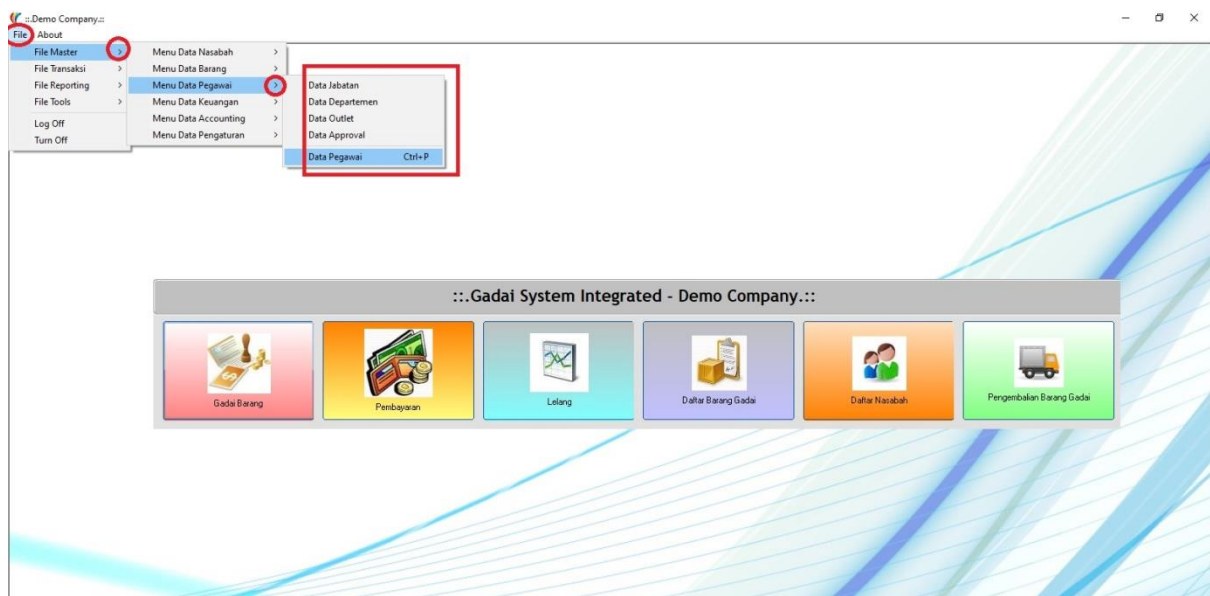


2023

Manual Software Pegadaian 2023



[MENU DATA PEGAWAI]

1. Data Jabatan

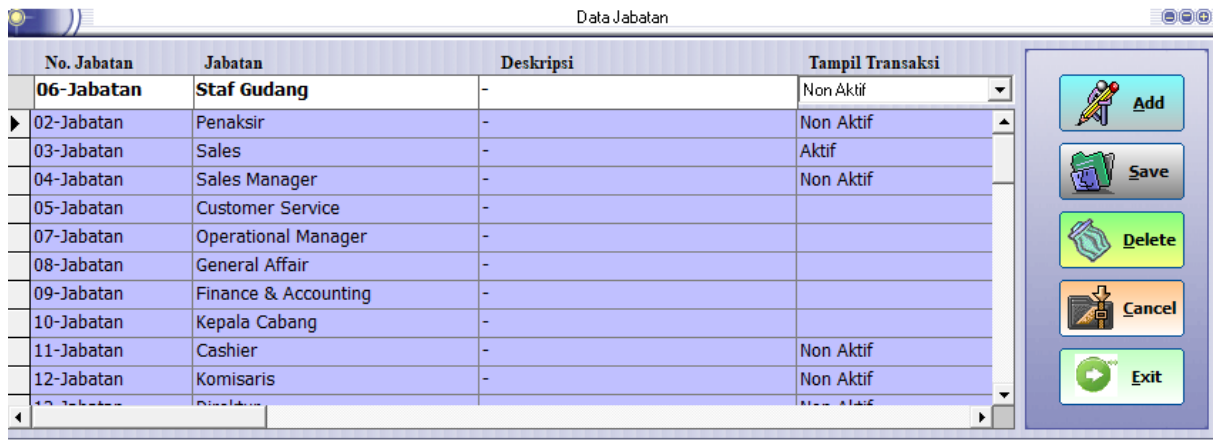
Fungsi : Untuk menambah data Jabatan di master data pegawai.

