

# ***DEVELOPMENT OF WEB-BASED INFORMATION SYSTEM RECORDING ENTRY AND OUTAGE LETTER AT MADRASAH ALIYAH NUR IMAN***

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## ***ABSTRACT***

*Madrasah Aliyah Nur Iman is a private school which is equivalent to a high school. Madrasah Aliyah Nur Iman is a school with a religious base. This school is managed by the Al Falahiyyah Islamic Boarding School. This school needs a system that can be used to manage mail, both incoming and outgoing mail. Based on the results of a preliminary study conducted by the author, so far the process of managing incoming and outgoing mail is still using conventional techniques in which incoming letters that come are recorded by administrative staff and then a disposition sheet is made which is combined with incoming letters. The purpose of this research is to build a system that can be used to manage incoming and outgoing letters at Madrasah Aliyah Nur Iman. The method used in designing this system uses the waterfall method. Then the results obtained from this study is a web-based information system for recording incoming and outgoing letters. This system can be used to manage incoming mail, make dispositions to manage outgoing mail. The conclusion that can be drawn is that by using an information system for recording incoming and outgoing letters, it can speed up the administrative process of incoming mail in less than 5 minutes until the letter reaches the recipient of the letter.*

***Keywords:*** *Information system, Incoming Letter, Outgoing Letter, Waterfall*