



Guidebook Request for Service

Presented By :
Fadel



Finance & Accounting

Internal System

Menu

Dashboard



② Request for Service

\$ Process Cost



🔧 Bill of Material



S Setyaningsih



Dashboard

Feature :

Request Data	Display all request create request and supporting request.
RF001	RF001
RF002	RF002
RF003	RF003
RF004	RF004
RF005	RF005
RF006	RF006
RF007	RF007
RF008	RF008
RF009	RF009
RF010	RF010
RF011	RF011
RF012	RF012
RF013	RF013
RF014	RF014
RF015	RF015
RF016	RF016
RF017	RF017
RF018	RF018
RF019	RF019
RF020	RF020
RF021	RF021
RF022	RF022
RF023	RF023
RF024	RF024
RF025	RF025
RF026	RF026
RF027	RF027
RF028	RF028
RF029	RF029
RF030	RF030
RF031	RF031
RF032	RF032
RF033	RF033
RF034	RF034
RF035	RF035
RF036	RF036
RF037	RF037
RF038	RF038
RF039	RF039
RF040	RF040
RF041	RF041
RF042	RF042
RF043	RF043
RF044	RF044
RF045	RF045
RF046	RF046
RF047	RF047
RF048	RF048
RF049	RF049
RF050	RF050
RF051	RF051
RF052	RF052
RF053	RF053
RF054	RF054
RF055	RF055
RF056	RF056
RF057	RF057
RF058	RF058
RF059	RF059
RF060	RF060
RF061	RF061
RF062	RF062
RF063	RF063
RF064	RF064
RF065	RF065
RF066	RF066
RF067	RF067
RF068	RF068
RF069	RF069
RF070	RF070
RF071	RF071
RF072	RF072
RF073	RF073
RF074	RF074
RF075	RF075
RF076	RF076
RF077	RF077
RF078	RF078
RF079	RF079
RF080	RF080
RF081	RF081
RF082	RF082
RF083	RF083
RF084	RF084
RF085	RF085
RF086	RF086
RF087	RF087
RF088	RF088
RF089	RF089
RF090	RF090
RF091	RF091
RF092	RF092
RF093	RF093
RF094	RF094
RF095	RF095
RF096	RF096
RF097	RF097
RF098	RF098
RF099	RF099
RF100	RF100
RF101	RF101
RF102	RF102
RF103	RF103
RF104	RF104
RF105	RF105
RF106	RF106
RF107	RF107
RF108	RF108
RF109	RF109
RF110	RF110
RF111	RF111
RF112	RF112
RF113	RF113
RF114	RF114
RF115	RF115
RF116	RF116
RF117	RF117
RF118	RF118
RF119	RF119
RF120	RF120
RF121	RF121
RF122	RF122
RF123	RF123
RF124	RF124
RF125	RF125
RF126	RF126
RF127	RF127
RF128	RF128
RF129	RF129
RF130	RF130
RF131	RF131
RF132	RF132
RF133	RF133
RF134	RF134
RF135	RF135
RF136	RF136
RF137	RF137
RF138	RF138
RF139	RF139
RF140	RF140
RF141	RF141
RF142	RF142
RF143	RF143
RF144	RF144
RF145	RF145
RF146	RF146
RF147	RF147
RF148	RF148
RF149	RF149
RF150	RF150
RF151	RF151
RF152	RF152
RF153	RF153
RF154	RF154
RF155	RF155
RF156	RF156
RF157	RF157
RF158	RF158
RF159	RF159
RF160	RF160
RF161	RF161
RF162	RF162
RF163	RF163
RF164	RF164
RF165	RF165
RF166	RF166
RF167	RF167
RF168	RF168
RF169	RF169
RF170	RF170
RF171	RF171
RF172	RF172
RF173	RF173
RF174	RF174
RF175	RF175
RF176	RF176
RF177	RF177
RF178	RF178
RF179	RF179
RF180	RF180
RF181	RF181
RF182	RF182
RF183	RF183
RF184	RF184
RF185	RF185
RF186	RF186
RF187	RF187
RF188	RF188
RF189	RF189
RF190	RF190
RF191	RF191
RF192	RF192
RF193	RF193
RF194	RF194
RF195	RF195
RF196	RF196
RF197	RF197
RF198	RF198
RF199	RF199
RF200	RF200
RF201	RF201
RF202	RF202
RF203	RF203
RF204	RF204
RF205	RF205
RF206	RF206
RF207	RF207
RF208	RF208
RF209	RF209
RF210	RF210
RF211	RF211
RF212	RF212
RF213	RF213
RF214	RF214
RF215	RF215
RF216	RF216
RF217	RF217
RF218	RF218
RF219	RF219
RF220	RF220
RF221	RF221
RF222	RF222
RF223	RF223
RF224	RF224
RF225	RF225
RF226	RF226
RF227	RF227
RF228	RF228
RF229	RF229
RF230	RF230
RF231	RF231
RF232	RF232
RF233	RF233
RF234	RF234
RF235	RF235
RF236	RF236
RF237	RF237
RF238	RF238
RF239	RF239
RF240	RF240
RF241	RF241
RF242	RF242
RF243	RF243
RF244	RF244
RF245	RF245
RF246	RF246
RF247	RF247
RF248	RF248
RF249	RF249
RF250	RF250
RF251	RF251
RF252	RF252
RF253	RF253
RF254	RF254
RF255	RF255
RF256	RF256
RF257	RF257
RF258	RF258
RF259	RF259
RF260	RF260
RF261	RF261
RF262	RF262
RF263	RF263
RF264	RF264
RF265	RF265
RF266	RF266
RF267	RF267
RF268	RF268
RF269	RF269
RF270	RF270
RF271	RF271
RF272	RF272
RF273	RF273
RF274	RF274
RF275	RF275
RF276	RF276
RF277	RF277
RF278	RF278
RF279	RF279
RF280	RF280
RF281	RF281
RF282	RF282
RF283	RF283
RF284	RF284
RF285	RF285
RF286	RF286
RF287	RF287
RF288	RF288
RF289	RF289
RF290	RF290
RF291	RF291
RF292	RF292
RF293	RF293
RF294	RF294
RF295	RF295
RF296	RF296
RF297	RF297
RF298	RF298
RF299	RF299
RF300	RF300
RF301	RF301
RF302	RF302
RF303	RF303
RF304	RF304
RF305	RF305
RF306	RF306
RF307	RF307
RF308	RF308
RF309	RF309
RF310	RF310
RF311	RF311
RF312	RF312
RF313	RF313
RF314	RF314
RF315	RF315
RF316	RF316
RF317	RF317
RF318	



