

2018

# MEMO ONLINE



## Manual Book

IT Soft, PT. Plasindo Lestari  
April 2018

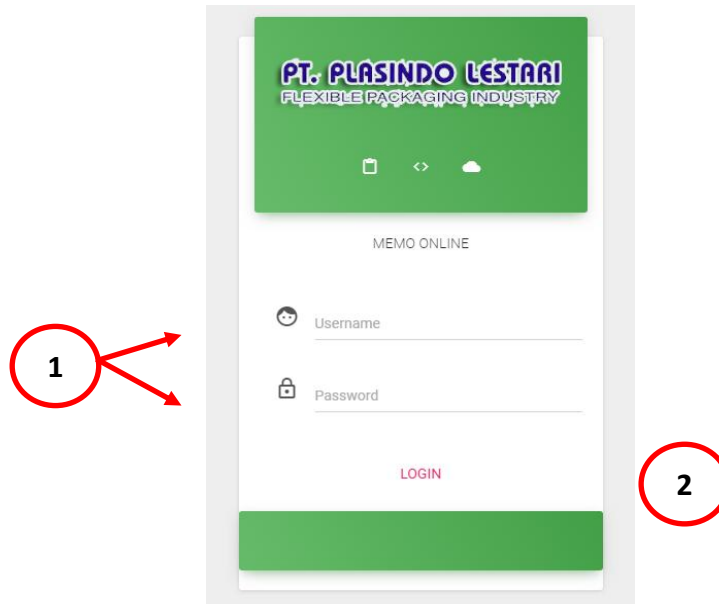
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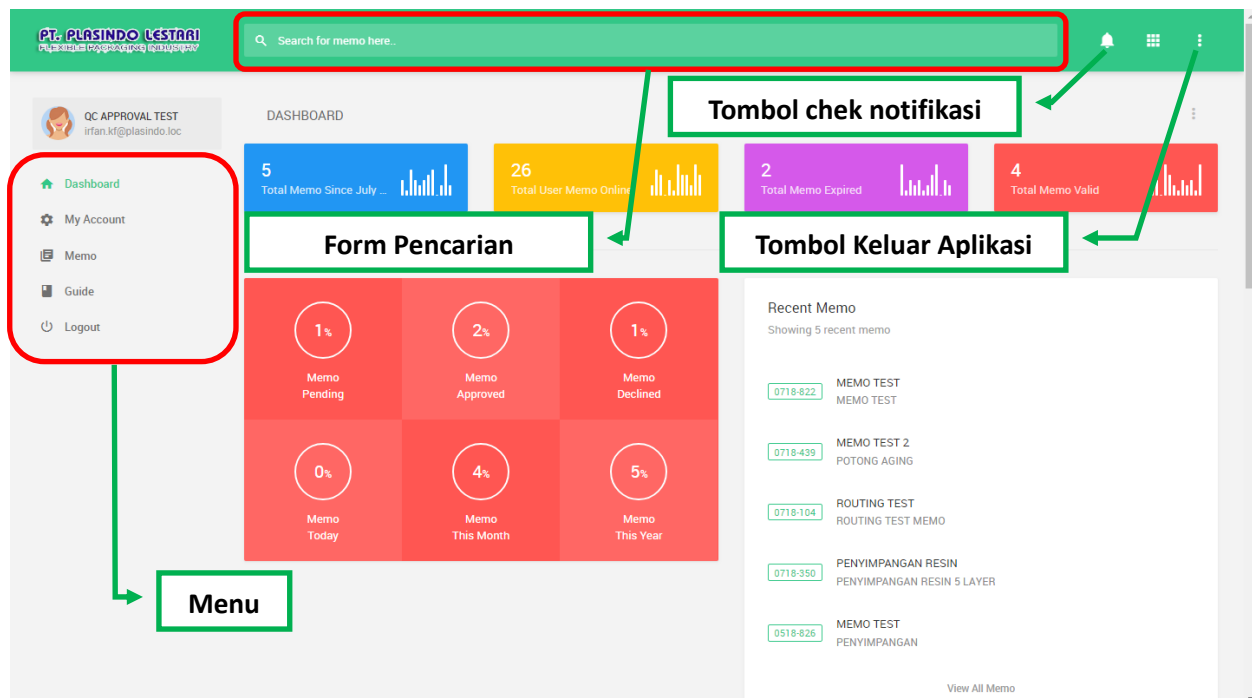
# PETUNJUK PENGGUNAAN

