

The Influence of the Filing System on Work Efficiency at the Beringin Police

Annisa Nadya Tobing¹, Sri Eka Wulandari², Flora Elisabeth Silalahi³

Politeknik LP3I Medan^{1,2,3}

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ABSTRACT

An agency certainly needs a good archiving system to make it easier to find archives again. Archives are useful as evidence in written form. Archives in an agency have a very important role, maintaining security and confidentiality received or created by an agency will develop in accordance with the growth of the information itself. If the archiving system is implemented well, it will also have a good effect on work efficiency. This research is to determine the extent to which the archival system influences work efficiency at the Beringin Police. With archival system indicators, namely simplicity, archival procedures, economical, security, strategic and flexible. As well as indicators of work efficiency, namely the principle of planning, the principle of simplification, the principle of savings, the principle of elimination and the principle of merging. This research uses quantitative methods by collecting data through questionnaires addressed to Beringin Police staff or personnel. The population in the study was 30 people. Then the researcher took a sample, namely a saturated sample, where the entire population was used as a sample, namely staff or personnel totaling 30 people. The data was processed using validity tests, reliability tests, simple linear regression, analysis of the coefficient of determination and partial T test as data analysis.

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Corresponding Author:

Annisa Nadya Tobing

Politeknik LP3I Medan

annisanadyatobing@gmail.com

INTRODUCTION

Every agency can be sure that it has important documents and files that must be kept and kept confidential. Archives that are well managed can make a significant contribution to the work efficiency of employees and the overall operations of the institution. However, the records management system is often considered a routine administrative task that does not receive serious attention. This can result in various problems, such as difficulty in finding and accessing information, risk of data loss, and decreased employee productivity. At Beringin Police, work efficiency does not only depend on the individual abilities of officers, but is also greatly influenced by the support system, including the archive system. Archives that are neatly organized and easily accessible enable officers to obtain the necessary information

quickly and precisely, which in turn can increase accuracy and speed in decision making and reduce unnecessary administrative burdens.

Based on the results of previous research conducted by Pebi Julianto[1] with the research title "The Influence of Filing Systems on Work Efficiency in the Air Hangat District Head Office, Kerinci Regency" with the Pearson Product Moment Correlation formula, $r = 0.598$, using the coefficient of determination formula, the figure is 35.760. % means that the archive system has an effect on work efficiency. The approach taken is quantitative descriptive.

The author also conducted research that was different from previous research, namely the location of the research location and research indicators. The archiving system at the Beringin Police already uses computer system assistance using an alphabetical storage type (alphabetic filling), however the inappropriate placement of facilities and infrastructure and room conditions have resulted in disruption to staff performance in rediscovering the required physical archives. From this description, the author is interested in raising the title "The Influence of the Filing System on Work Efficiency at the Beringin Police Station".

METHOD

The research approach used is a quantitative approach. Statistical analysis using SPSS which focuses on describing data that has been processed through questionnaire data distributed to Beringin Police staff and personnel. In analyzing the author uses quantitative descriptive data, namely explaining the results of existing research using mathematical formula equations and connecting them with existing theories, then drawing a conclusion.

According to Sugiyono [11], population is all the elements that will be used as a generalization area. The population element is the entire subject to be measured, which is the unit under study. The population in this study was the Beringin Police staff, totaling 30 people. According to Sugiyono [11] the sample is part of the number and characteristics of the population. If the population is large, and it is not possible for researchers to study everything in the population, for example due to limited funds, then researchers can use samples taken from that population. The sample taken in this research was a saturated sample where the entire population was sampled as many as 30 staff and Beringin Police personnel. The data collection technique in this research uses a questionnaire.

The measurement scale used is the Likert scale, which is used to measure attitudes, opinions and perceptions of an individual or group regarding social phenomena. To reduce the impact of bias and the occurrence of data collection when conducting analysis, the scale used is Strongly Agree (SS) with a score of (5), Agree (S) with a score of (4), Neutral (N) with a score of (3), Disagree (TS) with a score of (2), and for Strongly Disagree (STS) with a score of (1).

The data analysis technique in this research uses several analyses, including the following:

1. Validity Test

In Shinta's quote [12], the instrument validity test can be declared valid if each statement item in the questionnaire can be used to express something that will be measured by the questionnaire. The indicators in the questionnaire can be declared valid if the calculated r value is greater than the table r . If the validity value of each answer obtained is greater than 0.3 then the statement item can be said to be valid.

