



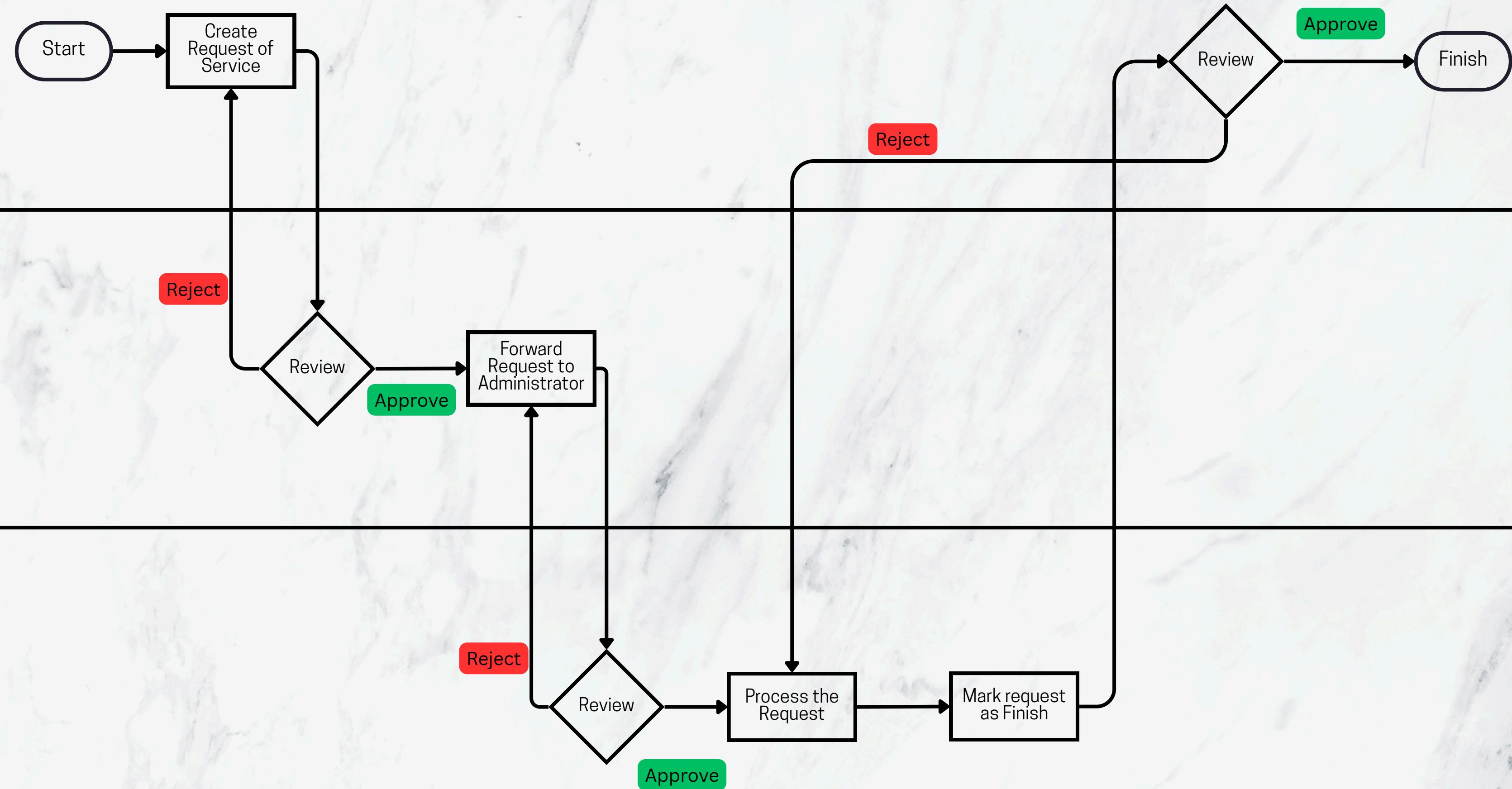
# Guidebook Request for Service

Presented By :  
**Fadel**



# Flow

User  
Superior  
Admin







## Request Data

Display all request, create request, and approving request.

