ABSTRACT

Letters Management in Kelapa Dua Wetan Village, Ciracas East Jakarta has not used any desktop or web based application. For that purpose, in the making of web-based applications, the management of letters using notification or sms-gateway features have functionality such as submission of application letter online and offline, printing proof or receipt of letter as a sign if have done request, filing letter that has been issued by Kelapa Kelurahan Wetan, see progress or the status of the letter that has been submitted by the public, giving notification to the applicant if the letter is made has been completed, and approval letter submitted by the community where the approval is done by the head of the letter maker. The model used is SDLC with Waterfall model using PHP programming language and javascript. The framework used Codeigniter with MySQL database with testing using black boc testing and user acceptance testing (UAT). So it is expected that the service of letter management in Kelapa Dua Wetan Village, Ciracas East Jakarta can run efficiently and effectively that can be used by community and also head of letter maker.

Keywords: document, submission and application