



# CREATE A GUIDEBOOK FROM THE SRIKANDI APPLICATION



## IDENTIFICATION OF PROBLEM

The author identifies the problem based on the background described is the main problem of BAPENDA agencies that many still do not understand how to apply SRIKANDI. This causes existing procedures to be less organized. Lack of understanding how to apply SRIKANDI also slows down the mailing process and increases the risk of human error. Therefore, a good and correct system for managing incoming and outgoing mail is needed, with one of the proposed solutions being to create a Guidebook. The Guidebook was created so that agencies can understand how to apply SRIKANDI.

## SOLUTION

with one of the proposed solutions, namely creating an application guidebook. This guidebook was created to increase efficiency, reduce the risk of errors, understand how to apply SRIKANDI and facilitate the management of letters, both incoming and outgoing letters.



## THEORITICAL REVIEW

### LETTER

A letter is a means of communication to convey written information by one party to another party with the aim of notifying the intent of the message from the sender. The information provided in the letter is in the form of an introduction, notification, task, request, agreement, order, command, report and decision.

### ARCHIVE

An archive is a collection of historical documents or records (in any medium) or the physical facilities in which they are stored...

### DISPOSITION

disposition is the opinion of an official regarding a matter contained in an official letter, which is then written directly on the letter or on a special sheet related to it.

### INCOMING MAIL

Incoming mail is mail received by an institution or individual from another party..

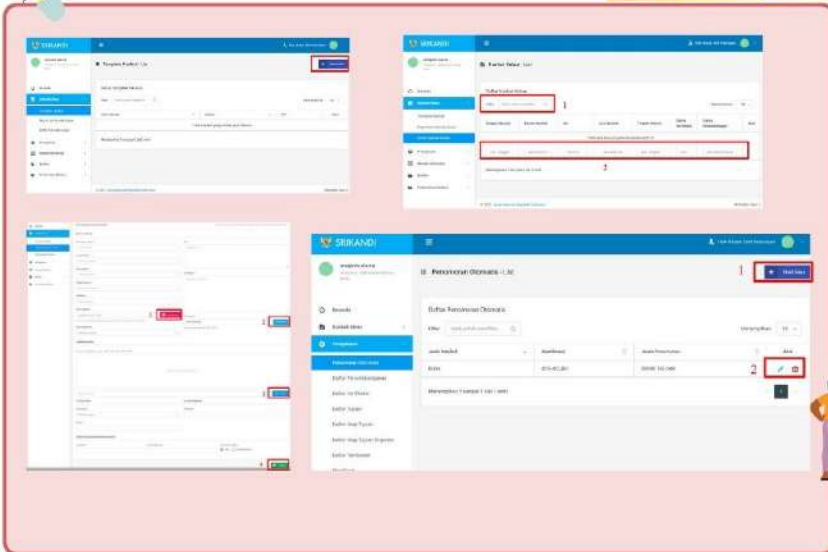
### OUTGOING MAIL

Outgoing mail is mail sent by an organization or company to an external party.

### GUIDE BOOK

a book containing facts or events or even detailed activity processes in a particular field.

## PRODUCTS PRODUCED



## BENEFITS OF RESEARCH

This study was conducted with the aim of gaining deeper experience regarding the use and effectiveness of the SRIKANDI application in managing incoming and outgoing mail, and to improve company performance and minimize errors in recording and reduce the risk of existing errors.

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