

**PT. BERLIAN SISTEM INFORMASI**



# **Operating Lease - Unit/Vehicle Management Process**

## **USER MANUAL GUIDE**

**VERSION 1.1**

**7/1/2016**

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**Operating Lease – Unit/Vehicle Management Process**

**July 1, 2016**

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## **Operating Lease – Unit/Vehicle Management Process**

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## **MODUL UNIT MANAGEMENT**

Aplikasi Operating Lease Support System menyediakan menu Procurement, **Unit/Vehicle Management**, Unit/Vehicle Maintenance, dan Collection Process. Semua fitur akan dideksripsikan pada modul yang berbeda. Menu **Unit Management** pada OLSS merupakan proses lanjutan dari Proses Procurement. Dengan menu **Unit Management**, user dapat mengawasi persiapan unit pada setiap unit yang dipesan pada supplier, dan mengawasi proses pergantian unit jika customer meminta registrasi penggantian.

Selain itu, user dapat menambahkan data, melakukan perubahan, dan memeriksa rincian data, dan juga menyaring data tertentu berdasarkan kata kunci pada fungsi pencarian. Namun keseluruhan data dan fitur yang terdapat pada aplikasi OLSS terbatas pada otorisasi user sehingga user tidak bisa mengakses beberapa fitur.

### **1. BAST PENGIRIMAN DAN PENERIMAAN**

Unit-unit yang dipesan pada proses Order Pembelian, akan secara otomatis ditampilkan pada layar **Monitoring Unit Preparation**. Menu Unit preparation akan memfasilitasi user untuk memonitor setiap unit yang dipesan pada masing-masing supplier. User dapat mengecek unit yang belum diproses dan unit yang sudah mendekati waktu tenggang pengiriman unit. Jika unit telah selesai disiapkan, user dapat membuat Berita Acara Serah Terima (BAST) untuk setiap unit yang akan dikirim, baik BAST dari supplier maupun BAST ke customer.

Menu **Monitoring Unit Preparation** menyediakan fungsi-fungsi sebagai berikut:

1. Cek perkembangan persiapan unit berdasarkan sisa waktu pengiriman di dokumen PO.
2. Untuk mengurutkan data berdasarkan urutan abjad perkolom, user dapat mengklik pada judul kolom.
3. User dapat memilih jumlah data yang ingin ditampilkan dengan menggunakan fitur  Show 10 entries pada layar.
4. User dapat menyaring data berdasarkan kata kunci tertentu dengan menggunakan fitur pencarian. Pertama pilih Search Criteria yang diinginkan, kemudian isi kata kunci pada Paramater.
5. Melihat History Detail pada setiap unit yang dipesan.
6. Merubah dan memperbarui perkembangan persiapan unit.
7. Cetak laporan **Unit Preparation**.

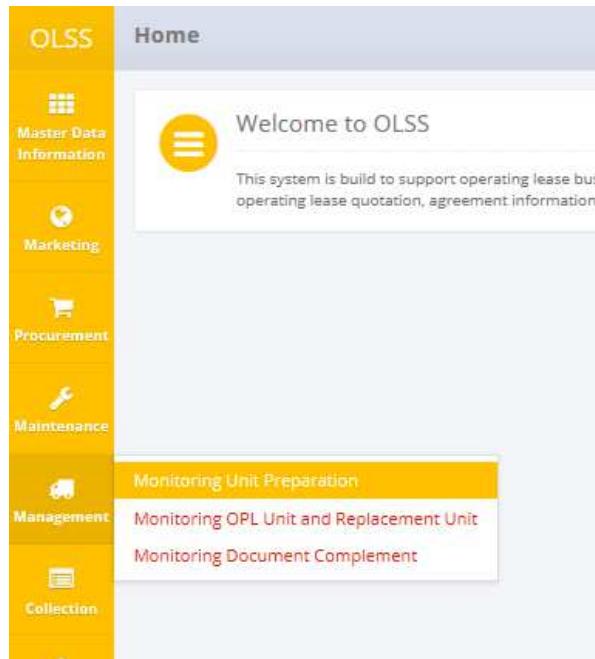
#### **1.1. Layar Monitoring Unit Preparation**

User dapat mengakses layar **Monitoring Unit Preparation**, silakan ikuti langkah-langkah berikut ini:

1. Akses OLSS dan arahkan pada menu **Unit Management** dan pilih “**Monitoring Unit Preparation**”.

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Gambar 1: Menu Unit Management

2. Sistem akan menampilkan layar **Monitoring Unit Preparation** yang menyediakan daftar unit dan nomer PO yang telah disetujui.

A screenshot of the 'Monitoring Unit Preparation' screen. The left sidebar shows the same yellow menu as in Gambar 1. The main area has a header 'Monitoring Unit Preparation' with search criteria fields for 'DSF Office' (set to 'DSF Office'), 'Parameter' (empty), 'Start BAST Plan Date' (empty), and 'End BAST Plan Date' (empty). Below the header are four tabs: 'Outstanding 45' (selected), 'Outstanding 20', 'Outstanding 3', and 'Actual'. A 'Search' button is to the right of the tabs. The main table lists three rows of data:

DSF Office	Agreement Number	Customer Name	PO Number	PO Creation Date	PO Approved Date	Supplier Name	Unit Description	Unit Status	Qty	View History	Select
JHO	0000037/4/01/05/2016	PT TAWU INTI BUMI	00050/PO/UNA/JHO/05/2016	05/17/2016	05/17/2016	ADITYA SRIJAYA PERKASA, PT.	PANTHER PICK UP	New	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JHO	0000037/4/01/05/2016	PT TAWU INTI BUMI	00050/PO/UNA/JHO/05/2016	05/17/2016	05/17/2016	ADITYA SRIJAYA PERKASA, PT.	PANTHER PICK UP	New	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JHO	0000036/4/01/05/2016	PT TAWU INTI BUMI	00048/PO/UNI/JHO/05/2016	05/17/2016	05/17/2016	GRAHA AUTO, UD.	PANTHER PICK UP	New	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>

At the bottom, there are buttons for 'Save' and 'Print Report', and navigation links for 'First', 'Previous', '1', 'Next', and 'Last'.

Gambar 2: Tampilan Monitoring Unit Preparation

Pada layar **Monitoring Unit Preparation**, terdapat empat tab yaitu:

- a. Outstanding 45, menampilkan daftar nomer PO dengan sisa waktu pengiriman samadengan atau kurang dari 45 hari.

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- b. Outstanding 20, menampilkan daftar nomer PO dengan sisa waktu pengiriman samadengan atau kurang dari 20 hari.
- c. Outstanding 3, menampilkan daftar nomer PO dengan sisa waktu pengiriman samadengan atau kurang dari 3 hari.
- d. Actual, menampilkan daftar nomer PO dengan BAST yang sudah dibuat.

Ada 7 (tujuh) tombol yang ditampilkan pada tab outstanding 45, 20 dan 3, yaitu:

- a. View History: pilih tombol untuk melihat Unit Preparation Progress History.

The screenshot shows a software interface titled 'Monitoring Unit Preparation'. On the left is a vertical menu bar with icons for Master Data Information, Marketing, Procurement, Maintenance, Collection, System Setting, Approval Escalation, and OLSS. The main area has a header 'Search Criteria' with dropdowns for 'DSF Office' (set to 'DSF Office'), 'Parameter' (empty), 'Start BAST Plan Date' (empty), and 'End BAST Plan Date' (empty). Below this is a toolbar with tabs: Outstanding 45, Outstanding 20, Outstanding 3, and Actual. The 'Outstanding 20' tab is selected. A search button is also present. The main content area displays a table of data with columns: DSF Office, Agreement Number, Customer Name, PO Number, PO Creation Date, PO Approved Date, Supplier Name, Unit Description, Unit Status, Qty, and View history. Three rows of data are shown, each with a 'View history' link. A red box highlights the 'Click here' button next to the 'View history' link for the first row. At the bottom of the table, there are navigation buttons for 'First', 'Previous', 'Next', and 'Last', and a message 'Showing 1 to 3 of 3 entries'. At the very bottom are 'Save' and 'Print Report' buttons.

Gambar 3: Navigate untuk check Unit Preparation Progress history

- b. Create BAST : pilih tombol untuk membuat BAST pengiriman dan BAST penerimaan. Tombol aktif bila supplier telah selesai mempersiapkan unit yang dipesan.
- c. Edit BAST : pilih untuk merubah BAST pengiriman dan BAST penerimaan. Tombol aktif bila BAST disimpan dalam bentuk draft.
- d. Print BAST Supplier : pilih untuk mencetak BAST dari supplier untuk DSF.
- e. Print BAST Customer : pilih untuk mencetak BAST dari DSF untuk customer.
- f. : pilih tombol untuk memperbarui nomer PO yang dipilih.
- g. : pilih tombol untuk mencetak laporan Unit Preparation.

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DSF Office	Agreement Number	Customer Name	PO Number	PO Creation Date	PO Approved Date	Supplier Name	Unit Description	Unit Status	Qty	View History	Progress Status	Remark	Unit Readine
JHO	0000037/4/01/2016	PT TAWU INTI BUMI	00049/PO/UNK/JHO/05/2016	05/17/2016	05/17/2016	AKITA JAYA MOBILINDO, PT.	PANTHER PICK UP	New	2		Visit Supplier	unit ready 100%	Complete
JHO	0000037/4/01/2016	PT TAWU INTI BUMI	00049/PO/UNK/JHO/05/2016	05/17/2016	05/17/2016	AKITA JAYA MOBILINDO, PT.	CAR 1	New	1		Confirm to Supplier	karoseri sdh sls	Complete

Gambar 4: Tampilan List of Unit Preparation di Tab Actual

Tab Actual memiliki jumlah tombol yang berbeda dari tab outstanding lainnya, yaitu:

- a. View Details : pilih tombol untuk melihat detail dari Unit Preparation yang sudah selesai.
- b. : pilih tombol untuk mencetak laporan Unit Preparation Actual.

### 1.2. Memperbarui Dokumen Monitoring Unit Preparation

Untuk memperbarui perkembangan Unit Preparation, akses outstanding tab: 45, 20, atau 3. Setelah informasi ditampilkan, user dapat merubah informasi yang ada.

