
PT. Mastersystem Infotama

CI Database & Reporting Application

USER MANUAL BOOK

Version <1.1.0>

PT. Mastersystem Infotama

User Manual Book

I. Configuration Item

1.1 Inquiry Data CI By :

1.1.1 Asset

1.1.1.1 Internal Asset

1. Pilih **Configuration Item**

2. Pilih **Inquiry data CI By :**

3. Pilih **Asset**

4. Pilih **Internal Asset**

The screenshot shows the Mastersystem Infotama web application interface. The top header is red with the logo and navigation menu. The sidebar on the left contains various options, with 'Configuration Item' and 'Inquiry data CI by : Asset' highlighted. The main content area is titled 'List Of Configuration Item(CI) by Internal Asset' and includes a search form with fields for Serial Number, Part Number, Project Code, Customer, Contract No., and Service Type. A 'Search' button is located below the form. To the right of the search form is an 'Export To Excel' button. Below the search form is a table with the following data:

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
INTERNAL_00_A_HW_NDQFOX0413L	EPSON Projector	Internal	CM0034	MASTERSYSTEM INFOTAMA
INTERNAL_00_A_HW_Novie Valentina	Wireless USB Adapter	Internal	CM0034	MASTERSYSTEM INFOTAMA

5. Input informasi sesuai data CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Internal Asset, maka kosongkan informasi, kemudian klik **Search**

6. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.1.2 Backup Unit

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **Asset**
4. Pilih **Backup Unit**

The screenshot shows the Mastersystem Infotama web application interface. The left sidebar contains a menu with 'Configuration Item' selected, and 'Backup Unit' highlighted under 'Inquiry data CI by:'. The main area has search filters for Serial Number, Part Number, Project Code, Customer, Contract No., and Service Type. A table displays two rows of configuration items.

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
INTERNAL_20_B_HW_FCH112190RQ	IP Communication / Telephony	Internal	CM0034	MASTERSYSTEM INFOTAMA
INTERNAL_20_B_HW_FCH11239E1S	IP Communication / Telephony	Internal	CM0034	MASTERSYSTEM INFOTAMA

5. Input informasi sesuai data CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Backup Unit, maka kosongkan informasi kemudian klik **Search**
6. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.1.3 Demo Unit

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **Asset**
4. Pilih **Demo Unit**

The screenshot shows the Mastersystem Infotama web application interface. The top header is red with the company logo and name. The sidebar on the left contains various navigation options, including 'Configuration Item', 'Inquiry data CI by:', 'Asset', 'Internal Asset', 'Backup Unit', 'Demo Unit' (highlighted), 'Warehouse', 'Delivery Order', 'Implementation', 'Maintenance', 'NOP', 'Rental', 'Vendor', 'Report CI', 'Data Historical', 'Data Checking', 'CI-M Verification', 'Check Unit', 'Manual Guide', and 'Download Center'. The main content area is titled 'List Of Configuration Item(CI) by Demo Unit' and includes a search form with fields for 'Serial Number' (FCH1752V20B,DCB1839X0), 'Part Number', 'Project Code', 'Contract No.', 'Customer', and 'Service Type' (set to '--All--'). A 'Search' button is located below the form. To the right of the search form is an 'Export To Excel' button. Below the search form is a table with the following data:

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
INTERNAL_00_DM_HW_DCB1839X01C	Accessories & Others	Internal	CM0034	MASTERSYSTEM INFOTAMA

5. Input informasi sesuai data CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Demo Unit, maka kosongkan informasi kemudian klik **Search**
6. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.1.4 Warehouse

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **Asset**
4. Pilih **Warehouse**

The screenshot shows the Mastersystem Infotama web application interface. The top header includes the logo, navigation menu, and user information. The left sidebar contains a menu with 'Configuration Item' selected. The main area displays the 'List Of Configuration Item(CI) by Warehouse' page. The search filters include Serial Number, Part Number, Project Code, Contract No., Customer, and Service Type. A table displays the search results.

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
INTERNAL_00_W_HW_FLM1914W0AF	Routers & Access	Internal	CM0034	MASTERSYSTEM INFOTAMA
INTERNAL_00_W_HW_FOC194450TP	Switches - LAN Switching	Internal	CM0034	MASTERSYSTEM INFOTAMA

5. Input informasi sesuai data CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Warehouse, maka kosongkan informasi kemudian klik **Search**
6. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.2 Delivery Order

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **Delivery Order**

The screenshot shows the Mastersystem Infotama web application interface. The top header is red with the logo and navigation menu. The sidebar on the left contains a list of options, with 'Configuration Item' and 'Inquiry data CI by:' highlighted. The main content area is titled 'List Of Configuration Item(CI) by Delivery Order' and includes a search form with fields for Serial Number, Part Number, Project Code, Contract No., Customer, Warranty End, and Service Type. A 'Search' button is located below the form. To the right of the search form is an 'Export To Excel' button. Below the search form is a table with the following data:

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
TH002720A0001_20_D_HW_FOC2341U17X	Switches - LAN Switching	Warranty	CH0027	HOME CREDIT INDONESIA

4. Input informasi sesuai dengan CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Delivery Order, maka kosongkan informasi kemudian klik **Search**
5. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.3 Implementation

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **Implementation**

Serial Number: POG2415AT8M

Part Number:

Project Code:

Contract No.:

Customer:

Implementation End: --All--

Service Type: --All--

Search

Export To Excel

CI_Hardware	Product Category	Type Of Service	Customer Code	
TB002720D0060_20_I_HW_POG2415AT8M	Accessories & Others	Extended	CB0027	BANK CENTRAL ASIA, TI

4. Input informasi sesuai dengan CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Implementation, maka kosongkan informasi kemudian klik **Search**
5. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.4 Maintenance

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **Maintenance**

The screenshot shows the Mastersystem Infotama web application interface. The sidebar on the left contains navigation options: Configuration Item, Inquiry data CI by:, Asset, Delivery Order, Implementation, Maintenance (highlighted), NOP, Rental, Vendor, Report CI, Data Historical, Data Checking, CI-M Verification, Check Unit, Manual Guide, and Download Center. The main content area is titled 'List Of Configuration Item(CI) by Maintenance' and includes a search form with fields for Serial Number, Part Number, Project Code, Contract No., Customer, Maintenance End, and Service Type. A 'Search' button is located below the form. An 'Export To Excel' button is also present. The search results are displayed in a table with columns: CI_Hardware, Product Category, Type Of Service, Customer Code, and Customer Name.

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
TB000819C0019_20_M_HW_GGCM903	Others of Others Product	Gold	CB0008	BANK INDONESIA

4. Input informasi sesuai dengan CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Maintenance, maka kosongkan informasi kemudian klik **Search**
5. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.5 NOP

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **NOP**

MasterSystem
ICT Solutions

CI (CONFIGURATION ITEM) DATABASE & REPORTING

Hi! Ajie Sandi Martin Logout

16-September-2020

Configuration Item

Inquiry data CI by:

- Asset
- Delivery Order
- Implementation
- Maintenance
- NOP**
- Rental
- Vendor

Report CI

Data Historical

Data Checking

CI-M Verification

Check Unit

Manual Guide

Download Center

List Of Configuration Item(CI) by NOP

Serial Number

Part Number

Project Code

Contract No.

Customer

Warranty End

Service Type

Search

Export To Excel

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
INTERNAL_18_NOP_HW_HCNOCV012485	Laptop NOP	Internal	CM0034	MASTERSYSTEM INFOTAMA
INTERNAL_18_NOP_HW_HCNOCV012485A	Laptop	Internal	CM0034	MASTERSYSTEM INFOTAMA

4. Input informasi sesuai dengan CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI NOP, maka kosongkan informasi kemudian klik **Search**
5. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.6 Rental

1. Pilih **Configuration Item**
2. Pilih **Inquiry Data CI By:**
3. Pilih **Rental**

Mastersystem ICF Solutions

CI(CONFIGURATION ITEM) DATABASE & REPORTING

Hi! Ajie Sandi Martin Logout

16-September-2020

Configuration Item

Inquiry data CI by:

- Asset
- Delivery Order
- Implementation
- Maintenance
- NOP
- Rental**
- Vendor

Report CI

Data Historical

Data Checking

CI-M Verification

Check Unit

Manual Guide

Download Center

List Of Configuration Item(CI) by Rental

Serial Number

Part Number

Project Code

Contract No.

Customer

Warranty End

Service Type

Search

Export To Excel

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name	
TB000519B0022_20_R_HW_DAB2346W045	Accessories & Others	Warranty	CB0005	BANK DANAMON INDONESIA TBK	Cisco W
TB000519B0022_20_R_HW_E01243601C4	Wireless Lan	Warranty	CB0005	BANK DANAMON INDONESIA TBK	Cisco W

4. Input informasi sesuai dengan CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Rental, maka kosongkan informasi kemudian klik **Search**
5. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.1.7 Vendor

1. Pilih **Configuration Item**

2. Pilih **Inquiry Data CI By:**

3. Pilih **Vendor**

The screenshot shows the Mastersystem Infotama web application interface. The top navigation bar is red with the logo and the text 'CI (CONFIGURATION ITEM) DATABASE & REPORTING'. The user is logged in as 'HR Aje Sandi Martin' on '16-September-2020'. The sidebar on the left contains a menu with 'Configuration Item' selected, and 'Inquiry data CI by:' expanded to show 'Vendor' selected. The main content area is titled 'List Of Configuration Item(CI) by Vendor'. It features a search form with the following fields: 'Serial Number' (FOX1609G3FM), 'Parent Instance', 'Part Number', 'Instance Number', 'Project Code', 'Warranty End' (dropdown), 'Contract No.', 'Service Type' (dropdown), and 'Customer'. A 'Search' button is below the form. An 'Export To Excel' button is in the top right corner. Below the form is a table with the following data:

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
TL002012E01_18_V_HW_FOX1609G3FM	Enterprise Routing;Ent. Edge Routing	Warranty	CL0020	LINKTONE INDONESIA

4. Input informasi sesuai dengan CI yang ingin di cari, jika ingin menampilkan semua informasi tentang CI Vendor, maka kosongkan informasi kemudian klik **Search**

5. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

1.2 Report CI

1. Pilih Configuration Item

2. Pilih Report CI

Configuration Item

Inquiry data CI by :

Report CI

Data Historical

Data Checking

CI-M Verification

Check Unit

Manual Guide

Download Center

CI(CONFIGURATION ITEM) DATABASE & REPORTING

Hi! Ajie Sandi Martin Logout

16-September-2020

Report CI

Serial Number: JAE18270KCZ

D.O Project Code

Part Number

Implementation Project Code

Rental Project Code

Maintenance Project Code

Vendor Project Code

Maintenance End: --All--

Customer Name: Select Customer Name

Vendor's Warranty End: --All--

Customer Warranty End: --All--

Rental Warranty End: --All--

Search

Export To Excel

Manufacturer	Part Number	Serial Number	Product Category	Customer Code	Customer Name
CISCO	ASR1000-ESP40	JAE18270KCZ	Interface Module	CC0056	CIPTA - MASTER JOINT OPERATION

3. Input informasi sesuai dengan field yang disediakan, Serial Number diisi jika user ingin mencari informasi terkait Nomor Serial number yang diinput, jika user ingin mencari sesuai dengan nama customernya maka, user pilih nama customernya, jika sudah isi field sesuai keinginan maka tekan tombol Search.
4. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

PT. Mastersystem Infotama

1.3 Data Historical

1. Pilih **Configuration Item**
2. Pilih **Data Historical**

The screenshot shows the 'Data Historical of Configuration Item(CI)' page in the Mastersystem Infotama web application. The page has a red header with the logo and navigation menu. The sidebar on the left contains a 'Configuration Item' dropdown menu with options: 'Inquiry data CI by:', 'Report CI', 'Data Historical' (highlighted), 'Data Checking', 'CI-M Verification', 'Check Unit', 'Manual Guide', and 'Download Center'. The main content area displays the title 'Data Historical of Configuration Item(CI)' and the date '16-September-2020'. A search bar labeled 'Serial Number' contains the text 'JAE18270KCZ', with a 'Search' button below it. An 'Export To Excel' button is located in the top right corner of the table area. The table below shows historical data with columns: 'CI_Hardware', 'Product Category', 'Type Of Service', 'Customer Code', and an unlabeled column. The data rows are as follows:

CI_Hardware	Product Category	Type Of Service	Customer Code	
TC005614E0004_18_V_HW_JAE18270KCZ	Enterprise Routing;Ent. Edge Routing	Warranty	CC0056	CIPTA - MASTER JOINT
TB001013C0004_V_HW_JAE18270KCZ	Interface Module	Warranty		CISCO SYSTEM INC.
TB001013C0004_18_V_HW_JAE18270KCZ		Warranty	CB0010	MNC NETWORKS PT
TC005614E0004_V_HW_JAE18270KCZ	Interface Module	Warranty		CISCO SYSTEM INC.
TC005618E0024_18_M_HW_JAE18270KCZ	Interface Module	Bronze	CC0056	CIPTA - MASTER JOINT

3. Input informasi sesuai dengan Serial Number yang ingin di cari.
4. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

