

DAFTAR ISI

ABSTRAKSI	Error! Bookmark not defined.
KATA PENGANTAR	Error! Bookmark not defined.
DAFTAR ISI.....	viii
BAB I PENDAHULUAN.....	Error! Bookmark not defined.
1.1 Latar Belakang.....	Error! Bookmark not defined.
1.2 Rumusan Masalah	Error! Bookmark not defined.
1.3 Batasan Masalah.....	Error! Bookmark not defined.
1.4 Tujuan.....	Error! Bookmark not defined.
1.5 Manfaat.....	Error! Bookmark not defined.
1.6 Sistematika Penulisan.....	Error! Bookmark not defined.
BAB II GAMBARAN UMUM PERUSAHAAN..	Error! Bookmark not defined.
2.1 Sejarah.....	Error! Bookmark not defined.
2.2 Visi, Misi, dan Tujuan Perusahaan.....	Error! Bookmark not defined.
2.2.1 Visi	Error! Bookmark not defined.
2.2.2 Misi	Error! Bookmark not defined.
2.2.3 Tujuan PT. Jamsostek (Persero).....	Error! Bookmark not defined.
2.3 Filosofi Perusahaan	Error! Bookmark not defined.
2.4 Lokasi Perusahaan	Error! Bookmark not defined.
2.5 Struktur Organisasi.....	Error! Bookmark not defined.
2.6 Fungsi Setiap Bidang pada PT. Jamsostek (Persero) Cab. Bojonegoro	Error! Bookmark not defined.
BAB III LANDASAN TEORI.....	Error! Bookmark not defined.
3.1 Definisi Sistem	Error! Bookmark not defined.
3.2 Karakteristik Sistem	Error! Bookmark not defined.

3.3	Definisi Sistem Infromasi.....	Error! Bookmark not defined.
3.4	Analisa dan Perancangan Sistem Informasi	Error! Bookmark not defined.
3.5	Bagan Alir Sistem	Error! Bookmark not defined.
3.6	Data Flow Diagram (DFD).....	Error! Bookmark not defined.
3.7	Pengertian Surat.....	Error! Bookmark not defined.
3.8	Jenis Surat.....	Error! Bookmark not defined.
3.9	Manajemen Arsip	Error! Bookmark not defined.
3.10	Landasan-Landasan Teknologi.....	Error! Bookmark not defined.
3.10.1	Power Designer	Error! Bookmark not defined.
3.10.2	Visual Studio 2008.....	Error! Bookmark not defined.
3.10.3	SQL Server 2005.....	Error! Bookmark not defined.
BAB IV DESKRIPSI KERJA PRAKTEK		Error! Bookmark not defined.
4.1	Analisa Sistem	Error! Bookmark not defined.
4.2	Perancangan Sistem.....	Error! Bookmark not defined.
4.2.1	System Flow.....	Error! Bookmark not defined.
4.2.2	Diagram Jenjang (HIPO).....	Error! Bookmark not defined.
4.2.3	Context Diagram	Error! Bookmark not defined.
4.2.4	DFD Level 0 Sistem Informasi Manajemen Arsip	Error! Bookmark not defined.
4.2.5	DFD Level 1 Autentikasi Pengguna	Error! Bookmark not defined.
4.2.6	DFD Level 1 Mengelola Master Jabatan	Error! Bookmark not defined.
4.2.7	DFD Level 1 Mengelola Master Pegawai.....	Error! Bookmark not defined.
4.2.8	DFD Level 1 Mengelola Master Perusahaan .	Error! Bookmark not defined.

- 4.2.9 DFD Level 1 Mengelola Master Kiriman **Error! Bookmark not defined.**
- 4.2.10 DFD Level 1 Mencatat Surat Masuk **Error! Bookmark not defined.**
- 4.2.11 DFD Level 1 Mencatat Disposisi Surat **Error! Bookmark not defined.**
- 4.2.12 DFD Level 1 Mencatat Surat Keluar **Error! Bookmark not defined.**
- 4.2.13 DFD Level 1 Mencatat Surat Pengantar **Error! Bookmark not defined.**
- 4.2.14 DFD Level 1 Mencetak Laporan Disposisi Surat Masuk **Error! Bookmark not defined.**
- 4.2.15 DFD Level 1 Mencetak Laporan Surat Pengantar **Error! Bookmark not defined.**
- 4.2.16 DFD Level 1 Mencetak Laporan Surat Keluar **Error! Bookmark not defined.**
- 4.2.17 Conceptual Data Model (CDM).....**Error! Bookmark not defined.**
- 4.2.18 Physical Data Model (PDM).....**Error! Bookmark not defined.**
- 4.2.19 Struktur Tabel.....**Error! Bookmark not defined.**
- 4.3 Kebutuhan Sistem.....**Error! Bookmark not defined.**
 - 4.3.1 Hardware.....**Error! Bookmark not defined.**
 - 4.3.2 Software**Error! Bookmark not defined.**
- 4.4 Implementasi Input Output.....**Error! Bookmark not defined.**
 - 4.4.1 Form Autentikasi Pengguna.....**Error! Bookmark not defined.**
 - 4.4.2 Form Halaman Utama.....**Error! Bookmark not defined.**
 - 4.4.3 Form Jabatan**Error! Bookmark not defined.**
 - 4.4.4 Form Pegawai**Error! Bookmark not defined.**
 - 4.4.5 Form Perusahaan.....**Error! Bookmark not defined.**
 - 4.4.6 Form Kiriman.....**Error! Bookmark not defined.**
 - 4.4.7 Form Surat Masuk.....**Error! Bookmark not defined.**