Data Pegawai: File Master -> Menu Data Pegawai -> Data Pegawai

Cara Kerja :

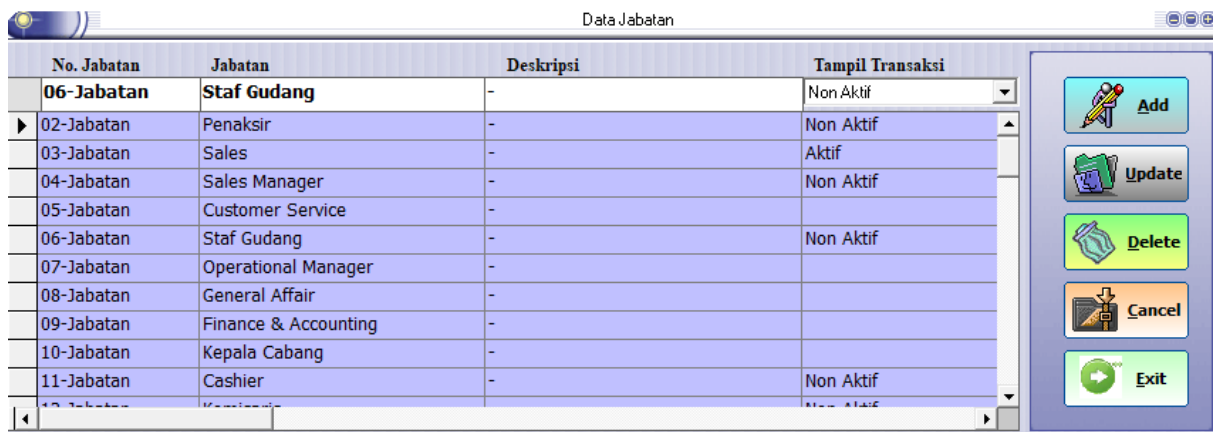
1. Menambah Data Jabatan

- Klik tombol **ADD**
- Isi Kolom dengan lengkap
- Klik tombol **SAVE**, data tersimpan



2. Merubah Data Jabatan

- Klik Double pada data yang ingin dirubah.
- Ubah data sesuai yang diinginkan.
- Tekan tombol **UPDATE**, data tersimpan.



3. Menghapus Data Jabatan

- Klik Double data yang ingin di hapus.
- Tekan tombol **DELETE**, data terhapus.

2. Data Departemen

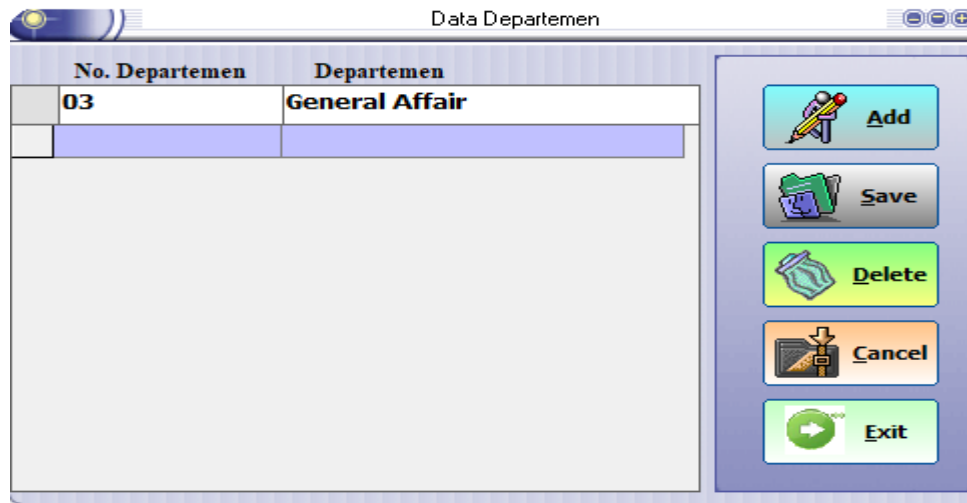
Fungsi : Untuk menambah data Departemen di master data pegawai.