+ Create

### List of Request

Request Date ↓↑	Name ↑↓	Priority ↑↓	Req. Description ↑↓	Status ↑↓	Action
yy-mm-dd <input type="button" value=""/>	<input type="text" value="Search name"/>	Select priority <input type="button" value=""/>	<input type="text" value="Search desc"/>	Select status <input type="button" value=""/>	
2025-09-24	Rudi	High	Change display of few menu in the system. Wages Rate become Production Cost, Bill of...	User Acceptance	<input type="button" value="View"/>
2025-09-24	Rudi	High	Spliting master data between Standard Cost, Actual Cost, and Bill of Material.	User Acceptance	<input type="button" value="View"/>
2025-08-14	Setyaningsih	Low	Create a cash in/out system in Excel (Please also make a sheet with history report to rec...	Finish	<input type="button" value="View"/>
2025-08-14	Ayu	Medium	Create digitalization of Entertainment Form in Personal site.	User Acceptance	<input type="button" value="View"/>
2025-08-07	Tuti	High	Create new menu for Calculating Difference between Standard vs Actual Cost.	Finish	<input type="button" value="View"/>
2025-08-06	Tuti	High	Creating new menu for Actual Cost.	Finish	<input type="button" value="View"/>
2025-07-29	Tuti	High	Modify dialog after updating master data.	Finish	<input type="button" value="View"/>
2025-07-29	Tuti	High	Creating new input for OPEX dan Profit Margin in Standart Cost.	Finish	<input type="button" value="View"/>
2025-07-09	Rudi	High	Develop an feature to export Standard Cost per Product.	Finish	<input type="button" value="View"/>
2025-06-03	Setyaningsih	High	Develop an internal Request of Service application for Finance.	Finish	<input type="button" value="View"/>

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## Create Request

Fill the form below to request a service.

### Form Request for Service

#### Request for Service

Fill this form below to request a service

Klik tombol create (ditunjuk oleh panah) atau scroll down kebawah untuk pergi ke form buat request.

Click the Create button (shown by the arrow) or scroll down to go to the request form.

矢印で示されている「作成」ボタンをクリックするか、下にスクロールしてリクエストフォームへ進んでください。



Finance & Accounting  
Internal System

## Menu

Dashboard

Request for Service

Administrator

Process Cost



Master Data

Report

Standard Cost



BOM Master Data

Standard Master Data

Actual Master Data

Report

## Create Request

Fill the form below to request a service.

See Data

### Form Request for Service

#### Request for Service

Fill this form below to request a service

Name :

Fadel

NPK :

240473

Priority :

Medium

Submit Date :

06/10/2025

Requirement Details :

Describe the details of your service needs or requests...

Attachment :

Choose File

No files selected

Supported formats: PDF, DOC, DOCX, JPG, PNG, XLSX, XLS (Max: 10MB)

Reset

Submit Request



Isi form request data dan tambahkan lampiran jika dibutuhkan (bisa pdf,jpg,png, dll) kemudian tekan button Submit Request.

Fill in the request form and add attachments if needed (PDF, JPG, PNG, etc.), then click the Submit Request button.

リクエストフォームに入力し、必要であれば添付ファイル（PDF、JPG、PNGなど）を追加して、「リクエストを送信」ボタンを押してください。



✓ Success

Request submitted successfully.

+ Create

## Request Data

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### List of Request

Request Date ↓↑	Name ↑↓	Priority ↑↓	Req. Description ↑↓	Status ↑↓	Action
yy-mm-dd <input type="text"/>	<input type="text"/> Search name	Select priority <input type="button"/>	<input type="text"/> Search desc	Select status <input type="button"/>	
2025-10-06	Fadel	Urgent	TEST	Wait for Review	<input type="button"/> View <input type="button"/> Accept <input type="button"/> Reject
2025-10-06	Fadel	High	TEST	Wait for Review	<input type="button"/> View <input type="button"/> Accept <input type="button"/> Reject
2025-10-06	Fadel	Medium	TEST	Wait for Review	<input type="button"/> View <input type="button"/> Accept <input type="button"/> Reject
2025-09-24	Rudi	High	Change display of few menu in the system. Wages Rate become Production Cost, Bill of...	User Acceptance	<input type="button"/> View
2025-09-24	Rudi	High	Splitting master data between Standard Cost, Actual Cost, and Bill of Material.	User Acceptance	<input type="button"/> View
2025-08-14	Setyaningsih	Low	Create a cash in/out system in Excel (Please also make a sheet with history report to rec...	Finish	<input type="button"/> View
2025-08-14	Ayu	Medium	Create digitalization of Entertainment Form in Personal site.	User Acceptance	<input type="button"/> View
2025-08-07	Tuti	High	Create new menu for Calculating Difference between Standard vs Actual Cost.	Finish	<input type="button"/> View
2025-08-06	Tuti	High	Creating new menu for Actual Cost.	Finish	<input type="button"/> View
2025-07-29	Tuti	High	Modify dialog after updating master data.	Finish	<input type="button"/> View

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## Create Request

Fill the form below to request a service.