Finance & Accounting

Internal System

Menu

Dashboard

Request for Service

Process Cost

Bill of Material

S Setyaningsih

Request for Service

Request Data

Display all request, create request, and approving request.



+ Create

Name ↑↓	Priority ↑↓	Request Date ↓↑	Req. Description ↑↓	Status ↑↓	Attachment
Search name	Select priority	yy-mm-dd	Search desc	Select status	
Setyaningsih	High	2025-06-03	Develop an internal Request o...	In Progress	No Attachment
Rudi	Urgent	2025-05-12	Develop an application to expl...	Finish	No Attachment
Ayu	Medium	2025-02-10	Macro to report withholding t...	Finish	No Attachment
Ayu	Low	2025-02-10	Macro to fetch exchange rates...	Finish	No Attachment
Rudi	High	2025-01-06	Develop an application to calc...	Finish	No Attachment
Rudi	High	2024-12-09	Macro to generate Bill of Mate...	Finish	No Attachment
Rudi	Medium	2024-12-03	Macro to input tax data into E...	Finish	No Attachment
Rudi	High	2024-12-03	Macro to automatically genera...	Finish	No Attachment

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
- Process Cost
- Bill of Material

S Setyaningsih

Request for Service

Fill this form below to request a service

Name :
Setyaningsih

NPK :
140207

Priority :
Urgent

Submit Date :
07/17/2025

Requirement Details :
Example

Attachment :
 0766_001-halaman-31.pdf
Supported formats: PDF, DOC, DOCX, JPG, PNG, XLSX, XLS (Max: 10MB)

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。



Finance & Accounting

Internal System

Menu

Dashboard

Request for Service

Process Cost

Master Data

Report

Bill of Material

S Setyaningsih

Request for Service

Success

Request submitted successfully.

