

RANCANGAN KELUARAN

OBJEKTIVITAS RANCANGAN :
OUTPUT ADALAH INFORMASI YANG AKAN DIBERIKAN KEPADA USER, SEBAGAI HASIL PENGOLAHAN APLIKASI SISTEM INFORMASI.
OUTPUT YG DIHASILKAN BERUPA :

- OUTPUT TERCETAK
- OUTPUT MELALUI LAYAR
- AUDIO

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TUJUAN RANCANGAN OUTPUT :

1. SASARAN OUTPUT ADALAH MENYEDIAKAN / MELAYANI INFORMASI BAGI USER.
2. OUTPUT HARUS SESUAI DENGAN KEBUTUHAN USER (USER REQUIREMENT).
3. OUTPUT YANG DISAMPAIKAN HARUS MEMADAI UNTUK KEBUTUHAN USER (TIDAK BERLEBIHAN).
4. JAMINAN BAHWA OUTPUT SESUAI KEBUTUHAN.
5. JAMINAN KETEPATAN PENYAMPAIAN OUTPUT.
6. MEMILIH DEVICE DAN MEDIA KOMPUTER YANG BAIK.

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Beberapa Media Output

Delivery	Distribution	Internal Output (reporting)	Turnaround Output (external, then internal)	External Output (transactions)
Printer		Detailed, summary, or exception information printed on hardcopy reports for internal business use. Common examples: management reports	Business transactions printed on business forms that will eventually be returned as input business transactions. Common examples: phone bills and credit card bills	Business transactions printed on business forms that conclude the business transactions. Common examples: paychecks and bank statements.
Screen		Detailed, summary, or exception information displayed on monitors for internal business use. Reports may be tabular or graphical. Examples: on-line management reports and responses to inquiries	Business transactions displayed on monitors in forms or windows that will also be used to input other data to initiate a related transaction. Examples: web-based display of stock prices with the point-and-click purchase option.	Business transactions displayed on business forms that conclude the business transactions. Examples: web-based report detailing banking transactions
Point-of-Sale Terminals		Information printed or displayed on a special purpose terminal dedicated to specific internal business functions. Includes wireless communication information transmission. Examples: end-of-shift cash register balancing report.	Information printed or displayed on a special purpose terminal for the purpose of initiating a follow-up business transaction. Examples: Grocery store monitor that allows customer to input purchase prices to be followed by input of debit or credit card payment authorization.	Information printed or displayed on a special purpose terminal dedicated to customers. Examples: Account balances display at an ATM machine or printout of lottery tickets. Also, account information displayed via television over cable or satellite.



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Beberapa Media Output

Delivery	Distribution	Internal Output (reporting)	Turnaround Output (external, then internal)	External Output (transactions)
Multimedia (audio or video)		Information transformed into speech for internal users. Not commonly implemented for	Information transformed into speech for external users who respond with speech or tone input data.	Information transformed into speech for external users. Examples: movie trailer for prospective on-line
E-mail		Displayed messages related to internal business information. Examples: e-mail messages announcing availability of new on-line business report.	Displayed messages intended to initiate business transaction. Examples: e-mail messages required to continue processing a business transaction.	Messages related to Business transactions. Examples: e-mail message confirmations of business transactions conducted via e-commerce on the Web.
Hyperlinks		Web-based links to internal information that is enabled via HTML or XML formats. Examples: Integration of all information system reports into a Web-based archival system for on-line archival access.	Web-based links incorporated into Web-based input pages to provide user's with access to additional information. Examples: On a Web auction page, hyperlinks into a seller's performance history with an invitation to add a new comment.	Web-based links incorporated into Web-based transactions. Examples: hyperlinks to privacy policy or an explanation as to how to interpret or respond to information in a report or transaction.
Microfiche		Archival of internal management reports to microfilm that requires physical storage space. Examples: Computer output on microfilm (COM)	Not applicable unless there is an internal need to archive turnaround documents. Examples: Computer output on microfilm (COM)	Not applicable unless there is an internal need for copies of external reports. Examples: Computer output on microfilm (COM)