4.4.8	Form Surat Keluar.....	Error! Bookmark not defined.
4.4.9	Form Surat Pengantar.....	Error! Bookmark not defined.
4.4.10	Form Laporan Disposisi Kabid Keuangan.....	Error! Bookmark not defined.
4.4.11	Form Laporan Disposisi Kabid Pemasaran....	Error! Bookmark not defined.
4.4.12	Form Laporan Disposisi Kabid Pelayanan.....	Error! Bookmark not defined.
4.4.13	Form Laporan Disposisi Kabid Umum & TI.	Error! Bookmark not defined.
4.4.14	Form Laporan Surat Keluar	Error! Bookmark not defined.
4.4.15	Form Laporan Surat Pengantar	Error! Bookmark not defined.
PENUTUP.....		Error! Bookmark not defined.
5.1	Kesimpulan.....	Error! Bookmark not defined.
5.2	Saran.....	Error! Bookmark not defined.
DAFTAR PUSTAKA		Error! Bookmark not defined.
LAMPIRAN.....		Error! Bookmark not defined.8
	Lampiran 1 Kartu Bimbingan	Error! Bookmark not defined.8
	Lampiran 2 Acuan Kerja.....	70
	Lampiran 3 Garis Besar Acuan	71
	Lampiran 4 Log Harian Kerja Praktek.....	72
	Lampiran 5 Kehadiran Kerja Praktek	73



DAFTAR TABEL

Tabel 3.1 Simbol Bagan Aliran Sistem.....	Error! Bookmark not defined.
Tabel 3.2 Simbol Data Flow Diagram	Error! Bookmark not defined.
Tabel 4.1 Stuktur Tabel Jabatan.....	Error! Bookmark not defined.
Tabel 4.2 Stuktur Tabel Pegawai	Error! Bookmark not defined.
Tabel 4.3 Struktur Tabel Perusahaan	Error! Bookmark not defined.
Tabel 4.4 Struktur Tabel Kiriman	Error! Bookmark not defined.
Tabel 4.5 Struktur Tabel Surat Masuk	Error! Bookmark not defined.
Tabel 4.6 Struktur Tabel Disposisi	Error! Bookmark not defined.
Tabel 4.7 Struktur Tabel Surat Pengantar	Error! Bookmark not defined.
Tabel 4.8 Struktur Tabel Surat Keluar	Error! Bookmark not defined.



DAFTAR GAMBAR

xii

Gambar 2.1 Struktur Organisasi PT.k (Persero)... **Error! Bookmark not defined.**

Gambar 4.1 Sisflow Autentikasi Pengguna**Error! Bookmark not defined.**

Gambar 4.2 Sisflow Mengelola Master Jabatan**Error! Bookmark not defined.**

Gambar 4.3 Sisflow Mengelola Master Pegawai...**Error! Bookmark not defined.**

Gambar 4.4 Sisflow Mengelola Master Perusahaan **Error! Bookmark not defined.**

Gambar 4.5 Sisflow Mengelola Master Kiriman...**Error! Bookmark not defined.**

Gambar 4.6 Sisflow Mencatat Surat Masuk**Error! Bookmark not defined.**

Gambar 4.7 Sisflow Mencatat Disposisi Surat Masuk **Error! Bookmark not defined.**

Gambar 4.8 Sisflow Mencatat Surat Pengantar**Error! Bookmark not defined.**

Gambar 4.9 Sisflow Mencatat Surat Keluar**Error! Bookmark not defined.**

Gambar 4.10 Sisflow Mencetak Laporan Disposisi Surat Masuk **Error! Bookmark not defined.**