+ Create

Request Data

Display all request, create request, and approving request.

Name ↑↓	Priority ↑↓	Request Date ↓↑	Req. Description ↑↓	Status ↑↓	Attachment
<input type="text" value="Search name"/>	<input type="button" value="Select priority"/>	<input type="text" value="yy-mm-dd"/> <input type="button" value=""/>	<input type="text" value="Search desc"/>	<input type="button" value="Select status"/>	
Setyaningsih	Urgent	2025-07-17	Example	Wait for Review	<input type="button" value="View"/>
Setyaningsih	High	2025-06-03	Develop an internal Request o...	In Progress	No Attachment
Rudi	Urgent	2025-05-12	Develop an application to expl...	Finish	No Attachment
Ayu	Medium	2025-02-10	Macro to report withholding t...	Finish	No Attachment
Ayu	Low	2025-02-10	Macro to fetch exchange rates...	Finish	No Attachment
Rudi	High	2025-01-06	Develop an application to calc...	Finish	No Attachment
Rudi	High	2024-12-09	Macro to generate Bill of Mate...	Finish	No Attachment
Rudi	Medium	2024-12-03	Macro to input tax data into E...	Finish	No Attachment
Rudi	High	2024-12-03	Macro to automatically genera...	Finish	No Attachment

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）。



Finance & Accounting

Internal System

Menu

Dashboard

Request for Service

Process Cost

Master Data

Report

Bill of Material

S Setyaningsih

Request for Service

Request Data

Display all request, create request, and approving request.

+ Create

Name ↑↓	Priority ↑↓	Request Date ↓↑	Req. Description ↑↓	Status ↑↓	Attachment
<input type="text" value="Search name"/>	<input type="button" value="Select priority"/>	<input type="text" value="yy-mm-dd"/>	<input type="text" value="Search desc"/>	<input type="button" value="Select status"/>	
Setyaningsih	Urgent	2025-07-17	Example	Accepted	
Setyaningsih	High	2025-06-03	Develop an internal Request o...	In Progress	No Attachment
Rudi	Urgent	2025-05-12	Develop an application to expl...	Finish	No Attachment
Ayu	Medium	2025-02-10	Macro to report withholding t...	Finish	No Attachment
Ayu	Low	2025-02-10	Macro to fetch exchange rates...	Finish	No Attachment
Rudi	High	2025-01-06	Develop an application to calc...	Finish	No Attachment
Rudi	High	2024-12-09	Macro to generate Bill of Mate...	Finish	No Attachment
Rudi	Medium	2024-12-03	Macro to input tax data into E...	Finish	No Attachment
Rudi	High	2024-12-03	Macro to automatically genera...	Finish	No Attachment

Jika permintaan sudah diterima oleh admin, maka status akan berubah dari accepted (panah merah).

When the request is accepted by the admin, the status will change to Accepted (red arrow).

リクエストが管理者に承認されると、ステータスが「承認済み（Accepted）」に変わります（赤い矢印）。

Ada 4 jenis status dengan arti:

There are 4 types of status with the following meanings:

ステータスは4種類あり、それぞれ次の意味があります：

Accepted

Accepted : Baru di setujui oleh admin.

Accepted: Just approved by the admin.

Accepted (承認) : 管理者によって承認されたばかりです。

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。

Finish

Finish : Sudah selesai dikerjakan.

Finish: The task has been completed.

