ABSTRACT

INFORMATION SYSTEM ADMINISTRATIVE SERVICE IN OFFICIAL LAND DEED MAKER (PPAT)

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Official land deed maker (PPAT) requires a system that can perform all data processing related to the process of administrative services does. Development of information systems refers to manual system. Manual system that runs the current lack of effective impact on the time used for the manufacture of papers and reports that have difficulty in processing data for administrative services.

Administrative services in information systems Author Deed Land Officials (PPAT) is built to overcome the obstacles that exist in the administration. The method used to build the system in the stage of data collection are observation, interview and book study while system development phase use model of waterfall. The method used is a data stream that consists of structured DFDs in describing functional model and ERD in depicting data model.

Based on testing performed, a system built to facilitate the manufacture of letters, reports, assist in the monitoring of all data orderklien, faster presentation of information, facilitate the search orderklien and facilitate the recording of payments.

***Keyword** : administrative service, data, process, information system.*