See Data

### Form Request for Service

#### Request for Service

Fill this form below to request a service

F

Fadel

Jika Form berhasil disubmit akan muncul notifikasi (panah putih) dan data akan langsung masuk ke tabel request data (panah merah).

If the form is submitted successfully, a notification will appear (white arrow), and the data will go directly into the request data table (red arrow).

フォームの送信が成功すると、通知が表示されます（白い矢印）そしてデータはすぐにリクエストデータの表に追加されます（赤い矢印）。

**Request for Service**

The screenshot shows the SAP Fiori Request for Service application. At the top, there's a header with a logo and the title "Request for Service". Below the header is a sidebar with various icons. The main area is titled "List of Request" and contains a table with columns: Request Date, Name, Priority, Req. Description, Status, and Action. The Action column includes buttons for View, Accept, and Reject. Three white arrows point to the Action column buttons for the second, third, and fourth rows. The table has 10 rows of data.

Request Date	Name	Priority	Req. Description	Status	Action
2025-10-06	Fadel	Urgent	TEST	Wait for Review	View  Accept  Reject
2025-10-06	Fadel	High	TEST	Wait for Review	View  Accept  Reject
2025-10-06	Fadel	Medium	TEST	Wait for Review	View  Accept  Reject
2025-09-24	Rudi	High	Change display of few menu in the system. Wages Rate become Production Cost, Bill of...	User Acceptance	View
2025-09-24	Rudi	High	Splitting master data between Standard Cost, Actual Cost, and Bill of Material.	User Acceptance	View
2025-08-14	Setyaningsih	Low	Create a cash in/out system in Excel (Please also make a sheet with history report to rec...	Finish	View
2025-08-14	Ayu	Medium	Create digitalization of Entertainment Form in Personal site.	User Acceptance	View
2025-08-07	Tuti	High	Create new menu for Calculating Difference between Standard vs Actual Cost.	Finish	View
2025-08-06	Tuti	High	Creating new menu for Actual Cost.	Finish	View
2025-07-29	Tuti	High	Modify dialog after updating master data.	Finish	View

**Create Request**  
Fill the form below to request a service.

**Form Request for Service**

**Request for Service**  
Fill this form below to request a service

**Ada 3 button pada kolom Action yaitu View, Accept, dan Reject. View akan muncul disetiap request di semua level akun, dan digunakan untuk melihat detail request. Sedangkan Accept dan Reject hanya muncul di akun level superior, dan digunakan untuk menerima atau menolak request.**

There are three buttons in the Action column: View, Accept, and Reject.

The View button appears for every request on all account levels and is used to see the request details.

The Accept and Reject buttons only appear on superior-level accounts and are used to approve or reject requests.

**Action** 列には **View**、**Accept**、**Reject** の3つのボタンがあります。

**View** ボタンはすべてのレベルのアカウントで各リクエストに表示され、リクエストの詳細を確認するために使用されます。

一方、**Accept** と **Reject** ボタンは上位レベルのアカウントにのみ表示され、リクエストを承認または拒否するために使用されます。



## Request Data

Display all request, create request, and approving request.