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The screenshot shows the 'Monitoring Unit Preparation' page of the OLSS system. On the left, there is a vertical navigation bar with icons for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'Monitoring Unit Preparation' and a sub-header 'Search Criteria'. It includes fields for 'DSF Office' (set to 'DSF Office'), 'Start BAST Plan Date' (empty), 'End BAST Plan Date' (empty), and a 'Search' button. Below this are tabs for 'Outstanding 45', 'Outstanding 20', 'Outstanding 3', and 'Actual'. The main table lists four entries:

Unit Description	Unit Status	Qty	View History	Select	Progress Status	Remark	Unit Readiness	Update Date	BAST Plan	BAST Actual	Generate BAST		
CAR 1	New	4		<input checked="" type="checkbox"/>	Confirm to Supplier	tes	No Progress	06/15/2016					
ACC 2	New	2		<input type="checkbox"/>	Confirm to Supplier		No Progress	06/15/2016	Based on Parent Date				
CAR KAM	Lease Back	2		<input type="checkbox"/>	Confirm to Supplier		No Progress	06/13/2016					
ACC KAM	Lease Back	2		<input type="checkbox"/>	Confirm to Supplier		No Progress	06/13/2016	Based on Parent Date				

At the bottom, there are buttons for 'Save' and 'Print Report'. A message at the bottom indicates 'Showing 1 to 4 of 4 entries'.

Gambar 5: Tampilan Update Unit Preparation

Berikut penjelasan pengisian data untuk merubah informasi Unit Preparation:

- a. Select button: pilih field sebagai tanda bahwa data akan dirubah.
- b. Progress status: tindakan user dalam follow-up Unit Preparation. Pilih "Confirm to Supplier" atau "Visit Supplier".
- c. Remark: isi remark dengan keterangan Unit Preparation Progress percentage. Contohnya: 50% unit complete.
- d. Unit readiness: kesiapan supplier dalam persiapan unit. Pilih "Complete", "In progress", atau "no progress" (default: no progress)
- e. Update date: otomatis menampilkan tanggal perubahan data.

Dalam memperbarui data, user dapat merubah lebih dari satu data sekaligus dengan memilih Select Field pada nomer-nomer PO yang ingin dirubah. Sebelum menyimpan data, tolong perhatikan beberapa hal yaitu:

- a. Unit Preparation hanya bisa diperbarui 1 kali dalam satu hari. Setelah nomer PO diperbarui, maka semua field dan tombol akan dinonaktifkan. Contohnya seperti gambar berikut:

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The screenshot shows the 'Monitoring Unit Preparation' page. A green success message at the top states 'Success Your data successfully updated'. Below it is a search bar with dropdowns for 'Search Criteria' (set to 'DSF Office') and 'Parameter' (empty), and date fields for 'Start BAST Plan Date' and 'End BAST Plan Date'. A 'Search' button is to the right. Below the search area are tabs: 'Outstanding 45', 'Outstanding 20', 'Outstanding 3', and 'Actual'. The main table has columns: Unit Description, Unit Status, Qty, View History, Select, Progress Status, Remark, Unit Readiness, Update Date, BAST Plan, BAST Actual, and Generate BAST. The first row (CAR 1) has its 'Remark' field highlighted with a black border. The table shows four entries: CAR 1, ACC 2, CAR KAM, and ACC KAM. At the bottom left are 'Save' and 'Print Report' buttons.

**Gambar 6: PO Number setelah diupdate**

- b. Beberapa field mandatory dan jika user membiarkan dalam keadaan kosong, maka sistem akan menampilkan pesan error ketika disimpan.

This screenshot is similar to Gambar 6 but shows an error. The 'Remark' field for CAR 1 is highlighted with a black border, and a tooltip 'The Remark field is required.' appears above it. The rest of the interface is identical to the previous screenshot.

**Gambar 7: Error Field Mandatory setelah Save**

- c. System akan mengecek apakah nomer agreement memiliki banyak supplier dan banyak unit. System tidak bisa menyimpan data dalam status complete, jika satu supplier sudah selesai mempersiapkan unit sedangkan supplier lain masih dalam proses persiapan. Apabila diteruskan maka sistem akan memberikan pesan error:

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Failed! Error! Accessories and/or Carrosserie associated with checked row have not completed yet.

Gambar 8: Notifikasi Error Tidak Complete

Setelah tombol **Save** dipilih, system akan menampilkan layar konfirmasi, pilih **Yes** untuk melanjutkan.



Gambar 9: Tampilan Pop up Confirmation

Sistem akan otomatis kembali ke **Monitoring Unit Preparation**, dan notifikasi sukses atau gagal akan muncul di atas layar.

Success! Your data successfully updated

Gambar 10: Notifikasi Success setelah Save

### 1.3. Pembuatan BAST customer dan BAST supplier

BAST pengiriman dan BAST penerimaan dapat dibuat setelah supplier telah selesai mempersiapkan unit yang dipesan. Pada system, tombol **create BAST** akan aktif setelah Unit Preparation telah diset “Complete” BAST dibuat sejumlah unit yang dipesan. Jika user ingin membuat BAST customer dan BAST supplier, silakan ikuti langkah-langkah berikut:

1. Pilih tombol **Create** pada baris nomer PO.

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The screenshot shows the 'Monitoring Unit Preparation' screen in the OLSS system. On the left, a vertical navigation bar lists various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The 'Management' module is currently selected. The main area displays a table of vehicle units. A callout box with the text 'Click Create button to add new Unit Preparation' points to a red-bordered 'Create' button located at the top right of the table header. The table columns include: ID, Unit Description, Unit Status, Qty, View History, Select, Progress Status, Remark, Unit Readiness, Update Date, BAST Plan, and BAST Actual. The table contains four rows of data:

ID	Unit Description	Unit Status	Qty	View History	Select	Progress Status	Remark	Unit Readiness	Update Date	BAST Plan	BAST Actual	Action		
10	STRADA TRITON HDX SINGLE CABIN (4 X 4)	New	24		<input checked="" type="checkbox"/>	Confirm to Supplier	Sudah BAST	Complete	05/18/2016	06/17/2016	05/18/2016			
SA, PT.	ACC 1	New	1		<input type="checkbox"/>	Confirm to Supplier <input checked="" type="checkbox"/>		In Progress	05/17/2016	06/16/2016	Based on Parent Date			
SA, PT.	PANTHER PICK UP	New	2		<input type="checkbox"/>	Visit Supplier	100% unit complete	Complete	05/17/2016	06/16/2016	05/31/2016			
	PANTHER PICK UP	New	4		<input type="checkbox"/>									

At the bottom left are 'Save' and 'Print Report' buttons. At the bottom right are navigation links: First, Previous, 1, Next, Last.

Gambar 11: Navigate untuk Create BAST

2. Sistem akan menampilkan layar **Create BAST**.

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The screenshot shows the 'Create BAST' screen within the OLSS application. The left sidebar contains icons for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, Approval Escalation, and a circular status indicator. The main area displays the following sections:

- BAST Supplier No:** 0000039/4/01/05/2016
- Lease:** SUMBER CIRTA DJAYA CV
- Supplier:** EKA JAYA MOBIL
- Unit Description:** STRADA TRITON HDX SINGLE CABIN (4 X 4)
- Year:** 2015
- Colour:** [empty]
- Police No:** [empty]
- BAST Customer No:** [empty]
- Chassis No:** [empty]
- Machine No:** [empty]
- KM:** [empty]
- Company Insurance:** [empty]
- Insurance Number:** [empty]
- Start Insurance:** [empty]
- End Insurance:** [empty]

**Document Complement:**

No	Description	Available		Expired Date		Remarks
		Yes	No	Start	End	
1	STNK	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	STNK Sementara	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	KEUR	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Unit/Vehicle Equipment:**

No	Description	Available		Remarks	Action
		Yes	No		
1	Kunci Kontak	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>
2	Radio/Tape dan Speaker	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>
3	AC	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>
4	Ban Serap	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>
5	Dongkrak dan Handle	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>
6	Toolkit dan Kund Roda	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>
7	P3K	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>
8	Segida Pengaman	<input type="radio"/>	<input type="radio"/>	[empty]	<span style="color: red;">-</span>

**Buttons:** + Add Item, Save as Draft.

**Gambar 12: Tampilan Create BAST**

Setelah layar Create BAST ditampilkan, terdapat dua tombol yaitu:

- Back : pilih tombol untuk kembali ke layar **Monitoring Unit Preparation**.
- Save as Draft: pilih tombol untuk menyimpan dokumen sementara dalam bentuk draft.

Dalam pembuatan BAST, silakan ikuti penjelasan pengisian berikut ini:

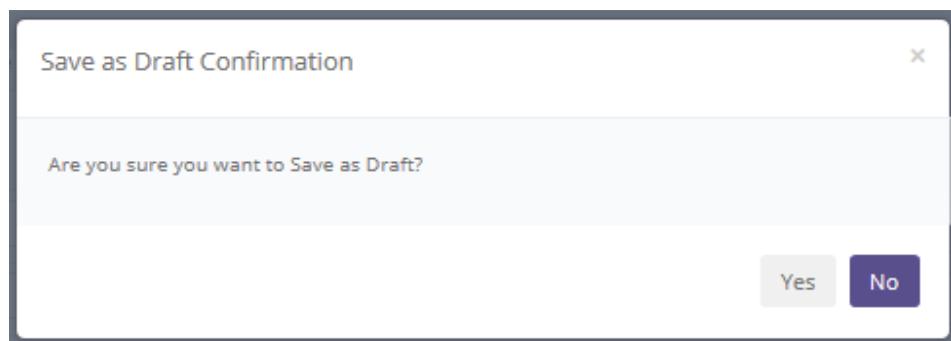
- BAST information
  - Color: isi warna unit.

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- Police No: isi nomer plat unit.
  - Chassis No: isi nomer chassis unit.
  - Machine No: isi nomer mesin.
  - KM: isi berapa KM akan ditempuh oleh unit.
  - Company Insurance: isi nama perusahaan asuransi.
  - Insurance Number: isi nomer perusahaan asuransi.
  - Start Insurance: pilih tanggal mulai asuransi.
  - End Insurance: pilih tanggal akhir asuransi.
- b. Document Complement:
- Available: pilih “yes” atau “no”
  - Expired Date: pilih tanggal.
  - Remark: isi keterangan jika ada.
- c. Tab Unit/Vehicle equipment, unit/vehicle condition, carrosseries, dan accessories:
- Description: isi deksripsi aksesoris/karoseris/ unit.
  - Available: pilih “yes” atau “no”
  - Remarks: isi dengan keterangan tambahan.
  - Add item button: pilih untuk menambahkan baris Unit/Vehicle equipment, unit/vehicle condition, carrosseries, atau accessories.
  - Remove button (kolom Action): pilih untuk menghapus baris Unit/Vehicle equipment, unit/vehicle condition, carrosseries, dan accessories

User dapat menyimpan data dengan memilih tombol **Save as Draft**. Ada beberapa field penting yang memiliki field berwarna merah yang tidak boleh dikosongkan. Jika dikosongkan maka system akan menampilkan pesan error. Setelah tombol **Save as Draft** dipilih, layar konfirmasi akan ditampilkan, pilih **Yes** untuk melanjutkan.



