



User Guide

Portal Legal

V 1.0

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Penomoran Kontrak

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Reviewer	Title	Signature	Date

Document History

Version	Issue Date	Description	Initiator

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1 Pendahuluan

1.1 Tujuan Pembuatan Dokumen

Pembuatan dokumen ini bertujuan untuk memberikan pedoman, agar user dapat mendapatkan pemahaman dan gambaran dalam penggunaan setiap fitur pada Portal Legal sebelum digunakan secara live. Sehingga, diharapkan saat user menggunakan setiap fitur tersebut tidak terjadi suatu ketidakpahaman atau masalah seperti **Human Error**.

1.2 Deskripsi Umum Sistem

1.2.1 Deskripsi Umum Aplikasi

Portal Legal adalah aplikasi yang berfungsi untuk memudahkan user (Team Legal) dalam membuat Penomoran Kontrak dan Penomoran Register Final Kontrak, serta Approver (Sales, Maintenance, Engineering & Finance) dengan posisi Manager, Director dan Senior Director dalam memberikan Approval pada Penomoran Kontrak yang diassign.

1.2.2 Deskripsi Umum Kebutuhan Aplikasi

Portal Legal adalah aplikasi yang berfungsi untuk memudahkan user (Team Legal) dalam membuat Penomoran Kontrak dan Penomoran Register Final Kontrak, serta Approver (**Sales, Maintenance, Engineering & Finance**) dengan posisi Manager, Director dan Senior Director dalam memberikan Approval pada Penomoran Kontrak yang diassign. Dalam menentukan approver yang akan diassign ini, akan ditentukan oleh user (Team Legal) dalam tahapan pembuatan Penomoran Kontrak yang mana data Approver tersebut berasal dari table employee di database hrd. Kemudian, user (Team Legal) untuk dapat mencapai tahapan Penomoran Final Kontrak,

perlu mendapatkan approval untuk penomoran kontraknya dari Approver yang di assign sebelumnya.

2 Perangkat yang dibutuhkan

2.1 Perangkat Lunak

Untuk dapat mengakses menu pada Portal Legal diperlukan Web Browser (Chrome/Edge).

2.2 Perangkat Keras

Untuk menjalankan/memakai menu pada Portal Legal, diperlukan perangkat keras berupa Laptop & Router.

2.3 Pengguna Aplikasi

User yang memiliki akses/dapat menggunakan menu pada Portal Legal ini hanya user dari team Legal dan user yang diassign sebagai approver dari team Sales, Maintenance, Engineering & Finance.

3 Menu dan Cara Penggunaan

3.1 Struktur Menu

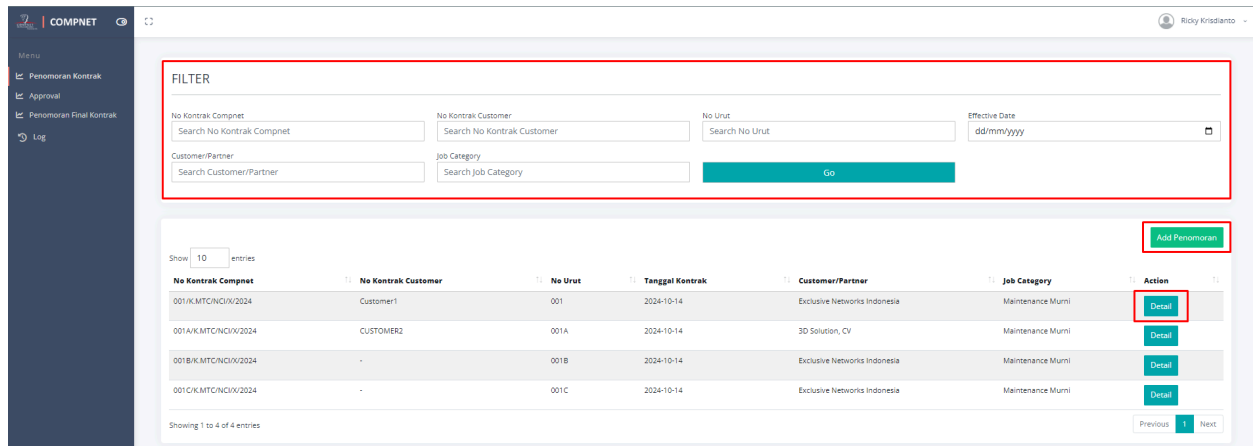
1. Penomoran Kontrak

Pada menu Penomoran Kontrak, terdapat beberapa fitur seperti;

- Filter, berfungsi untuk melakukan filter data pada datatable sesuai input yang dimasukan user pada input field.

- Add Penomoran, berfungsi untuk menambahkan penomoran kontrak.
- Detail, berfungsi untuk melihat detail dari suatu penomoran kontrak dan juga mengedit isi dari penomoran kontrak selama status penomoran kontrak masih belum diapprove.

Untuk gambaran lebih jelasnya dapat dilihat pada gambar dibawah ini.



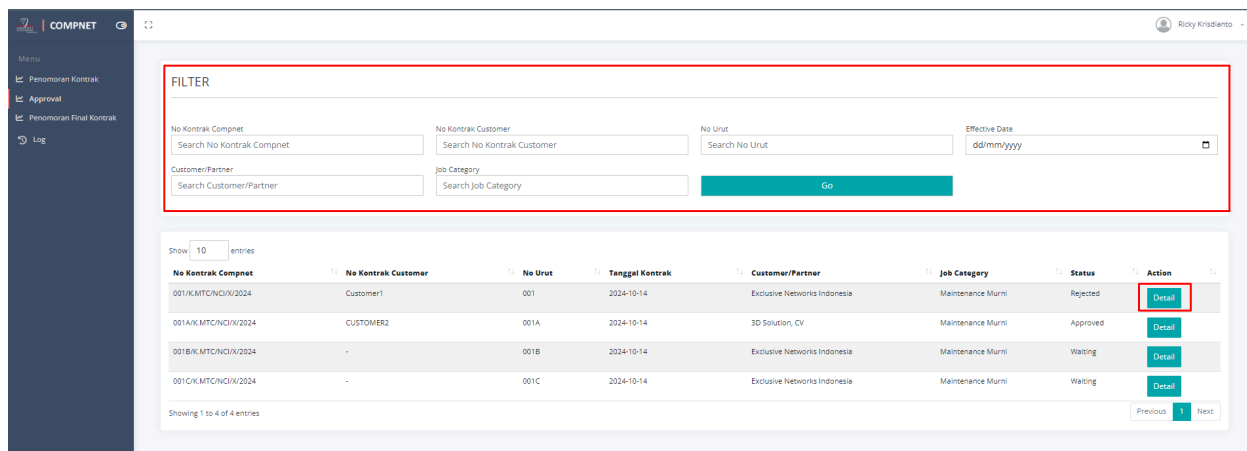
Gambar 1. Menu Penomoran Kontrak

2. Approval

Pada menu Approval, terdapat beberapa fitur seperti;

- Filter, berfungsi untuk melakukan filter data pada datatable sesuai input yang dimasukan user pada input field.
- Detail, berfungsi untuk melihat detail dari suatu penomoran kontrak dan memberikan approval ataupun rejection pada penomoran kontrak.