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1.4 Data Checking

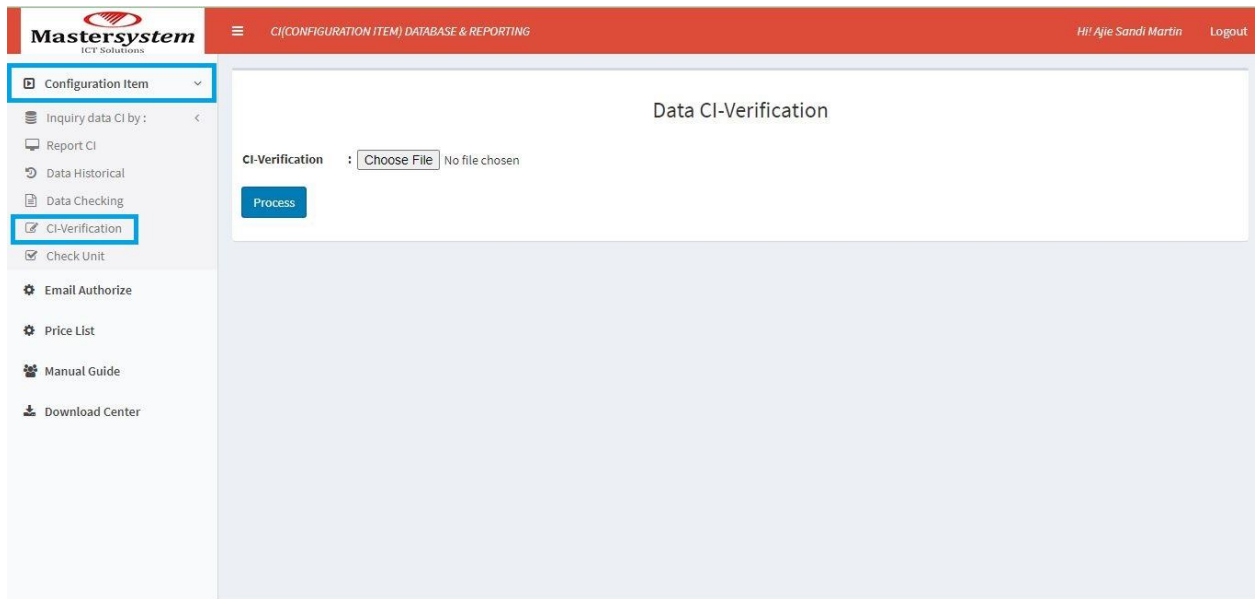
1. Pilih **Configuration Item**
2. Pilih **Data Checking**

The screenshot displays the 'Mastersystem' web application interface. On the left, a sidebar menu includes 'Configuration Item' and 'Data Checking', both of which are highlighted with blue boxes. The main content area is titled 'Data Checking for Configuration Item(CI)' and features a search form with a 'Choose Year' dropdown set to '2020' and a 'Search' button. Below the search form is a table with the following headers: 'CI_Hardware', 'Product Category', 'Type Of Service', 'Project Code', and 'Customer Code'. The table is currently empty, showing the message 'Data Not Found !!'. An 'Export To Excel' button is located in the top right corner of the table area. At the bottom left, the page status is shown as 'Page 0 of 0' and 'Total records 0'.

3. Input Tahun yang ingin di check,kemudian klik tombol **Search**.
4. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.

1.5 CI-Verification

1. Pilih **Configuration Item**
2. Pilih **CI- Verification**



3. Kemudian pilih file yang ingin diverifikasi dengan cara klik Choose File.
4. Kemudian klik tombol Process

Note :

Berikut hal-hal yang harus dilakukan di dalam file excel yang akan di gunakan :

- a) lakukan copy value file(jika mengambil data dari excel lain) ke file excel yang baru.
- b) Pastikan untuk kolom Project Code, Serial Number, dan Part Number terisi.
- c) hapus kata "NULL" yang terdapat di bagian kolom dengan tipe date(bast date, implementation start date, implementation end date, warranty start date, warranty end date, maintenance start, maintenance end,purchase receipt receive date).
- d) ganti tipe data date menjadi short date, contoh : 14/09/2020.
- e) remove data duplicate(jika ada).
- f) untuk mempermudah verification, diusahakan row dalam file maksimal 1000 rows(atau di buat partisi) jika data rows lebih dari 1000 rows(ada kemungkinan timeout error).

PT. Mastersystem Infotama

1.6 Check Unit

1. Pilih **Configuration Item**
2. Pilih **Check Unit**

The screenshot shows the Mastersystem web application interface. The left sidebar contains a menu with 'Check Unit' highlighted. The main content area is titled 'List Of Unit' and shows a search for 'JAE18270KCZ'. Below the search bar is a table with one row of data. The table has columns: CI_Hardware, Product Category, Type Of Service, Customer Code, and Customer Name. The data row shows 'TC005614E0004_18_V_HW_JAE18270KCZ' for CI_Hardware, 'Enterprise Routing;Ent. Edge Routing' for Product Category, 'Warranty' for Type Of Service, 'CC0056' for Customer Code, and 'CIPTA - MASTER JOINT OPERATION' for Customer Name. There is also an 'Export To Excel' button in the top right corner of the table area.

CI_Hardware	Product Category	Type Of Service	Customer Code	Customer Name
TC005614E0004_18_V_HW_JAE18270KCZ	Enterprise Routing;Ent. Edge Routing	Warranty	CC0056	CIPTA - MASTER JOINT OPERATION

3. Kemudian masukkan Serial number yang ingin kit acari, kemudian klik **Search**.
4. Kemudian jika ingin hasil search tersebut ditampilkan dalam bentuk excel, maka klik **export to excel**.