EDUCATION AND APPLICATION OF DIGITAL MEDIA IN CREATION AND DOCUMENTATION ARTERY BASED SERVICE LETTER

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ABSTRACT

This activity aims to provide an understanding of the application of digital media in creating and documenting official letters carried out at SMPN Padang Pariaman Regency. Based on observations, it is known that the structure and language used in official letters are still not in accordance with Indonesian language rules. Apart from that, it was also found that the preparation and storage of archives within the school was still inadequate. School archives or documents are arranged in cabinets, so it takes a long time to find them, and they are not well maintained due to improper arrangement and storage. Therefore, an activity is needed to correct errors in writing official letters and documenting existing school archives. Based on this explanation, it is necessary to carry out training activities regarding the creation and documentation of digital-based official letters using the Arteri application at State Middle Schools in Padang Pariaman Regency, West Sumatra. The research results show that in letter writing activities, it is important to know the structure and language of the letter so that it becomes easier to write a good and correct letter. Apart from that, documenting letters is important because it refers to the current digital era, so other roles are needed for changing times. By utilizing technology that will make the documentation process easier.

Keywords: Official Letters, Digital Media, Arterial Applications, Pariaman

INTRODUCTION

The rapid development of technology requires people to be experts in using the technology that has developed. Almost all aspects of people's lives use technology today. The use of technology and information is carried out on a large scale to make human life easier today. Therefore, the use of technology is common in today's society. Even though technological developments are currently rapid, there are people who do not rely on technology to make aspects of their daily lives easier. For example, for creating and organizing archives.

This is still done simply because of a lack of understanding regarding the technology that can be used and applied to make the activities carried out easier.

The use of technology in writing letters will help schools to facilitate the administrative process. Apart from that, it also makes it easier to convey information because of the technology used. Letter writing is not only the responsibility of administrative staff, but also language teachers who will teach letter writing to students. This is needed to teach the use of language that is easy to understand and uniform structure of letters that will be used in school administration activities. Therefore, it is an obligation for typists/letter drafters to understand Indonesian language rules well. Typists/letter drafters must understand the rules of the Indonesian language, the General Guide to Indonesian Spelling (PUEBI). The use of standard language and appropriate writing procedures will make it easier to understand the message conveyed, and will reduce the risk of misinterpretation (Purwandari, Setiawan, Saddhono, 2014).

The collection of letters created will form a document or internal archive needed for school administration. Archiving aims to store letters or documents that must be kept. Currently, archiving is not only conventional, but can also use technology. This is known as digital archiving. However, currently there are still many agencies or institutions whose archive management is still conventional. Most archival institutions today still store archives on shelves or *filling cabinet* and registering archives by writing them manually (Habiburrahman, 2016). If the archive volume is large enough, then rediscovering the archive from its storage location cannot rely on a manual archive list. Using manual archive lists in archive searches takes a long time. Therefore, it is necessary to utilize conventional and electronic archival information systems to support services, especially for rediscovering archives and displaying archives in digital format, so the application of technology is one of the appropriate methods to overcome this problem (Habiburrahman, 2016). One way that can be done to organize archives is by archiving documents digitally.

Digital document archiving relies on technology to store archives so that they are well organized and neat and easy to find. The arterial application can be used for digital archive storage because this application groups archives digitally. Arteri is an archive-based application *web* which was built with the aim of being able to integrate electronic archives with *open source* and developed with Codeigniter and using the MySQL database (Sholeh and Hartono, 2018). The aim of using this application is so that all documents relating to administration are arranged well and neatly digitally, thereby facilitating the administrative process for the smooth dissemination of information relating to schools. Therefore, it is necessary to carry out digital-based letter writing and letter archiving training in order to develop insight and knowledge regarding good and correct correspondence. Apart from that, it also helps the documentation process to be better.

The aim of this implementation is teachers and administrative employees. This service program is expected to contribute to helping schools to be able to produce official letters that are appropriate and in accordance with the needs of school administration,

and that school administration employees are able to work more effectively because letters and archives are better managed digitally.

METHODS

This activity aims to provide understanding to activity participants. In this case, the Indonesian language teacher and administrative staff are responsible for writing letters and documenting letters and school archives. It is hoped that letters relating to school administration will have a standard structure. Apart from that, it also facilitates the school administration process, especially in storing or collecting school archives or documents. Identification is done by providing training to explain and understand the structure of the letter. The first training was about letters and their documentation. This aims to provide a deeper understanding of letters, both official letters and other official letters that will be used in schools. The activity steps taken include: a. Providing a brief explanation regarding the official letter b. Understanding the structure of the letter based on the need or use of the letter c. Identify official letters owned by schools and participants based on type of activity d. Based on the results of the identification that has been carried out, letters are grouped based on the type of activity and use of the letter using the arterial application.

The approach method to support the realization of this activity is carried out by: (a) writing a module containing procedures for writing correspondence using *Microsoft Word* and procedures for applying arteries for digital archive storage, (b) downloading the arterial application for use by schools as digital archive storage data, (c) presenting material in accordance with the contents of the module, and (d) conducting training in writing letters and applying arteries for archiving digital with individual guidance.

Furthermore, the activity steps carried out can be summarized as follows:

a.   Writing a module contains:
1)   meaning and types of letters.
2)   Letter language
3)   Letter writing structure
4)   Arterial application
5)   Steps for implementing the arterial application in schools

b.   Presentation of material in accordance with the contents of the module. The presentation is carried out using the lecture method assisted by the media *power point,* small group discussions, and plenary sessions.
c.   Training with individual guidance.