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Prinsip Membuat Laporan

Design Issue	Design Guideline	Examples														
Page Size	At one time, most reports were printed on oversized paper. This required special binding and storage. Today, the page sizes of choice are standard (8 1/2" x 11") and legal (11" x 14"). These sizes are compatible with the predominance of laser printers in the modern business.	Not applicable.														
Page Orientation	Page orientation is the width and length of a page as it is rotated. The portrait orientation (e.g., 8 1/2" W x 11" L) is often preferred because it is oriented the way we orient most books and reports; however, (e.g., 11" W x 8 1/4" L) is often necessitated for tabular reports because more columns can be printed.	 														
Page Headings	Page headers should appear on every page. At a minimum, they should include a recognizable report title, date and time, and page numbers. Headers may be consolidated into one line or use multiple lines.	<p>JAN 4, 2001 PAGE 4 OF 6</p> <p style="text-align: center;">OVERSUBSCRIPTIONS BY COURSE</p>														
Report Legends	A legend is an explanation of abbreviations, colors, or codes used in a report. In a printed report, a legend can be printed on only the first page, or on every page. On a display screen, a legend can	<p>REPORT LEGEND:</p> <table border="0"> <tr> <td>SEATS</td> <td>NUMBER OF SEATS IN THE CLASSROOM</td> </tr> <tr> <td>LIM</td> <td>COURSE ENROLLMENT LIMIT</td> </tr> <tr> <td>REQ</td> <td>NUMBER OF SEATS REQUESTED BY DEPARTMENT</td> </tr> <tr> <td>RES</td> <td>NUMBER OF SEATS RESERVED FOR DEPARTMENT</td> </tr> <tr> <td>USED</td> <td>NUMBER OF SEATS USED BY DEPARTMENT</td> </tr> <tr> <td>AVL</td> <td>NUMBER OF SEATS AVAILABLE FOR DEPARTMENT</td> </tr> <tr> <td>OV</td> <td>NUMBER OF OVERSUBSCRIPTIONS FOR DEPARTMENT</td> </tr> </table>	SEATS	NUMBER OF SEATS IN THE CLASSROOM	LIM	COURSE ENROLLMENT LIMIT	REQ	NUMBER OF SEATS REQUESTED BY DEPARTMENT	RES	NUMBER OF SEATS RESERVED FOR DEPARTMENT	USED	NUMBER OF SEATS USED BY DEPARTMENT	AVL	NUMBER OF SEATS AVAILABLE FOR DEPARTMENT	OV	NUMBER OF OVERSUBSCRIPTIONS FOR DEPARTMENT
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Prinsip Membuat Laporan

Design Issue	Design Guideline	Examples
Column Headings	Column headings should be short and descriptive. If possible, avoid abbreviations. Unfortunately this is not always possible. If abbreviations are used, include a legend (see above).	Self-explanatory.
Heading Alignments	The relationship of column headings to the actual column data under those headings can greatly affect readability. Alignment should be tested with users for preferences with a special emphasis on the risk of misinterpretation of the information. See examples for possibilities (that can be combined)	<p>Left justification (good for longer and variable length fields)</p> <pre> NAME ===== XXXXXXXX X XXXXXXXX </pre> <p>Right justification (good for some numeric fields; especially monetary fields). Be sure to align decimal points.</p> <pre> AMOUNT ===== \$\$\$55.42 </pre> <p>Center (good for fixed length fields and some moderate length fields)</p> <pre> STATUS ===== XXXX XXXX </pre>
Column Spacing	The spacing between columns impacts readability. If the columns are too close, users may not properly differentiate between the columns. If they are spaced too far apart, the user may have difficulty following a single row all the way across a page. As a general rule of thumb, place 3-5 spaces between each column.	Self-explanatory.

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Prinsip Membuat Laporan

Design Issue	Design Guideline	Examples
Row Headings	The first one or two columns should serve as the identification data that differentiates each row. Rows should be sequenced in a fashion that suggests their use. Frequently rows are sorted on a numerical key or alphabetically.	By number: STUDENT ID STUDENT NAME 889-36-8745 MARY ELLEN KUKROW 999-38-5827 By alpha: SERVICE CANCEL SUBSCR TOTAL HBO 45 345 7665
Formatting	Data is often stored without formatting characters to save storage space. Outputs should reformat that data to match the users' norms.	As stored: As output: 307877262 307-87-7262 8084445454 (800) 444-4454 02272000 Feb 27, 2000
Control Breaks	Frequently, rows represent groups of meaningful data. Those groups should be logically grouped in the report. The transition from group to the next is called a control break and is frequently followed by sub-totals for the group.	RANK NAME SALARY CPT JANEWAY, K 225,000 CPT RUDIN, J 200,000 CPT SIGARDA, J 195,000 CPT SIKKO, S 200,000 CAPTAINS TOTAL 785,000 a control break LTC CHAKOTAY 110,000 LTC DATA 125,000 LTC SINGER, W 140,000 LTC SPICKER, S 155,000 EXEC OFFCR TOTAL 530,000
End of Report	The end of a report should be clearly indicated to ensure that users have the entire report.	*** END OF REPORT ***