Gambar 13: Pop up Confirmation untuk Save as Draft

System akan kembali ke layar **Monitoring Unit Preparation**. Jika tipe leasing adalah bukan Refinance, maka system akan menampilkan dua nomer notifikasi yaitu nomer BAST supplier dan BAST customer.

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Success! BAST Supplier Number: 00033/BSP/JHO/05/2016 and BAST Customer Number: 00034/BCT/JHO/05/2016 has been created and Remaining BAST is 18!

Gambar 14: Notifikasi Success setelah Save as Draft (Bukan Refinance Type)

Jika tipe leasing Refinance, maka system akan menampilkan satu nomer notifikasi yaitu nomer BAST customer.

Success! BAST Supplier Number: BAST Customer Number: 00074/BCT/JHO/05/2016 has been created and Remaining BAST is 0!

Gambar 15: Notifikasi Success setelah Save as Draft (Refinance Type)

### 1.4. Ubah Dokumen BAST

Untuk mengubah dokumen BAST yang telah dibuat, arahkan ke menu **Monitoring Unit Preparation** dan pilih tombol **Edit** pada nomer BAST yang ingin dirubah. Tombol Edit hanya bisa dipilih pada dokumen BAST yang berstatus **Draft** atau **Revised**. Dokumen hanya dapat dirubah oleh user yang membuat dokumen.

Line	PO Approved Date	Supplier Name	Unit Description	Unit Status	Qty	Action	Progress Status	Remark	Unit Readiness	Update Date	BAST Plan	BAST Actual	Generate BAST
2016	05/16/2016	ADITYA SRIJAYA PERKASA, PT.	ACC 1	New	2		Visit Supplier	100% complete	Complete	05/16/2016	06/05/2016	05/18/2016	
2016	05/16/2016	ADITYA SRIJAYA PERKASA, PT.	PANTHER PICK UP	New	2		Confirm to Supplier	100 % unit ready	Complete	05/16/2016	06/05/2016	05/18/2016	
2016	05/16/2016	AKITA JAYA MOBILINDO, PT.	CAR 1	New	2		Visit Supplier	100 % unit ready	Complete	05/16/2016	06/05/2016	05/28/2016	
2016	05/16/2016	AKITA JAYA MOBILINDO, PT.	PANTHER PICK UP	New	2		Confirm to Supplier	100 % unit ready	Complete	05/16/2016	06/05/2016	05/28/2016	

Gambar 16: Navigate untuk Edit BAST

System akan menampilkan layar **Edit BAST**.

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The screenshot displays the 'Edit BAST' page in the OLSS system. The left sidebar contains navigation links for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main content area is titled 'Edit BAST' and shows the following fields:

- Created by:** Reza Renika
- Created Date:** 05/17/2016
- Last Modified By:**
- Last Modified Date:**

Form fields include:

- RACT Supplier No: 00024/BSP/JHO/05/2016
- Agreement No: 0000036/4/01/05/2016
- Lessee: PTTAIWU INTI BUMI
- Supplier: GRAHA AUTO, UD.
- Unit Description: PANTHER PICK UP
- Year: 2015
- Colour: Blue
- Police No: B 4000 OPL
- RACT Customer No: 00025/BCT/JHO/05/2016
- Chassis No: C-1000-OPL
- Machine No: M-1000-OPL
- KM: 250.00
- Company Insurance: PT. Malaka
- Insurance Number: L-1000-OPL
- Start Insurance: 05/01/2016
- End Insurance: 05/31/2016

**Document Complement:**

No	Description	Available	Start	End	Remarks	
1	STNK	<input checked="" type="radio"/>	<input type="radio"/>	05/01/2016	05/31/2016	Test: create (last BAST and not blank)
2	STNK Sementara	<input type="radio"/>	<input checked="" type="radio"/>	05/01/2016	05/31/2016	Test: create (last BAST and not blank)
3	KEUR	<input checked="" type="radio"/>	<input type="radio"/>	05/01/2016	05/31/2016	Test: create (last BAST and not blank)

**Unit/Vehicle Equipment:**

No	Description	Available	Remarks	Action
1	Kunci Kontak	<input checked="" type="radio"/>	Tes: create (last RACT and not blank)	
2	Radio/Tape dan Speaker	<input checked="" type="radio"/>	Tes: create (last BAST and not blank)	
3	AC	<input checked="" type="radio"/>	Tes: create (last BAST and not blank)	
4	Ban Serep	<input checked="" type="radio"/>	Tes: create (last BAST and not blank)	
5	Dongkrak dan Handle	<input checked="" type="radio"/>	Tes: create (last BAST and not blank)	
6	Toolkit dan Kunci Roda	<input checked="" type="radio"/>	Tes: create (last BAST and not blank)	
7	PBK	<input checked="" type="radio"/>	Tes: create (last BAST and not blank)	
8	Segitiga Pengaman	<input checked="" type="radio"/>	Tes: create (last BAST and not blank)	

**Buttons:**

- + Add Item**
- Save Changes**
- Save as Final**

**Gambar 17: Tampilan Edit BAST**

Pada layar **Edit BAST** terdapat tiga tombol yaitu:

1. , pilih tombol untuk kembali ke layar **Monitoring Unit Preparation**.
2. , pilih tombol untuk menyimpan perubahan dalam bentuk draft.
3. , pilih tombol untuk menyimpan data final. Dokumen akan pindah ke tab Actual.

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

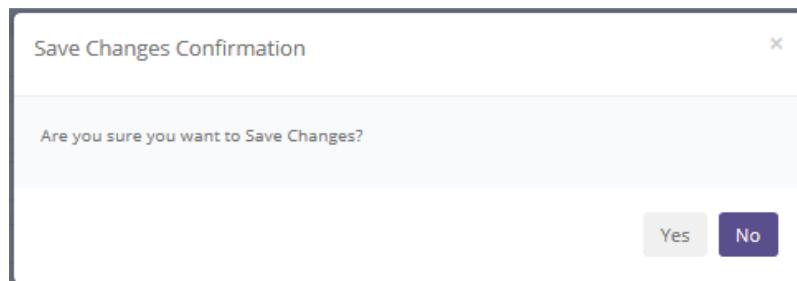
Terdapat tampilan informasi pada bagian atas layar yang berisi informasi user yang membuat BAST, merubah BAST, tanggal pembuatan, dan tanggal perubahan. Untuk merubah data, pilih nomer BAST Supplier, pilih nomer BAST customer, dan ubah informasi yang diperlukan. Jika data telah dirubah, user dapat menyimpan data dengan memilih tombol **Save Changes** atau tombol **Save as Final**. Pastikan bahwa data telah benar terisi saat memilih tombol **Save as Final**, karena dokumen tidak dapat dirubah kembali.

Terdapat field-field mandatory yang ditandai dengan background merah yang harus diisi dan tidak dapat dibiarkan kosong. Jika dibiarkan kosong, maka sistem akan menampilkan notifikasi setelah diklik tombol **Save Changes** atau **Submit**.

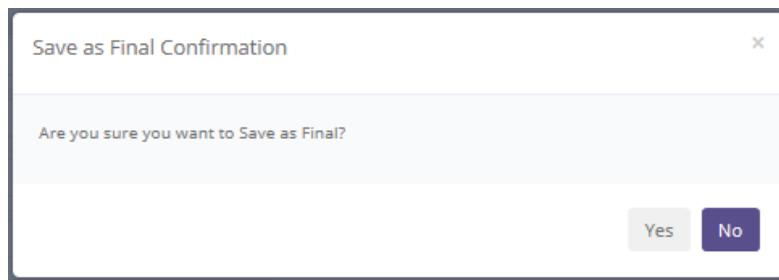
The screenshot shows a software interface titled 'Edit BAST'. On the left is a vertical menu bar with icons for OLSS, Master Data Information, Marketing, Procurement, Maintenance, and Management. The main area has a header 'Edit BAST' with a 'Back' button. Below the header, there is a red error message box containing the text 'Please choose BAST Supplier No or BAST Customer No'. To the right of the message box are several input fields: 'Created by' (BAST Supplier No), 'Created Date', 'Last Modified By' (BAST Customer No), and 'Last Modified Date'. Under 'Created by', there are dropdown menus for 'Chassis No', 'Machine No', 'KM', and 'Company Insurance'. On the far left, there is a sidebar with sections for 'Agreement No', 'Lessee', 'Supplier', and 'Unit Description'.

Gambar 18: Notifikasi Error setelah Save Changes/ Save as Final

Setelah memilih tombol tombol **Save Changes** atau **Save as Final**, layar konfirmasi akan muncul, pilih **Yes** untuk melanjutkan.



Gambar 19: Pop up Confirmation setelah Save Changes



Gambar 20: Pop up Confirmation setelah Save as Final

## Operating Lease – Unit/Vehicle Management Process

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Sistem akan secara otomatis kembali ke layar **Monitoring Unit Preparation**. Pada bagian atas layar akan muncul notifikasi sukses atau gagal jika data berhasil atau gagal diperbarui.

Success! BAST Supplier Number: 00014/BSP/JHO/05/2016 and BAST Customer Number: 00015/BCT/JHO/05/2016 has been updated!

