

PROYEK PENGEMBANGAN SISTEM PERSURATAN ELEKTRONIK DI UNIVERSITAS PEMBANGUNAN NASIONAL “VETERAN” JAKARTA

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ABSTRAK

Pengelolaan persuratan di Universitas Pembangunan Nasional “Veteran” Jakarta (UPNVJ) masih dilakukan secara manual dan belum terintegrasi secara menyeluruh. Proses administrasi yang memanfaatkan Google Form dan Google Sheet menyebabkan pelacakan dokumen kurang efektif, meningkatkan potensi kesalahan, keterlambatan proses, serta menyulitkan pengarsipan surat secara terpusat. Penelitian ini bertujuan mengembangkan antarmuka sistem persuratan elektronik berbasis web bernama OneOffice untuk mendukung efisiensi administrasi dan penerapan Sistem Pemerintahan Berbasis Elektronik (SPBE) di lingkungan UPNVJ. Pengembangan sistem dilakukan menggunakan metode agile development dengan memanfaatkan teknologi Next.js 15, React 19, TypeScript, TanStack React Query, Zustand, Keycloak, dan Material UI. Fitur utama yang dikembangkan meliputi pengelolaan surat masuk dan keluar, disposisi digital, pembuatan surat berbasis Google Docs, serta pengarsipan dokumen secara elektronik. Hasil pengujian white box, black box, dan user acceptance testing menunjukkan bahwa seluruh fungsi antarmuka berjalan sesuai kebutuhan pengguna dan mampu mendukung transformasi digital administrasi secara lebih efektif, aman, dan terstruktur.

Kata Kunci: Sistem persuratan elektronik, SPBE, agile development, Next.js, digitalisasi administrasi persuratan.

DEVELOPMENT PROJECT OF AN ELECTRONIC CORRESPONDENCE SYSTEM AT UNIVERSITAS PEMBANGUNAN NASIONAL "VETERAN" JAKARTA

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ABSTRACT

The management of correspondence at the Universitas Pembangunan Nasional "Veteran" Jakarta (UPNVJ) is still done manually and is not fully integrated. The use of Google Forms and Google Sheets for administrative processes makes document tracking less effective, increases the potential for errors and delays in processing, and makes centralised filing of letters more difficult. This study aims to develop a web-based electronic office management interface named OneOffice to support administrative efficiency and the implementation of the Electronic Government System (SPBE) in the UPNVJ environment. The system was developed using the agile development method with Next.js 15, React 19, TypeScript, TanStack React Query, Zustand, Keycloak and Material UI technologies. The main features developed include the management of incoming and outgoing letters, digital disposition, the creation of letters based on Google Docs, and the electronic archiving of documents. The results of white box, black box and user acceptance testing show that all the interface functions run according to user needs and are able to support the digital transformation of administration more effectively, safely and systematically.

Keywords: *Electronic correspondence system, SPBE, Agile Development, Next.js, Correspondence Administration Digitalization.*