



**Development of Web-based Information System for  
Mail Archives and Disposition Management  
at Gunungkidul Trade Office**

**UNDERGRADUATE THESIS**

**Submitted as one of the requirements to obtain  
Sarjana Komputer (S.Kom.)**

**By:**

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**012201900011**

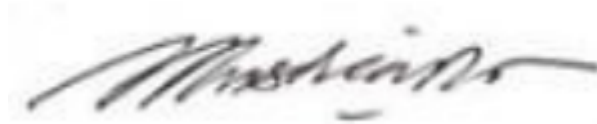
**FACULTY OF COMPUTER SCIENCE  
INFORMATION SYSTEM STUDY PROGRAM**

**CIKARANG  
MARCH 2023**

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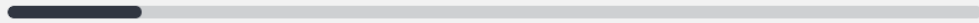
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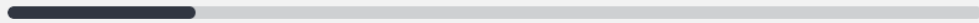
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## ABSTRACT

Mail is one of the most important communication media in an agency, company, or another form of organization, both for communicating with external and internal parties. Every matter concerning official organizational activities is always manifested in the form of mail. The Gunungkidul Trade Office is a government agency whose job is to carry out government authority. In carrying out its duties, this office is involved in many correspondences. The Personnel and General Affairs Section handles the filing of incoming, outgoing, and disposition mail at the Gunungkidul Trade Office. However, currently, there are still some obstacles in archiving mail, such as not all mail being properly filed, making follow-up of disposition objectives from the head of the section to the section concerned which sometimes takes a lot of time, the use of many of paper in managing mail, and the loss of mail take a long time to find the file.

For this reason, a web-based information system is needed that can handle archiving mail in storing and searching for a document that is needed in a fast, precise, and detailed manner. So that it can speed up the following stages of the work process. Therefore, the author will create a web-based mail and disposition filing management system that can help manage mail archives and dispositions at the Gunungkidul Trade Office which is designed using UML (Unified Modeling Language), namely with Use Case Diagrams and Activity Diagrams and implemented using PHP programming Language and MySQL Database.

The purpose of creating a web-based mail and disposition archive management information system at the Gunungkidul Trade Office is to manage mail and disposition data so that it is well organized, can assist officers in preparing incoming and outgoing mail reports, and can streamline time in searching and collecting data on mails and dispositions.

*Keywords: Information System, Archive, Mail, Disposition, Web, PHP, Mysql.*



## ACKNOWLEDGMENTS

Praise be to the presence of Allah SWT, the Almighty for all blessings and gifts so that the writer can undergo college education smoothly and well so that the writer can complete this final project entitled "Development of Web-based Information System for Mail Archives and Disposition Management at Gunungkidul TradeOffice."

Without the help and guidance from various parties, the writer realized that the writer could not finish this final project. Therefore, with this opportunity, the author would like to express his deepest gratitude to:

1. My parents and family for their love, support and enthusiasm so that I can complete this final project.
2. Mr. Rila Mandala, Ph.D. as Dean of the Faculty of Computing.
3. Mr. Ronny Juwono, S.pd.,M.T as Program Head Information System.
4. Mr. Genta Sahuri S.kom, M.kom, as the advisor of my final project and internship, who has provided all the guidance, advice, motivation, enthusiasm, and new knowledge needed for the writer to work on the final project and this study so that the writer can complete this final project and produce a quality design.
5. Mr. Rikip Ginanjar, Mrs. Cindy Himawan and all lecturers from the President University computing faculty in the Information systems department who have provided a lot of knowledge and life lessons that are very useful for writers.
6. Putri Septi Meliani Widia Utami was my best friend since childhood who always supported me with both joy and sorrow.
7. Yuli, Intan, Ayu, and Alloy (fancy) as my friends' playmates who always support me when in frustration or in happy moments during campus life and make my campus life become more colorful.
8. all my classmates in the Information Systems major batch 2019, who have provided experiences that will never be forgotten during college.

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