2. Reliability Test

According to Sugiyono [11] stated that reliability testing is the extent to which measurement results using the same object will produce the same data. Reliability tests are carried out jointly on all statements. Assessing reliability based on the reliability coefficient value is good if the Cronbach Alpha value is 0.60 or greater. In this study the author used a reliability test using SPSS 22 to measure the level of reliability of the X & Y variables used in the questionnaire.

3. Simple Linear Regression Test

A simple regression test is a statistical method used to test the relationship between two variables, namely the independent variable (X) and the dependent variable (Y). The main purpose of this test is to assess how strong the relationship or influence of the independent variable is on the dependent variable. According to Sugiyono [13] the general equation of simple linear regression is as follows:

$$Y = a + bX.$$

Analysis of the Coefficient of Determination (R)

According to Sugiyono [11] "Correlation analysis can be continued by calculating the coefficient of determination, by squaring the coefficient found.

The following is the interpretation and analysis of the coefficient of determination:

- a. 0.00 – 0.199 = Very Low
- b. 0.20 – 0.399 = Low
- c. 0.40 – 0.599 = Medium
- d. 0.60 – 0.799 = Strong
- e. 0.80 – 1,000 = Very Strong

The coefficient of determination test is used to predict how much influence the contribution of the independent variable (X) has on the dependent variable (Y) provided that the results of the F test in the analysis are significant. The value of the coefficient of determination (R²) is only between 0 – 1 (0 < R² < 1)

T Test (Partial)

The T statistical test shows how much influence an independent variable individually has in explaining the dependent variable. The T test compares the calculated T with the T table at a significance level of 5%. If t count ≥ t table then the variable has a significant effect, conversely if t count ≤ t table then the variable does not have a significant effect

RESULTS AND DISCUSSION

Description of Research Data

This research uses quantitative methods by distributing questionnaires to Beringin Police staff and personnel. Quantitative methods were used to determine the effect of the archiving system on work efficiency at the Beringin Police. The number of respondents to this research was 30 staff and personnel, the total list of questions consisted of 17 statements, 12 statements for variable X (archive system) and 5 statements for variable Y (work efficiency). The following is a description of the characteristics of the 30 respondents based on gender, age and latest education.

Table 1. Characteristics of respondents based on gender

Characteristics by gender					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	Man	25	83.3	83.3	83.3
	Woman	5	16.7	16.7	100.0
	Total	30	100.0	100.0	

Source: Processed data (2024)

Based on table 4.1, it shows that the characteristics of respondents based on gender are 30 people (respondents), 25 people are male with a presentation of 83.3% and 5 people are female with a presentation of 16.7%. This shows that the number of men is greater than the number of women chosen by the author as respondents. This is because the agency where the author conducted the research is dominated by male staff or personnel compared to female staff. When viewed from the perspective of neatness in preparing archives, of course women will be more careful and better in managing the archive system.

Table 2. Respondent characteristics based on last education

Characteristics based on last education					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	SENIOR HIGH SCHOOL	22	73.33	73.33	70.0
	vocational school	3	10.0	10.0	80.0
	S1	5	16.67	16.67	100.0
	Total	30	100.0	100.0	

Source: Processed data (2024)

Based on table 4.2, it shows that the characteristics of respondents based on their last education were 30 people (respondents) with 22 people having a final high school education with a presentation of 73.3%, 3 people with a final vocational education with a presentation of 10.0%, and with a final education of S1 as many as 5 people with a presentation of 16.67%. This shows that the questionnaire is predominantly filled in by staff or personnel with a high school education. Even though the majority of respondents came from a high

school educational background, this does not provide a direct picture of their abilities in the archival system. The ability to understand the archival system can be influenced by various factors such as training, experience, and awareness of the importance of the archival system.

Table 3. Characteristics of respondents based on age

Characteristics by age					
		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	15-19 years old	2	6,7	6,7	6,7
	20-29 years old	3	10.0	10.0	16.7
	30-39 years old	6	20.0	20.0	36.7
	40-49 years old	14	46.7	46.7	83.3
	50-59 years old	5	16.7	16.7	100.0
	Total	30	100.0	100.0	

Source: Processed data (2024)

Based on table 4.3, it shows that the characteristics of respondents based on age, respondents aged 15-19 years were 2 people with a presentation of 83.3%, respondents aged 20-29 years were 3 people with a presentation of 10.0%, respondents aged 30-39 years there were 6 people with a presentation of 20.0%, respondents aged 40-49 years were 14 people with a presentation of 46.7%, and respondents aged 50-59 years were 5 people with a presentation of 16.7%. This shows that staff or personnel aged 15-29 years can be concluded to be more effective, efficient and productive in carrying out their work and of course also have better memory than staff or personnel who are over the age.

