

ABSTRACT

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ANALYSIS AND DESIGN OF OFFICE ASSISTANCE APPLICATIONS AT PT FOOD STATION TJIPINANG JAYA

Every activity that occurs in the company is always done manually. However, the process of these activities takes a long time and hampers the work process. To avoid these obstacles, the company is trying to create an application that can avoid these problems, namely E-Office. E-Office is an application that focuses on corporate administration activities, especially in corporate file storage. This application can help employees work remotely, so that the company's activities even though the employees are not in the office. In addition, with the function as archive storage, companies do not have to worry about losing company documents and the company can easily organize these documents. This is what makes this application much needed by the Food Station Tjipinang Jaya company. In this professional work, the practitioner makes an application that is useful as a tool for office activities, which is called E-Office. This E-Office will initially be useful as a company archive storage application for PT. Food Station Tjipinang Jaya, because this application is still under development. This archive storage is needed by archive employees as a safe archive storage place compared to traditional. The professional work is carried out by the practitioner starting from designing applications and analyzing user needs, to conducting experiments on the application.

Keywords: Design, Analysis, E-Office, Ease.