Data Pegawai: File Master -> Menu Data Pegawai -> Data Pegawai

Cara Kerja :

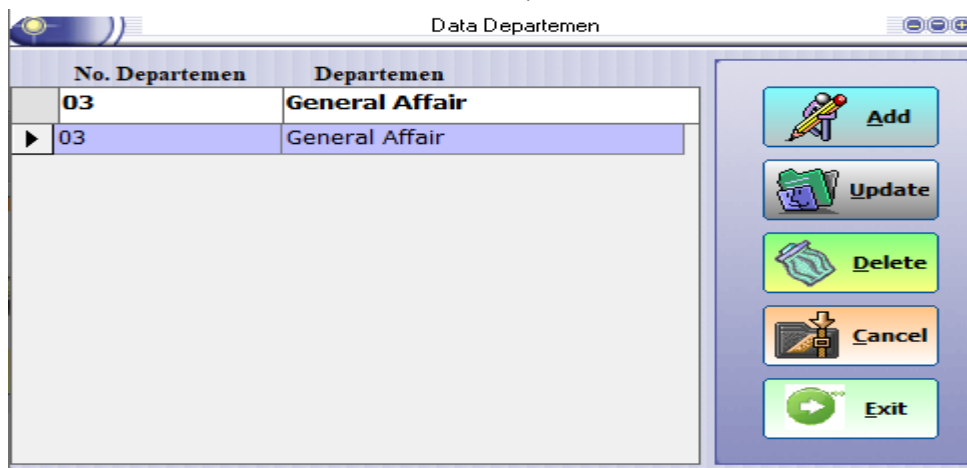
1. Menambah Data Departemen

- Klik tombol **ADD**
- Isi Kolom dengan lengkap
- Klik tombol **SAVE**, data tersimpan.



2. Merubah Data Departemen

- Klik Double pada data yang ingin dirubah di tabel Data Departemen
- Ubah data sesuai yang diinginkan.
- Tekan tombol **UPDATE**, data tersimpan.



3. Menghapus Data Departemen

- Klik Double data yang ingin di hapus.
- Tekan tombol **DELETE**, data terhapus.

3. Data Outlet

Fungsi : Untuk menambah data outlet di i master data pegawai.

Data Pegawai: File Master -> Menu Data Pegawai -> Data Pegawai

Cara Kerja :

1. Menambah Data Grup Outlet

- Klik tombol **ADD**
- Isi Kolom dengan lengkap
- Klik tombol **SAVE**, data tersimpan.

The screenshot shows a window titled 'Grup Outlet'. It contains a table with two columns: 'No. Outlet' and 'Grup Outlet'. The first row has the values '002-OTLT' and 'Tangsel'. To the right of the table is a vertical toolbar with five buttons: 'Add' (pencil icon), 'Save' (floppy disk icon), 'Delete' (trash can icon), 'Cancel' (stop icon), and 'Exit' (arrow icon). At the bottom of the window is a blue bar labeled 'Form Daftar Outlet'.

No. Outlet	Grup Outlet
002-OTLT	Tangsel

2. Merubah Data Grup Outlet

- Klik Double pada data yang ingin dirubah di tabel Data Grup Outlet
- Ubah data sesuai yang diinginkan.
- Tekan tombol **UPDATE**, data tersimpan.

The screenshot shows the same 'Grup Outlet' window. In this view, the second row of the table, which also contains '002-OTLT' and 'Tangsel', is highlighted with a mouse cursor (arrow icon) over it. The toolbar on the right now shows the 'Update' button (floppy disk icon) instead of 'Add'. The 'Form Daftar Outlet' bar is still at the bottom.

