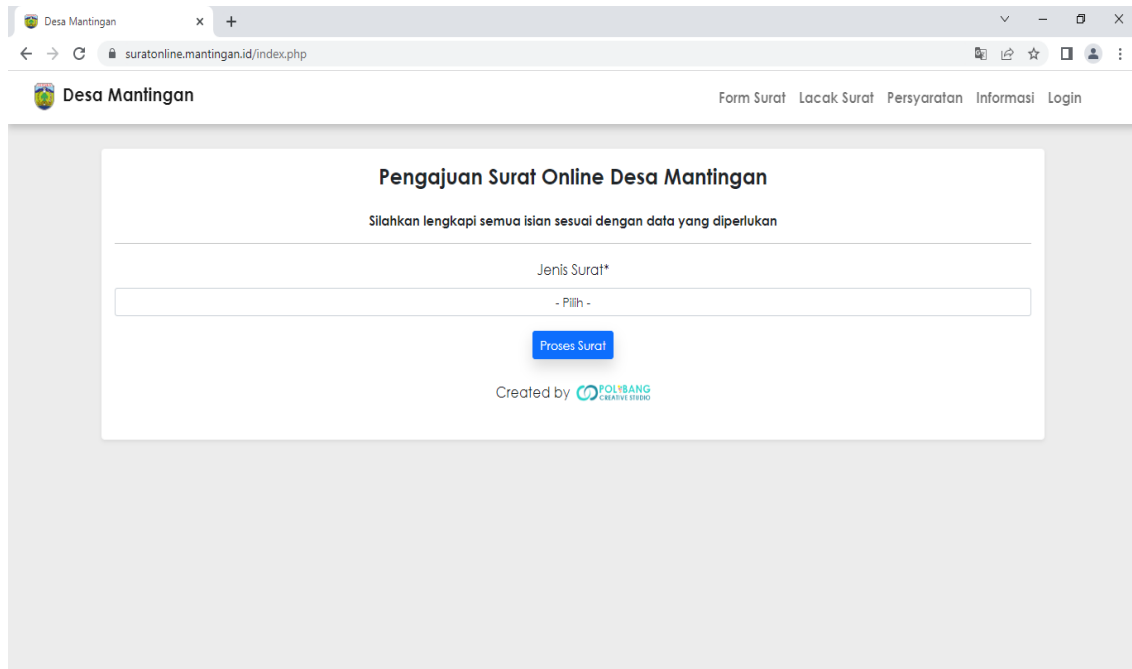


Figure 2. The Main Page of the Mantingan Village Online Letter Website

The following is an example of the display when submitting an online letter in the form of submitting a new ID card:

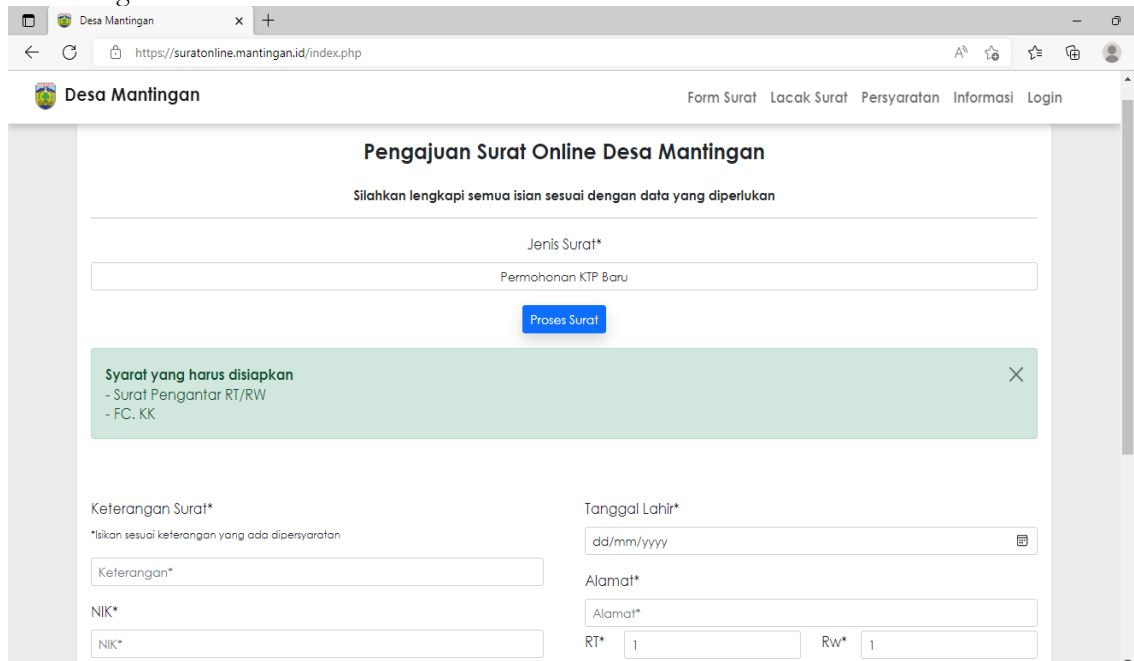


Figure 3. Display of Submission of a New KTP Application Letter

3.1.2 Mail Tracking Page View

On this mail tracking page, it functions to track the submitted letter application. The trick is to enter the applicant's ID card number. The mail tracking page can be seen in the following image:

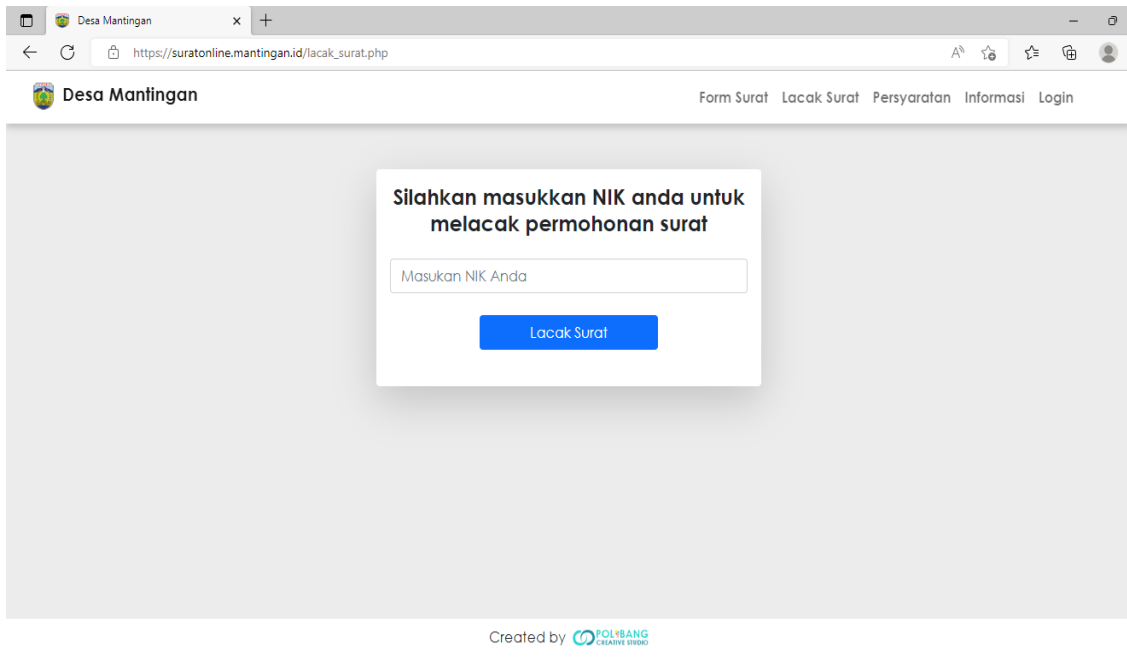


Figure 4. Mail Tracking Page Display

3.1.3 Requirements Page View

On the next screen is the requirements page view. This page contains all the requirements needed when submitting a letter application. This page is certainly very helpful for applicants who don't know what requirements they will need to upload on the Online Letter Desa Mantingan website. Here's a screenshot of the requirements page:

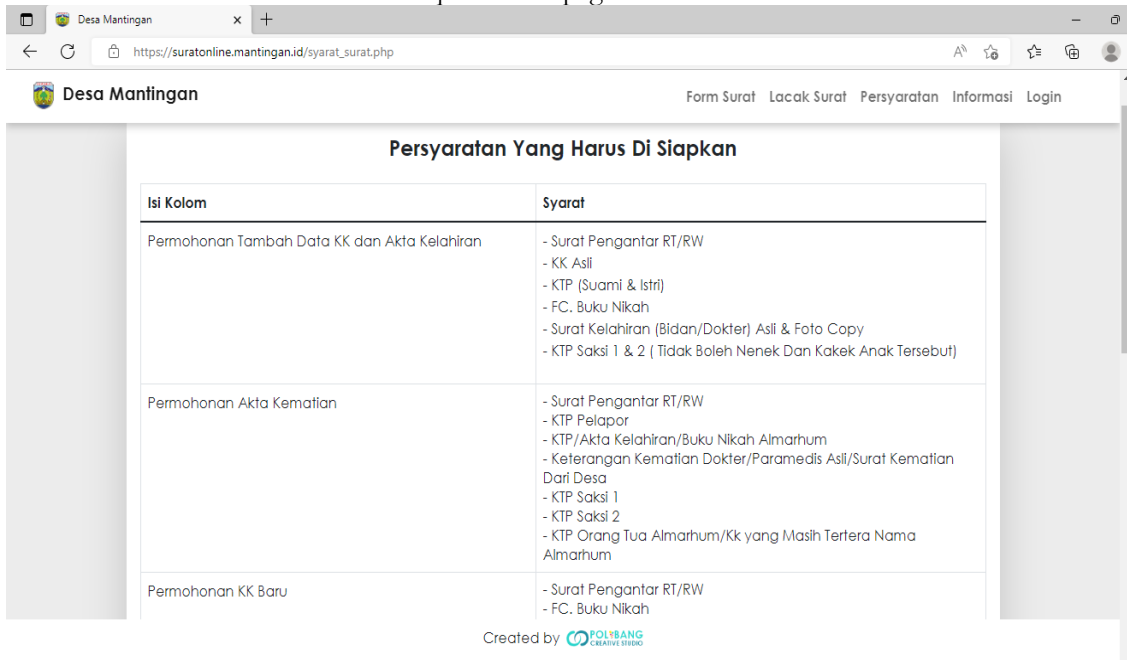


Figure 5. Requirements Page View

3.1.4 Information Page View

The display of this information page provides information regarding the contact person, namely the Mantingan Village apparatus who can be contacted if there are problems when submitting a letter request. Here's what the information page looks like:

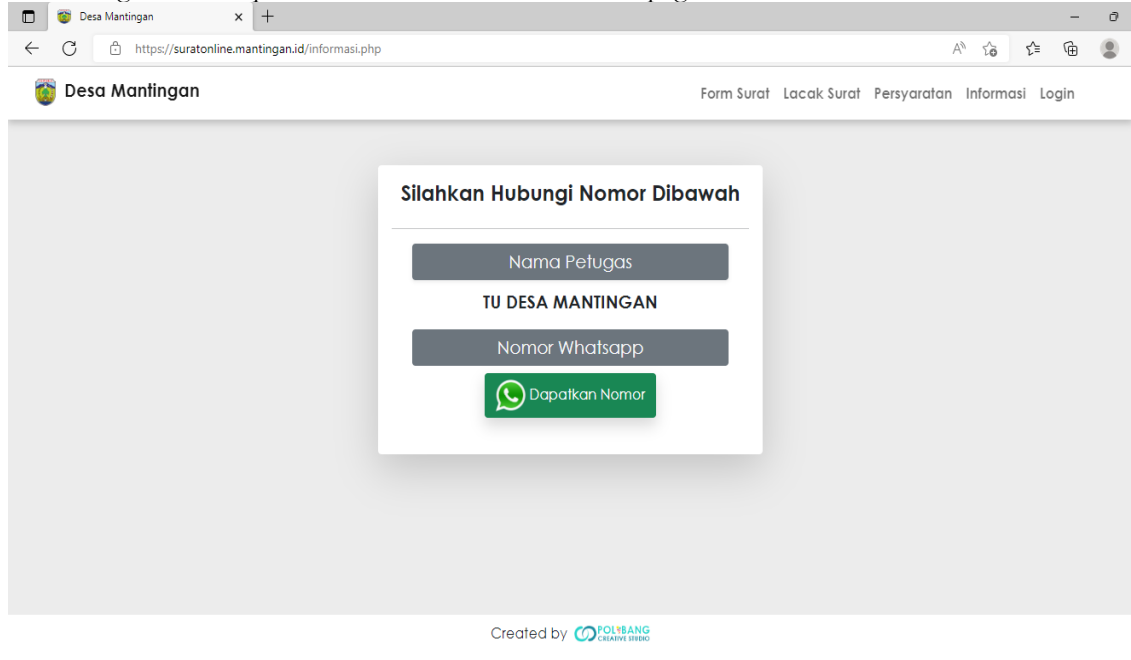


Figure 6. Information Page View

3.1.5 Login Page View

The login page contains pages that can only be accessed by the admin, the way is to enter the "username" and "password". The screenshot of the login page is presented in the following image:

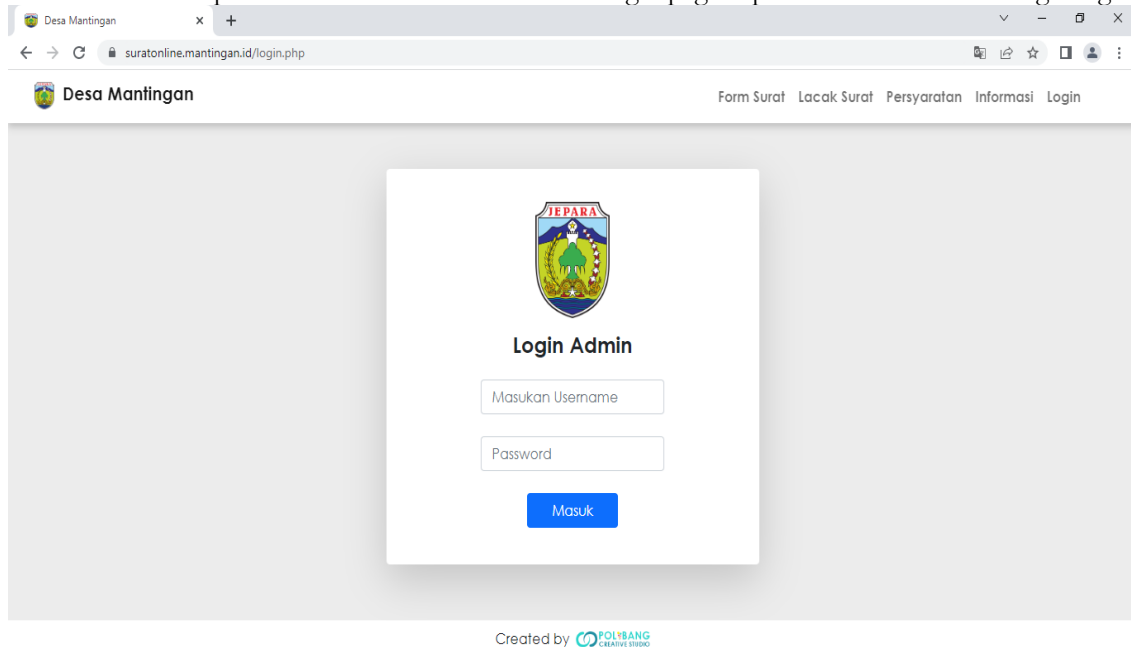


Figure 7. Login Page View

3.2 Result

After the training was held on November 14, 2022, the results obtained through this training are:

- 1) All participants agreed and understood the urgency of using information technology in administration, in particular providing support for online mail service administration activities.
- 2) Training participants are able to properly follow all practices starting from accessing the website <https://suratonline.mantingan.id/>
- 3) Training participants are able to perform population data entry.
- 4) Training participants are able to carry out practical letter-making services.
- 5) Training participants are able to do practical tracking of the progress of the letter submission.
- 6) Training participants are able to carry out practical work in opening the requirements for submitting a letter.
- 7) Each training participant is able to practice every instruction from the presenter regarding how to use the Mantingan Village Letter Online website.

3.3 Discussion

The data obtained after the training was carried out was that it could be understood that the enthusiasm of the trainees in practicing and listening to the material was very high. This is evidenced by the number of participants who ask questions. The friendly treatment when receiving the arrival of the Matching Fund team of the Balekambang Jepara Polytechnic also complemented the existing enthusiasm so that the team was able to convey the material easily and run the application practicum to the participants without experiencing significant problems. Through the training provided, the hope is to increase knowledge and insight to students regarding the role of information technology in village administration, especially in making web-based village letters by following technological developments.

4. Conclusion

The implementation of the letter administration system to the Mantingan Village apparatus was carried out on November 14, 2022, by providing training on how to use technology and direct practicum using the website <https://suratonline.mantingan.id/>. The results of the training and practicum show that all participants have an understanding of the material provided during the training and all participants agree to use information technology in assisting the village administration process, especially in managing correspondence so that it becomes more effective and efficient in line with the development of existing technology.

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