

## SOCIALIZATION OF THE USE OF GOOGLE DRIVE AT PUSKESMAS AMBACANG KOTA PADANG

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### Abstract

Computer technology has developed significantly, from Windows application programs to increasingly sophisticated data storage media. In the past, we usually stored data using diskettes with small storage sizes, then Flashdisk and Hardisk appeared, until the entry of a new era, namely Cloud storage technology. Cloud technology itself has broad functions, one of which is as an online data storage medium. Like the familiar cloud-based data storage service, Google Drive can store up to 15GB of data for free. In addition to data storage like Google Drive, there is also cloud data storage, such as DropBox, OneDrive, and others. By using Google Drive, users experience many benefits, including being able to share data with those who need data. There is no need to store files on a flash disk or hard disk, where our files are directly stored on Google servers, which can be used at any time, modified. In using Google Drive, many Ambacang Health Center staff do not understand Google Drive. The purpose of holding this Community Service is so that all staff can understand Google Drive how to use it and its features, the results achieved are that all participants understand and understand the use of Google Drive. This socialization has been carried out 2 times, on May 27 and June 17, 2023, with lecture and discussion methods.

**Keywords:** Download, Google Drive, Link, Shared, Upload.

### INTRODUCTION

The development of technology and information, especially in the field of computers, is increasingly growing rapidly, starting from the development of Windows-based application programs, to increasingly sophisticated and faster data storage media. Education is intended to help facilitate the learning process to be more effective, efficient, extensive, fast, and usable according to needs. Any form of technological media for learning should be expected to have a positive effect on anyone, especially in helping someone to increase their learning drive.<sup>[1]</sup> In addition to having a positive effect in the field of education in terms of the world of work such as puskesmas, many also provide positive things related to this Google form.

Google Drive is a cloud-based service that can be used to share data/files store data/files, upload and download data, collaborate whether it is data, photos, videos, and others, and store data up to 1 terabyte (TB), for free up to 15 GB.

On some types of phones, Google Drive or GDrive becomes the default application that is automatically installed on the system. By using Google Drive based on cloud storage there are many advantages compared to offline data storage, besides that data stored in cloud storage will be accessible anywhere and anytime. Cloud storage will be integrated into various devices to get easy access such as mobile devices (smartphones), tablets, and personal computers<sup>[2]</sup>

The dedication that has been carried out by Tri Nopriana explained that Archiving is done not only to store files to make them look neat but useful if one day the file is needed, it will be easily found. The use of *Google Drive* as a means of archiving aims so that files will not be lost, the search for files that do not take long, and can be accessed wherever and whenever needed.<sup>[3]</sup>

According to Oktavia Setya, electronic storage can help administrative activities, one of which is the system used for the security and storage of rsip. Information in paper form is prone to loss. Therefore, manual archiving can be equipped with electronic archives, one of which is with the *Google Drive* application which has a purpose for *paperless offices*. The purpose of the cold is to describe the use of *Google Drive* applications as supporting *paperless office*<sup>[4]</sup>

Furthermore, research conducted by zalna salsabila explained that electronic documents have now become commonplace, especially with the impact of the Covid-19 pandemic where they cannot interact directly, replaced through electronic media. Electronic documents owned by agencies must be managed properly like physical documents. Electronic documents that are not managed properly can cause them to be stored neatly, making it difficult to find them when needed<sup>[5]</sup>

To make it easier for Google Drive to read data, then If we already use email using Google products automatically we have become part of Google Drive and have been integrated with Google products by itself.

By using Google Drive many benefits felt by users or users of Google Drive, including we can share data whenever and wherever we are and with those who need data, besides we store data in files on a flash disk or hard disk, we can also store it in the cloud or in the cloud in the folder that we have created. So that later our files or folders are directly stored on Google's servers automatically, which at any time we can use, modify, and so on.

The function of Google Drive as a digital-based storage media itself is quite diverse ranging from storing files, sharing files, collaborating with other files, and being able to backup large amounts of files. The Google Drive function has also begun to shift the role of physical storage such as hard drives or flash drives. The first Google Drive function can be to store various files from its users. Google Drive can also store personal files such as diplomas, certificates, and so on in the form of PDF or Word, the security offered by Google is guaranteed confidentiality.

At that time there are currently many platforms that provide cloud storage (cloud). Starting from how to access, upload and download is practical with a website-based that allows users to be able to access from anywhere without time limits by utilizing the internet network, either through a Laptop / PC or smartphone.

Community service was carried out at the Ambacang Padang Health Center, where in the preliminary study, where before carrying out PKM about Google Drive from interviews with several puskesmas staff, there are still many who do not know what Google Drive is, how it works and the facilities provided by GooGLR Drive and others. From the results of the

interview, the author wants to provide socialization related to google drive to the staff of the Ambacang health center in the city of Padang, from the results of PKM that have been implemented from existing problems, the solution so that the staff of the Amcang puskesmas understands related to google drive, then socialization of google drive is held where the target output is all staff who have participated in this training and socialization are expected to be able to use google drive optimally including the use of uploads and Download, create links and distribute on social media as well as the creation and use of Bitly in Google Drive

## **IMPLEMENTATION METHOD**

In the implementation of Community Service, especially employees of the Ambacang City Puskesmas Padang, located Jl. By Pass No.5, Ps. Ambacang Kota Padang, went well and smoothly, where all participants heard it when the resource person gave material about Google Drive, and when giving the material some participants asked questions and discussions about the material that had been delivered. The method used in PKM is a lecture method and is direct training by practicing in front of each participant's computer and laptop. There are 2 sessions during this PKM where session 1 is about material about Google Drive and the 2nd session is a direct practice in front of a computer, where the time for the implementation of this PKM is on May 27 from 11.00 to 12.30 and June 17, 2023, at 10.00 to 14.00, this is carried out in the 2nd Floor Meeting Room of the Ambacang Health Center in Padang City.