Validity and Reliability Test

Validity Test

Based on distributing questionnaires to Beringin Police staff or personnel, a validity test of the archival system variable (X) was obtained as below.

$$\begin{aligned} \text{R table formula: } \quad df &= n - 2 \quad (n = \text{number of samples}) \\ df &= 30 - 2 = 28 \end{aligned}$$

Table 4.X validity test results (Archival System)

Pernyataan	r Hitung	r Tabel	Keterangan
Pernyataan 1	,467	0,361	Valid
Pernyataan 2	,684	0,361	Valid
Pernyataan 3	,854	0,361	Valid
Pernyataan 4	,528	0,361	Valid
Pernyataan 5	,524	0,361	Valid
Pernyataan 6	,652	0,361	Valid
Pernyataan 7	,416	0,361	Valid
Pernyataan 8	,679	0,361	Valid
Pernyataan 9	,673	0,361	Valid
Pernyataan 10	,511	0,361	Valid
Pernyataan 11	,566	0,361	Valid
Pernyataan 12	,394	0,361	Valid

Source: Results of questionnaire data management (2024)

Based on table 4. above, the results of the validity test carried out for all variables

Based on distributing questionnaires to Beringin Police staff or personnel, a validity test of the work efficiency variable (Y) was obtained as below.

Table 5. Results of the Y validity test (Work Efficiency)

	r Hitung	r Tabel	Keterangan
Pernyataan 1	,627	0,361	Valid
Pernyataan 2	,502	0,361	Valid
Pernyataan 3	,587	0,361	Valid
Pernyataan 4	,494	0,361	Valid
Pernyataan 5	,498	0,361	Valid

Source: Results of questionnaire data management (2024)

Based on table 4.22 above, the results of the validity test carried out for all variables Y (Work Efficiency) in the research, if $t_{count} > t_{table}$ then all statements are said to be valid.

Reliability Test

Based on distributing questionnaires to Beringin Police staff or personnel, a reliability test for the archival system variable (X) was obtained as below.

Cronch's Alpha Results

Reability Statistics	
Cronbach's Alpha	N of Items
.813	12

Source: Results of questionnaire data management (2024)

Based on the results of the reliability test carried out for all variables
 Results of the reliability test of the variable Y questionnaire
 Based on distributing questionnaires to Beringin Police staff or personnel, a reliability test for the work efficiency variable (Y) was obtained as below.

Cronch's Alpha Results

Reability Statistics	
Cronbach's Alpha	N of Items
.395	5

Source: Results of questionnaire data management (2024)

Based on the results of the reliability test carried out for variable Y (Work Efficiency) in the Cronch's Alpha research, it was $0.346 > 0.60$, so it was declared reliable.

Simple Linear Regression Test

Table 6. Simple linear regression test results
Coefficients^a

Model		Unstandardized Coefficients		Standardized Coefficients	T	Sig.
		B	Std. Error	Beta		
1	(Constant)	24.580	1.136		21.643	.000
	X	.146	.130	.279	2.536	.000

a. Dependent Variable: Y

Source Results of questionnaire data management (2024)

In the coefficients table, in column B the Constant (a) is 24.580, while the Trust value (b) is 0.146, so the regression equation can be written:

$$Y = a + Bx$$

$$= 24.580 + 0.146X$$

This equation can be described as follows:

1. The constant value (a) is 24.580, the constant value is positive, meaning that the value of the archival system is considered constant or equal to zero, then staff performance will be higher
2. The X coefficient value is 0.146, the X coefficient value is positive, meaning that the influence of the filing system on work efficiency at the Beringin Police is positive and moderate. If the level of the archiving system is high, employee performance will be higher.
3. From the output above it can be seen that $t = 2.536$ with a significance value of $0.000 < 0.05$, then H_0 is rejected and H_1 is accepted, which means there is a real (significant) influence between the archival system variable (X) on the work efficiency variable (Y).

