

ABSTRAK

Peserta magang di Kanwil Badan Pertanahan Nasional (BPN) Sumatera Selatan masih mengalami kesulitan dalam proses pengelolaan surat masuk dan surat keluar yang dilakukan secara manual. Hal ini sering menimbulkan keterlambatan pengiriman, kesalahan pencatatan, serta kurangnya efisiensi dalam monitoring status surat. Penelitian ini bertujuan untuk merancang dan membangun aplikasi pengelolaan surat masuk dan surat keluar berbasis website yang dapat mempermudah peserta magang, admin, dan pimpinan dalam memproses dan memantau surat secara real-time. Metode pengembangan sistem yang digunakan adalah model Waterfall dengan tahapan analisis kebutuhan, perancangan sistem, implementasi, dan pengujian. Hasil dari penelitian ini adalah sebuah aplikasi berbasis website yang dilengkapi dengan fitur login, unggah surat permohonan, surat izin pengambilan data, disposisi surat, klasifikasi surat, cetak buku agenda, cetak galeri file, notifikasi status, serta laporan surat masuk dan surat keluar. Berdasarkan hasil pengujian menggunakan metode black box, aplikasi ini berjalan sesuai fungsi yang direncanakan dan diharapkan dapat meningkatkan efektivitas, akurasi, serta transparansi dalam pengelolaan surat di lingkungan Kanwil Badan Pertanahan Nasional Sumatera Selatan.

Kata Kunci: Aplikasi, Surat Masuk, Surat Keluar, Website, Magang.

ABSTRACT

Internship participants at the Regional Office of the National Land Agency (BPN) of South Sumatra still face difficulties in the process of managing incoming and outgoing letters, which is carried out manually. This often causes delays in delivery, recording errors, and a lack of efficiency in monitoring the status of letters. This study aims to design and develop a web-based application for managing incoming and outgoing letters that can facilitate interns, administrators, and supervisors in processing and monitoring letters in real-time. The system development method used is the Waterfall model, which consists of the stages of requirement analysis, system design, implementation, and testing. The result of this research is a web-based application equipped with features such as login, submission of application letters, data retrieval permission letters, letter disposition, letter classification, printing agenda books, printing file galleries, status notifications, as well as reports on incoming and outgoing letters. Based on the testing results using the black box method, the application runs according to the planned functions and is expected to improve the effectiveness, accuracy, and transparency of letter management within the Regional Office of the National Land Agency of South Sumatra.

Keywords: *Application, Incoming Letters, Outgoing Letters, Website, Internship.*