ABSTRAK

Berkembangnya teknologi sistem informasi, maka penyajian informasi yang cepat dan efisien sangat dibutuhkan oleh setiap orang. Pada umumnya Sekolah Menengah Kejuruan (SMK) Taruna di bawah naungan Yayasan Pondok Pesantren Roudlotut Tholobin/Lembaga Ma'arif NU dalam pengolahan data surat masuk dan surat keluar masih dilakukan secara manual baik dalam pengarsipan surat dan penyimpanan surat. Hal ini dapat menyebabkan sering terjadinya kesalahan dalam penyimpanan data surat dan pencarian surat. Untuk mengatasi masalah tersebut maka diperlukan suatu sistem pengolahan data surat yang sesuai untuk mendukung kesuksesan dalam pendataan dan penyimpanan surat masuk dan keluar. Dalam sistem Informasi pengolahan surat masuk dan surat keluar ini di dalamnya membahas tentang pengolahan dan pengarsipan surat masuk dan surat keluar. Tujuan dari sistem ini adalah membangun sistem informasi manajemen surat berbasis *web* di SMK Taruna Balen, Bojonegoro. Metode Pengumpulan Data yang digunakan adalah Metode Wawancara, Observasi dan Studi pustaka. Metodologi yang digunakan dalam pembuatan aplikasi ini adalah Metode Waterfall. Bahasa Pemrogramannya adalah PHP dan HTML. Databasenya menggunakan MySQL. Tools dan Editor yang digunakan ialah XAMPP 3.6,Windows 10 Pro, Firefox, Adobe Photoshop CS3 dan Ms. Office Visio 2010. Pengujian sistem menggunakan Pengujian Alpha yang menggunakan metode *Black Box* dimana hasil semua pengujian terhadap menu Login, menu data surat dan menu laporan surat telah berhasil. Semua sistem sudah berjalan dengan cukup baik, aman secara kelayakan, mudah dipahami dari segi tampilan dan hasil yang diperoleh sesuai harapan. Berdasarkan data di atas dapat disimpulkan bahwa sistem informasi pengolahan surat masuk dan surat keluar yang dibangun dapat mengolah data surat sesuai dengan yang diharapkan, yaitu pengolahan data surat berupa penginputan surat masuk dan surat keluar, proses pencarian surat, selain itu juga dapat mempercepat kinerja dari petugas TU.

Kata Kunci : Aplikasi surat keluar dan surat masuk, Manajemen surat, SMK Taruna Balen

ABSTRACT

The development of information system technology, the presentation of information quickly and efficiently is needed by everyone. At present, in general, the Taruna Vocational School (SMK) is under the auspices of the Tholobin Roudlotut Islamic Boarding School Foundation / Ma'arif NU Institute in the processing of incoming mail and outgoing mail data, both manually in mail saving and mail archiving. This can cause frequent errors in data storage and mail searching. To overcome this problem, a letter data processing system is needed to support success in data collection and storage of incoming and outgoing mail. In this information system, the processing of incoming letters and outgoing letters which discusses the processing and archiving of incoming letters and outgoing letters. The purpose of this system is to build a web-based Management Information System at SMK Taruna Balen, Bojonegoro. Data Collection Method used is the Method of Interview, Observation and Literature Study. The method used in making this application is the Waterfall Method. The programming language is PHP and HTML. The database uses MySQL. The tools and editors used in this application are XAMPP 3.6, Windows 10 Pro, Firefox, Adobe Photoshop CS3 and Ms. Office Visio 2010. System testing uses Alpha Testing which uses the Black Box method where the results of all tests on the Login menu, the mail data menu and the mail report menu have been successful. All systems have run quite well, safe in feasibility, easily understood in terms of appearance and the results obtained are corresponding with expectations. Based on the above data, it can be concluded that information systems processing incoming letters and outgoing letters that are built can be processed accordance with expected, namely processing letter data in the form of inputting incoming and outgoing letters, mail searching process, besides that it can also accelerate the performance of TU officers.

Key Words : Application of incoming and outgoing letters, Mail management, SMK Taruna Balen.

ABSTRACT

The development of information system technology makes everyone need presentation of information quickly and efficiently. The Taruna Vocational High School (SMK) under the foundation of Tholobin Roudlotut / Ma'arif NU Institution are still manually processing correspondence data both in letter filing and mailing. This can makes frequent errors in mail data storing and searching. In solving the problem, a latter data processing system is needed to support the success in data collection and storage of correspondence. System Information processing correspondence is discussed about processing and archiving mail. The objective of this system is to build a web-based mail management information system at Taruna Balen Vocational High School, Bojonegoro. Data collection method used interview method, observation and literature review. The method used Waterfall Method. The programming language was PHP and HTML and database used MySQL. Furthermore, tools and editors used XAMPP 3.6, Windows 10 Pro, Firefox, Adobe Photoshop CS3 and Ms. Office Visio 2010. Whereas, system testing used Alpha Testing with the Black Box method. The results of all tests on the login menu, the mail data and report menu have been successful. All systems have run quite well, safe in feasibility, easily understood in the appearance and the results obtained are appropriate to expectation. Thus, it can be concluded that the information system processing of correspondence are appropriate to expectation in processing letters data. It can be seen from the processing of letter data in inputting correspondence, the letter searching process, and also can speed up the performance of the administration staff.

Keywords: Application of correspondence, letter management, Taruna Balen

Vocational High School