## 1. Login

### 1.1 Masukan username dan password



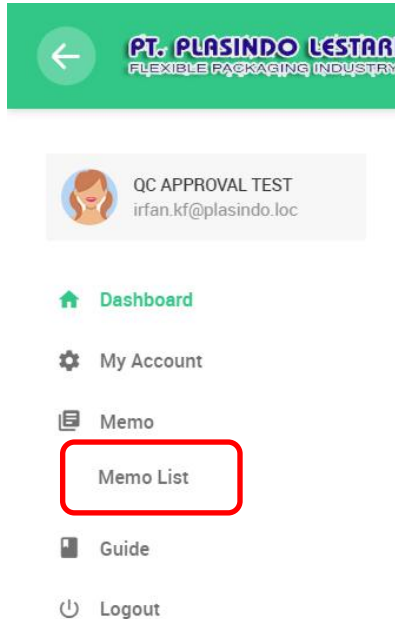
### 1.2 Halaman Utama



## 2. Lihat Memo

### 2.1 Melihat Daftar List Memo

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



Setelah menekan tombol memo list akan muncul tampilan table yang akan menampilkan memo-memo sebagai berikut:

The screenshot displays the 'Memo List' interface. It includes a search bar at the top left, a table of memo entries, and a 'Lihat Keterangan' button. Annotations are provided for various elements:

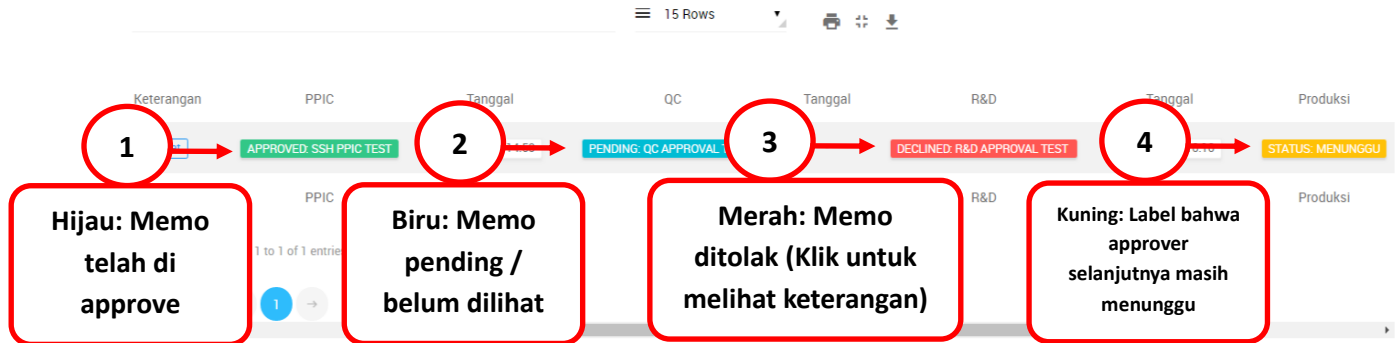
- 1 Pencarian**: Points to the search bar.
- 2 Nomor Memo**: Points to the 'NO MEMO' column in the table.
- 3**: Points to the horizontal scroll bar at the bottom of the table.
- 4 Lihat Keterangan**: Points to the 'Lihat' button in the 'Keterangan' column.
- 5 Tombol Fullscreen**: Points to the fullscreen icon in the top right corner.

| NO MEMO  | Nama Memo          | Kepada                    | Keterangan | PPIC                    | Tanggal          | Q              |
|----------|--------------------|---------------------------|------------|-------------------------|------------------|----------------|
| 0718-350 | PENYIMPANGAN RESIN | Warehouse, PL 2 Laminasi, | Lihat      | APPROVED: SSH PPIC TEST | 2018-07-10 14:50 | APPROVED: QC / |

