

***THE INFORMATION SYSTEM OF THE NUMBERING AND ARCHIVING  
OF LETTER FOR WEB BASED***

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***ABSTRACT***

*Faculty of Mathematics and Natural Sciences (FMIPA) is one of the faculties of Halu Oleo University. FMIPA currently has facilities and infrastructure that are far more adequate compared to the beginning of FMIPA. One of the supports for the development of FMIPA is the administration of letters. The problems that arise in the case study at FMIPA are the processing and archiving of letter data and taking serial numbers of letters that still use manual methods. The method used in this study is the method waterfall, because this method is easier to be understood for designing an information system. The goal to be achieved through the creation of a web-based letter numbering and filing information system is to assist employees or operators in FMIPA in processing and filing letter data and retrieving mail order numbers. The results of the study used the system testing method black-box testing runned.*

***Keywords :*** Letters, Numbering, Archiving, Waterfall, Web