Prinsip mendesain output di layar

Screen Design Consideration	Design Guidelines
Size	Different displays support different resolutions. The designer should consider the "lowest Common denominator." The default window size should be less than or equal to the worst resolution display in the user community. For instance, if some users will have only a 640 x 480 pixel resolution display, don't design windows to open at an 800 x 600 pixel resolution.
Scrolling	On-line outputs have the advantage of not being limited by the physical page. This can also be a disadvantage if important information such as column headings scrolls off the screen. If possible, freeze important headings at the top of a screen.
Navigation	Users should always have a sense of where they are in a network of online screens. Given that, users also require the ability to navigate between screens. WINDOWS: Outputs appear in windows called forms. A form may display one record or many. The scroll bar should indicate where you are in the report. Buttons are frequently provided to move forward and backward through records in the report, and to exit the report. INTERNET: Outputs appear in windows called pages. A page may display one record or many. Buttons or hyperlinks may be used to navigate through records. Custom search engines can also be used to navigate to specific locations within a report.
Partitioning	WINDOWS: Zones are forms within forms. Each form is independent of the other but can be related. The zones can be independently scrollable. The Microsoft Outlook bar is one example. Zones can be used for legends or control breaks that take the user to different sections within a report. INTERNET: Frames are pages within pages. Users can scroll independently within pages. Frames can enhance reports in many ways. They can be used for a legend, table of contents, or summary information.

Prinsip mendesain output di layar

Screen Design Consideration	Design Guidelines
Information Hiding	On-line applications such as those that run under Windows or within an Internet browser offer capabilities to hide information until it is either needed or becomes important. Examples of such information hiding include: <ul style="list-style-type: none"> • Drilldown controls that show minimal information and provide readers with simple ways to expand or contract the level of detail displayed. <ul style="list-style-type: none"> o In Windows outputs the use of a small plus- or minus-sign in a small box to the left of a data record offers the option of expanding or contracting the record into more or less detail. All of this expansion and contraction occurs within the output's window. o In Intranet applications, any given piece of summary information can be highlighted as a hyperlink to expand that information into greater detail. Typically, the expanded information is opened in a separate Window so the reader can use the browser's forward and backward buttons to switch between levels of detail. • Pop-up dialog boxes may be triggered by information
Highlighting	Highlighting can be used in reports to call users' attention to erroneous data, exception data, or specific problems. Highlighting can also be a distraction if misused. On-going human factors research will continue to guide our future use of highlighting. Examples of highlighting include: <ul style="list-style-type: none"> • Color (avoid colors that the colorblind cannot distinguish) • Font and case (changing case can draw attention) • Justification (left, right, or centered) • Hyphenation (not recommended in reports) • Blinking (can draw attention or become annoying) • Reverse video
Printing	For many users, there is still comfort in printed reports. Always provide users the option to print a permanent copy of the report. For Internet use, reports may need to be made available in industry standard formats such as Adobe Acrobat, which allows users to open and read those reports using free and widely available software.

KLAFIKASI OUTPUT :

OUTPUT EKSTERNAL :

DIBUAT UNTUK DISAMPAIKAN KEPADA PIHAK-PIHAK DI LUAR SISTEM / ORGANISASI.

MISAL : => TAGIHAN PELANGGAN
=> LAPORAN TAHUNAN
=> LAPORAN UNTUK PELANGGAN

OUTPUT INTERNAL :

DIBUAT UNTUK KEBUTUHAN DIDALAM ORGANISASI. DIBEDAKAN ANTARA HISTORICAL REPORT DAN EXCEPTION REPORT.

HISTORICAL REPORT :

MENYAJIKAN INFORMASI RINCI KEGIATAN SUATU KELOMPOK / PERIODE TERTENTU (LAPORAN PERIODEK)

EXCEPTION REPORT :

MENYAJIKAN INFORMASI BAGI PIMPINAN, YANG BERISI INFORMASI PERKECUALIAN (LAPORAN PERKECUALIAN)

TURNAROUND DOCUMENT:

OUTPUT BERUPA DOKUMEN YANG DIKEMBALIKAN, MISALNYA BAGIAN DARI STATEMENT NASABAH YANG HARUS DIISI DAN DIKEMBALIKAN NASABAH.

PEDOMAN PEMBUATAN OUTPUT TERCETAK :

LAPORAN DIRANCANG UNTUK DIBACA DARI KIRI KE KANAN.

ITEM YANG PENTING DILETAKKAN SEDEMIKIAN RUPA SEHINGGA MUDAH DITEMUKAN.

➤ SEMUA HALAMAN HARUS MEMPUNYAI TITEL, TANGGAL, DAN NOMOR HALAMAN.