Finish (完了) : 作業が完了しました。

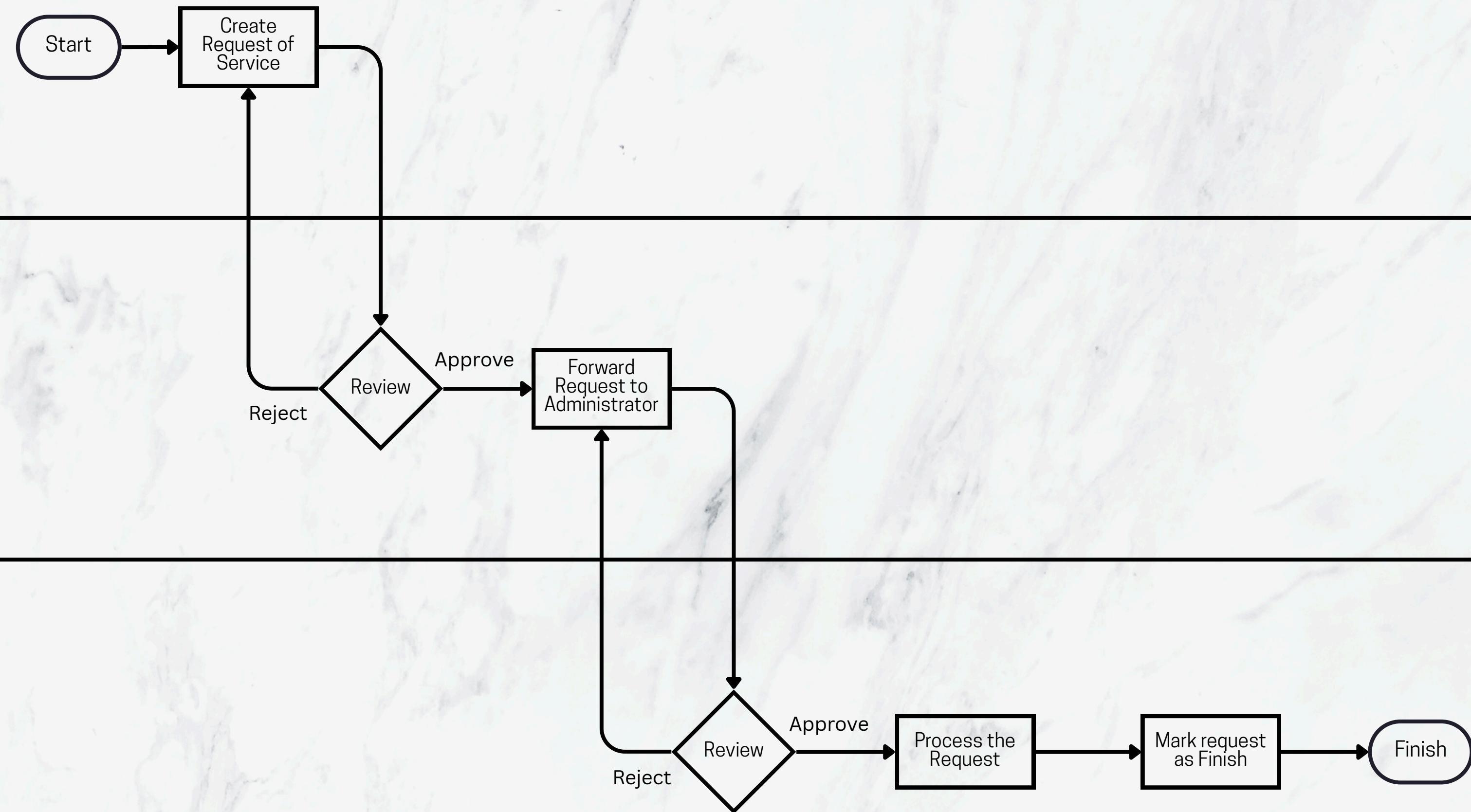
Rejected

Rejected : Ditolak oleh admin.

Rejected: Rejected by the admin.

Rejected (却下) : 管理者に却下されました。

User
Superior
Admin



A faint, light gray pencil sketch of a landscape occupies the background. It depicts a dense forest of tall trees with detailed foliage, a winding path or riverbed cutting through the center, and a distant, hazy horizon under a clear sky.

Finish