

ABSTRACT

As administrative processes at PT PLN PUSHARLIS UP2W3 become increasingly complex, there is a growing need for an integrated and efficient information system to manage letters and equipment. The manual processes still in place cause various issues such as delays in information, data duplication, and difficulty in tracking documents. This study aims to design and implement a web-based information system to support effective, real-time, and centralized management of letters and equipment. The methodology includes requirements gathering, user interface/experience (UI/UX) design, implementation using Flutter and Firebase, and testing through white-box, black-box, and beta testing methods. The implementation results show that the system significantly improves operational efficiency, data accuracy, and inter-divisional transparency. The system also offers features such as letter and equipment tracking, stock management, real-time notifications, and role-based access. Thus, the developed information system serves not only as an administrative tool but also as a key enabler of digital transformation at PT PLN PUSHARLIS UP2W3.

Keywords: *information system, correspondence, inventory, web-based, flutter, firebase.*