ABSTRACT

PT. Integra Sistem Optima is a company engaged in consulting services management system. One of the company's business processes are the socialization and distribution of company policy to employees in the form of documents. The ineffectiveness of the document management process causes the "bottleneck" and the bureaucracy that the longer path. This fact led to the document management process becomes longer. Therefore, in this study will discuss the design of information systems to facilitate the Document Socialization in data management and distribution of documents. The purpose of this study was to implement and test the Sosisalization Information System that was designed before.

For design this Document Socialization Information System, data collection methods used are observation and interview, the approach used is structured method of approach, method development system using model waterfall. Tools for analysis and design includes flowmap, context diagram, data flow diagrams, relationship charts, entity relationship diagrams and data dictionary. The software used in the design of Document Socialization Information Systems PT. Integra Sistem Optima is a PHP-HTML as the interface and MySQL as the database.

The results of this study is an Information System Web-Based Document Socialization is expected to help the performance of PT. Integra Sistem Optima for managing documents. It can also be used to prepare a report relating to the socialization of understanding the document.

Keywords: document, socialization, policy