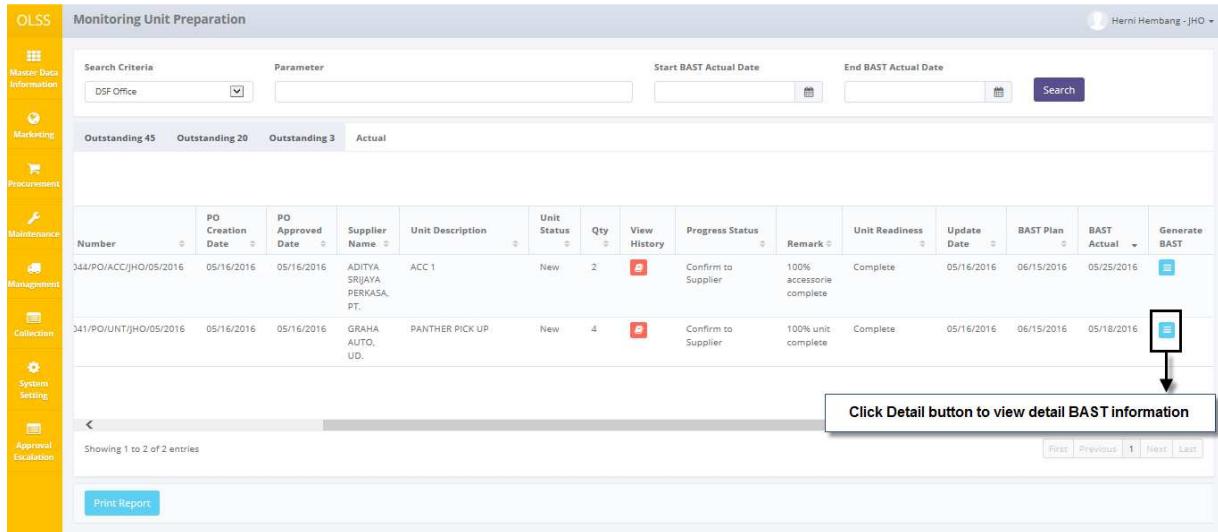
Gambar 21: Notifikasi Success setelah Save Changes

Success! BAST Supplier Number: 00014/BSP/JHO/05/2016 and BAST Customer Number: 00015/BCT/JHO/05/2016 has been completed!

Gambar 22: Notifikasi Success setelah Save as Final

### 1.5. Rincian BAST Supplier dan BAST Customer

Untuk melihat rincian BAST, akses **Monitoring Unit Preparation - Tab Actual** dan pilih tombol **view**  pada dokumen BAST yang ingin dilihat.



Monitoring Unit Preparation														
Search Criteria	Parameter				Start BAST Actual Date			End BAST Actual Date			Actions			
	DSF Office	Supplier Name	Unit Description	Unit Status	Qty	View History	Progress Status	Remark	Unit Readiness	Update Date	BAST Plan	BAST Actual	Generate BAST	
Outstanding 45	Outstanding 20	Outstanding 3	Actual											
344/PO/ACC/JHO/05/2016	05/16/2016	05/16/2016	ADITYA SRJAYA PERKASA, PT.	ACC 1	New	2		Confirm to Supplier	100% accessory complete	Complete	05/16/2016	06/15/2016	05/25/2016	
341/PO/UNT/JHO/05/2016	05/16/2016	05/16/2016	GRAHA AUTO UD.	PANTHER PICK UP	New	4		Confirm to Supplier	100% unit complete	Complete	05/16/2016	06/15/2016	05/18/2016	

Gambar 23: Navigate untuk View Detail BAST

System will show BAST Receiving Delivery pop-up screen shown below:

## Operating Lease – Unit/Vehicle Management Process

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Bast Receiving Delivery					
<input type="text" value="Search:"/>					
Bast Supplier No	Bast Customer No	Agreement No	Supplier Name	Customer Name	Unit Description
00011/BSP /JHO/05/20 16	00012/BCT /JHO/05/20 16	0000033/4/ 01/05/2016	GRAHA AUTO, UD.	PT TAWU INTI BUMI	PANTHER PICK UP
00010/BSP /JHO/05/20 16	00011/BCT /JHO/05/20 16	0000033/4/ 01/05/2016	GRAHA AUTO, UD.	PT TAWU INTI BUMI	PANTHER PICK UP
00009/BSP /JHO/05/20 16	00010/BCT /JHO/05/20 16	0000033/4/ 01/05/2016	GRAHA AUTO, UD.	PT TAWU INTI BUMI	PANTHER PICK UP
00008/BSP /JHO/05/20 16	00009/BCT /JHO/05/20 16	0000033/4/ 01/05/2016	GRAHA AUTO, UD.	PT TAWU INTI BUMI	PANTHER PICK UP

Screen 24: BAST Receiving Delivery Pop Up Screen

System akan menampilkan layar **View BAST**.

## Operating Lease - Unit/Vehicle Management Process

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OLSS
View BAST
Juanaidi Didy - JKCI

**Created by** Herni Hembang
**Created Date** 06/30/2016
**Last Modified By** Herni Hembang
**Last Modified Date** 06/30/2016

BAST Supplier No	00095/BSP/JKC/07/2016	BAST Customer No	00100/BCT/JKC/07/2016
Agreement No	9000165/4/01/06/2016	Chassis No	
Lessee	BORWITA CITRA PRIMA, PT	Machine No	
Supplier	DAVID	KM	
Unit Description	bak domba	Company Insurance	
Year		Insurance Number	
Colour		Start Insurance	
Police No		End Insurance	

Document Complement		Available		Expired Date		Remarks
No	Description	Yes	No	Start	End	
1	STNK	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	STNK Sementara	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	KEUR	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Unit/Vehicle Equipment		Unit/Vehicle Condition	Carrosserie	Accessories	Available		Remarks
No	Description				Yes	No	
1	Kunci Kunci				<input type="radio"/>	<input type="radio"/>	
2	Radio/Tape dan Speaker				<input type="radio"/>	<input type="radio"/>	
3	AC				<input type="radio"/>	<input type="radio"/>	
4	Ban Serep				<input type="radio"/>	<input type="radio"/>	
5	Dongkrak dan Handle				<input type="radio"/>	<input type="radio"/>	
6	Toolkit dan Kunci Roda				<input type="radio"/>	<input type="radio"/>	
7	PBK				<input type="radio"/>	<input type="radio"/>	
8	Segeliga Pengaman				<input type="radio"/>	<input type="radio"/>	

Remark		

Revision History		
User Name	Date	Status
Herni Hembang	30 June 2016, 15:31:55	Save as Final
Herni Hembang	30 June 2016, 15:31:40	Save as Draft

**Screen 25: Tampilan View Detail BAST**

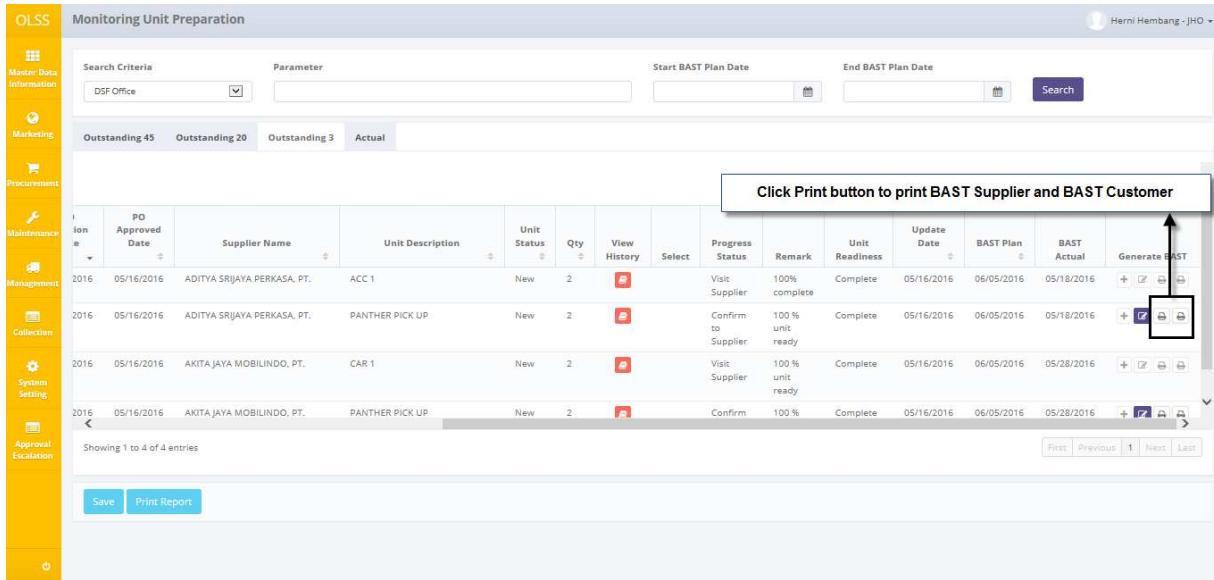
User dapat melihat informasi BAST tetapi informasi yang ada tidak dapat dipilih atau dirubah. Terdapat satu tombol yaitu tombol terletak di bagian atas layar. Pilih tombol **Back** untuk kembali ke layar **Monitoring Unit Preparation**.

## Operating Lease – Unit/Vehicle Management Process

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### 1.6. Cetak BAST Supplier dan Cetak BAST Customer

User dapat mencetak dokumen BAST supplier untuk DSF dan BAST DSF untuk customer dengan memilih tombol  (kanan dan kiri) pada BAST yang dipilih seperti gambar berikut:



Gambar 26: Navigate untuk Print BAST Supplier dan BAST Customer

Pilih cetak keseluruhan BAST, atau pilih dokumen BAST secara spesifik yang ingin dicetak dengan memilih nomer halaman. Sistem akan menampilkan **Print Preview** dari BAST yang akan dicetak. Di bagian atas layar print preview, user dapat memilih untuk mencetak dokumen atau menyimpan dokumen dalam bentuk PDF atau Ms. Excel.