Analysis of the Coefficient of Determination (R)

Table 7. Analysis of the Coefficient of Determination (R)
Model Summary

Model	R	R Square	Adjusted R Square	Std. Error of the Estimate
1	.279 ^a	.078	.145	1.169

a. Predictors : (Constant),

Source Results of questionnaire data management (2024)

Based on the calculation of the coefficient of determination, it can be explained that the influence of the archival system on work efficiency is 14.5%. The remainder is influenced by other variables not discussed in this research.

T Test (Partial)

Table 8. T Test (Partial)
Coefficients^a

Model		Unstandardized Coefficients		Standardized Coefficients	T	Sig.
		B	Std. Error	Beta		
1	(Constant)	24.580	1.136		21.643	.000
	X	.146	.130	.279	2.536	.000

a. Dependent Variable: Y

Source Results of questionnaire data management (2024)

The T test was carried out using a significance criterion of 5%. Where if $t \text{ count} \geq t \text{ table}$, then H_0 is rejected and H_a is accepted, then there is a significant influence between the independent variable and the dependent variable. And if $t \text{ count} \leq t \text{ table}$, then H_0 is accepted and H_a is rejected, which means that the influence between the independent variable and the dependent variable is not significant.

Based on table 4.26 above, the calculated t value \geq t table, the t table value can be seen at the presentation point of the t distribution. So for the independent variable (Independent), namely the archiving system ($2.536 \geq 2.048$), H_0 is rejected and H_a is accepted, which means that partially there is an influence of archival management (Independent) on work efficiency (dependent).

Discussion of Research Results

The results obtained by the researchers were obtained based on distributing questionnaires to 30 respondents to Beringin Police staff or personnel. This research aims to find out how much influence the archive system has on work efficiency. This research uses 2 variables, namely the filing system variable (X) and the work efficiency variable (Y), there are characteristics of respondents based on gender, of which 25 people are male/male with a

presentation of 83.3% and with gender women/women 5 people with a presentation of 16.7%. This shows that the number of respondents who are male/male is greater than the number of respondents who are female/female. Through gender, we can see that women are neater and better at storing and compiling records, but because the Beringin Police Department is dominated by men, the records system has not been implemented well. Respondents aged 40 - 49 years were 14 people with a presentation of 46.7%. This shows that based on the age of the staff, we can see that those aged 40-49 are no longer very productive and have a weak memory for managing records. Respondents based on their last education, namely high school, were 21 people with a presentation of 70%. In this case, it shows that based on recent education, staff with high school education are more dominant, which means they do not necessarily have good and correct archival system skills. In variable X (archive system) there is an indicator of simplicity. In the simplicity statement, in statements number 1 and 2, the majority of respondents answered neutral, which means that the archival simplicity indicator is still running well, only occasional problems may occur. There are also indicators regarding archival procedures. In the archive procedure statements number 3 and 4, the dominant answer was neutral and strongly agree, which means that the procedure is still being carried out well, and it's just that sometimes problems occur, but they are not obstacles that have fatal consequences. For indicators regarding economic statements in numbers 5 and 6, the dominant respondents answered neutral, which means that the management carried out is quite economical but sometimes costs are also wasted. In the indicators regarding security statements in numbers 7 and 8, respondents predominantly answered in the affirmative, which means that the security level of the archiving system implemented is guaranteed, but sometimes files/archives which are reporting records are lost. For strategic indicators number 9 and 10, the dominant respondents answered disagree, which means that the current archiving system is not sufficient to meet the agency's needs, this is because a special archive room does not yet support it. In variable Y (work efficiency) the indicator is about work quantity. In the work quantity statement, on the planning principle in number 1, respondents predominantly answered in the affirmative, which means that the agency has planned well regarding the implementation of management, but still needs to pay attention and regularly re-evaluate. In the statement of the principle of simplification in number 2, the dominant respondents answered neutral, which means that the archive system is as simple as possible, but there are still some staff or personnel who have a little difficulty understanding its implementation. For the statement of the principle of savings in number 3, respondents predominantly answered in the affirmative, which means that the risk of losing files and wasting paper due to such loss is minimal, and staff ensure that lost files do not happen often, so there is no need to reprint documents. For the statement of the principle of erasure at number 4, the dominant respondents answered strongly agree, indicating that the majority of staff at Beringin Police strongly support proper records management practices and are not careless in handling unnecessary documents or files. This reflects their professional attitude and attention to the importance of archives in supporting work efficiency and maintaining information integrity and confidentiality of documents/archival files. And for the statement of the principle of merger in number 5, the dominant respondents answered strongly agree, this means that Beringin Police staff or personnel understand and accept their dual role in

