

Implementation of the General Administrative Management Information System at Victory University of Sorong

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Abstract

Management Information System is a comprehensive, coordinated and rationally integrated set of information subsystems capable of transforming data into information through a series of ways to increase productivity in accordance with the style and nature of managers on the basis of established data quality criteria. Technological developments require every institution, both government and private, to provide services to be able to serve effectively and efficiently. Management is defined as a typical process consisting of planning, organizing, implementing and monitoring carried out to determine and attempt to achieve goals by utilizing human resources and other resources. In the work process of Victory Sorong University, the General Administration Bureau (ADUM) carries out administrative management processes still manually, this can be seen from the survey results that the data management process is carried out in manual books. This is a major issue that needs attention. Manual conditions can support data loss due to several factors. The importance of the role and function of general administration management as the main task of a government agency, private or organization, so it is necessary to implement an integrated information system using PHP and MySQL database.

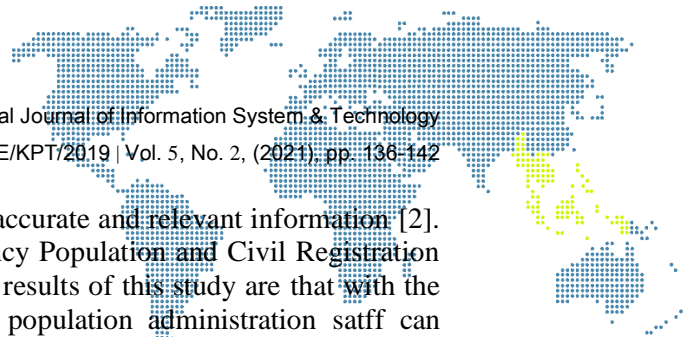
Keywords: System, Information, Administration

1. Introduction

In the current era of globalization, the development of information technology is growing rapidly. Various kinds of activities have been carried out computerized. Utilization of computer technology provides so many benefits including processing, searching, storing and restoring data. Utilizing computer technology can support various human jobs.

The administrative information system is one system that is very useful and can be used to help work is an administrative information system. It can be used to facilitate taking notes at an educational institution. Thus, a computerized data collection is needed as a tool in data collection at the General Administration Bureau. The administrative system is one of the activities that must be present in the activities of an organization such as educational institutions and universities [1].

The purpose of implementing computerized activities is to increase the productivity of admin work and the results of the reports obtained will be obtained more quickly and accurately. There are several previous studies that have previously been carried out using the topic of administration. Research in SMA Tugu Cawas Klaten with the result in the form of a computerized school administration system. The result of this research is the



administrative system has the value of fast, precise, accurate and relevant information [2]. Secondly, a research was conducted in Garut Regency Population and Civil Registration Office with SDLC method on the object of the. The results of this study are that with the population administration information system, the population administration staff can manage population data, especially data on residents moving, residents coming and reports more easily. In addition, the results of this study also show that the quality of the information produced is more precise, accurate, relevant and as expected [3].

This current research will create a general administrative information system which is managed by the General Administration Bureau in Victory University of Sorong. The system development model that will be used is a prototype model. Every activity in the General Administration Bureau has been carried out manually for the past 13 years. For instance, recording incoming goods data in a ledger. The recording of damaged goods is also done manually in a ledger. At the end, each of these processes has many drawbacks such as loss of recorded data, damaged notebooks and difficulty in finding data that has been done previously.

2. Research Methodology

2.1. Administration Information System

The system is a set of interrelated or integrated elements intended to achieve a goal. Information as data that has been processed in such a way as to increase the knowledge of someone who uses the data [4]. Thus, an information system is a component consisting of people, information technology, and work procedures that process, store, analyze, and disseminate information to achieve a goal [5], [6]. Administration is the whole process of cooperation between two or more human beings based on a certain rationality to achieve predetermined goals [7]. The definition of administration is also put forward by Van Der Schroeff where the definition of administration is the entire set of records about the company and company events for the purposes of leadership and company administration [8].

