ABSTRACT

TATA NASKAH APPLICATION DEVELOPMENT E-OFFICE BASED IN SEKOLAH STAF DAN KOMANDO ANGKATAN UDARA

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Sekolah Staf dan Komando Angkatan Udara (Seskoau) is the general development of the highest educational institution in the air force. Actually, these institutions have inter-office mail courier system which is the internal mail delivery system, better known to the system of tata naskah. But after an evaluation found the system has some drawbacks. Weaknesses are: because it still requires a courier service and notification is done manually so that the optimization of the performance of staff can be reduced. Limitations of working time and location between buildings aways a significant impact on the slow response or decision making officials, so that follow-up letter can not be done quickly. Though the speed is given priority, especially for letters that have a very important category and emergencies.

To solve the above problem, then the agency wanted to change the way the system work by utilizing the technology. Thus the problem of distance, time constraints, courier and notification no longer affect the speed of distribution and response. To achieve this, he built a tata naskah application e-office based. Based on the results of testing, the application procedure of this script can manage the distribution of letters, giving disposition, officials confirmed on follow-up letter, archiving, scheduling, presentation of report and able to provide position information and status letter (tracking).

The research methology used software uses the method waterfall, while modeling the data using a structured method that is an Entity Relationship Diagram (ERD) to describe data models and Data Flow Diagrams (DFD) to describe the functional model.

Keyword : Application, inter-office mail courier system, e-office, distribution, response, disposition, archiving, scheduling, information, tracking.