

**DESIGN AND DEVELOPMENT
OF AN ADMINISTRATIVE DATA MANAGEMENT INFORMATION SYSTEM
FOR LEARNING GUIDANCE
(Case Study: Bimbel Smartgama, Kalasan – Yogyakarta)**

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ABSTRACT

The management of administrative data at the Smartgama tutoring institution is still conducted using a ledger system. Several issues arise from the limited and slow information sharing process. Furthermore, the limited staff available for data maintenance has resulted in some data being damaged or lost. Therefore, the authors propose the development of a web-based administrative data management system for the tutoring center. After implementing the software for the administrative data management information system, it can be concluded that this system has four types of users who can access it: admin, tutor, student, and central management. The management of tutoring payments has also become more practical and accurate, as the system can automatically display the remaining payment balance that students must fulfill. Additionally, this administrative data management information system can generate various reports that can be printed by the admin, including payment reports, alumni lists, and student attendance reports.

Keywords: Information System, Administration, Payment, Attendance.