➤ SEMUA KOLOM HARUS DILABEL

➤ SINGKATAN SEBAIKNYA DIHINDARKAN

METODE PERANCANGAN OUTPUT YANG EFEKTIF :

1. INFORMASI YANG DISAMPAIKAN TERDIRI DARI :
 - ◆ INFORMASI YANG TETAP (CONSTANT INFORMATION)
 - INFORMASI YANG TETAP (SAMA) SETIAP KALI DICETAK, MISAL : JUDUL, LABEL KOLOM DLL.

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- ◆ INFORMASI YANG BERUBAH (VARIABLE INFORMATION)

INFORMASI YANG BERISI DATA ATAU HASIL PERHITUNGAN YANG MENJADI ISI OUTPUT.

MISAL : ISI DETAIL.

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2. PADA LAY-OUT DITUNJUKKAN PANJANG INFORMASI DAN JENIS DATA SETIAP INFORMASI VARIABEL, **MISAL** :

UNTUK MENUNJUKKAN PANJANG INFORMASI SEJUMLAH 30 KARAKTER ALFANUMERIK DIBERI TANDA X SEBANYAK 30 BUAH.

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UNTUK MENUNJUKKAN PANJANG INFORMASI SEJUMLAH TUJUH KARAKTER NUMERIK DIBERI TANDA 9 SEBANYAK TUJUH BUAH. BILA INGIN ADA TANDA PEMISAH HARUS DI CANTUMKAN, CONTOH :9.999.999,99

3. JIKA INFORMASI YANG DITAMPILKAN BERULANG - ULANG DALAM SUATU KOLOM, GUNAKAN TANDA GARIS MEMANJANG DARI ATAS KE BAWAH PADA KOLOM TERSEBUT (DETAIL LINES).

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4. UNTUK MENGHITUNG LEBAR TIAP KOLOM, TENTUKAN PANJANG FIELD SESUAI DENGAN KAMUS DATA.

MISAL : KOLOM NPM PADA DAFTAR ABSENSI MAHASISWA

A. PANJANG FIELD SESUAI KODE 10 KARAKTER.

B. PANJANG JUDUL 22 KARAKTER.

C. DITAMBAH 2 SPASI KOSONG UNTUK JARAK DENGAN KOLOM BERIKUTNYA JADI JUMLAH MENJADI 24 KARAKTER.

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DAFTAR ABSENSI MAHASISWA

NO	NPM	NAMA	KETER.

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CONTOH LAPORAN OPERASIONAL

PT. JAYA MAKMUR TGL :
HAL :

LAPORAN PENJUALAN
PERIODE :DD-MM-YY S/D DD-MM-YY

TGL	NO	PELG.	BARANG	JUML	HARGA	NILAI
					FAKTUR	FAKTUR
DD-MM-YY	XXXX	XX-XXX	XXXXX	9999	999,999	99,999,999
	XXXX	XX-XXX	XXXXX	9999	999,999	99,999,999
TOT PER FAKTUR						999,999,999
XXXX	XX-XXX	XXXXX	9999	999,999	99,999,999	
XXXX	XX-XXX	XXXXX	9999	999,999	99,999,999	
TOT PER FAKTUR						999,999,999

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TOTAL PER TANGGAL						9,999,999,999
DD-MM-YY	XXXX	XX-XXX	XXXXX	9999	999,999	99,999,999
	XXXX	XX-XXX	XXXXX	9999	999,999	99,999,999
TOT PER FAKTUR						999,999,999
TOT PER TANGGAL						9,999,999,999
TOT KESELURUHAN						99,999,999,999

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PEDOMAN TAMBAHAN

- ♦ JIKA JUMLAH HALAMAN LAPORAN LEBIH DARI SATU MAKA PADA BAGIAN BAWAH HALAMAN (KECUALI HALAMAN TERAKHIR) DICETAK KETERANGAN "BERSAMBUNG" DAN PADA AKHIR LAPORAN DIHALAMAN TERAKHIR DICETAK KETERANGAN "AKHIR LAPORAN".

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- ♦ JIKA SUATU KOLOM NUMERIK MERUPAKAN HASIL PERKALIAN DUA KOLOM NUMERIC LAINNYA (MISALNYA NILAI JUAL, YANG MERUPAKAN HASIL PERKALIAN JUMLAH UNIT DAN HARGA PER UNIT) PASTIKAN BAHWA JUMLAH DIGIT YANG DISEDIAKAN CUKUP.
- ♦ JIKA TERJADI LEVEL BREAK TAMBAHKAN SATU BARIS KOSONG SEBAGAI PEMISAH .

•BEDAKAN LAPORAN DAN DAFTAR SELAIN LAPORAN DALAM BENTUK ANGKA, LAPORAN DALAM BENTUK GRAFIK CUKUP BERMANFAAT BAGI MANAJEMEN LEVEL MENENGAH KE ATAS.

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