The basic understanding of administration in a narrow sense is an administrative activity. Administration is essentially the work of controlling administrative information, basically administration consists of the characteristic dimensions and the dimensions of the elements inherent in administration [9]. The dimensions of administrative characteristics consist of the several description below:

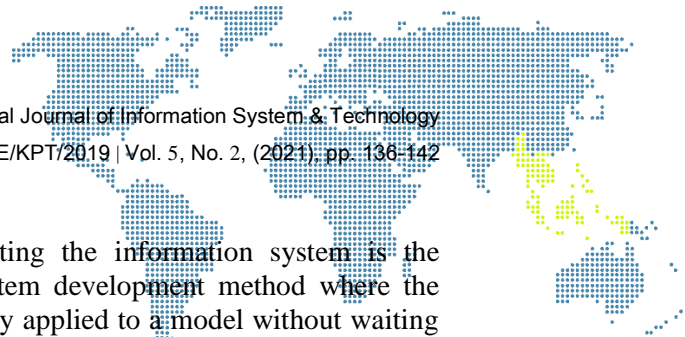
- 1) Efficient, which means that the goal of administration is to achieve results efficiently. Efficiency is the best comparison between inputs and outputs or the ratio between expenses and profits. In other words, the comparison between what has been produced and what should have been completed.
- 2) Effectiveness, which means that the previously planned goals can be achieved. Effectiveness is the achievement of goals from joint efforts.

2.2. Scripting Language

PHP is scripting language that can be embedded or inserted into HTML/PHP is widely used to create dynamic websites [10]. Furthermore, PHP is an acronym for Hypertext Preprocessor, which is a programming language based on codes (scripts) used to process data and send it back to a web browser into HTML code [11].

2.3. Database

The database is a combination of data files that are formed with logical relationships and can be expressed with notes and are independent [12]. Moreover, database is a collection of information or data systematically so that it can be checked by a computer program to obtain information from the database [13].



2.4. System Development Model

The method used by the author in implementing the information system is the Prototype Method. The prototype method is a system development method where the results of the analysis of the system share are directly applied to a model without waiting for the entire system to be completed. The prototype method is designed to be able to accept changes in order to improve the existing prototype.

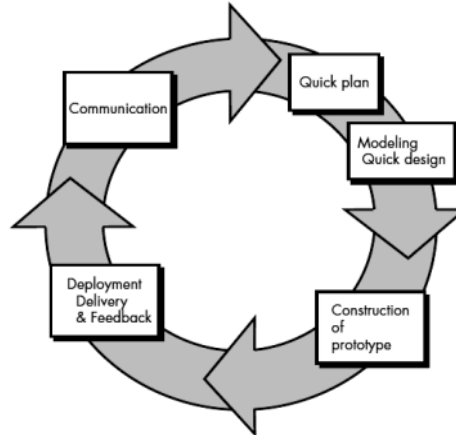


Figure 1. Prototype Model [14]

The prototyping approach begins with communication where the stakeholders determine the general objectives of the program, the stakeholders on this occasion are the Head of the General Administration Bureau and the staff as admin. Then, do a quick plan and quick design modeling immediately after proceeding with the making of the prototype. At this stage, the designer creates mockups and functions. Then, the designer connects to the database. Once construction is complete, the project enters the deployment and feedback delivery phase. This stage is important to ensure that the design matches the client's requirements. Clients evaluate projects and provide project-related feedback to steer the project into what they really need. The process repeats itself in this pattern until the prototype has fulfilled the objectives described earlier, until the prototype can finally be released as a stable program/system.

3. Result and Discussion

3.1. Initial Display

This figure shows the front page of the Public Administration System and Infrastructure (SI ADUM-SAPRAS). Admin must enter the correct username and password to be able to access this system.