No. Outlet	Grup Outlet
002-OTLT	Tangsel

3. Menghapus Data Grup Outlet

- Klik Double data yang ingin di hapus.
- Tekan tombol **DELETE**, data terhapus.

4. Form Daftar Outlet

Fungsi : Apabila dalam grup outlet memiliki beberapa cabang, maka harus di masukan didata master.

a. Menambah Cabang Outlet

1. Klik Form Daftar Outlet.

The screenshot shows a window titled "Grup Outlet". It contains a table with two columns: "No. Outlet" and "Grup Outlet". The table has one row with the values "002-OTLT" and "Tangsel". To the right of the table are five buttons: "Add" (with a pencil icon), "Update" (with a folder icon), "Delete" (with a trash icon), "Cancel" (with a stop icon), and "Exit" (with a green arrow icon). At the bottom of the window is a blue button labeled "Form Daftar Outlet".

No. Outlet	Grup Outlet
002-OTLT	Tangsel

2. Pilih grup outlet pada cabang tersebut dan isi nama cabang outlet tersebut. Klik tombol **SAVE**, data tersimpan.

The screenshot shows a window titled "Daftar Outlet". It has a "Menu" bar at the top. Below the menu are several input fields: "Grup Outlet" (a dropdown menu showing "Tangsel"), "No Outlet" (a text field with "002"), "Nama Outlet" (a text field with "Alam Sutera"), "No Telp / Fax" (a text field with "-"), "Alamat Outlet" (a text field with "-"), "CoA Link" (a text field with "0"), and "Cutt Off" (a date field showing "Sabtu 18 Feb 2023"). To the right of these fields is a blue button labeled "Form Grup Outlet". Below the input fields is a table titled "Daftar Outlet" with four columns: "Grup", "No Outlet", "Nama Outlet", and "Alamat". The table has one row with the values "Tangerang", "001", "BSD Serpong", and "-". To the right of the table are five buttons: "Add" (with a pencil icon), "Save" (with a folder icon), "Delete" (with a trash icon), "Cancel" (with a stop icon), and "Exit" (with a green arrow icon).

Grup	No Outlet	Nama Outlet	Alamat
Tangerang	001	BSD Serpong	-

b. Merubah Cabang Outlet

1. Klik Double pada data yang ingin dirubah di tabel Data Outlet
2. Ubah data sesuai yang diinginkan.
3. Tekan tombol **UPDATE**, data tersimpan.

The screenshot shows the 'Daftar Outlet' application window. The 'Form Grup Outlet' is visible, with the following fields:

- Grup Outlet: Tangsel
- No Outlet: 002
- Nama Outlet: Alam Sutera
- No Telp / Fax: -
- Alamat Outlet: -
- CoA Link: 0
- Cutt Off: Sabtu 18 Feb 2023

Below the form is a table titled 'Daftar Outlet' with the following data:

Grup	No Outlet	Nama Outlet	Alamat
Tangsel	002	Alam Sutera	-

On the right side of the window, there are five buttons: Add, Update, Delete, Cancel, and Exit.

c. Menghapus Cabang Outlet

1. Klik Double data yang ingin di hapus.
2. Tekan tombol **DELETE**, data terhapus.

The screenshot shows the 'Daftar Outlet' application window. The 'Form Grup Outlet' is visible, with the following fields:

- Grup Outlet: Tangsel
- No Outlet: 002
- Nama Outlet: Alam Sutera
- No Telp / Fax: -
- Alamat Outlet: -
- CoA Link: 0
- Cutt Off: Sabtu 18 Feb 2023

Below the form is a table titled 'Daftar Outlet' with the following data:

Grup	No Outlet	Nama Outlet	Alamat
Tangsel	002	Alam Sutera	-

On the right side of the window, there are five buttons: Add, Update, Delete, Cancel, and Exit.