Untuk gambaran lebih jelasnya dapat dilihat pada gambar dibawah ini.



FILTER

No Kontrak Compnet: Search No Kontrak Compnet

No Kontrak Customer: Search No Kontrak Customer

No Urut: Search No Urut

Effective Date: dd/mm/yyyy

Customer/Partner: Search Customer/Partner

Job Category: Search Job Category

Go

Show 10 entries

No Kontrak Compnet	No Kontrak Customer	No Urut	Tanggal Kontrak	Customer/Partner	Job Category	Status	Action
001/K.MTC/NCI/X/2024	Customer1	001	2024-10-14	Exclusive Networks Indonesia	Maintenance Murni	Rejected	Detail
001A/K.MTC/NCI/X/2024	CUSTOMER2	001A	2024-10-14	3D Solution, CV	Maintenance Murni	Approved	Detail
001B/K.MTC/NCI/X/2024	-	001B	2024-10-14	Exclusive Networks Indonesia	Maintenance Murni	Waiting	Detail
001C/K.MTC/NCI/X/2024	-	001C	2024-10-14	Exclusive Networks Indonesia	Maintenance Murni	Waiting	Detail

Showing 1 to 4 of 4 entries

Previous 1 Next

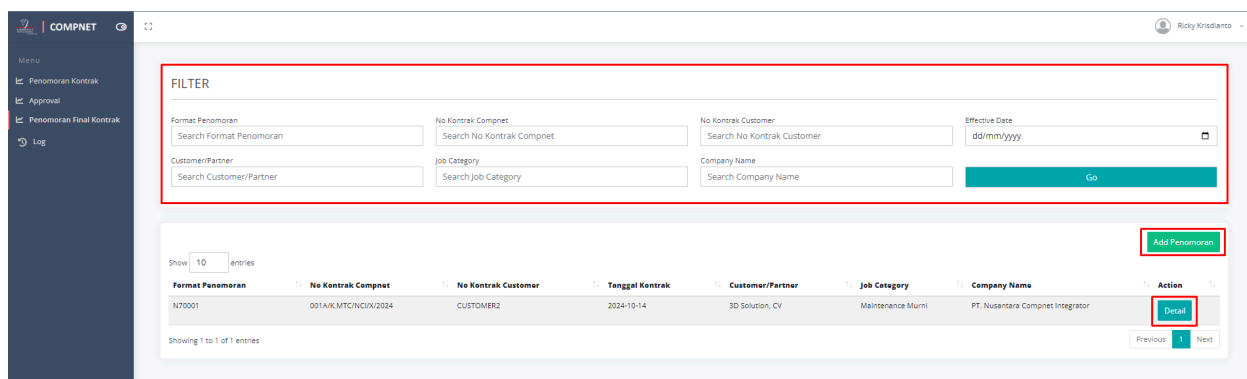
Gambar 2. Menu Approval

3. Penomoran Register Final Kontrak

Pada menu Penomoran Register Final Kontrak, terdapat beberapa fitur seperti;

- Filter, berfungsi untuk melakukan filter data pada datatable sesuai input yang dimasukan user pada input field.
- Add Penomoran, berfungsi untuk menambahkan penomoran register final kontrak.
- Detail, berfungsi untuk melihat detail data dari suatu penomoran kontrak dan mengupload file penomoran register final kontrak.

Untuk gambaran lebih jelasnya dapat dilihat pada gambar dibawah ini.



FILTER

Format Penomoran: Search Format Penomoran

No Kontrak Compnet: Search No Kontrak Compnet

No Kontrak Customer: Search No Kontrak Customer

Effective Date: dd/mm/yyyy

Customer/Partner: Search Customer/Partner

Job Category: Search Job Category

Company Name: Search Company Name

Go

Show 10 entries

Format Penomoran	No Kontrak Compnet	No Kontrak Customer	Tanggal Kontrak	Customer/Partner	Job Category	Company Name	Action
N70001	001A/K.MTC/NCI/X/2024	CUSTOMER2	2024-10-14	3D Solution, CV	Maintenance Murni	PT. Nusantara Compnet Integrator	Detail

Showing 1 to 1 of 1 entries

Previous 1 Next

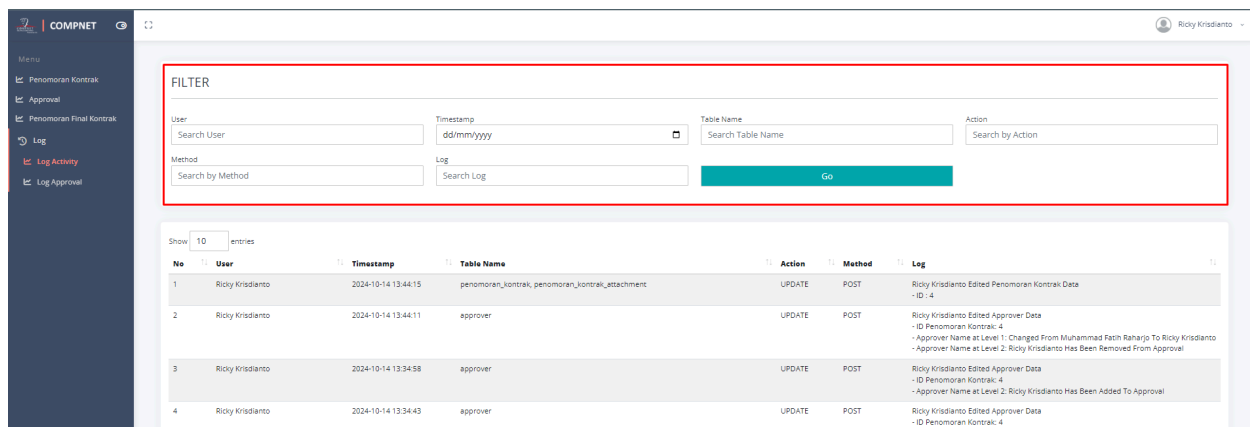
Add Penomoran

Gambar 3. Menu Penomoran Register Final Kontrak

4. Log Activity

Pada menu Log Activity, terdapat beberapa fitur seperti;

- Filter, berfungsi untuk melakukan filter data pada datatable sesuai input yang dimasukan user pada input field.