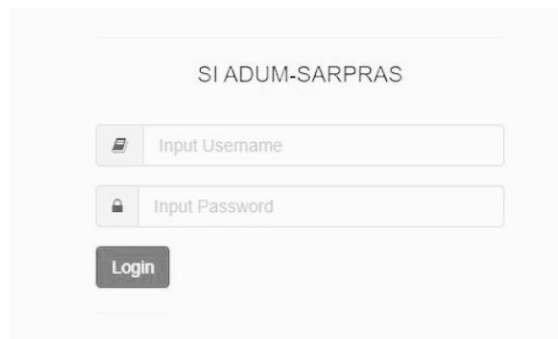
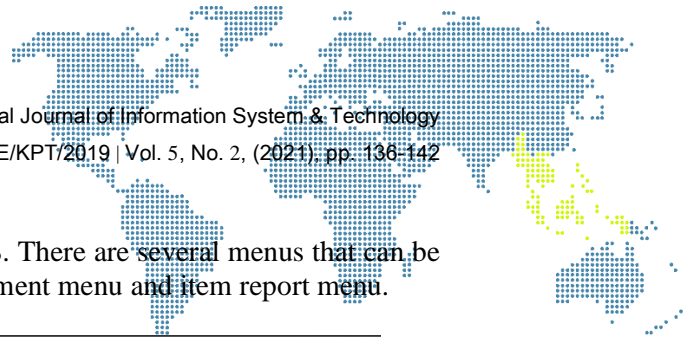


Figure 2. Initial Display



3.2 Dashboard Page

This figure is the initial view of SI ADUM-SAPRAS. There are several menus that can be accessed, such as the item menu, unit menu, procurement menu and item report menu.

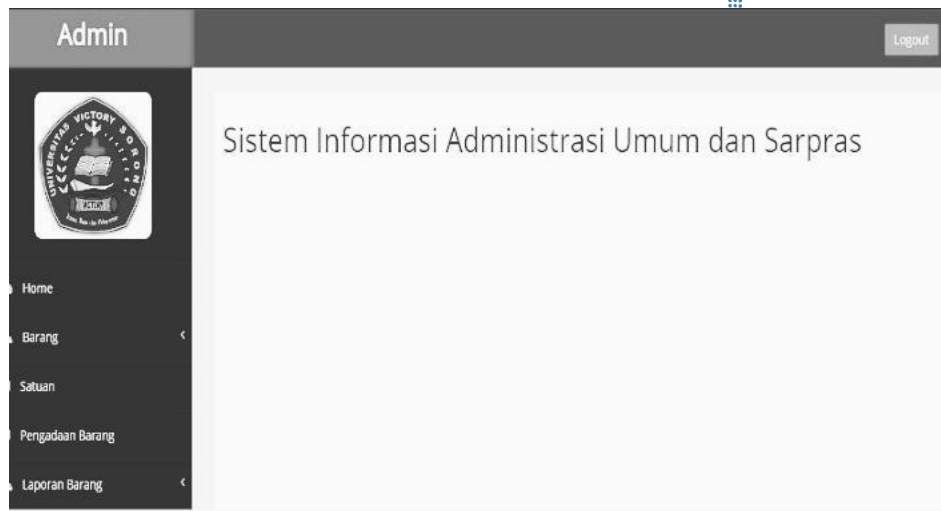


Figure 3. Dashboard Page

3.3 Stock Page

This figure displays the data items that have been entered. On this page, the admin can also enter the name of the item, unit, and available stock.

