|  |  |  |
| --- | --- | --- |
| Sekertariat | Direksi | User |
| Mulai  Pecatatan Surat Masuk  Pecatatan  Surat Masuk    Proses  Arsip | Pecatatan Surat Masuk  Disposisi  Proses | Penerima  Selesai |

**Flowchart**

**Surat Masuk**

**Surat Keluar**

|  |  |  |
| --- | --- | --- |
| Sekertariat | Direksi | User |
| Mulai  Pecatatan Surat Masuk  Pecatatan  Surat Masuk    Proses  Arsip  Selesai |  |  |