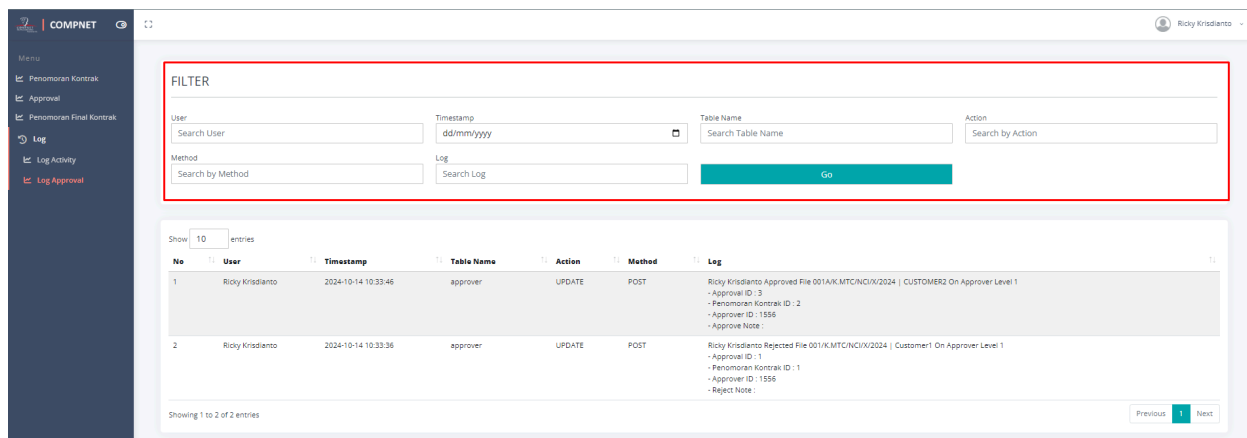


Gambar 4. Menu Log Activity

5. Log Approval

Pada menu Log Approval, terdapat beberapa fitur seperti;

- Filter, berfungsi untuk melakukan filter data pada datatable sesuai input yang dimasukan user pada input field.



FILTER

User: Search User Timestamp: dd/mm/yyyy Table Name: Search Table Name Action: Search by Action

Method: Search by Method Log: Search Log

No	User	Timestamp	Table Name	Action	Method	Log
1	Ricky Krisdianto	2024-10-14 10:33:46	approver	UPDATE	POST	Ricky Krisdianto Approved File 001/AJK.MTC/NCIX/2024 CUSTOMER2 On Approver Level 1 - Approval ID : 3 - Penomoran Kontrak ID : 2 - Approver ID : 1556 - Approve Note :
2	Ricky Krisdianto	2024-10-14 10:33:36	approver	UPDATE	POST	Ricky Krisdianto Rejected File 001/AJK.MTC/NCIX/2024 Customer1 On Approver Level 1 - Approval ID : 1 - Penomoran Kontrak ID : 1 - Approver ID : 1556 - Reject Note :

Showing 1 to 2 of 2 entries

Gambar 5. Menu Log Approval

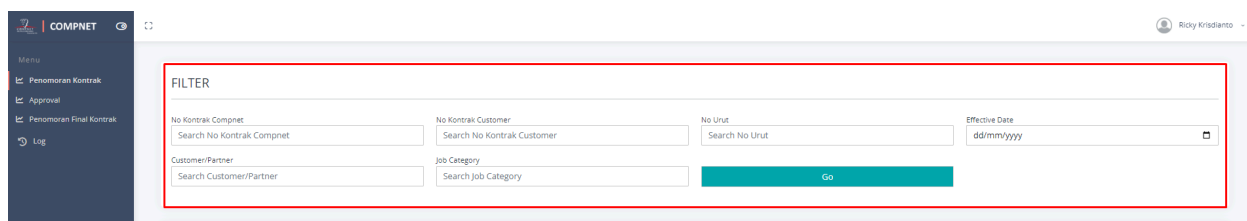
3.2 Penggunaan

3.2.1 Penomoran Kontrak

- Filter

Cara Menggunakan:

1. Pada menu Penomoran Kontrak, user perlu mengisi filter sesuai keinginan.



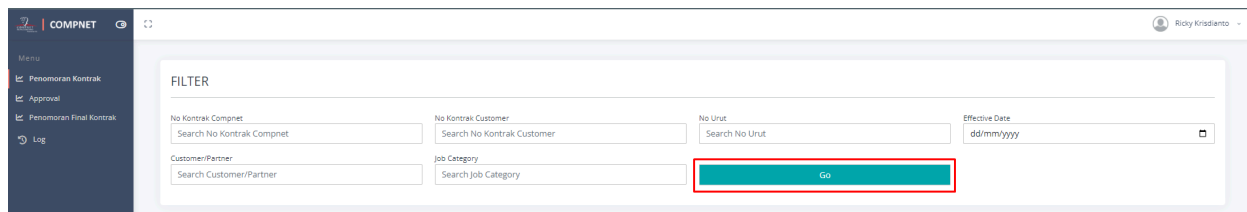
FILTER

No Kontrak Compnet: Search No Kontrak Compnet No Kontrak Customer: Search No Kontrak Customer No Unit: Search No Unit Effective Date: dd/mm/yyyy

Customer/Partner: Search Customer/Partner Job Category: Search Job Category

Gambar 6. Menu Penomoran Kontrak

2. Setelah user mengisi filter, user tinggal menekan button **Go**.



FILTER

No Kontrak Compnet: Search No Kontrak Compnet No Kontrak Customer: Search No Kontrak Customer No Unit: Search No Unit Effective Date: dd/mm/yyyy

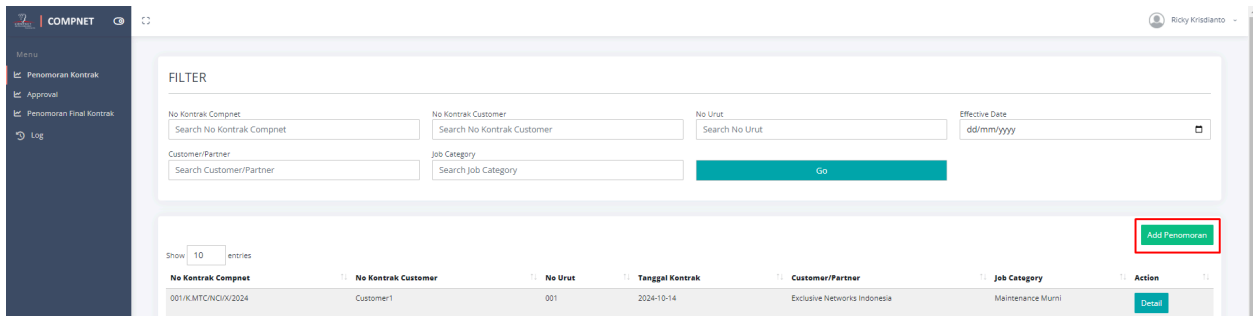
Customer/Partner: Search Customer/Partner Job Category: Search Job Category

Gambar 7. Menu Penomoran Kontrak

- Add Penomoran

Cara Menggunakan:

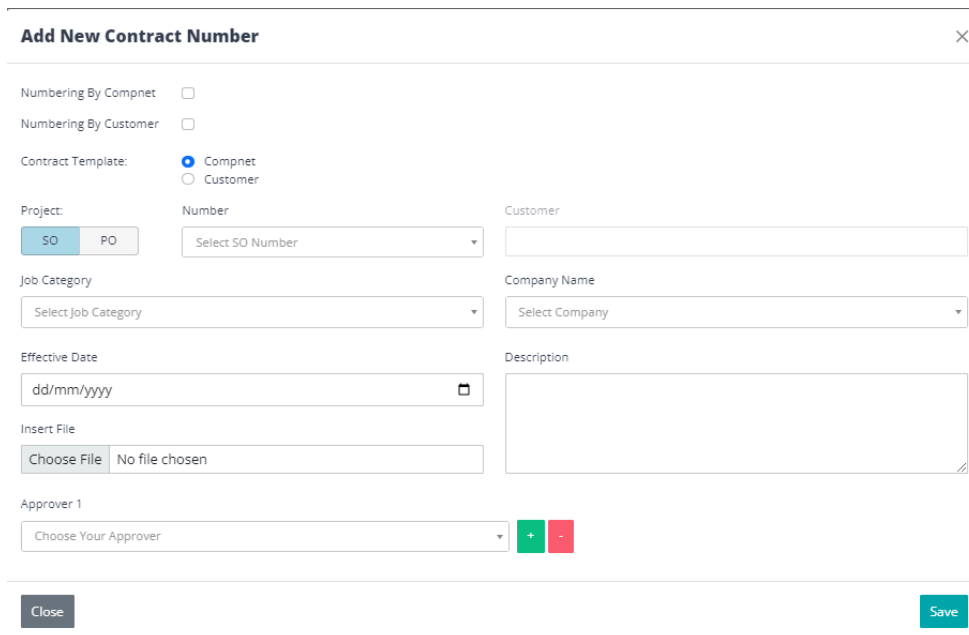
1. Pada menu Penomoran Kontrak, user perlu menekan button **Add Penomoran**.



The screenshot shows the COMPNET portal interface. On the left is a dark sidebar with a menu containing 'Penomoran Kontrak', 'Approval', 'Penomoran Final Kontrak', and 'Log'. The main area has a 'FILTER' section with search fields for 'No Kontrak Compnet', 'No Kontrak Customer', 'No Unit', 'Effective Date', 'Customer/Partner', and 'Job Category'. Below the filters is a table with columns: 'No Kontrak Compnet', 'No Kontrak Customer', 'No Unit', 'Tanggal Kontrak', 'Customer/Partner', 'Job Category', and 'Action'. A table row is visible with data: '001/KMTCN/CIX/2024', 'Customer1', '001', '2024-10-14', 'Exclusive Networks Indonesia', 'Maintenance Murni', and an 'Action' column with a 'Detail' button. In the top right corner of the main area, there is a green button labeled 'Add Penomoran' which is highlighted with a red rectangular box.

Gambar 8. Menu Penomoran Kontrak

2. Kemudian akan muncul pop-up Modal Add Penomoran yang perlu diisi oleh user.



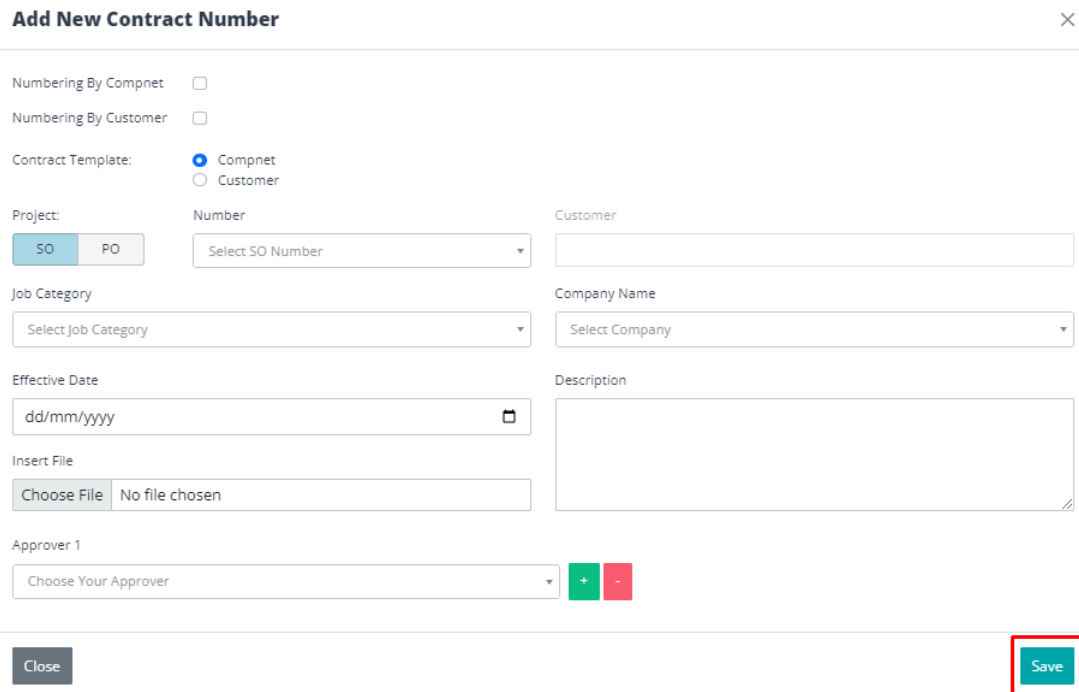
The screenshot shows a modal window titled 'Add New Contract Number' with a close button (X) in the top right corner. The form contains the following fields and controls:

- Numbering By Compnet**: ☐
- Numbering By Customer**: ☐
- Contract Template**: Radio buttons for **Compnet** (selected) and **Customer**.
- Project**: Two buttons, 'SO' (selected) and 'PO'.
- Number**: A dropdown menu with the text 'Select SO Number'.
- Customer**: A text input field.
- Job Category**: A dropdown menu with the text 'Select Job Category'.
- Company Name**: A dropdown menu with the text 'Select Company'.
- Effective Date**: A date input field with the placeholder 'dd/mm/yyyy' and a calendar icon.
- Description**: A large text area.
- Insert File**: A 'Choose File' button and the text 'No file chosen'.
- Approver 1**: A dropdown menu with the text 'Choose Your Approver' and two buttons, a green '+' and a red '-'.

At the bottom of the modal, there are two buttons: 'Close' on the left and 'Save' on the right.

Gambar 9. Modal Add Penomoran

- Selanjutnya, setelah user selesai mengisi data pada modal, user perlu menekan button **Save** untuk menyimpan sekaligus menambahkan/add data baru.



Add New Contract Number [X]

Numbering By Compnet ☐

Numbering By Customer ☐

Contract Template: ☒ Compnet ☐ Customer

Project: SO PO Number: Select SO Number Customer:

Job Category: Select Job Category Company Name: Select Company

Effective Date: dd/mm/yyyy Description:

Insert File: Choose File No file chosen

Approver 1: Choose Your Approver + -

Close Save

Gambar 10. Modal Add Penomoran

- Detail Penomoran

Cara Menggunakan:

- Pada menu Penomoran Kontrak, user perlu menekan button **Detail**.