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

OLSS
BAST Customer Report

Master Data Information

Marketing

Procurement

Maintenance

Management

Collection

System Setting

Approval Escalation

Back

previous

next

[N] [4] [1] of 1 [>] [<] [Find] [Next] [Print] [Help]

**LAMPIRAN BERITA ACARA PENYERAHAN KENDARAAN**  
NO : 00015/BCT/JHO/05/2016

No. Perjanjian	: 0000035/4/01/05/2016	Lessee	: PT TAWU INTI BUMI
Jenis/Merk	: PANTHER PICK UP	No. Mesin	: M-5000-OPL
STNK atas Nama	: PT TAWU INTI BUMI	No. Rangka	: C-5000-OPL
No. Polisi	: B 5000 OPL	Warna/Tahun	: Silver / 2015
		KM	: 100.00

Dengan perlengkapan dan kondisi sebagai berikut

PERLENGKAPAN KENDARAAN	ADA	TIDAK	KETERANGAN
STNK	v		
KEUR	v		
Kunci Kontak	v		
Radio/Tape dan Speaker	v		
AC	v		
Ban Serep	v		
Dongkrak dan Handle	v		
Toolkit dan Kunci Roda	v		
P3K	v		
Segitiga Pengaman	v		

KONDISI KENDARAAN	BAIK	TIDAK	KETERANGAN
Mesin	v		
Cabin Kendaraan (body depan)	v		
Rear Body	v		
Spion dan back mirror	v		
Interior (head lining, door trim, sun visor, etc)	v		
Dashboard (meter cluster)	v		
Safety Belt	v		
Fungsi dan kondisi Jok	v		
Fungsi dan kondisi Window glass	v		
Fungsi dan kerja steering / power steering	v		
Lighting (Kondisi dan kerja lampu)	v		
Jumlah air pendingin di reservoir	v		
Kerja wiper dan washer	v		
Battery (Accu)	v		

AKSESORIS TAMBAHAN	BAIK	TIDAK	KETERANGAN

KAROSERIE TAMBAHAN	BAIK	TIDAK	KETERANGAN

CATATAN			

Diserahkan oleh		Diterima oleh	
Tanggal	PT. DIPO STAR FINANCE	Tanggal	PT TAWU INTI BUMI
16 May 2016		18 May 2016	
Nama Jelas		Nama Jelas	

Gambar 27: BAST Customer Document

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## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

**BAST Supplier Report**

[◀ Back](#)

[◀ previous](#) [next ▶](#)

1 of 1 | Find | Next |

LAMPIRAN IV

**LAMPIRAN BERITA ACARA PENYERAHAN KENDARAAN**  
NO : 00014/BSP/JHO/05/2016

No. Perjanjian	: 0000035/4/01/05/2016	Lessee	: PT TAWU INTI BUMI
Jenis/Merk	: PANTHER PICK UP	No. Mesin	: M-5000-OPL
STNK atas Nama	: PT TAWU INTI BUMI	No. Rangka	: C-5000-OPL
No. Polisi	: B 5000 OPL	Warna/Tahun	: Silver / 2015
		KM	: 100.00

Dengan perlengkapan dan kondisi sebagai berikut

PERLENGKAPAN KENDARAAN	ADA	TIDAK	KETERANGAN
STNK	v		
KEUR	v		
Kunci Kontak	v		
Radio/Tape dan Speaker	v		
AC	v		
Ban Serap	v		
Dongkrak dan Handle	v		
Toolkit dan Kunci Roda	v		
P3K	v		
Segitiga Pengaman	v		

KONDISI KENDARAAN	BAIK	TIDAK	KETERANGAN
Mesin	v		
Cabin Kendaraan (body depan)	v		
Rear Body	v		
Spion dan back mirror	v		
Interior (head lining, door trim, sun visor, etc)	v		
Dashboard (meter cluster)	v		
Safety Belt	v		
Fungsi dan kondisi Jok	v		
Fungsi dan kondisi Window glass	v		
Fungsi dan kerja steering / power steering	v		
Lighting (Kondisi dan kerja lampu)	v		
Jumlah air pendingin di reservoir	v		
Kerja wiper dan washer	v		
Battery (Accu)	v		

AKSESORIS TAMBAHAN	BAIK	TIDAK	KETERANGAN

KAROSERIE TAMBAHAN	BAIK	TIDAK	KETERANGAN

CATATAN			

Diberikan oleh		Diterima oleh	
Tanggal	ADITYA SRIJAYA PERKASA, PT.	Tanggal	PT. DIPO STAR FINANCE
18 May 2016		18 May 2016	
Nama Jelas		Nama Jelas	

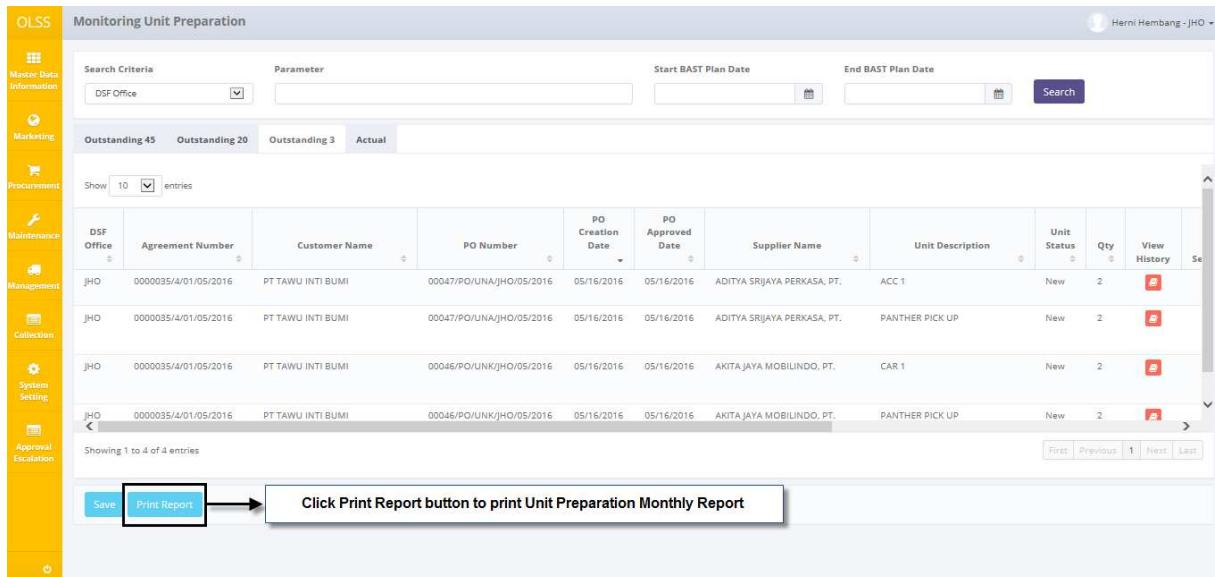
**Gambar 28: BAST Supplier Document**

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

### 1.7. Cetak Laporan Daftar BAST

Selain mencetak BAST, user juga dapat mencetak laporan daftar Unit Preparation History dengan memilih tombol Print Report di bagian bawah layar **Monitoring Preparation Unit** melalui tab Outstanding 45, Outstanding 20, atau Outstanding 3.



Gambar 29: Navigate untuk Print Report Unit Preparation History

Sistem akan menampilkan dari laporan daftar Unit Preparation Monthly yang akan dicetak. Di bagian atas layar print preview, user dapat memilih untuk mencetak dokumen atau menyimpan dokumen dalam bentuk Ms. Excel.

Period	DSF Office	Agreement No	Customer Name	PO Number	PO Creation Date	PO Approved Date	Supplier Name	Unit Description	Unit Status	Qty	Progress Status	Remark	Unit Readiness	Update Date	BAST Plan	BAST Actual	
1	JKC	00006844/0106/2016	BORVITA CITRA PRIMA	00113/PO/UNIT/JKC/06/2016	6/27/2016	6/27/2016	EKA JAYA MOBIL TRUCK E-Z ELF N#H	New	2	Visit Supplier	80% unit comp	In Progress	7/19/2016	8/16/2016			
2	JKC	00006844/0106/2016	BORVITA CITRA PRIMA	00109/PO/ACC/JKC/06/2016	6/27/2016	6/27/2016	TAN SICK KHODE	jok kult domba arab	New	2	Visit Supplier	80% unit comp	In Progress	7/19/2016	8/19/2016		

Gambar 30: Unit Preparation History Report

Selain mencetak BAST, user juga dapat mencetak laporan daftar Unit Receipt History dengan memilih tombol Print Report di bagian bawah layar **Monitoring Preparation Unit** melalui tab Actual.

## Operating Lease - Unit/Vehicle Management Process

July 1, 2016

The screenshot shows the 'Monitoring Unit Preparation' section of the OLSS system. On the left, a vertical menu lists various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area displays a table of unit receipts with columns for DSF Office, Agreement Number, Customer Name, PO Number, PO Creation Date, PO Approved Date, Supplier Name, Unit Description, Unit Status, Qty, View History, Progress Status, Remark, and Unit Readiness. Two entries are visible:

DSF Office	Agreement Number	Customer Name	PO Number	PO Creation Date	PO Approved Date	Supplier Name	Unit Description	Unit Status	Qty	View History	Progress Status	Remark	Unit Readiness
JHO	000003/04/01/2016	PT TAWU INTI BUMI	0004/PO/ACC/JHO/05/2016	05/16/2016	05/16/2016	MGRASI	ACC 1	New	2		Confirm to Supplier	100% accessory complete	Complete
JHO	000003/04/01/2016	PT TAWU INTI BUMI	00041/PO/UNT/JHO/05/2016	05/16/2016	05/16/2016	GRAHA AUTO, UD.	PANTHER PICK UP	New	4		Confirm to Supplier	100% unit complete	Complete

At the bottom left, there is a 'Print Report' button. A callout box with an arrow points to this button, containing the text: 'Click Print Report button to print Unit Receipt Monthly Report'.

Gambar 31: Navigate untuk Print Report Unit Receipt History

Sistem akan menampilkan laporan daftar Unit Receipt Monthly yang akan dicetak. Di bagian atas layar print preview, user dapat memilih untuk mencetak dokumen atau menyimpan dokumen dalam bentuk Ms. Excel.

The screenshot shows a Microsoft Excel spreadsheet titled 'Unit Receipt Monthly Report'. The table has the following columns:

Period	DSF Office	Agreement No	Customer Name	PO Number	PO Creation Date	PO Approved Date	Supplier Name	Unit Description	Unit Status	Qty	Progress Status	Remark	Unit Readiness	Update Date	BAST Plan	BAST Actual
1	SBY	00004/04/04/01/2016	SINAR ASAS LOGISTIK	00004/MP/DIP/REJ/SBY/092015			MGRASI	TRUCK E 2 ELF NH	New	5				11/22/2015	11/22/2015	
2	JSC	00004/04/04/01/2016	CARDIG LOGISTICS IND	00004/MP/DIP/FNUCL/GHO/0205			MGRASI	TRUCK JUMANI BO	Used	10				10/18/2015	10/18/2015	
3	CLG	00004/04/04/01/2016	CARDIG LOGISTICS IND	00004/MP/DIP/FNUCL/GHO/0205			MGRASI	TRUCK JUMANI BO	Used	5				10/14/2015	10/14/2015	
4	JKC	00004/04/04/01/2016	CARDIG LOGISTICS IND	00004/MP/DIP/FNUCL/GHO/0205			MGRASI	OUTLANDER SPORT DA	New	5				4/29/2016	4/29/2016	
5	JKN	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/JJK/NV032016			MGRASI	PAJERO SPORT DA	New	1				3/23/2016	3/23/2016	
6	SMA	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/MSA/092016			MGRASI	COLT DIESEL FE SU	New	1				4/13/2016	4/13/2016	
7	SMA	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/MSA/092016			MGRASI	COLT DIESEL FE SU	New	1				3/29/2016	3/29/2016	
8	JKC	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/JJK/NV032016			MGRASI	STRADA TRITON H	New	1				5/19/2016	5/19/2016	
9	SMA	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/MSA/092016			MGRASI	STRADA TRITON H	New	1				2/22/2016	2/22/2016	
10	JKC	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/JJK/NV032016			MGRASI	STRADA TRITON H	New	1				5/19/2016	5/19/2016	
11	SMA	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/MSA/092016			MGRASI	STRADA TRITON H	New	1				2/22/2016	2/22/2016	
12	JKC	00004/04/04/01/2016	SILVA RIMBA LESTARI	00003/MP/DIP/FRE/JJK/NV032016			MGRASI	STRADA TRITON H	New	1				5/19/2016	5/19/2016	
13	JKC	00004/04/04/01/2016	FAJAR SURYA SWADA	00003/MP/DIP/FRE/FSW/MSA/092016			MGRASI	STRADA TRITON H	New	1				2/22/2016	2/22/2016	
14	SMA	00004/04/04/01/2016	FAJAR SURYA SWADA	00003/MP/DIP/FRE/FSW/MSA/092016			MGRASI	STRADA TRITON H	New	1				1/24/2016	1/24/2016	
15	JKC	00004/04/04/01/2016	FAJAR SURYA SWADA	00003/MP/DIP/FRE/FSW/MSA/092016			MGRASI	PAJERO SPORT DA	New	0				1/19/2016	1/20/2016	
16	JKC	00004/04/04/01/2016	PT ASURANSI TOKIO M	00004/MP/DIP/REJ/JJK/NV032016			MGRASI	TRUCK K 2500	New	1				4/10/2016	4/10/2016	
17	PLB	00004/04/04/01/2016	PT TRISTAR TRANSIND	00004/MP/DIP/PLB/0205			MGRASI	COLT DIESEL FE SU	Lease Back	4				2/23/2016	2/23/2016	
18	JKS	00004/04/04/01/2016	PT TRISTAR TRANSIND	00004/MP/DIP/FNUK/JJK/0205			MGRASI	FUSO TRUCK FN52	Lease Back	4				1/4/2016	1/4/2016	
19	JKC	00004/04/04/01/2016	PT TRISTAR TRANSIND	00004/MP/DIP/FNUK/JJK/0205			MGRASI	COLT DIESEL FE SU	Lease Back	3				1/26/2016	1/26/2016	
20	BDG	00004/04/04/01/2016	PT TRISTAR TRANSIND	00004/MP/DIP/FRE/BDG/032016			MGRASI	FUSO TRUCK FZ52	Lease Back	2				3/23/2016	3/23/2016	
21	JKC	00004/04/04/01/2016	PT TRISTAR TRANSIND	00004/MP/DIP/FRE/BDG/032016			MGRASI	MINI EXCELSIOR	Lease Back	4				1/23/2016	1/23/2016	
22	JKN	00004/04/04/01/2016	PT CARDIG EXPRESS N	00004/MP/DIP/FRE/JKN/0205			MGRASI	FUSO TRUCK FN52	Lease Back	1				1/19/2016	1/19/2016	
23	JKS	00004/04/04/01/2016	PT CARDIG EXPRESS N	00004/MP/DIP/FRE/JJK/0205			MGRASI	COLT DIESEL FE 73	New	1				1/3/2016	1/3/2016	
24	SMA	00004/04/04/01/2016	DAYA MAJU LESTARI	00004/MP/DIP/REJ/MSA/092016			MGRASI	STRADA TRITON H	New	1				1/25/2016	1/25/2016	
25	SMA	00004/04/04/01/2016	DAYA MAJU LESTARI	00004/MP/DIP/REJ/MSA/092016			MGRASI	COLT DIESEL FE SU	New	1				3/25/2016	3/25/2016	
26	BDG	00004/04/04/01/2016	PT CPT OPO LESTARI	00004/MP/DIP/FRE/BDG/032016			MGRASI	TRUCK K 2500 SD	Lease Back	10				3/23/2016	3/23/2016	
27	JKC	00004/04/04/01/2016	PT CPT A JAYA	00004/MP/DIP/FRE/JJK/0205			MGRASI	STRADA TRITON H	New	2				1/23/2016	1/23/2016	
28	JKS	00004/04/04/01/2016	PT KARYA SARANA SE	00004/MP/DIP/FRE/JJK/0205			MGRASI	TRUCK E 2 ELF NK	Used	0				10/4/2015	10/4/2015	
29	JKS	00004/04/04/01/2016	PT KINGDOM LOGISTIC	00004/MP/DIP/FRE/JJK/SAD/2016			MGRASI	FUSO TRUCK FN52	Used	5				4/2/2016	4/2/2016	
30	JKC	00004/04/04/01/2016	PT KINGDOM LOGISTIC	00004/MP/DIP/FRE/JJK/SAD/2016			MGRASI	COLT DIESEL FE 74	Used	5				3/29/2016	3/29/2016	
31	CLG	00004/04/04/01/2016	PT KARYA SARANA SE	00004/MP/DIP/FRE/JJK/0205			MGRASI	FUSO TRUCK FN52	Lease Back	1				9/23/2016	9/23/2016	
32	JKN	00004/04/04/01/2016	VAMA HIJAU PESAGUA	00004/MP/DIP/FRE/JJK/0205			MGRASI	MINI EXCELSIOR	New	1				3/23/2016	3/23/2016	
33	JKC	00004/04/04/01/2016	VAMA HIJAU PESAGUA	00004/MP/DIP/FRE/JJK/0205			MGRASI	STRADA TRITON H	New	1				10/2/2016	10/2/2016	
34	JKC	00004/04/04/01/2016	VAMA HIJAU PESAGUA	00004/MP/DIP/FRE/JJK/0205			MGRASI	STRADA TRITON H	New	1				10/2/2016	10/2/2016	
35	JKS	00004/04/04/01/2016	BORVITA CITRA PRIMA	00004/MP/DIP/FRE/JJK/SAD/2016			MGRASI	COLT DIESEL FE 73	New	21				1/15/2016	1/15/2016	
36	JKC	00004/04/04/01/2016	BORVITA CITRA PRIMA	00004/MP/DIP/FRE/JJK/SAD/2016			MGRASI	MINI EXCELSIOR	New	1				10/3/2016	10/3/2016	

Gambar 32: Unit Receipt History Report

## 2. Menu BAST Penggantian Unit

Pembuatan BAST Replacement Unit / BAST penggantian unit merupakan proses yang terdiri dari penginputan permintaan replacement unit dari customer untuk persiapan BAST replacement unit, dan penyerahan BAST-keluar dan BAST-masuk dari replacement unit dan OPL unit. Proses ini

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termasuk dengan pendaftaran unit pengganti untuk setiap agreement dan unit OPL. Hasil dari proses ini adalah BAST replacement unit dan BAST OPL unit keluar dan masuk.

Layar **Monitoring OPL unit and Replacement Unit** berfungsi untuk memonitor status pengadaan unit pengganti dan lokasi unit OPL dan unit pengganti. Layar ini akan digunakan oleh PIC asset management. Layar ini juga memberikan fungsi sebagai berikut:

- a. Menampilkan daftar unit pengganti dengan mengakses layar Monitoring Replacement screen - tab replacement unit.
- b. Menampilkan daftar OPL unit dengan mengakses Monitoring Replacement screen – tab OPL Unit.
- c. Menyaring dan mengurutkan data yang terdaftar. Untuk melakukan fungsi ini silakan lakukan langkah berikut:
  - Pilih  untuk mengurutkan data secara ascending atau descending.
  - Menampilkan data sejumlah yang diinginkan dengan memilih Show 10 entries .
  - Menyaring data yang ditampilkan dengan mengisi kata kunci pada field



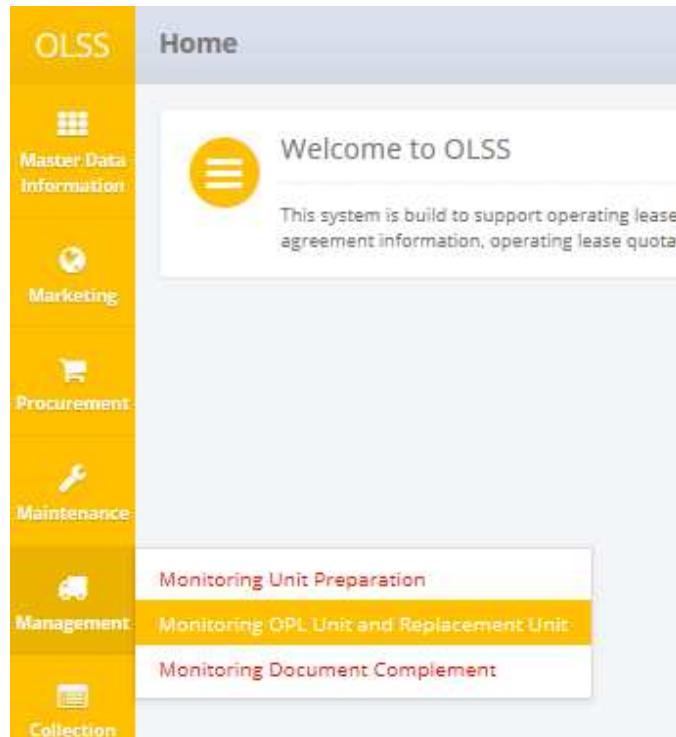
- d. Membuat BAST unit pengganti.
- e. Cetak BAST unit pengganti.
- f. Cetak BAST OPL unit.

### 2.1 Menu Monitoring OPL unit and Replacement Unit

User dapat mengakses **Monitoring OPL unit and Replacement unit** dengan memilih menu **Monitoring OPL unit and Replacement unit** pada menu **Unit Management**.

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Gambar 33: Menu Monitoring OPL Unit and Replacement Unit

System akan menampilkan layar **Monitoring OPL unit and Replacement unit**, dan pada layar terdapat dua tab yaitu: tab Replacement unit, dan tab OPL unit.

The screenshot shows the 'Monitoring OPL Unit and Replacement Unit' screen. The top navigation bar includes the OLSS logo, user name 'Reza Renika - JHO', and a search bar. Below the header is a toolbar with tabs for 'Replacement Unit' (selected) and 'OPL Unit'. Underneath the toolbar is a button for 'Register Replacement Unit' and another for 'Replacement Approval'. A dropdown menu shows 'Show: 10 entries'. The main content area is a table listing replacement units. The columns are: DSF Office, Registration Number, Replacement Unit Police No, Model Unit, Agreement No, Customer Name, OPL Unit Police No, Active/Not Active, Status Replacement Unit, Location Replacement Unit - Site, Company Name, Site, and Rep. The table contains five rows of data. At the bottom of the table is a navigation bar with buttons for 'First', 'Previous', 'Next', and 'Last'.