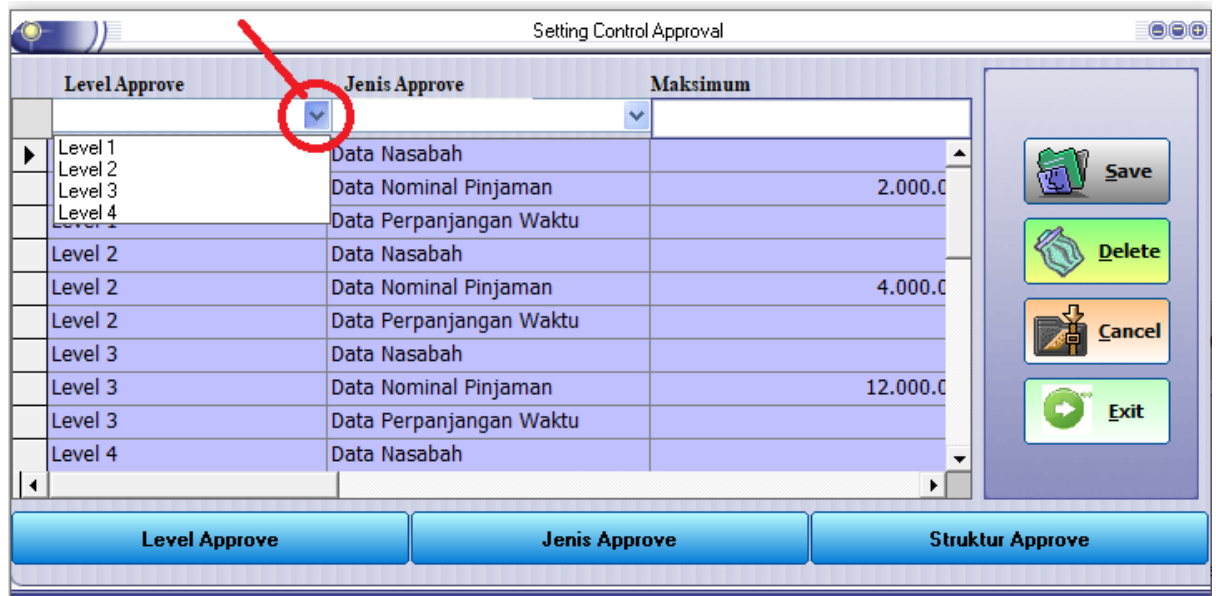
4. Data Approval

Fungsi : Untuk validasi hal-hal yang berkaitan dengan transaksi gadai dimana setup approval di tempatkan di data pegawai.

Data Pegawai: File Master -> Menu Data Pegawai -> Data Pegawai

Cara Kerja :

1. Menambah Data Approval



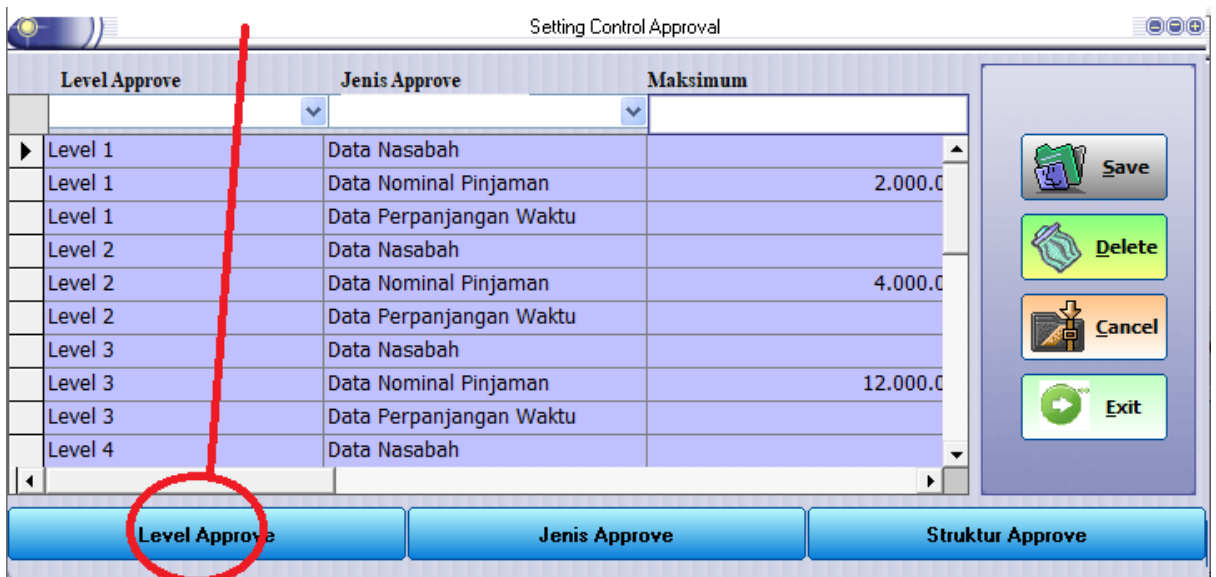
Level Approve	Jenis Approve	Maksimum
Level 1	Data Nasabah	
Level 2	Data Nominal Pinjaman	2.000.0
Level 3	Data Perpanjangan Waktu	
Level 4	Data Nasabah	
Level 2	Data Nasabah	
Level 2	Data Nominal Pinjaman	4.000.0
Level 2	Data Perpanjangan Waktu	
Level 3	Data Nasabah	
Level 3	Data Nominal Pinjaman	12.000.0
Level 3	Data Perpanjangan Waktu	
Level 4	Data Nasabah	

