

2018

MEMO ONLINE



Manual Book

IT Soft, PT. Plasindo Lestari
April 2018

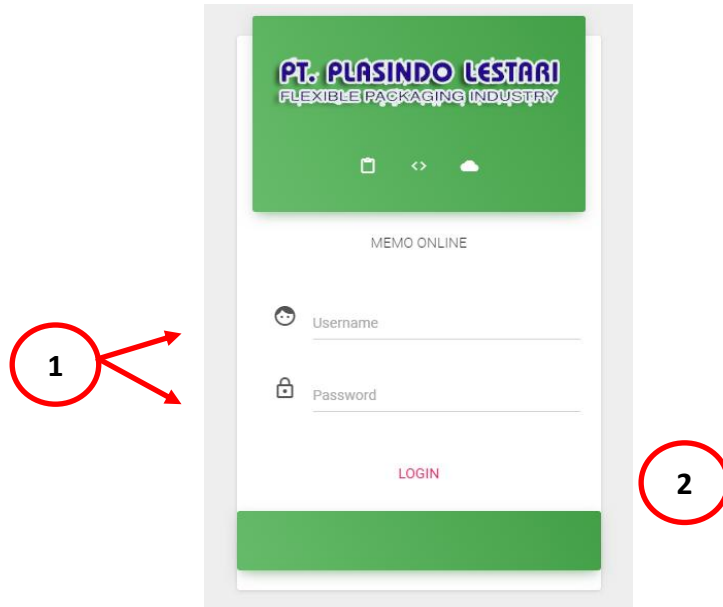
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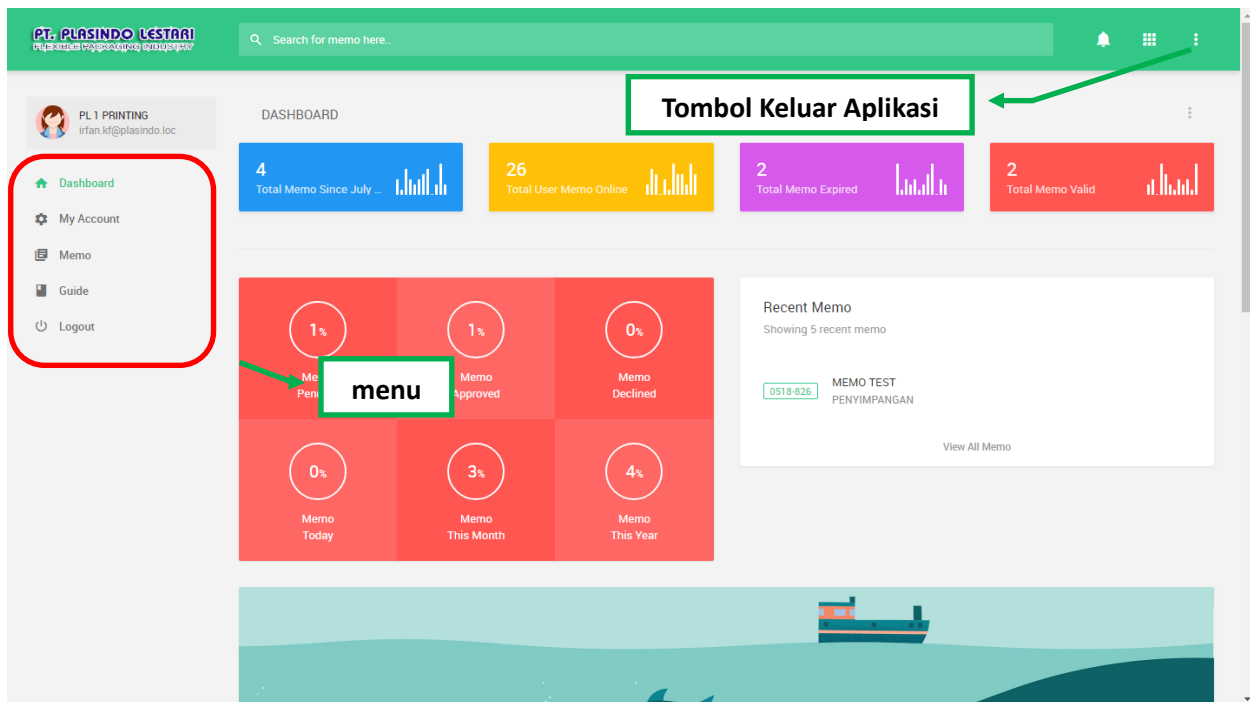
PETUNJUK PENGGUNAAN