Gambar 4.11 Sisflow Mencetak Laporan Surat Pengantar .. **Error! Bookmark not defined.**

Gambar 4.12 Mencetak Laporan Surat Keluar**Error! Bookmark not defined.**

Gambar 4.13 Diagram Jenjang Sistem Informasi Manajemen Arsip PT. Jamsostek Kantor Cabang Bojonegoro**Error! Bookmark not defined.**

Gambar 4.14 Diagram Jenjang Autentikasi User...**Error! Bookmark not defined.**

Gambar 4.15 Diagram Jenjang Mengelola Data Master **Error! Bookmark not defined.**

Gambar 4.16 Diagram Jenjang Mencatat Surat Masuk **Error! Bookmark not defined.**

Gambar 4.17 Diagram Jenjang Mencatat Disposisi Surat Masuk **Error! Bookmark not defined.**

Gambar 4.18 Diagram Jenjang Mencatat Surat Keluar **Error! Bookmark not defined.**

Gambar 4.19 Diagram Jenjang Mencatat Surat Pengantar .. **Error! Bookmark not defined.**

Gambar 4.20 Diagram Jenjang Mencetak Laporan**Error! Bookmark not defined.**

Gambar 4.21 Diagram Konteks Sistem Informasi Manajemen Arsip **Error! Bookmark not defined.**

Gambar 4.22 DFD Level 0 Sistem Informasi Manajemen Arsip**Error! Bookmark not defined.**

Gambar 4.23 DFD Level 1 Autentikasi Pengguna.**Error! Bookmark not defined.**

Gambar 4.24 DFD Level 1 Mengelola Master Jabatan..... **Error! Bookmark not defined.**

Gambar 4.25 DFD Level 1 Mengelola Master Pegawai **Error! Bookmark not defined.**

Gambar 4.26 DFD Level 1 Mengelola Master Perusahaan . **Error! Bookmark not defined.**

Gambar 4.27 DFD Level Mengelola Master Kiriman **Error! Bookmark not defined.**

Gambar 4.28 DFD Level 1 Mencatat Surat Masuk**Error! Bookmark not defined.**

Gambar 4.29 DFD Level 1 Mencatat Disposisi Surat **Error! Bookmark not defined.**

Gambar 4.30 DFD Level 1 Mencatat Surat Keluar**Error! Bookmark not defined.**

Gambar 4.31 DFD Level 1 Mencatat Surat Pengantar **Error! Bookmark not defined.**

Gambar 4.32 DFD Level 1 Mencetak Laporan Disposisi Surat Masuk **Error! Bookmark not defined.**

Gambar 4.33 DFD Level 1 Mencetak Laporan Surat Pengantar **Error! Bookmark not defined.**

Gambar 4.34 DFD Level 1 Mencetak Laporan Surat Keluar**Error! Bookmark not defined.**

Gambar 4.35 CDM Sistem Informasi Manajemen Arsip..... **Error! Bookmark not defined.**

Gambar 4.36 PDM Sistem Informasi Manajemen Arsip..... **Error! Bookmark not defined.**

Gambar 4.37 Form Autentikasi Pengguna.....**Error! Bookmark not defined.**

Gambar 4.38 Form Menu Utama Sistem Informasi Manajemen Arsip..... **Error! Bookmark not defined.**

Gambar 4.39 Form Jabatan**Error! Bookmark not defined.**

Gambar 4.40 Form Pegawai.....**Error! Bookmark not defined.**

Gambar 4.41 Form Perusahaan**Error! Bookmark not defined.**

Gambar 4.42 Form Data Kiriman**Error! Bookmark not defined.**

Gambar 4.43 Form Surat Masuk.....**Error! Bookmark not defined.**

Gambar 4.44 Form Surat Keluar.....**Error! Bookmark not defined.**

Gambar 4.45 Form Surat Pengantar.....**Error! Bookmark not defined.**

Gambar 4.46 Form Laporan Disposisi Kabid Keuangan..... **Error! Bookmark not defined.**

Gambar 4.47 Form Laporan Disposisi Kebid Pemasaran.... **Error! Bookmark not defined.**

Gambar 4.48 Form Laporan Disposisi Kabid Pelayanan..... **Error! Bookmark not defined.**

Gambar 4.49 Form Laporan Disposisi Kabid Umum & TI . **Error! Bookmark not defined.**

Gambar 4.50 Form Laporan Surat Keluar.....**Error! Bookmark not defined.**

Gambar 4.51 Form Laporan Surat Pengantar**Error! Bookmark not defined.**

