ASBTRACT
WEBSITE-BASED LETTER MANAGEMENT INFORMATION SYSTEM AT THE OFFICE OF BONTOALA SUB-DISTRICT PALLANGGA DISTRICT GOWA REGENCY

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The Bontoala Sub-District Office is a government agency that provides services. Because monitoring incoming and outgoing mail is still done manually, there are frequently roadblocks in correspondence management, such as the process of documenting and filing letters. Based on these issues, the objective of the study was to create a management information system in the form of a website-based application to help with the administration of incoming and outgoing letters.

This study applied a qualitative research method. As a data analysis process, the researcher employs data reduction, data display, and conclusion drafting. Primary and secondary data sources are used, and the source triangulation approach is used to validate the data. The study's findings include a website-based application for managing incoming and outgoing mail. The study applied the SDLC (System Development Life Cycle) method with the waterfall model to create and build the system, which comprises four stages: system requirements analysis, system design, implementation, and system testing.

Keywords: Management Information System, Mail Management, Website, SDLC, Waterfall

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