

ABSTRAK

Kantor Kecamatan Lubuk Batang masih melakukan sebagian pengelolaan data administrasi pelayanan secara manual, sehingga proses pencarian data membutuhkan waktu lama, data belum tersimpan secara terpusat, dan informasi pelayanan belum mudah diakses masyarakat. Penelitian ini bertujuan untuk merancang dan membangun Aplikasi Pengolahan Data Administrasi Pelayanan Informasi Kecamatan Berbasis *Website* pada Kantor Kecamatan Lubuk Batang. Metode pengembangan sistem yang digunakan adalah *Rapid Application Development* (RAD), dengan tahapan *Requirements Planning*, *Design Workshop*, dan *Implementation*. Pengumpulan data dilakukan melalui observasi dan wawancara, sedangkan perancangan sistem menggunakan *Data Flow Diagram* (DFD), *Entity Relationship Diagram* (ERD), *flowchart*, dan rancangan antarmuka. Hasil penelitian berupa aplikasi berbasis web dengan tiga hak akses, yaitu Masyarakat, Pegawai, dan Camat. Aplikasi ini dapat digunakan untuk pengajuan surat, pengelolaan arsip, verifikasi data, serta validasi pengajuan. Pengujian menggunakan *Black Box Testing* menunjukkan bahwa fitur aplikasi berjalan sesuai kebutuhan. Aplikasi ini membantu pengelolaan data menjadi lebih terstruktur, terpusat, dan mudah diakses.

Kata Kunci: Aplikasi, Administrasi Pelayanan, Website, Kecamatan Lubuk Batang, RAD.

ABSTRACT

Lubuk Batang District Office still manages some administrative service data manually, causing data searching to take a long time, data storage to be less centralized, and service information to be less accessible to the public. This study aims to design and develop a Web-Based Application for Managing Administrative Services and District Information Data at Lubuk Batang District Office. The system development method used is Rapid Application Development (RAD), consisting of Requirements Planning, Design Workshop, and Implementation stages. Data were collected through observation and interviews, while the system was designed using Data Flow Diagrams (DFD), Entity Relationship Diagrams (ERD), flowcharts, and user interface designs. The result of this study is a web-based application with three access rights, namely the public, employees, and the head of the district. This application can be used for letter submission, archive management, data verification, and submission validation. Testing using Black Box Testing showed that the application features functioned according to user needs. This application helps data management become more structured, centralized, and accessible.

Keywords: Application, Administrative Services, Website, Lubuk Batang District, RAD.