COMPNET

Menu

Penomoran Kontrak

Approval

Penomoran Final Kontrak

Log

FILTER

No Kontrak Compnet
Search No Kontrak Compnet

No Kontrak Customer
Search No Kontrak Customer

No Urut
Search No Urut

Effective Date
dd/mm/yyyy

Customer/Partner
Search Customer/Partner

Job Category
Search Job Category

Go

Show 10 entries

No Kontrak Compnet

No Kontrak Customer

No Urut

Tanggal Kontrak

Customer/Partner

Job Category

Action

001/K.MTC/NCI/2024

Customer1

001

2024-10-14

Exclusive Networks Indonesia

Maintenance Murni

Detail

001A/K.MTC/NCI/2024

CUSTOMER2

001A

2024-10-14

3D Solution, CV

Maintenance Murni

Detail

001B/K.MTC/NCI/2024

-

001B

2024-10-14

Exclusive Networks Indonesia

Maintenance Murni

Detail

001C/K.MTC/NCI/2024

-

001C

2024-10-14

Exclusive Networks Indonesia

Maintenance Murni

Detail

Showing 1 to 4 of 4 entries

Previous 1 Next

Gambar 11. Menu Penomoran Kontrak

2. Kemudian akan muncul pop-up Modal Detail Penomoran Kontrak yang berisikan detail Penomoran Kontrak dan dapat diedit/diubah oleh user jika status bukan “**Approved**”.

Detail Penomoran Kontrak

Number by Compnet

001/K.MTC/NCI/X/2024

Contract Template

Compnet

Company Name

PT. Nusantara Compnet Integrator

Effective Date

14/10/2024

Number by Customer

Customer1

Number

N21KA008

Customer

Exclusive Networks Indonesia

Job Category

Maintenance Murni

Description

PLS ACC

Waiting Approval

Softcopy Dokumen Kontrak

Filename	Action
Monthly Report - September.pdf	<div>View</div> <div>Update Current File</div>

Showing 1 to 1 of 1 entries

Informasi Approval

Add / Edit Approvers

Nama	Status	Tanggal Approval	Jenjang Approval	Notes
Ricky Krisdianto	Waiting	-	1	-
Muhammad Fatih Raharjo	Waiting	-	2	-

Showing 1 to 2 of 2 entries

Close

Save Edit

Gambar 12. Modal Detail Penomoran Kontrak

- Selanjutnya, setelah user selesai mengedit data pada modal detail, user perlu menekan button **Save Edit** untuk menyimpan hasil perubahan.

Detail Penomoran Kontrak
×

Number by Compnet

Contract Template

Company Name

Effective Date

Number by Customer

Number

Job Category

Description

Customer

Waiting Approval

Softcopy Dokumen Kontrak

Filename	Action
Monthly Report - September.pdf	<input type="button" value="View"/> <input type="button" value="Update Current File"/>

Showing 1 to 1 of 1 entries

Informasi Approval

Add / Edit Approvers

Nama	Status	Tanggal Approval	Jenjang Approval	Notes
Ricky Krisdianto	Waiting	-	1	-
Muhammad Fatih Raharjo	Waiting	-	2	-

Showing 1 to 2 of 2 entries

Close

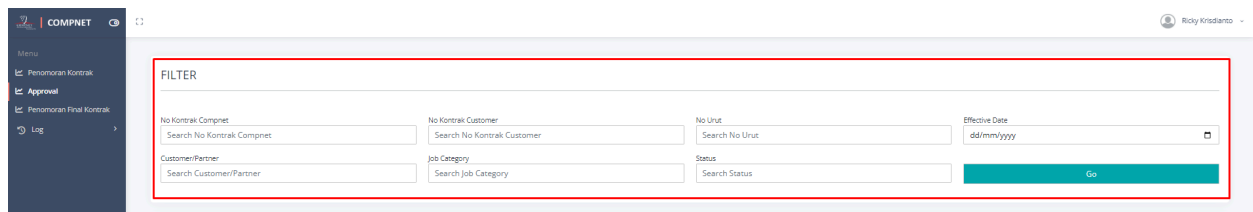
Gambar 13. Modal Detail Penomoran Kontrak

3.2.2 Approval

- Filter

Cara Menggunakan:

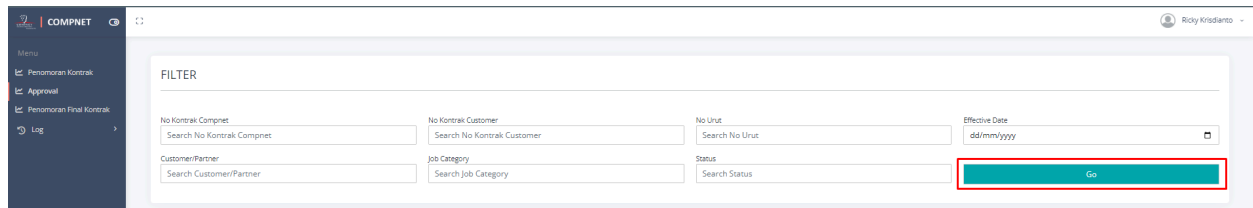
- Pada menu Approval, user perlu mengisi filter sesuai keinginan.



The screenshot shows the COMPNET portal interface. On the left is a sidebar menu with options: Menu, Penomoran Kontrak, Approval, Penomoran Final Kontrak, and Log. The main content area is titled 'Approval'. Below the title is a 'FILTER' section enclosed in a red box. This section contains several search fields: 'No Kontrak Compnet' (with a sub-field 'Search No Kontrak Compnet'), 'No Kontrak Customer' (with a sub-field 'Search No Kontrak Customer'), 'No Unit' (with a sub-field 'Search No Unit'), 'Effective Date' (with a sub-field 'dd/mm/yyyy'), 'Customer/Partner' (with a sub-field 'Search Customer/Partner'), 'Job Category' (with a sub-field 'Search Job Category'), and 'Status' (with a sub-field 'Search Status'). A 'Go' button is located at the bottom right of the filter section.

Gambar 14. Menu Approval

- Setelah user mengisi filter, user tinggal menekan button **Go**.