1. Login

1.1 Masukan username dan password



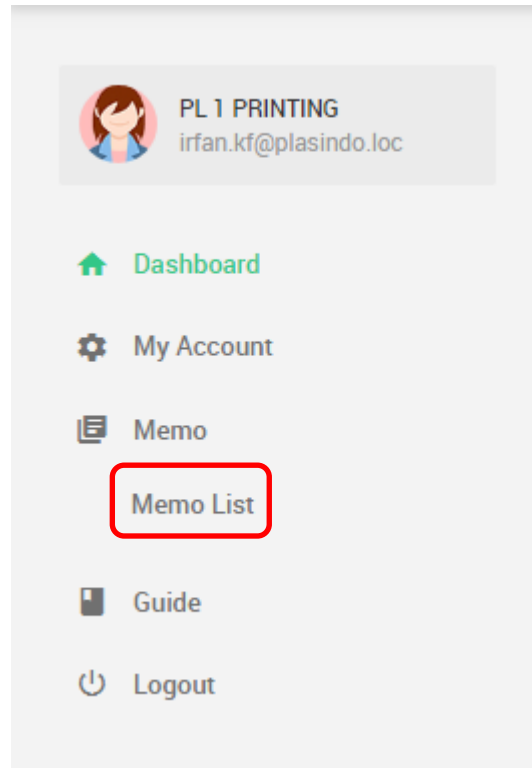
1.2 Halaman Utama



2. Lihat Memo

2.1 Masuk Halaman List Memo

Klik menu “Memo List” pada menu dropdown “Memo” seperti dibawah.



Klik “Nomor Memo” atau icon “View” pada baris memo yang ingin dilihat.

A screenshot of the 'MEMO LIST' page. The page has a green header with the company logo 'PT. PLASINDO LESTARI' and a search bar. On the left is a sidebar with the same menu as the previous image. The main content area is titled 'MEMO LIST' and contains a table of memo records. The table has columns: 'NO MEMO', 'Nama Memo', 'Kepada', 'Tanggal', and 'ActionButtons'. One row is visible with the following data: '0518-626', 'MEMO TEST', 'WAREHOUSE, PL 1 PRINTING', '2018-05-25', and an eye icon. Two red circles with numbers '1' and '2' are placed over the 'NO MEMO' and 'ActionButtons' columns respectively. Red arrows point from these circles to text boxes at the bottom. Box 1 says 'Klik nomor memo untuk melihat detail isi'. Box 2 says 'Atau klik tombol icon lihat memo'. At the bottom of the page, there is a footer with copyright information: '© MEMO ONLINE | IT DEPT. PLASINDO LESTARI. All rights reserved. | VERSION: PLSME-IRVKF-v2.0'.

3. Tampilan Isi Memo

3.1 Tampilan Isi Memo

Setelah menekan nomor memo atau icon lihat memo pada aplikasi akan muncul tampilan isi memo sebagai berikut:

1

PENYIMPANGAN RESIN

Nama Memo

Kepada YTH : Warehouse, PL 2 Laminasi,
 Hal : PENYIMPANGAN RESIN 5 LAYER

Tanggal : 2018-07-10

Dengan hormat, harap dibantu untuk menjalankan order sebagai berikut:

M/C	ORDER	EXISTING					PENYIMPANGAN					
		LAYER	THICK	RATIO	RESIN	RATIO	LAYER	THICK	RATIO	RESIN	RATIO	
WH-05	SOFTENER CAIR	A	12	24.0%	DOWLEX 2045 G	100.0%	A	12.72	24.0%	DOWLEX 2045 G	100.0%	
					TOTAL	100.0%				TOTAL	100.0%	
	B	12	24.0%	DOWLEX 2098 P	98.0%	B	12.72	24.0%	DOWLEX 2098 P	99.0%		
				CSA 0248	2.0%						SAB 8068	1.0%
				TOTAL	100.0%				TOTAL	100.0%		
	C	12	24.0%	DOWLEX 2098 P	97.0%	C	12.72	24.0%	DOWLEX 2098 P	98.5%		
				CSA 0248	3.0%						SAB 8068	1.5%
				TOTAL	100.0%				TOTAL	100.0%		
D	7	14.0%	EVOLUE 2320 H	80.0%	D	7.42	14.0%	EVOLUE 2320 H	81.0%			
			AFFINITY PL 1881	20.0%						AFFINITY PL 1881	19.0%	
			TOTAL	100.0%				TOTAL	100.0%			
E	7	14.0%	EVOLUE 2320 H	45.0%	E	7.42	14.0%	EVOLUE 2320 H	54.0%			
			AFFINITY PL 1881	46.0%						AFFINITY PL 1881	44.0%	
			CSA 0248	3.0%						SAB 8068	2.0%	
			AB 5	6.0%								
			TOTAL	100.0%				TOTAL	100.0%			
	TOTAL	50	100%		TOTAL	53	100%					

Demikian, terimakasih atas perhatian dan kerjasamanya.

Dibuat oleh,

PPIC

Mengetahui

QC

Mengatahui

R&D

Mengetahui

PRODUKSI

Mengetahui

ACCOUNTING

Pengesahan:

Merah: Belum di approve / ditolak.

Hitam / Signature: Telah di approve.