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| **Daftar Pelatihan Office Automation** | | | **Status** |
| **Persuratan (Admin Surat)** | | |  |
|  | **A. Surat Masuk Eksternal** | |  |
|  |  | 1. Registrasi surat |  |
|  |  | 2. Pembuatan agenda surat masuk eksternal |  |
|  |  | 3. Distribusi surat |  |
|  |  | 4. Pembatalan distribusi surat |  |
|  | **B. Surat Keluar Eksternal** | |  |
|  |  | 1. Surat dati kantor pusat ke instansi lain |  |
|  |  | 2. Surat dari unit/PG ke instansi lain |  |
|  |  | 3. Ekspedisi surat |  |
|  |  | 4. Korespondensi surat |  |
|  |  | 5. Batal kirim surat |  |
|  |  | 6. Penomoran backdate |  |
|  |  | 7. Proses persetujuan surat |  |
|  | **C. Surat Masuk Internal** | |  |
|  |  | 1. Distribusi surat |  |
|  |  | 2. Pembatalan distribusi surat |  |
|  | **D. Surat Keluar Internal** | |  |
|  |  | 1. Surat dari kantor pusat ke unit/PG |  |
|  |  | 2. Surat dari unit/PG ke kantor pusat |  |
|  |  | 3. Surat antar unit/PG |  |
|  |  | 4. Surat antar bagian “Memo” (Dalam 1 unit) |  |
|  |  | 5. Korespondensi surat |  |
|  |  | 6. Batal kirim surat |  |
|  |  | 7. Penomoran bakcdate |  |
|  |  | 8. Proses persetujuan surat |  |
|  | **E. Arsip Bebas** | |  |
|  |  | 1. Membuat arsip bebas |  |
|  | **F. Pelaporan** | |  |
|  |  | 1. Menampilkan laporan surat |  |
|  | **G. Tugas** | |  |
|  |  | 1. Koreksi surat |  |
|  |  | 2. Memberi respon dan disposisi surat |  |
|  | **H. Masuk** | |  |
|  |  | 1. Memberi respon dan disposisi |  |
|  | **I. Terkirim** | |  |
|  |  | 1. Melihat daftar surat yang telah didisposisi |  |
|  | **J. Draf** | |  |
|  |  | 1. Koreksi surat |  |
|  |  | 2. Batal kirim (Penyetuju akhir) |  |
|  | **K. Asistensi** | |  |
|  |  | 1. Melihat surat milik pimpian |  |
|  |  | 2. Melakukan tindakan terhadap surat milik pimpinan |  |

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| **Daftar Pelatihan Office Automation** | | | **Status** |
| **Pengaturan (Admin Aplikasi)** | | |  |
|  | **A. Master Atribut Surat** | |  |
|  |  | 1. Tujuan surat |  |
|  |  | 2. Urusan surat |  |
|  |  | 3. Klasifikasi surat |  |
|  |  | 4. Sifat kerahasiaan surat |  |
|  |  | 5. Prioritas surat |  |
|  |  | 6. Media pengiriman surat |  |
|  |  | 7. Lokasi arsip |  |
|  |  | 8. Kontak |  |
|  |  | 9. Ekspedisi surat |  |
|  |  | 10. Masa aktif surat |  |
|  |  | 11. Template surat |  |
|  |  | 12. Arahan dan respon surat |  |
|  | **B. Master Organisasi** | |  |
|  |  | 1. Unit Kerja |  |
|  |  | 2. Jabatan |  |
|  |  | 3. Pegawai |  |
|  |  | 4. Kelompok pegawai |  |
|  | **C. Sistem** | |  |
|  |  | 1. Pengaturan sistem |  |
|  |  | 2. Penomoran surat |  |