+ Create

## List of Request

Request Date ↓↑	Name ↑↓	Priority ↑↓	Req. Description ↑↓	Status ↑↓	Action
yy-mm-dd <input type="button" value=""/>	<input type="text" value="Search name"/>	Select priority <input type="button" value=""/>	<input type="text" value="Search desc"/>	Select status <input type="button" value=""/>	<input type="button" value="Wait for Review"/> <input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>
2025-10-06	Fadel				<input type="button" value="Wait for Review"/> <input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>
2025-10-06	Fadel				<input type="button" value="Wait for Review"/> <input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>
2025-10-06	Fadel				<input type="button" value="Wait for Review"/> <input type="button" value="View"/> <input type="button" value="Accept"/> <input type="button" value="Reject"/>
2025-09-24	Rudi				<input type="button" value="User Acceptance"/> <input type="button" value="View"/>
2025-09-24	Rudi				<input type="button" value="User Acceptance"/> <input type="button" value="View"/>
2025-08-14	Setyaningsih				<input type="button" value="Finish"/> <input type="button" value="View"/>
2025-08-14	Ayu				<input type="button" value="User Acceptance"/> <input type="button" value="View"/>
2025-08-07	Tuti				<input type="button" value="Finish"/> <input type="button" value="View"/>
2025-08-06	Tuti		Impact :	Revision :	<input type="button" value="Finish"/> <input type="button" value="View"/>
2025-07-29	Tuti		No Attachment	-	<input type="button" value="Finish"/> <input type="button" value="View"/>

## Request Detail

## Request Description :

Change display of few menu in the system. Wages Rate become Production Cost, Bill of Material become Standard Cost, Adding export feature in BOM without the price (only BOM structur).

## Status :

User Acceptance

## Priority :

High

## Request By :

Rudi

## NPK :

140023

## Requested at :

2025-09-24

## Updated at :

2025-07-29

## Impact :

-

## Revision :

## Attachment :

No Attachment

Close

## Create Request

Fill the form below to request a service.

See Data

## Form Request for Service

## Request for Service

Fill this form below to request a service

Ini adalah tampilan dari detail request.

This is the display of the request details.

これはリクエストの詳細画面です。

**Request for Service**

**Request Data**  
Display all request, create request, and approving request.

**List of Request**

Request Date	Name	Priority	Req. Description	Status	Action
2025-10-06	Fadel	Urgent	TEST	Accepted	<a href="#">View</a> <a href="#">Execute</a>
2025-10-06	Fadel	High	TEST	Wait for Review	<a href="#">View</a> <a href="#">Accept</a> <a href="#">Reject</a>
2025-10-06	Fadel	Medium	TEST	Wait for Review	<a href="#">View</a> <a href="#">Accept</a> <a href="#">Reject</a>
2025-09-24	Rudi	High	Change display of few menu in the system. Wages Rate become Production Cost, Bill of...	User Acceptance	<a href="#">View</a>
2025-09-24	Rudi	High	Splitting master data between Standard Cost, Actual Cost, and Bill of Material.	User Acceptance	<a href="#">View</a>
2025-08-14	Setyaningsih	Low	Create a cash in/out system in Excel (Please also make a sheet with history report to rec...	Finish	<a href="#">View</a>
2025-08-14	Ayu	Medium	Create digitalization of Entertainment Form in Personal site.	User Acceptance	<a href="#">View</a>
2025-08-07	Tuti	High	Create new menu for Calculating Difference between Standard vs Actual Cost.	Finish	<a href="#">View</a>
2025-08-06	Tuti	High	Creating new menu for Actual Cost.	Finish	<a href="#">View</a>
2025-07-29	Tuti	High	Modify dialog after updating master data.	Finish	<a href="#">View</a>

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**Create Request**  
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**Form Request for Service**

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[See Data](#)

**Request for Service**

**Request Data**  
Display all request, create request, and approving request.

**List of Request**

Request Date	Name	Priority	Req. Description	Status	Action
2025-10-06	Fadel	Urgent	TEST	Accepted	<a href="#">View</a> <a href="#">Execute</a>
2025-10-06	Fadel	High	TEST	Rejected	<a href="#">View</a>
2025-10-06	Fadel	Medium	TEST	Wait for Review	<a href="#">View</a> <a href="#">Accept</a> <a href="#">Reject</a>
2025-09-24	Rudi	High	Change display of few menu in the system. Wages Rate become Production Cost, Bill of...	User Acceptance	<a href="#">View</a>
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2025-08-06	Tuti	High	Creating new menu for Actual Cost.	Finish	<a href="#">View</a>
2025-07-29	Tuti	High	Modify dialog after updating master data.	Finish	<a href="#">View</a>

« ‹ 1 2 3 › »

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**Request for Service**  
Fill this form below to request a service

[See Data](#)

**Akan ada notifikasi muncul jika perintah terima request atau tolak request telah dieksekusi.**

*A notification will appear when the accept or reject request action has been executed.*