Training focuses on:
1.   Providing material regarding the meaning, type, structure and language of letters by the service leader and service members.
2.   Make a sample letter which is usually used for administrative needs in schools using the laptop of each teacher and school employee, guided individually by the chairman and service members.

3.   Providing material regarding arterial applications, their uses and management.

4.   Ask employees to download the arterial application on employee laptops and school laptops.

5.   Training on using the arterial application for school archive storage.

6.   Monitoring the implementation of archiving using the arterial application for administrative processes in schools.

7.   Discuss the activities that have been carried out and monitor the use of the arterial application for digital archiving at school.

RESULT AND DISCUSSION

Official Letter Writing Training

The delivery of information in a letter must be short, clear and straightforward so that the recipient of the letter can easily understand the information contained in the letter. Therefore, letter writing, and letter organization should have special rules so that the aims and objectives can be conveyed well. The rules in letters cover the use of language and structure of the letter (Susilo, Tri, and Siska: 2020). The language used must pay attention to the rules of good and correct language and be effective. Language effectiveness can be seen from the use of short, clear and straightforward language. Obstacles in writing official letters, such as: linguistic problems (choice of words, composing effective sentences, composing good paragraphs, using correct spelling); letter preparation (proper form, typing, use of paper); content of letter; and documenting and archiving letters becomes a problem in creating and writing letters. Apart from that, the form of the letter includes the structure of writing the letter so that it is uniform and the same to make it easier to understand the letter. The use of letter form is a form of obedience in writing Indonesian letters. There are several formats for Indonesian correspondence that can be used, including: old Indonesian, new Indonesian, full straight, half straight, and hanging (Susilo, Tri, and Siska: 2020).

Typists/letter drafters must understand the rules of the Indonesian language, the General Guide to Indonesian Spelling (PUEBI). The use of standard language and appropriate writing procedures will make it easier to understand the message conveyed and will reduce the risk of misinterpretation (Purwandari, Setiawan, Saddhono, 2014). One effort that can be utilized to maximize correspondence management activities is by utilizing computer technology. The use of computers to create letters is widely used by society today. One application that can be used is Microsoft Word. Microsoft Word helps typing letters faster and better because it is assisted by supporting features that are appropriate and suitable for writing, and easy to understand.

Figure 1. Correct letter writing using the Microsoft Word application

Digital Archive Storage using the Arteri Application

The collection of letters created will form a document or internal archive needed for school administration. This aims to ensure that the administration carried out can be archived properly. Archiving aims to store letters or documents that must be kept. Currently, archiving is not only conventional, but can also use technology. This is known as digital archiving. However, currently there are still many agencies or institutions whose archive management is still conventional. Most archival institutions today still store records on shelves or filing cabinets and record records by writing them down manually (Habiburrahman, 2016). If the archive volume is large enough, then rediscovering the archive from its storage location cannot rely on a manual archive list. Using manual archive lists in archive searches takes a long time. Therefore, it is necessary to utilize conventional and electronic archival information systems to support services, especially for rediscovering archives and displaying archives in digital format, so the application of technology is one of the appropriate methods to overcome this problem (Habiburrahman, 2016). One way that can be done to organize archives is by archiving documents digitally. One of the aims of digitizing archives is as a preventive way to save and store archives (Sugiharto, 2010). Digital document archiving relies on technology to store archives so that they are well organized and neat and easy to find. The document digitization process must maintain the authenticity of the document, the completeness of the information, and also the metadata that accompanies it (Sugiharto, 2010).

 The arterial application can be used for digital archive storage because this application groups archives digitally. Arteri is a web-based archiving application that was built with the aim of being able to integrate open-source electronic archives and was developed with Codeigniter and uses a MySQL database (Sholeh and Hartono, 2018).

Figure 1. Document Archiving in the Arterial Application

So that the Arteri application can be run on a local computer, the initial process is to install xampp. XAMPP is a developer application software used for developing PHP-based websites and also as a server for local database creation with MySQL (Kadir, in Sholeh and Hartono, 2018). by using the arterial application, it is hoped that the archive digitization process will use electronics.

This aims to ensure that electronic media is used to rescue damaged archives. Apart from that, it also speeds up the rediscovery of archives and is able to maintain archive security, durability and duplication of archives (Rosita, 2010; Ladiawati, 2007). This can be seen in the image below which illustrates the arrangement and arrangement of official letter archives using the arterial application, making the process of storing and inventorying official letters easier so that it is more effective and efficient.
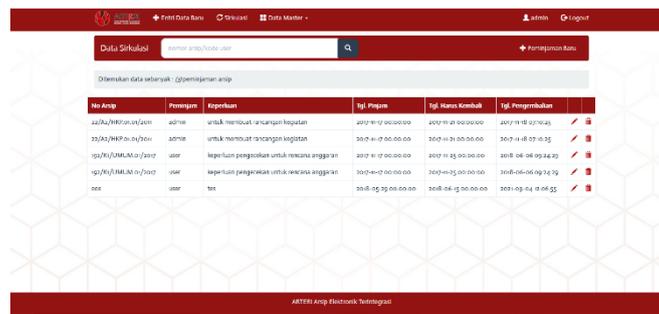
Figure 2. Documentation of Participant Official Letters on a Laptop Using the Arteri Application

CONCLUSION

Based on the explanation above, it can be concluded that in letter writing activities, it is important to know the structure and language of letters so that the process of writing good and correct letters becomes easier. Apart from that, documenting letters is important because it refers to the current digital era, so other roles are needed for changing times. By utilizing technology that will make the documentation process easier

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