DSF Office	Registration Number	Replacement Unit Police No	Model Unit	Agreement No	Customer Name	OPL Unit Police No	Active/Not Active	Status Replacement Unit	Location Replacement Unit - Site	Company Name	Site	Rep
JHO	00005/RPU/JHO/05/2016	B 3000 RPC	AYLAX M/T	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	Active	Renew	PT. DSF	Pulomas	N/A	
JHO	00004/RPU/JHO/05/2016	B 2000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	Active	Renew	PT. DSF	Senayan	N/A	
JHO	00003/RPU/JHO/05/2016	B 2000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Renew	PT. DSF	Senayan	N/A	
HO	00002/RPU/HO/05/2016	B 1215 POX	MIRAGE GLS (4X2) A/T	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Renew	PT. DSF	JAKARTA	N/A	
JHO	00002/RPU/JHO/05/2016	A 1000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Renew	PT. DSF	Tanah Abang	N/A	

Gambar 34: Tampilan Monitoring Replacement Unit

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Masing-masing tab memberikan informasi yang berbeda. Pada **tab Replacement Unit**, tersedia daftar unit pengganti, status dokumen, status unit pengganti, lokasi unit pengganti, tipe unit pengganti, dan periode penggunaan. Dokumen status dibagi menjadi dua yaitu:

- Active, berarti unit pengganti masih support atas unit OPL tersebut
- Not active, berarti unit pengganti sudah tidak support atas unit OPL tersebut

Replacement unit juga memiliki status untuk lokasi unit pengganti, yaitu:

- Customer, berarti unit pengganti sedang digunakan oleh customer.
- Return, berarti unit pengganti sedang dikembalikan oleh customer.
- Workshop, berarti unit pengganti sedang ada di bengkel.
- Insurance, berarti unit pengganti sedang berada di asuransi.

Layar **Monitoring OPL unit and Replacement Unit** menampilkan 8 (delapan) tombol, yaitu:

- Register replacement unit, pilih untuk mendaftarkan unit pengganti untuk customer.
- Replacement approval, pilih untuk melihat approval untuk unit pengganti dengan special case.
- Create BAST replacement, pilih untuk membuat BAST unit pengganti. Tombol aktif jika status unit pengganti adalah Return.
- Edit BAST replacement, pilih untuk mengubah BAST unit pengganti. Tombol aktif bila BAST telah dibuat dan dalam bentuk draft.
- View BAST detail, pilih untuk melihat rincian informasi yang berhubungan dengan nomer agreement.
- View Replacement Unit Usage History, pilih untuk melihat BAST History Progress.
- Cetak BAST unit pengganti.
- Cetak laporan BAST unit pengganti.

The screenshot shows a software interface titled 'Monitoring OPL Unit and Replacement Unit'. On the left is a vertical menu bar with icons for OLSS, Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Facilitation. The main area has a header with 'Search Criteria' (set to 'DSF Office'), 'Parameter' (empty), 'Start Modified Date' (empty), 'End Modified Date' (empty), and a 'Search' button. Below this is a toolbar with buttons for 'Replacement Unit' (highlighted in blue) and 'OPL Unit'. A dropdown menu shows 'Show 10 entries'. The main content is a table with columns: DSF Office, Agreement No., Unit Description, Police No., Chassis No., Engine No., Status OPL Unit, Company Name, and Site. The table contains five rows of data. At the bottom, there are navigation buttons for first, previous, next, last, and a message 'Showing 1 to 5 of 5 entries'.

DSF Office	Agreement No.	Unit Description	Police No.	Chassis No.	Engine No.	Status OPL Unit	Location OPL Unit	
							Company Name	Site
JHO	0000036/4/01/05/2016	PANTHER PICK UP	B 1000 OPL	C-1000-OPL	M-1000-OPL	workshop	PT TAWU INTI BUMI	Senayan
JHO	0000036/4/01/05/2016	PANTHER PICK UP	B 2000 OPL	C-1000-OPL	M-1000-OPL	customer	PT. DSF	Jakarta
JHO	0000037/4/01/05/2016	PANTHER PICK UP	B 1200 CVR	mhmrf6527hn0000123	6d1612335	return	PT TAWU INTI BUMI	Jakarta
JHO	0000037/4/01/05/2016	PANTHER PICK UP	B 1201 CVR	MHMFN527HEK001234	6D16L7890	customer	PT TAWU INTI BUMI	Jakarta
JHO	0000040/4/01/05/2016	PANTHER PICK UP	B 5441 GEF	M - 70000 GF	N- 700000 GF	customer	PT TAWU INTI BUMI	Jakarta

Gambar 35: Tampilan Monitoring OPL Unit

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Jika user memilih tab OPL unit, system akan menampilkan informasi berbeda. Pada tab OPL unit, terdapat informasi mengenai daftar OPL unit, lokasi OPL unit, dan status OPL unit. Hanya ada satu tombol pada layar ini yaitu tombol **Print Report** untuk mencetak laporan history OPL unit.

### 2.2 Rincian Penggunaan Unit Pengganti

**Replacement Unit Usage History** menyimpan informasi mengenai perkembangan unit pengganti. Untuk mengakses **Replacement Unit Usage History**, pilih tombol  pada layar **Monitoring OPL unit and Replacement unit**.

HISTORY REPLACEMENT UNIT USAGE									
DSF Office		: JHO							
Replacement Unit Police No		: B 2222 RPC							
Agreement Number		: 0000165/4/01/06/2016							
Customer Name		: BORWITA CITRA PRIMA, PT							
OPL Unit Police No		: B 2000 OPL							
Show	10	<input checked="" type="button"/>	entries	Search: <input type="text"/>					
Status	Company Name	Site	Replacing	Replacement Type	Start Date	Estimate Date	End Date	Update Date	Update By
Return	PT. DSF	Senayan	N/A	General Repair	07/02/2016	N/A	N/A	06/30/2016	Herni Hembang
Customer	BORWITA CITRA PRIMA, PT	Cibitung Mm2100	B 2000 OPL	General Repair	06/30/2016	07/01/2016	07/02/2016	06/30/2016	Herni Hembang
Return	PT. DSF	Depok	N/A	N/A	06/30/2016	N/A	N/A	06/30/2016	Herni Hembang
Showing 1 to 3 of 3 entries					<input type="button"/> First	<input type="button"/> Previous	<input type="button"/> 1	<input type="button"/> Next	<input type="button"/> Last
<input type="button"/> Close									

Gambar 36: Tampilan History Replacement Unit Usage

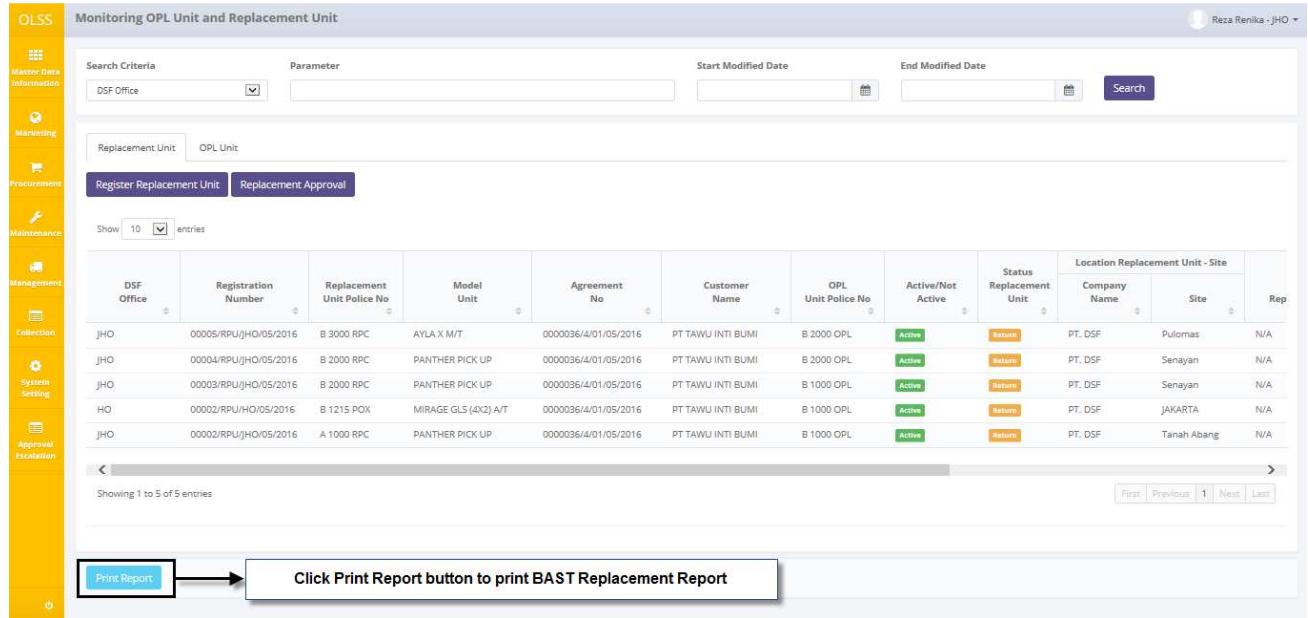
Sistem akan menampilkan layar pop-up History Replacement Unit Usage yang berisi informasi mengenai penggunaan unit pengganti pada unit tertentu. Terdapat satu tombol yaitu tombol Close terletak di bagian bawah kanan layar. Pilih tombol **Close** untuk menutup layar dan kembali ke layar **Monitoring OPL unit and Replacement Unit**.

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### 2.3 Cetak Laporan BAST Unit Pengganti

User dapat mencetak laporan BAST unit pengganti dengan memilih tombol **Print Report** di bagian bawah layar **Monitoring OPL unit and Replacement Unit - Replacement Unit** seperti berikut:



Gambar 37: Navigate untuk Print Replacement BAST Unit report

Sistem akan menampilkan laporan BAST Unit Pengganti yang akan dicetak dalam format excel. Di bagian atas layar print preview, user dapat memilih untuk mencetak dokumen atau menyimpan dokumen dalam bentuk Ms. Excel.