Buttons: Save, Delete, Cancel, Exit

Bottom buttons: Level Approve, Jenis Approve, Struktur Approve

a. Menambah Data Approval dengan Memilih Level Approve.

Pilihan Level Approve menyesuaikan setup sebelumnya yang berada di dalam tombol Level Approve.



Level Approve	Jenis Approve	Maksimum
Level 1	Data Nasabah	
Level 1	Data Nominal Pinjaman	2.000.0
Level 1	Data Perpanjangan Waktu	
Level 2	Data Nasabah	
Level 2	Data Nominal Pinjaman	4.000.0
Level 2	Data Perpanjangan Waktu	
Level 3	Data Nasabah	
Level 3	Data Nominal Pinjaman	12.000.0
Level 3	Data Perpanjangan Waktu	
Level 4	Data Nasabah	

Buttons: Save, Delete, Cancel, Exit

Bottom buttons: Level Approve, Jenis Approve, Struktur Approve

- b. Menambah Data Approval dengan Memilih Jenis dengan Mengisi Kolom Maksimum

Level Approve	Jenis Approve	Maksimum
Level 1	Data Nasabah	
Level 1	Data Nominal Pinjaman	2.000.0
Level 1	Data Perpanjangan Waktu	
Level 2	Data Nasabah	
Level 2	Data Nominal Pinjaman	4.000.0
Level 2	Data Perpanjangan Waktu	
Level 3	Data Nasabah	
Level 3	Data Nominal Pinjaman	12.000.0
Level 3	Data Perpanjangan Waktu	
Level 4	Data Nasabah	

Uraian untuk pengertian setiap pilihan jenis :

Jenis Data Nasabah :

Pada Proses Awal Gadai, menentukan Jumlah Batas Maksimum Pinjaman Untuk Nasabah Yang Sama (Berapa Kalinya (di kolom Maksimum) kepada nasabah berdasarkan Level Jabatan Pemutus Kredit

Jenis Data Nominal Pinjaman :

Pada Proses Awal Gadai, menentukan Batas Maksimum (kolom Maksimum) Nominal Pinjaman kepada nasabah berdasarkan Level Jabatan Pemutus Kredit

Jenis Data Perpanjangan Waktu :

Pada Proses Perpanjangan Waktu, menentukan Jumlah Batas Maksimum Perpanjangan Waktu (Berapa Kalinya) (di kolom Maksimum), kepada nasabah berdasarkan Level Jabatan Pemutus Kredit

- c. Jika sudah terisi lengkap maka pilih Tombol **Save**

Level Approve	Jenis Approve	Maksimum
Level 3	Data Nominal Pinjaman	500000
Level 3	Data Nasabah	10
Level 3	Data Perpanjangan Waktu	8

2. Merubah Data Approval

- Klik Double pada data yang ingin dirubah di tabel Data Approval
- Ubah data sesuai yang diinginkan.
- Tekan tombol **UPDATE**, data tersimpan.