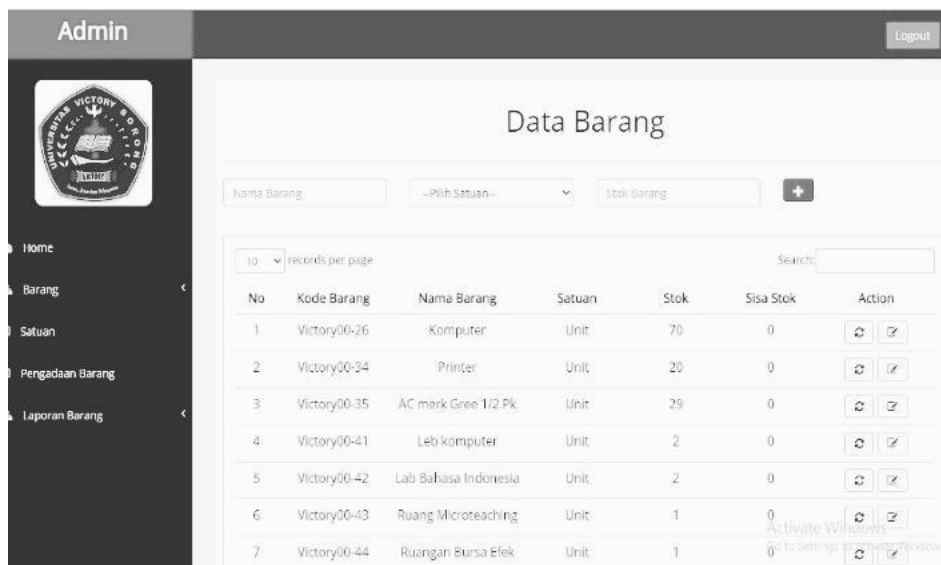
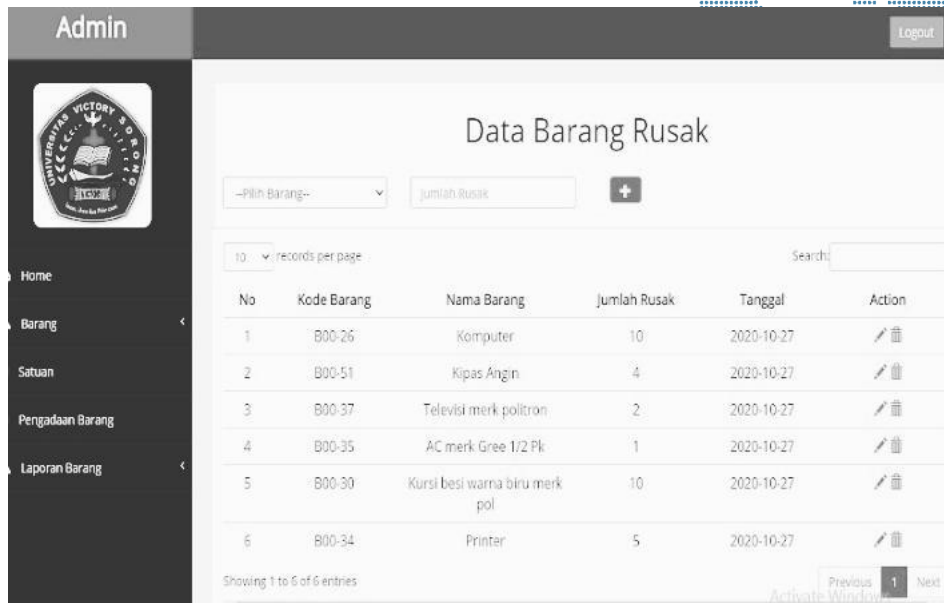


Figure 4. Stock Page

No	Kode Barang	Nama Barang	Jumlah Rusak	Tanggal	Action
1	B00-26	Komputer	10	2020-10-27	[Edit] [Delete]
2	B00-51	Kipas Angin	4	2020-10-27	[Edit] [Delete]
3	B00-37	Televisi merk poltron	2	2020-10-27	[Edit] [Delete]
4	B00-35	AC merk Gree 1/2 Pk	1	2020-10-27	[Edit] [Delete]
5	B00-30	Kursi besi warna biru merk pol	10	2020-10-27	[Edit] [Delete]
6	B00-34	Printer	5	2020-10-27	[Edit] [Delete]

Figure 5. Damaged Stock

This figure displays the data of damaged goods that have been entered. On this page, the admin can choose the items that have been damaged and the number of items that have been damaged. Automatically, the system will display the date on which this information was entered by the admin.