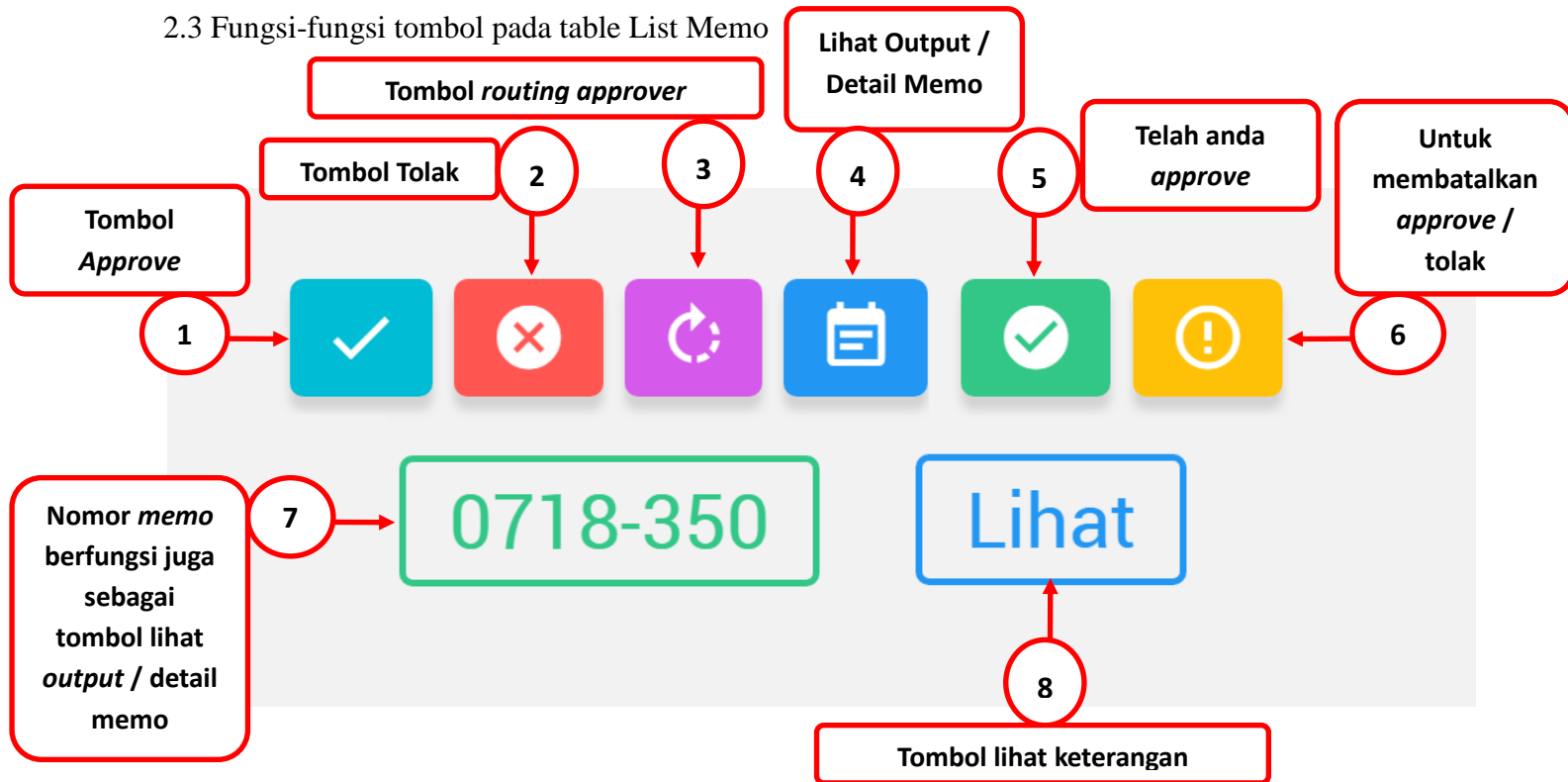
Showing 1 to 1 of 1 entries

## 2.2 Status Memo

Berikut merupakan contoh-contoh status memo akan dijelaskan pada gambar dibawah ini:



## 2.3 Fungsi-fungsi tombol pada table List Memo



### 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.

1

Dibuat oleh,

Mengetahui

Mengatahui

Mengetahui

Mengetahui

PPIC

QC

R&D

PRODUKSI

ACCOUNTING

**Pengesahan:**  
 Merah: Belum di approve / ditolak.  
 Hitam / Signature: Telah di approve.