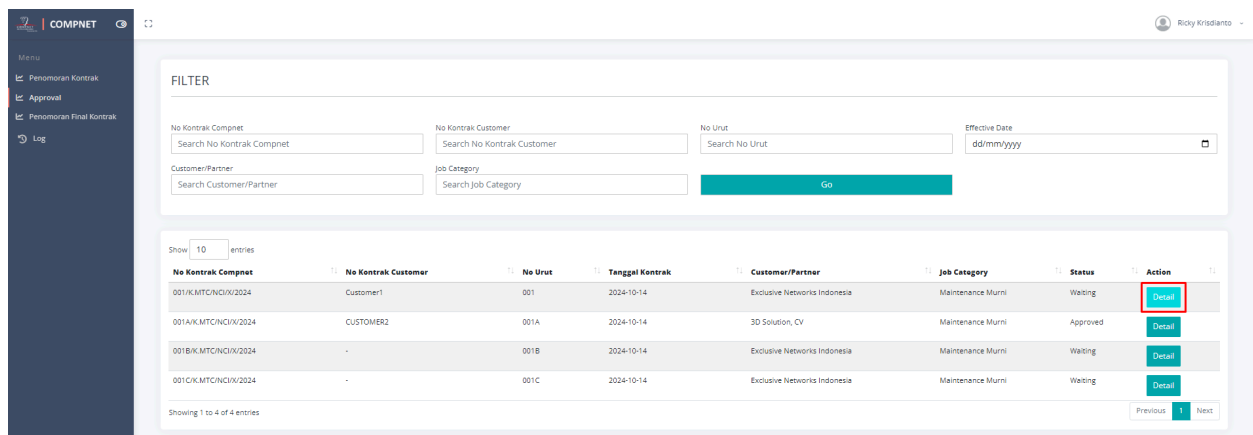


Gambar 15. Menu Approval

- Detail Approval

Cara Menggunakan:

- Pada menu Approval, user perlu menekan button **Detail**.



No Kontrak Compnet	No Kontrak Customer	No Urut	Tanggal Kontrak	Customer/Partner	Job Category	Status	Action
001/K.MTCNCIX/2024	Customer1	001	2024-10-14	Exclusive Networks Indonesia	Maintenance Murni	Waiting	Detail
001A/K.MTCNCIX/2024	CUSTOMER2	001A	2024-10-14	3D Solution, CV	Maintenance Murni	Approved	Detail
001B/K.MTCNCIX/2024	-	001B	2024-10-14	Exclusive Networks Indonesia	Maintenance Murni	Waiting	Detail
001C/K.MTCNCIX/2024	-	001C	2024-10-14	Exclusive Networks Indonesia	Maintenance Murni	Waiting	Detail

Gambar 16. Menu Approval

- Kemudian akan muncul pop-up Modal Detail Approval yang berisikan detail Penomoran Kontrak yang dapat di view filenya dan diaccept/direject oleh user jika status **“Waiting Approval”**.

Detail Penomoran Kontrak



Waiting Approval

Number by Compnet 001/K.MTC/NCI/X/2024	Number by Customer Customer1
Contract Template Compnet	Number N21KA008
Company Name PT. Nusantara Compnet Integrator	Customer Exclusive Networks Indonesia
Effective Date 14/10/2024	Job Category Maintenance Murni
	Description PLS ACC

Softcopy Dokumen Kontrak

Filename	Action
Monthly Report - September.pdf	View

Showing 1 to 1 of 1 entries

Informasi Approval

Nama	Status	Tanggal Approval	Jenjang Approval	Notes
Ricky Krisdianto	Waiting	-	1	-
Muhammad Fatih Raharjo	Waiting	-	2	-

Showing 1 to 2 of 2 entries

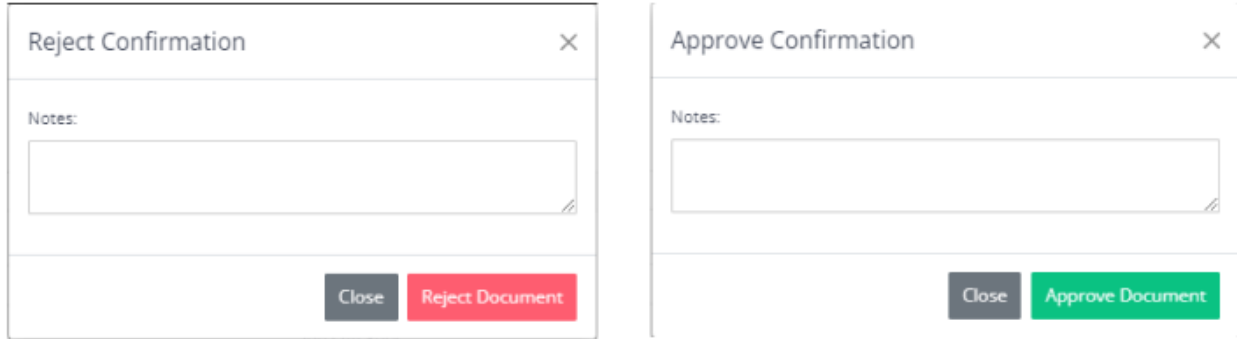
Close

Reject

Approve

Gambar 17. Modal Detail Approval

- Setelah user menekan salah satu button antara **Reject/Approve**, akan muncul salah satu pop-up dibawah ini. Dimana user diperlukan untuk melakukan konfirmasi lagi atas keputusannya baik itu mengapprove ataupun mereject, dan juga bisa ditambahkan note.



The image shows two side-by-side modal windows. The left modal is titled 'Reject Confirmation' and has a 'Notes:' label above a text input field. At the bottom, there are two buttons: 'Close' (grey) and 'Reject Document' (red). The right modal is titled 'Approve Confirmation' and also has a 'Notes:' label above a text input field. At the bottom, there are two buttons: 'Close' (grey) and 'Approve Document' (green).

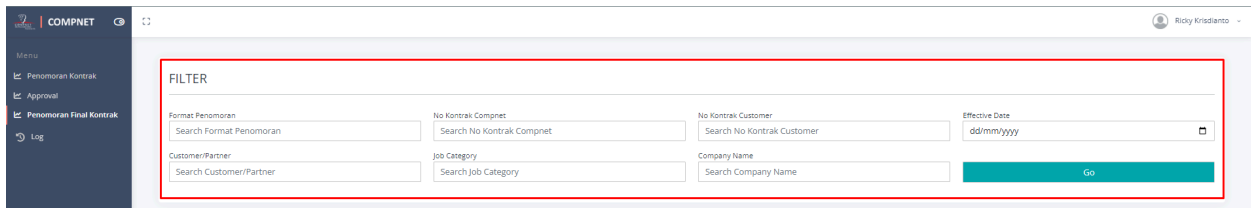
Gambar 18. Modal Approval Confirmation

3.2.3 Penomoran Register Final Kontrak

- Filter

Cara Menggunakan:

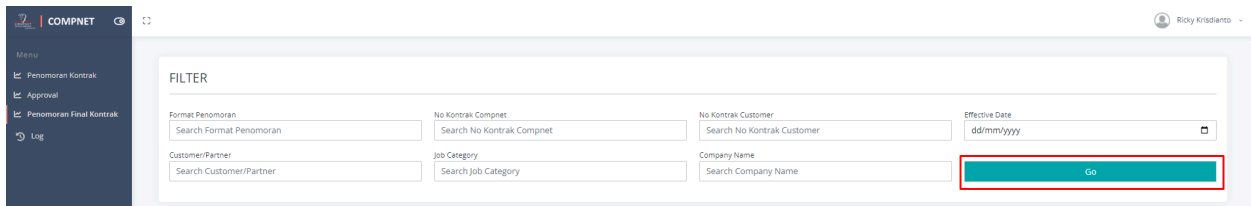
1. Pada menu Penomoran Register Final Kontrak, user perlu mengisi filter sesuai keinginan.