handling not only letters and investigations, but also managing in and out of archives. In the coefficient of determination (R) test, the filing system variable (independent) had an effect on work efficiency (dependent) by 14.5%, the number of presentations had a very small effect. This is because the staff or personnel at Beringin Police are well able to overcome the problem of a records system that is not good enough, the staff or personnel also support each other as fellow police colleagues, and continue to try to create a good records system. And in the T test (partial), the archival system variable has a calculated t value \geq t table (2.536 \geq 2.048). The results of this T test show that a good and effective filing system is an important factor that contributes significantly to increasing staff work efficiency at the Beringin Police. In other words, efforts to improve and optimize archival systems can have a positive and real impact on an organization's operational performance. The dominant respondents answered in the affirmative, which means that the risk of losing files and wasting paper due to such loss is minimal, and the staff ensures that lost files do not happen often, so there is no need to reprint documents. For the deletion principle statement in number 4, the dominant respondents answered very strongly. agree, indicating that the majority of staff at Beringin Police strongly support proper records management practices and are not careless in handling unnecessary documents or files. This reflects their professional attitude and attention to the importance of archives in supporting work efficiency and maintaining information integrity and confidentiality of documents/archival files. And for the statement of the principle of merger in number 5, the dominant respondents answered strongly agree, this means that Beringin Police staff or personnel understand and accept their dual role in handling not only letters and investigations, but also managing in and out of archives. In the coefficient of determination (R) test, the filing system variable (independent) had an effect on work efficiency (dependent) by 14.5%, the number of presentations had a very small effect. This is because the staff or personnel at Beringin Police are able to overcome the problem of a records system that is not good enough, the staff or personnel also support each other as fellow police officers, and continue to try to create a good records system. And in the T test (partial), the archival system variable has a calculated t value \geq t table (2.536 \geq 2.048). The results of this T test show that a good and effective filing system is an important factor that contributes significantly to increasing the work efficiency of staff at the Beringin Police. In other words, efforts to improve and optimize archival systems can have a positive and real impact on an organization's operational performance. The dominant respondents answered in the affirmative, which means that the risk of losing files and wasting paper due to such loss is minimal, and the staff ensures that lost files do not happen often, so there is no need to reprint documents. For the deletion principle statement in number 4, the dominant respondents answered very strongly. agree, indicating that the majority of staff at Beringin Police strongly support proper records management practices and are not careless in handling unnecessary documents or files. This reflects their professional attitude and attention to the importance of archives in supporting work efficiency and maintaining information integrity and confidentiality of documents/archival files. And for the statement of the principle of merger in number 5, the dominant respondents answered strongly agree, this means that Beringin Police staff or personnel understand and accept their dual role in handling not only letters and investigations, but also managing in and out of archives. In the coefficient of determination

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The results contained above are strengthened by previous research conducted by Pebi Julianto in 2018 with the title "The Influence of the Filing System on Work Efficiency at the Air Hangat Subdistrict Office, Kerinci Regency," stating that the archival system has positive results and has an effect on work efficiency. This is the same as the results of research the author conducted at the Beringin Police. Thus, it can be said that if the records management system improves well, the work efficiency of the staff will be good

CONCLUSION

The following are the conclusions obtained from research conducted by the author. Based on the research that has been carried out, it was found that there is an influence of the archiving system on work efficiency at the Beringin Police. In the results of the Coefficient of Determination (R), there is a 14.5% influence of the filing system on work efficiency, the rest is influenced by other variables not discussed in this research. Based on the Simple Linear Regression Test, it can be seen that $t = 2.536$ with a significance value of $0.000 < 0.05$, then H_0 is rejected and H_1 is accepted, which means there is a real (significant) influence between

the Filing System variable (X) on Work Efficiency (Y). Partially, there is an influence of the filing system on work efficiency at the Beringin Police, this can be seen from the calculated T value of 2.536 which is greater than the T table value of 2.048. With the influence of the archives system on work efficiency, it can be stated that if the archives management system improves and is implemented better, the staff's work efficiency will also be good.

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