The screenshot shows a window titled "Setting Control Approval". It contains a table with three columns: "Level Approve", "Jenis Approve", and "Maksimum". The table lists various approval levels and types, with the "Maksimum" column showing numerical values. A row for "Level 3" and "Data Nominal Pinjaman" is highlighted in dark green. To the right of the table is a vertical panel with four buttons: "Update" (green), "Delete" (yellow), "Cancel" (orange), and "Exit" (green). Below the table are three tabs: "Level Approve", "Jenis Approve", and "Struktur Approve".

Level Approve	Jenis Approve	Maksimum
Level 3	Data Nominal Pinjaman	500000
Level 1	Data Nasabah	
Level 1	Data Nominal Pinjaman	2.000.0
Level 1	Data Perpanjangan Waktu	
Level 2	Data Nasabah	
Level 2	Data Nominal Pinjaman	4.000.0
Level 2	Data Perpanjangan Waktu	
Level 3	Data Nasabah	
Level 3	Data Nominal Pinjaman	500.0
Level 3	Data Perpanjangan Waktu	
Level 4	Data Nasabah	

3. Menghapus Data Approval

- Klik Double data yang ingin di hapus.
- Tekan tombol **DELETE**, data terhapus.

5. Data Pegawai

Fungsi : Menu ini berfungsi untuk mengisi seluruh data karyawan perusahaan secara lengkap dan detail.

Cara Kerja :

1. Menambah Data Pegawai

1. Klik tombol **ADD**.
2. Isi Kelengkapan Data
3. Klik tombol **BROWSE** untuk memasukan foto pegawai. Maksimal file foto adalah **1mb**.
4. Perhatikan Caption **Warna Merah** sebagai informasi wajib diisi
5. Apabila semua data sudah di masukan maka tekan tombol **SAVE** dan **YES**, data tersimpan.

Data Pegawai

Menu

General | Employment | Personnel | Contact | Outlet | Approve

Employee ID 21080006
Employee Name User006
Nick Name User006
Section None
Classification None
Category Class None
Department Operation
Division None
Designation Customer Service
Cluster None
Level None
Employee Status None

Foto
Browse

Tabel Master Employee

Employee ID	Employee Name	Nick Name	Origin Address	Place Of Birth	Date Of Birth	Designation	Deps

Add Save Delete Cancel Exit

2. Menigisi Data Outlet Pegawai

1. Pilih Pegawai dengan duple click pada tabel Data Pegawai, lalu pilih **Tab Outlet**
2. Kemudian klik Form Data Outlet Pegawai untuk menentukan Pegawai tersebut memiliki akses untuk control nasabah di outlet mana saja. Pilih Nama Outlet
3. Dan kemudian tekan tombol **SAVE**

The screenshot shows the 'Data Pegawai' application window with the 'Outlet' tab selected. The window contains a form for editing employee outlet data. Red annotations are present:

- Annotation 1:** Points to the first row of the 'Tabel Master Employee' table, specifically the 'Employee ID' column.
- Annotation 2:** Points to the 'Outlet' dropdown menu in the form, which currently shows 'Tangerang'.
- Annotation 3:** Points to the 'Save' button at the bottom of the form.

The 'Tabel Master Employee' table contains the following data:

Employee ID	Employee Name	Nick Name	Origin Address	Place Of Birth	Date Of Birth	Designation	Depo
21080006	User006	User006	Bengkong Indah swadebi blok. F No. 13 kel. Sad	Tangerang	08/08/1994	Customer Service	Oper

The form fields are as follows:

- Employee ID: 21080006
- Employee Name: User006
- Outlet: BSD Serpong (dropdown menu)
- Grup Outlet: Tangerang
- Default: ☒

The 'Save' button is located at the bottom of the form. The 'Tabel Master Employee' table is located below the form. The 'Add', 'Update', 'Delete', 'Cancel', and 'Exit' buttons are located at the bottom of the window.