*リクエストの承認または拒否操作が実行されると、通知が表示されます。*



## Request Data

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## List of Request

Request Date ↑↓	Name ↑↓	Priority ↑↓	Req. Description ↑↓	Status ↑↓	Action
yy-mm-dd	Search name	Select priority	Search desc	Select status	
2025-10-06	Fadel	Urgent	TEST	User Acceptance	View  Finish  Revision
2025-10-06	Fadel	High	TEST	Rejected	View
2025-10-06	Fadel	Medium	TEST	Wait for Review	View  Accept  Reject
2025-09-24	Rudi	High	Change display of few menu in the system. Wages Rate become Production Cost, Bill of...	User Acceptance	View
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2025-08-07	Tuti	High	Create new menu for Calculating Difference between Standard vs Actual Cost.	Finish	View
2025-08-06	Tuti	High	Creating new menu for Actual Cost.	Finish	View
2025-07-29	Tuti	High	Modify dialog after updating master data.	Finish	View

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## Create Request

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See Data

## Form Request for Service

## Request for Service

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Ketika request telah dikerjakan, maka user yang membuat request bisa melakukan evaluasi hasil requestnya. Jika perlu revisi bisa menekan tombol revisi dan masukkan detail revisinya, sedangkan jika sudah selesai bisa menekan tombol finish dan jelaskan dampak dari requestnya.

When the request has been completed, the user who created the request can evaluate the result. If a revision is needed, click the Revision button and enter the revision details. If the request is finished, click the Finish button and describe the impact of the request.

リクエストが完了すると、リクエストを作成したユーザーは結果を評価できます。  
修正が必要な場合は、Revision ボタンをクリックして修正内容を入力してください。  
完了した場合は、Finish ボタンをクリックし、リクエストの影響を説明してください。

**Isi impact/dampak dari request tersebut saat request tersebut memang dirasa sudah selesai, jika belum isi Ketika request telah dikerjakan, maka user yang membuat request bisa melakukan evaluasi hasil requestnya. Jika perlu revisi bisa menekan tombol revisi dan masukkan detail revisinya, sedangkan jika sudah selesai bisa menekan tombol finish dan jelaskan dampak dari requestnya.**

*Fill in the impact of the request when you feel the request has been completed. If it is not yet finished, when the request has been processed, the user who created the request can evaluate the result. If a revision is needed, click the Revision button and enter the revision details. If it is already completed, click the Finish button and describe the impact of the request.*

**リクエストが完了したと感じたら、その\*\*影響（インパクト）\*\*を入力してください。まだ完了していない場合は、リクエストが処理された後、リクエストを作成したユーザーが結果を評価できます。修正が必要な場合は、Revision ボタンをクリックして修正内容を入力してください。完了した場合は、Finish ボタンをクリックし、リクエストの影響を説明してください。**

## Ada 7 jenis status dengan arti:

There are 7 types of status with the following meanings:

ステータスは7種類あり、それぞれ次の意味があります：

Wait for Review

**Wait for Review : Request butuh review atasan.**

*Wait for Review: The request needs a supervisor's review.*

**Wait for Review: リクエストは上司の確認が必要です。**

Accepted

**Accepted : Baru di setujui oleh atasan.**

*Accepted: Just approved by the superior.*

**Accepted: 上司によって承認されたばかりです。**

Rejected

**Rejected : Ditolak oleh admin.**

*Rejected: Rejected by the superior.*

**Rejected: 上司によって却下されました。**

In Progress

**In Progress : Sedang dikerjakan oleh admin.**

*In Progress: Currently being processed by the admin.*

**In Progress (作業中) : 現在、管理者が対応中です。**

User Acceptance

**User Acceptance : Request butuh penilaian user.**

*User Acceptance: The request needs the user's evaluation.*

**User Acceptance: リクエストはユーザーの評価が必要です。**

Revision

**Revision : Request terdapat revisi namun belum dikerjakan.**

*Revision: The request has a revision but has not been processed yet.*

**Revision: リクエストに修正がありますが、まだ処理されていません。**

Finish

**Finish : Sudah selesai dikerjakan.**

*Finish: The task has been completed.*

**Finish (完了) : 作業が完了しました。**

A faint, light gray pencil sketch of a landscape occupies the background. It depicts a dense forest of tall, thin trees on the left, with a path or clearing leading towards a more open area on the right. The style is loose and artistic.

# Finish