There were 18 participants in this PKM. The backgrounds that participated in this socialization include Doctors, nurses, midwifery, administration, medical records, and ka. Administration and others. The material presented in the socialization included the understanding and usefulness of Google Drive, how to use google drive, features on google drive, uploads, folders, and files, downloading google drive, storage capacity provided by google drive, how to share and create links and distribute to social media

## **RESULTS AND DISCUSSION**

In the implementation of this PKM, 2 sessions were carried out, where the first session was held on Saturday, May 27, 2023 which was attended by 19 participants from the Ambacang Health Center and 3 from Apikes Iris consisting of 2 lecturers and 1 Apikes Iris student. PKM activities began with an opening by moderator Apikes Iris, then before explaining about Google Drive, followed by a pretest about Google Drive, after finishing answering pretes and postes continued with the delivery of material related to the use of Google Drive then after the delivery of material in this session the resource person explained clearly and in detail about Google Drive. The material that has been delivered to the staff of Puskesmas Ambacang is What is Google Drive, the features provided by Google, how to use and benefits of Google Drive, also explain about uploading and downloading data or files, then related to sharing files and folders and creating links and distributing to social media, finally the functions and uses of bitly.



**Figure 1. The moderator gave a speech**



**Figure 2. The source explained that google drive**



**Figure 3. Puskesmas staff discuss with resource persons**



**Figure 4. Group photo in session I**

Delivery of material related to the Use of Google Drive in the 2nd Floor Meeting Room of the Ambacang Padang Health Center. The results obtained after pretests and posters were carried out using the Google form, the results were as follows:

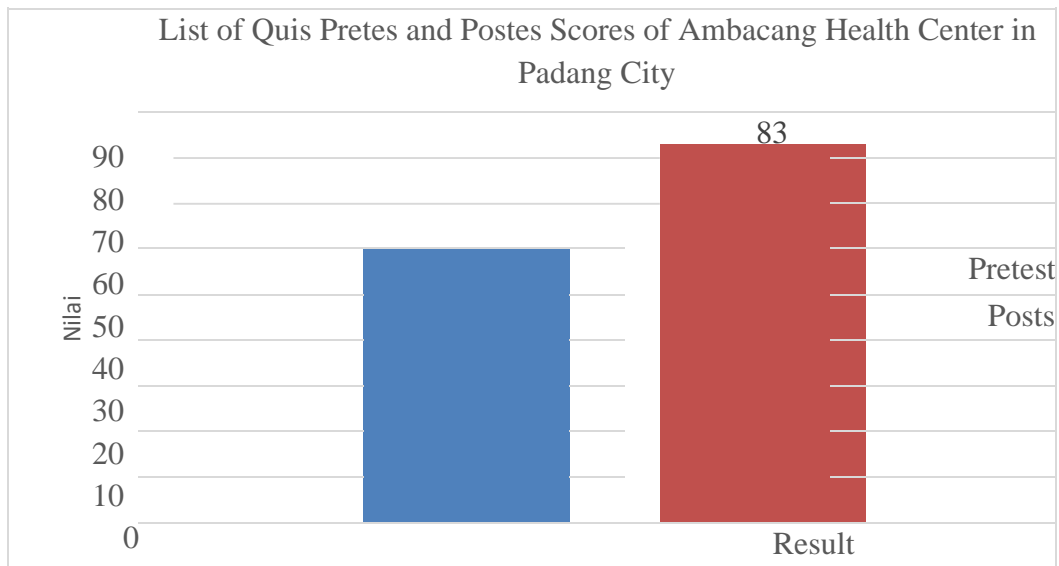


Figure 5

Results from Pretests and postes of Puskesmas Ambacang staff

From the picture above, it can be concluded that after a theoretical explanation related to Google Drive and direct practice, the results of the post were very satisfactory with the average staff of the Ambacang health center getting a score of 83 which previously on the pretest was only worth 61 on average from 19 participants who participated.

Furthermore, in the 2nd session which was held on Saturday, June 17, 2023, and was attended by 19 participants from the Ambacang Health Center and 3 from Apikes Iris consisting of 2 lecturers and 1 Apikes Iris student, where this session continued the material in session 1, namely direct practice in front of each participant's laptop or computer. The practice materials carried out by the puskesmas staff include how to create folders and subfolders, use upload (retrieve data from a computer stored in google drive), and download files and folders and placed them in certain folders in google drive, the next practice of making links and sharing and distributing on social media, and finally the use of bitly, when the 2nd session carried out practices related to google drive.



**Figure 6. 2nd session moderator gave a speech**



**Figure 7. Greeting from one of the staff**



**Figure 8. Resource persons provide exercises**



**Figure 9. Photo with puskesmas staff**

## **CONCLUSION**

The implementation of PKM has been carried out with 2 sessions I on May 27 and session 2 practices on June 17, several results were obtained, including Puskesmas staff who previously did not understand and know about google drive, its functions, and uses this socialization, Puskesmas staff already understand about Google Drive and how to use it, Understand the use of existing features, files, and folders, upload and download files, Understand making links on google drive and distribute on social media, Understand using Bitly, and all puskesmas staff feel satisfied and happy because they have learned about google drive.

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