



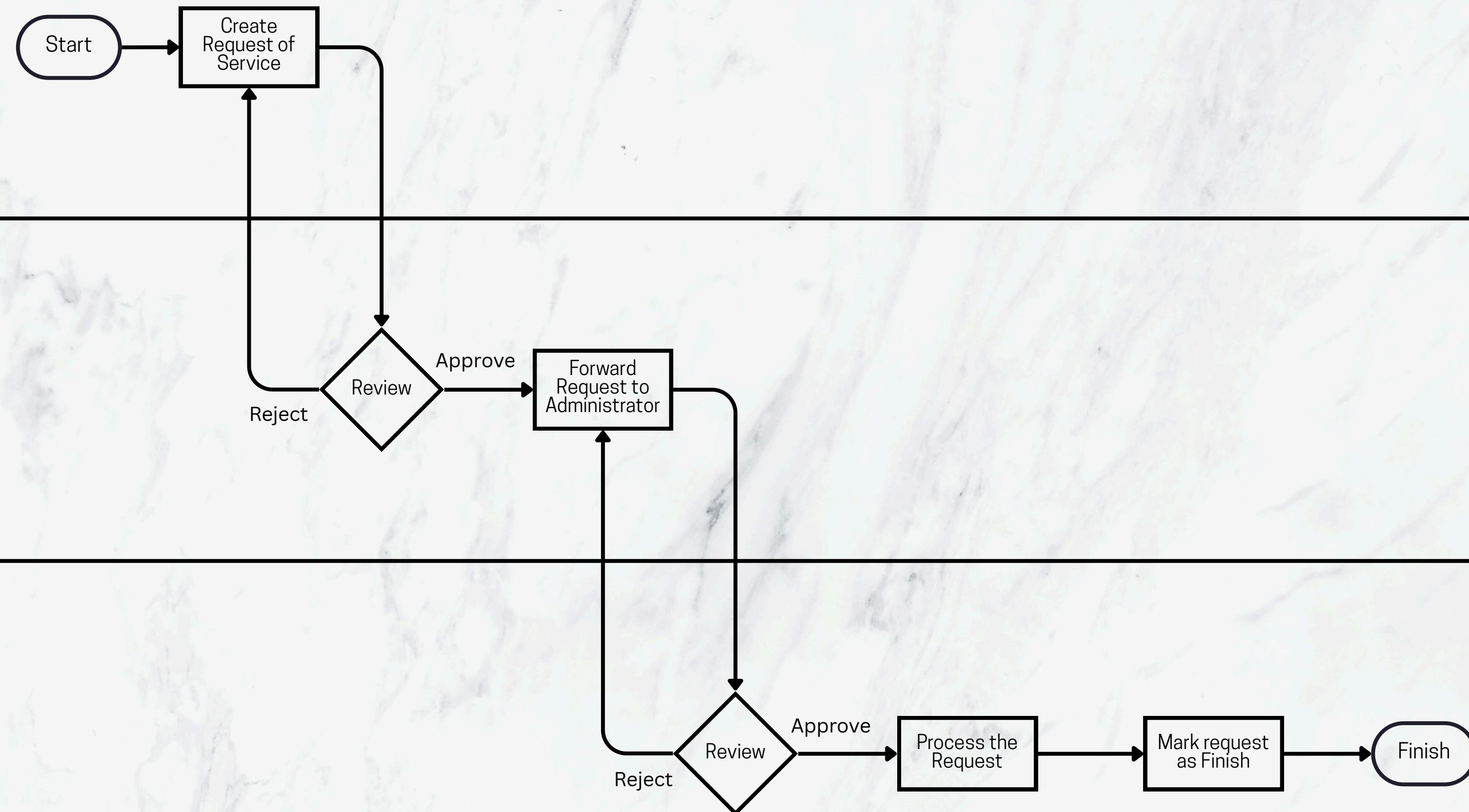
# Guidebook Request for Service

Presented By :  
**Fadel**



# Flow

User  
Superior  
Admin





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
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RF318	



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## 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。



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## 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。



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## 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	<span>Urgent</span>	2025-07-17	Example	<span>Wait for Review</span>	<input type="button" value="View"/>
Setyaningsih	<span>High</span>	2025-06-03	Develop an internal Request o...	<span>In Progress</span>	No Attachment
Rudi	<span>Urgent</span>	2025-05-12	Develop an application to expl...	<span>Finish</span>	No Attachment
Ayu	<span>Medium</span>	2025-02-10	Macro to report withholding t...	<span>Finish</span>	No Attachment
Ayu	<span>Low</span>	2025-02-10	Macro to fetch exchange rates...	<span>Finish</span>	No Attachment
Rudi	<span>High</span>	2025-01-06	Develop an application to calc...	<span>Finish</span>	No Attachment
Rudi	<span>High</span>	2024-12-09	Macro to generate Bill of Mate...	<span>Finish</span>	No Attachment
Rudi	<span>Medium</span>	2024-12-03	Macro to input tax data into E...	<span>Finish</span>	No Attachment
Rudi	<span>High</span>	2024-12-03	Macro to automatically genera...	<span>Finish</span>	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）。



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## Request for Service

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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	<span>Urgent</span>	2025-07-17	Example	<span>Accepted</span>	<input type="button" value="View"/>
Setyaningsih	<span>High</span>	2025-06-03	Develop an internal Request o...	<span>In Progress</span>	No Attachment
Rudi	<span>Urgent</span>	2025-05-12	Develop an application to expl...	<span>Finish</span>	No Attachment
Ayu	<span>Medium</span>	2025-02-10	Macro to report withholding t...	<span>Finish</span>	No Attachment
Ayu	<span>Low</span>	2025-02-10	Macro to fetch exchange rates...	<span>Finish</span>	No Attachment
Rudi	<span>High</span>	2025-01-06	Develop an application to calc...	<span>Finish</span>	No Attachment
Rudi	<span>High</span>	2024-12-09	Macro to generate Bill of Mate...	<span>Finish</span>	No Attachment
Rudi	<span>Medium</span>	2024-12-03	Macro to input tax data into E...	<span>Finish</span>	No Attachment
Rudi	<span>High</span>	2024-12-03	Macro to automatically genera...	<span>Finish</span>	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。

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