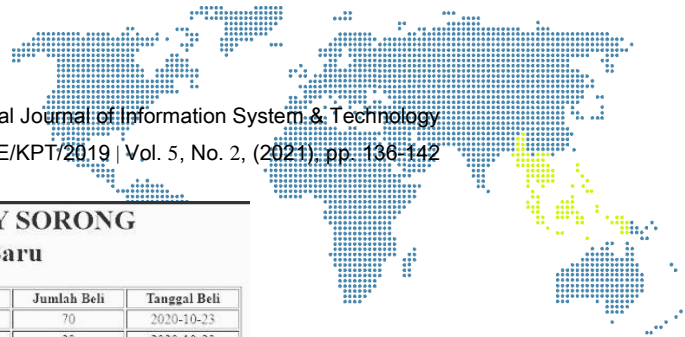
No	Kode Barang	Nama Barang	Jumlah Beli	Tanggal Beli	Action
1	B00-26	Komputer	70	2020-10-23	[Edit] [Delete]
2	B00-27	Kursi sofa pimpinan	11	2020-10-23	[Edit] [Delete]
3	B00-28	Kursi lipat	1447	2020-10-23	[Edit] [Delete]
4	B00-29	Meja pimpinan	10	2020-10-23	[Edit] [Delete]
5	B00-30	Kursi besi warna biru merk pol	228	2020-10-23	[Edit] [Delete]
6	B00-31	Meja rapat	2	2020-10-23	[Edit] [Delete]
7	B00-32	Meja rapat	2	2020-10-23	[Edit] [Delete]
8	B00-33	Meja	154	2020-10-23	[Edit] [Delete]
9	B00-32	Meja rapat	154	2020-10-23	[Edit] [Delete]

Figure 6. New Stock

This figure displays new item data that was previously inputted by the admin. Admin can also use the search column to find out the item data and the number of items available.

3.4. Report

This figure shows a report of new items that have been entered by the previous admin. This menu is very useful to help admin report available items, whether new items or damaged items.



UNIVERSITAS VICTORY SORONG
Laporan Barang Baru

No	Kode Barang	Nama Barang	Satuan	Jumlah Beli	Tanggal Beli
1	B00-26	Komputer	Unit	70	2020-10-23
2	B00-34	Printer	Unit	20	2020-10-23
3	B00-35	AC merk Gree 1.2 Pk	Unit	29	2020-10-23
4	B00-41	Leb komputer	Unit	2	2020-10-23
5	B00-42	Lab Bahasa Indonesia	Unit	2	2020-10-23
6	B00-43	Ruang Microteaching	Unit	1	2020-10-23
7	B00-44	Ruangan Bursa Efek	Unit	1	2020-10-23
8	B00-46	Ruang Belajar	Unit	36	2020-10-23
9	B00-48	Ruang Perpustakaan	Unit	1	2020-10-23
10	B00-54	Ruangan UKM	Unit	1	2020-10-23
11	B00-56	Gedung Aula	Unit	1	2020-10-23
12	B00-57	Ruang Kantin	Unit	3	2020-10-23
13	B00-58	Ruang Fakultas	Unit	6	2020-10-23
14	B00-28	Kursi lipat	Buah	1447	2020-10-23
15	B00-29	Meja pimpanan	Buah	10	2020-10-23
16	B00-30	Kursi besi warna biru merk pol	Buah	228	2020-10-23

Figure 7. Report

4. Conclusion

The use of this administrative information system can help the General Administration Bureau in manage existing item data. The data is data for new goods and data for damaged goods. This system was built using a prototype model. This model is quite simple and allows for significant communication with the client. The resulting system will be in accordance with the needs and expectations of the client. This research will be very helpful for the General Administration Bureau to collect various existing data. This will reduce reduplication and data corruption. In addition, this information system can also easily generate reports regarding information on the amount of data items accurately, precisely, relevant as expected.

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