4. Apabila ada kesalahan memasukan nama outlet klik double pada nama outlet yg salah. Kemudian klik tombol **DELETE PADA KEYBOARD**.

3. Menigisi Data Approve Pegawai

1. Pilih Pegawai dengan duple click pada tabel Data Pegawai, pilih **Tab Approve**
2. Kemudian klik Form Data Approve Pegawai untuk menentukan Pegawai tersebut memiliki akses untuk approve data nasabah di level apa saja. Pilih Level approve, jenis approve,
3. Dan kemudian tekan tombol **SAVE**

Employee ID: 21080006
Employee Name: User006

Level Approve: [v]
Approve: [v]

Data Tabel Approve Pegawai

Level	Approve
Level 4	Data Nasabah
Level 4	Data Perpanjangan Waktu

Save

Tabel Master Employee

Employee ID	Employee Name	Nick Name	Origin Address	Place Of Birth	Date Of Birth	Designation	Dept
21080006	User006	User006	Bengkong Indah swadebi blok. F No. 13 kel. Sad	Tangerang	08/08/1994	Customer Service	Oper

Add Update Delete Cancel Exit

4. Apabila ada kesalahan memasukan nama level approve atau jenis approve, klik double pada level approve atau jenis approve yg salah. Kemudian klik tombol **DELETE PADA KEYBOARD**.

4. Merubah Data Pegawai

1. Ketik nama pegawai dikolom **Employee Name** yang ingin di ubah / mencari nama pegawai di Tabel “Data Pegawai”.
2. Klik Double nama yang ingin diubah. (maka secara otomatis data yang dipilih akan muncul di Data Pegawai).

Ubah data pegawai yang ingin di ubah. Apabila tidak jadi merubah data tekan tombol **CANCEL**.

3. Apabila sudah selesai merubah data, tekan tombol **UPDATE** dan **YES**.
Dan Data tersimpan.

The screenshot shows the 'Data Pegawai' application window. The 'General' tab is active, displaying various employee details. The 'Employee Name' field is highlighted with a red circle and labeled '1'. Below the form is a table titled 'Tabel Master Employee' with columns: Employee ID, Employee Name, Nick Name, Origin Address, Place Of Birth, Date Of Birth, Designation, and Depa. The first row is selected, with the 'Employee ID' cell highlighted by a red circle and labeled '2'. At the bottom, the 'Update' button is highlighted with a red circle and labeled '3'. Other buttons include Add, Delete, Cancel, and Exit.

Employee ID	Employee Name	Nick Name	Origin Address	Place Of Birth	Date Of Birth	Designation	Depa
21080006	User006	User006	Bengkong Indah swadebi blok. F No. 13 kel. Sad	Tangerang	08/08/1994	Customer Service	Oper

5. Menghapus Data Pegawai

1. Ketik nama pegawai dikolom **Employee Name** yang ingin di hapus / mencari nama pegawai di kolom Employee.
2. Klik Double nama yang ingin dihapus. (maka secara otomatis data yang dipilih akan muncul di Data Pegawai).
3. Klik tombol **DELETE** dan **YES**, data terhapus.

The screenshot shows the 'Data Pegawai' application window. The 'General' tab is active, displaying various employee details. The 'Employee Name' field is highlighted with a red circle and labeled '1'. A red arrow points from this field to the 'Employee Name' column in the 'Tabel Master Employee' table, which is labeled '2'. Another red arrow points from the 'Delete' button in the bottom toolbar to the 'Employee Name' field, labeled '3'.

Employee ID	Employee Name	Nick Name	Origin Address	Place Of Birth	Date Of Birth	Designation	Depa
21080006	User006	User006	Bengkong Indah swadebi blok. F No. 13 kel. Sad	Tangerang	08/08/1994	Customer Service	Oper

Buttons: Add, Update, Delete, Cancel, Exit