The image shows a web application interface. On the left is a dark sidebar with a menu containing 'Penomoran Kontrak', 'Approval', 'Penomoran Final Kontrak', and 'Log'. The main content area has a header 'COMPNET' and a user profile 'Ricky Krisdianto'. Below the header is a 'FILTER' section with a red border. It contains several search fields: 'Format Penomoran' (with sub-field 'Search Format Penomoran'), 'No Kontrak Compnet' (with sub-field 'Search No Kontrak Compnet'), 'No Kontrak Customer' (with sub-field 'Search No Kontrak Customer'), 'Effective Date' (with value 'dd/mm/yyyy' and a calendar icon), 'Customer/Partner' (with sub-field 'Search Customer/Partner'), 'Job Category' (with sub-field 'Search Job Category'), and 'Company Name' (with sub-field 'Search Company Name'). A green 'Go' button is at the bottom right of the filter section.

Gambar 19. Menu Penomoran Register Final Kontrak

2. Setelah user mengisi filter, user tinggal menekan button **Go**



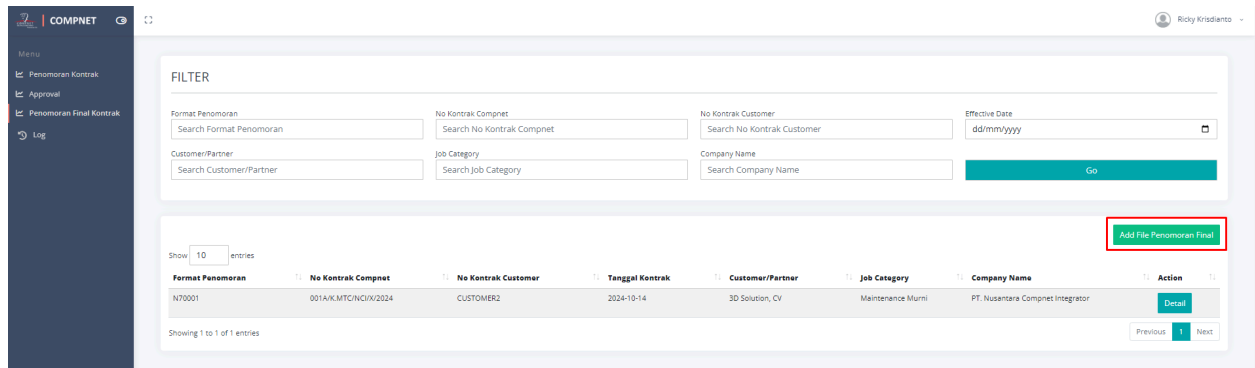
This image is identical to the previous one, showing the 'Menu Penomoran Register Final Kontrak' interface. The 'Go' button at the bottom right of the filter section is highlighted with a red rectangle, indicating the next step in the process.

Gambar 20. Menu Penomoran Register Final Kontrak

- Add File Penomoran Final

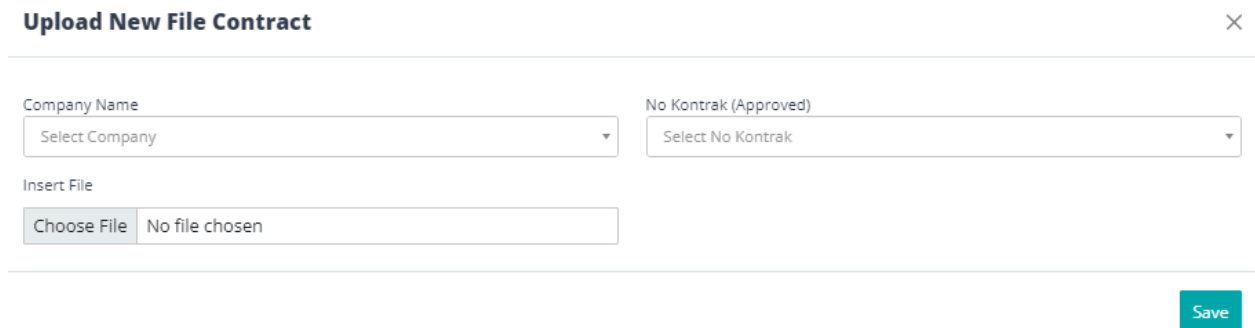
Cara Menggunakan:

1. Pada menu Penomoran Register Final Kontrak, user perlu menekan button **Add File Penomoran Final**.



Gambar 21. Menu Penomoran Register Final Kontrak

2. Kemudian akan muncul pop-up Modal Add File Penomoran Final yang perlu diisi oleh user.



The screenshot shows a modal titled 'Upload New File Contract' with a close button (X) in the top right. The form contains two dropdown menus: 'Company Name' with the placeholder 'Select Company' and 'No Kontrak (Approved)' with the placeholder 'Select No Kontrak'. Below these is an 'Insert File' section with a 'Choose File' button and the text 'No file chosen'. At the bottom right of the modal is a green 'Save' button.

Gambar 22. Modal Add File Penomoran Final

3. Selanjutnya, setelah user selesai mengisi data pada modal, user perlu menekan button **Save** untuk menyimpan sekaligus menambahkan/add data baru.

Upload New File Contract

Company Name

Select Company

No Kontrak (Approved)

Select No Kontrak

Insert File

Choose File

No file chosen

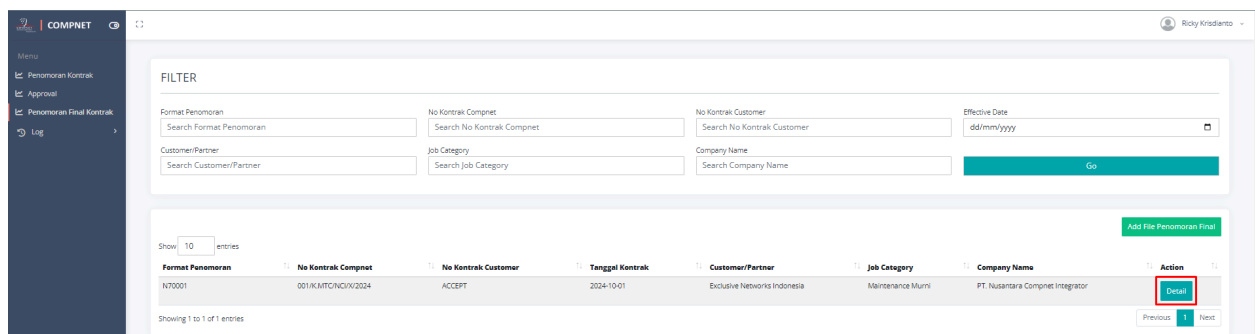
Save

Gambar 23. Modal Add File Penomoran Final

- Detail Penomoran Register Final Kontrak

Cara Menggunakan:

1. Pada menu Penomoran Register Final Kontrak, user perlu menekan button **Detail**.



Gambar 24. Menu Penomoran Register Final Kontrak

2. Kemudian akan muncul pop-up Modal Detail Penomoran Register Final Kontrak yang berisikan detail Penomoran Kontrak dan user dapat mengedit/mengubah filenya.

