

ABSTRAK

Pengelolaan surat masuk dan surat keluar merupakan kegiatan penting dalam administrasi perkantoran karena berkaitan dengan proses penyampaian dan penyimpanan informasi perusahaan. Pada PT Purnabakti Bukit Asam, pencatatan surat masih dilakukan secara manual menggunakan buku agenda dan arsip fisik sehingga menimbulkan beberapa kendala, seperti lambatnya pencarian data, risiko kesalahan pencatatan, serta kemungkinan kehilangan atau kerusakan dokumen. Peneliti ini bertujuan untuk merancang sistem pencatatan surat masuk dan surat keluar berbasis Microsoft Access agar proses pengelolaan surat dapat dilakukan secara lebih efektif, efisien, dan terstruktur. Metode yang digunakan dalam peneliti ini adalah metode pengembangan ADDIE yang terdiri dari tahap *Analysis*, *Design*, *Development*, *Implementation*, *Evaluation*. Pada tahap *analysis* dilakukan identifikasi kebutuhan sistem dan analisis permasalahan yang terjadi. Tahap *Design* dilakukan dengan merancang tampilan dan alur sistem, sedangkan tahap *Development* dilakukan dengan pembuatan sistem menggunakan *Microsoft Access*. Tahap *Implementation* dilakukan dengan penerapan sistem yang telah dibuat dan tahap *Evaluation* dilakukan untuk mengetahui fungsi serta kelayakan sistem. Teknik pengumpulan data dilakukan melalui observasi, wawancara, dokumentasi. Hasil peneliti menunjukkan bahwa sistem pencatatan surat berbasis Microsoft Access dapat membantu proses penginputan, penyimpanan, pencarian, dan pengelolaan data surat menjadi lebih mudah terorganisir. Sistem yang dirancang mampu meningkatkan ketepatan pencatatan data, mempercepat pencarian arsip, serta membantu penyusunan laporan administrasi surat secara lebih efektif dibandingkan sistem manual sebelumnya. Berdasarkan hasil penelitian tersebut, dapat disimpulkan bahwa sistem pencatatan surat berbasis Microsoft Access dengan metode ADDIE dapat menjadi solusi untuk meningkatkan efektivitas dan efisiensi pengelolaan administrasi surat pada PT Purnabakti Bukit Asam.

Kata Kunci: Pengelolaan Surat, Surat Masuk dan Surat Keluar, Microsoft Access, Metode ADDIE, Administrasi Perkantoran

ABSTRACT

The management of incoming and outgoing mail is an important activity in office administration because it is related to the process of delivering and storing company information. At PT Purnabakti Bukit Asam, mail recording is still carried out manually using an agenda book and physical archives, which causes several problems, such as slow data retrieval, the risk of recording errors, and the possibility of loss or damage to documents. This researcher aims to design an incoming and outgoing mail recording system based on Microsoft Access so that the mail management process can be carried out more effectively, efficiently, and in a structured manner. The method used in this research is the ADDIE development method, which consists of the stages of Analysis, Design, Development, Implementation, Evaluation. In the analysis stage, the system requirements are identified and problems that occur are analyzed. The Design stage is carried out by designing the appearance and flow of the system, while the Development stage is carried out by creating the system using Microsoft Access. The Implementation stage is carried out by applying the system that has been created, and the Evaluation stage is carried out to determine the function and feasibility of the system. Data collection techniques are carried out through observation, interviews, and documentation. The research results show that the letter recording system based on Microsoft Access can assist the process of inputting, storing, searching, and managing letter data to become more easily organized. The system designed is capable of increasing the accuracy of data recording, speeding up file searches, and helping the preparation of letter administration reports more effectively compared to the previous manual system. Based on these research results, it can be concluded that the Microsoft Access-based letter recording system using the ADDIE method can be a solution to improve the effectiveness and efficiency of managing letter administration at PT Purnabakti Bukit Asam.

Keywords: Letter Management, Incoming and Outgoing Letters, Microsoft Access, ADDIE Method, Office Administration