N70001

×

Number by Compnet <input type="text" value="001/K.MTC/NCI/X/2024"/>	Number by Customer <input type="text" value="ACCEPT"/>	
Contract Template <input type="text" value="Compnet"/>	Number <input type="text" value="N21KA008"/>	Customer <input type="text" value="Exclusive Networks Indonesia"/>
Company Name <input type="text" value="PT. Nusantara Compnet Integrator"/>	Job Category <input type="text" value="Maintenance Murni"/>	
Effective Date <input type="text" value="01/10/2024"/>	Description <input type="text"/>	

Softcopy Dokumen Kontrak

Filename	Action
Monthly Report - September (1).pdf	<input type="button" value="View"/> <input type="button" value="Update Current File"/>

Showing 1 to 1 of 1 entries

Close

Save Edit

Gambar 25. Modal Detail Penomoran Register Final Kontrak

- Selanjutnya, setelah user selesai mengedit data pada modal detail, user perlu menekan button **Save Edit** untuk menyimpan hasil perubahan.

N70001 ×

Number by Compnet

Number by Customer

Contract Template

Number

Customer

Company Name

Job Category

Effective Date

Description

Softcopy Dokumen Kontrak

Filename	Action
Monthly Report - September (1).pdf	<input type="button" value="View"/> <input type="button" value="Update Current File"/>

Showing 1 to 1 of 1 entries

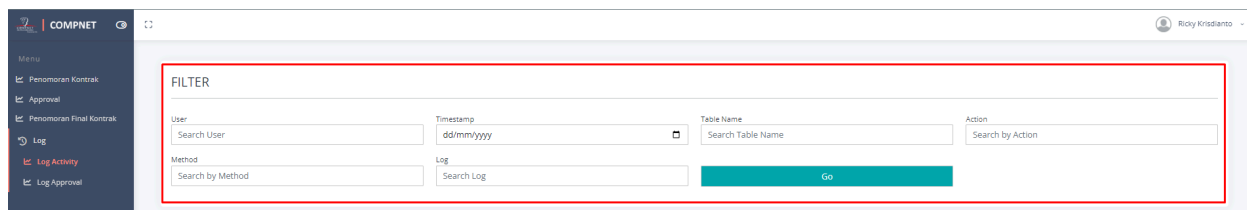
Gambar 25. Modal Detail Penomoran Register Final Kontrak

3.2.4 Log Activity

- Filter

Cara Menggunakan:

- Pada menu Log Activity, user perlu mengisi filter sesuai keinginan.



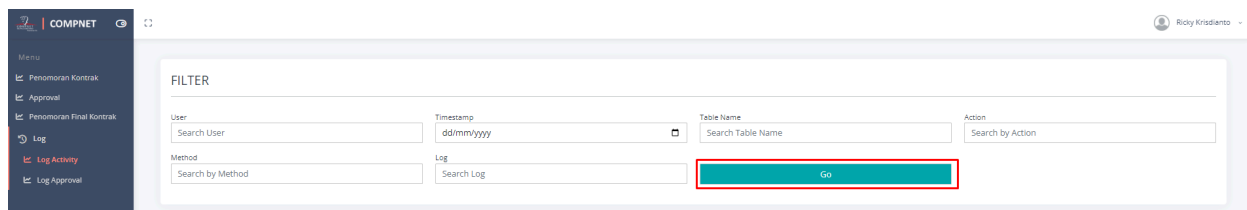
The screenshot shows the 'Log Activity' menu item selected in the left sidebar. The main content area displays a 'FILTER' section with the following fields:

- User:
- Timestamp:
- Table Name:
- Action:
- Method:
- Log:

A green 'Go' button is located at the bottom right of the filter section.

Gambar 26. Menu Log Activity

- Setelah user mengisi filter, user tinggal menekan button **Go**



Menu

- Penomoran Kontrak
- Approval
- Penomoran Final Kontrak
- Log
- Log Activity
- Log Approval

FILTER

User Search User	Timestamp dd/mm/yyyy	Table Name Search Table Name	Action Search by Action
Method Search by Method	Log Search Log	Go	

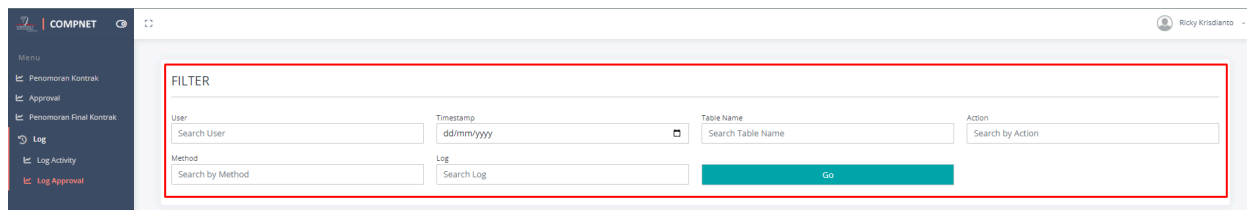
Gambar 27. Menu Log Activity

3.2.5 Log Approval

- Filter

Cara Menggunakan:

1. Pada menu Log Approval, user perlu mengisi filter sesuai keinginan.



Menu

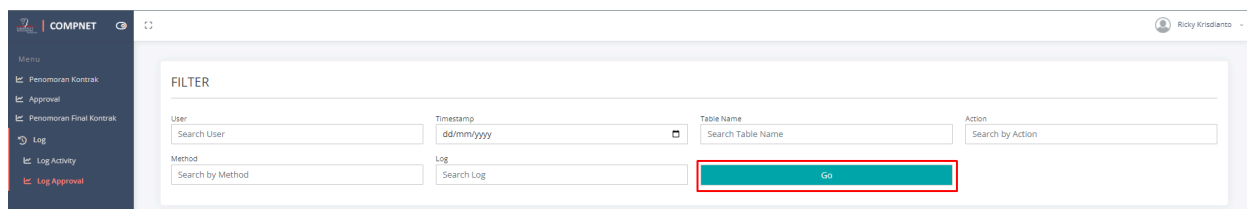
- Penomoran Kontrak
- Approval
- Penomoran Final Kontrak
- Log
- Log Activity
- Log Approval

FILTER

User Search User	Timestamp dd/mm/yyyy	Table Name Search Table Name	Action Search by Action
Method Search by Method	Log Search Log	Go	

Gambar 28. Menu Log Approval

2. Setelah user mengisi filter, user tinggal menekan button **Go**



Menu

- Penomoran Kontrak
- Approval
- Penomoran Final Kontrak
- Log
- Log Activity
- Log Approval

FILTER

User Search User	Timestamp dd/mm/yyyy	Table Name Search Table Name	Action Search by Action
Method Search by Method	Log Search Log	Go	

Gambar 29. Menu Log Approval