Period	DSF Office	Registration Number	Replacement Unit Police No	Model Unit	Agreement No	Customer Name	OPL Unit Police No	Active/Not Active	Status Replacement Unit	Location Replacement Unit - Site	Replacing	Replacement Type	Start Date	End Date
	JHO	0005/RPU/JHO/05/2016	B 3000 RPC	AYLA X M/T	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	Active	Return	PT. DSF	Pulomas	N/A	05/19/2016	N/A
	JHO	0004/RPU/JHO/05/2016	B 2000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	Active	Return	PT. DSF	Senayan	N/A	05/17/2016	N/A
	JHO	0003/RPU/JHO/05/2016	B 2000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Return	PT. DSF	Senayan	N/A	05/17/2016	N/A
	HO	0002/RPU/HO/05/2016	B 1215 POX	MIRAGE GLS (4X2) A/T	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Return	PT. DSF	JAKARTA	N/A	05/17/2016	N/A
	JHO	00002/RPU/JHO/05/2016	A 1000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Return	PT. DSF	Tanah Abang	N/A	05/17/2016	N/A

Gambar 38: Cetak Replacement BAST Unit report

### 2.4 Cetak Laporan BAST Unit OPL

User dapat mencetak laporan BAST unit OPL dengan memilih tombol **Print Report** di bagian bawah layar **Monitoring OPL unit and Replacement Unit - Tab OPL Unit** seperti berikut:

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DSF Office	Agreement No.	Unit Description	Police No.	Chassis No.	Engine No.	Status OPL Unit	Location OPL Unit	
							Company Name	Site
JHO	0000036/4/01/05/2016	PANTHER PICK UP	B 1000 OPL	C-1000-OPL	M-1000-OPL	workshop	PT TAWU INTI BUMI	Senayan
JHO	0000036/4/01/05/2016	PANTHER PICK UP	B 2000 OPL	C-1000-OPL	M-1000-OPL	customer	PT. DSF	Jakarta
JHO	0000037/4/01/05/2016	PANTHER PICK UP	B 1200 CWR	mhmfe527hn0000123	6d1612335	Return	PT TAWU INTI BUMI	jakarta
JHO	0000037/4/01/05/2016	PANTHER PICK UP	B 1201 CWR	MHMFN527HEK001234	6D16L7890	customer	PT TAWU INTI BUMI	jakarta
JHO	0000040/4/01/05/2016	PANTHER PICK UP	B 5441 GEF	M - 70000 GF	N- 700000 GF	customer	PT TAWU INTI BUMI	Jakarta

**Gambar 39: Navigate untuk Print OPL Unit report**

Sistem akan menampilkan dari laporan BAST Unit OPL yang akan dicetak. Di bagian atas layar print preview, user dapat memilih untuk mencetak dokumen atau menyimpan dokumen dalam bentuk Ms. Excel.

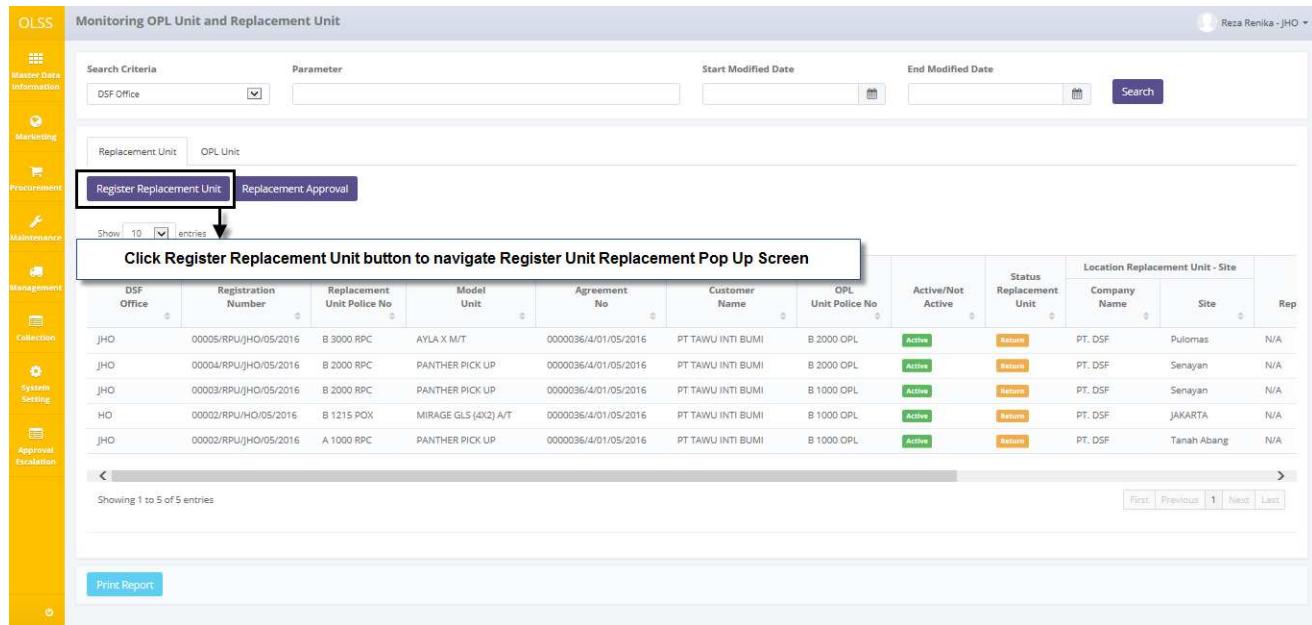
**Gambar 40: Print OPL Unit report**

## 2.5 Pendaftaran Unit Pengganti

Sebelum customer bisa menggunakan unit pengganti, customer harus request unit pengganti pada unit yang dipesan. PIC harus mendaftarkan nomer PO pada menu **Register Replacement Unit**. Akses layar **Monitoring Replacement Unit and OPL unit – Tab Replacement Unit**. Kemudian pilih tombol **Register Replacement Unit** di bagian atas layar.

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The screenshot shows the 'Monitoring OPL Unit and Replacement Unit' page. On the left, there's a vertical navigation bar with icons for Master data information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has tabs for 'Replacement Unit' and 'OPL Unit'. Below them are two buttons: 'Register Replacement Unit' (highlighted with a black box and a downward arrow) and 'Replacement Approval'. A tooltip above the 'Register Replacement Unit' button says: 'Click Register Replacement Unit button to navigate Register Unit Replacement Pop Up Screen'. There's a search bar at the top with dropdowns for 'DSF Office' and 'Parameter', and date fields for 'Start Modified Date' and 'End Modified Date'. A 'Search' button is also present. The main table lists five entries with columns for DSF Office, Registration Number, Replacement Unit Police No, Model Unit, Agreement No, Customer Name, OPL Unit Police No, Active/Not Active, Status Replacement Unit, Company Name, Site, and Rep. The table includes sorting and filtering options like 'Show 10' and 'entries'.

DSF Office	Registration Number	Replacement Unit Police No	Model Unit	Agreement No	Customer Name	OPL Unit Police No	Active/Not Active	Status Replacement Unit	Location Replacement Unit - Site		Rep
									Company Name	Site	
JHO	00005/RPU/JHO/05/2016	B 3000 RPC	AYLA X M/T	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	<span>Active</span>	<span>Return</span>	PT. DSF	Pulomas	N/A
JHO	00004/RPU/JHO/05/2016	B 2000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	<span>Active</span>	<span>Return</span>	PT. DSF	Senayan	N/A
JHO	00003/RPU/JHO/05/2016	B 2000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	<span>Active</span>	<span>Return</span>	PT. DSF	Senayan	N/A
HO	00002/RPU/HO/05/2016	B 1215 POX	MIRAGE GLS (4x2) A/T	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	<span>Active</span>	<span>Return</span>	PT. DSF	JAKARTA	N/A
JHO	00002/RPU/JHO/05/2016	A 1000 RPC	PANTHER PICK UP	0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	<span>Active</span>	<span>Return</span>	PT. DSF	Tanah Abang	N/A

Showing 1 to 5 of 5 entries

Print Report

**Gambar 41: Navigate untuk Register Replacement Unit**

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Register Unit Replacement

Action	<input type="button" value="Add"/>
Registration Number	<input type="text"/>
Status	<input type="radio"/> Active <input type="radio"/> Not Active
Replacement Unit	
DSF Office	<input type="text"/>
Police Number	<input type="text"/>
Source Location (City)	<input type="text"/>
Model	<input type="text"/>
Machine Number	<input type="text"/>
Chassis Number	<input type="text"/>
Colour	<input type="text"/>
STNK	
Start Date	<input type="text"/> <input type="button" value="..."/>
End Date	<input type="text"/> <input type="button" value="..."/>
KEUR	
Start Date	<input type="text"/> <input type="button" value="..."/>
End Date	<input type="text"/> <input type="button" value="..."/>
Insurance	
Insurance Company	<input type="text"/>
Insurance Police Number	<input type="text"/>
Start Date	<input type="text"/> <input type="button" value="..."/>
End Date	<input type="text"/> <input type="button" value="..."/>
OPL Unit	
Agreement Number	<input type="text"/>
Customer Name	<input type="text"/>
Police Number	<input type="text"/>
Model	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Gambar 42: Tampilan Pop Up Register Replacement Unit

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System akan menampilkan layar Register Replacement Unit. Setelah layar terbuka, terdapat dua tombol yaitu:

- 
- a. **Save**, pilih untuk menyimpan pendaftaran unit pengganti.
  - b. **Cancel**, pilih untuk kembali ke menu Monitoring OPL Unit and Replacement Unit.

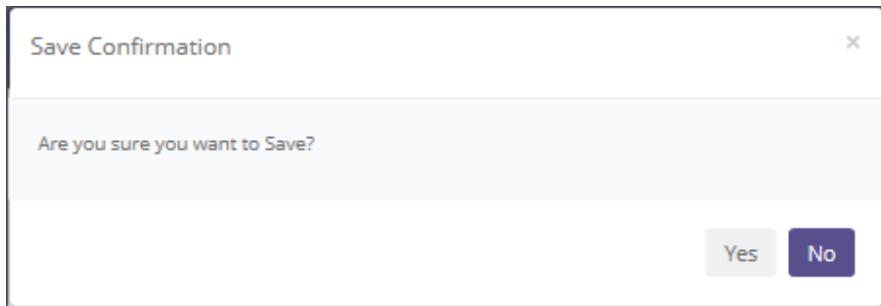
Dalam mendaftarkan unit pengganti, berikut penjelasan pengisian yang dapat diikuti:

- a. Action: Pilih "Add".
- b. Registration number: otomatis menghasilkan nomor registrasi setelah data tersimpan.
- c. Status: pilih "Active" atau "Not Active"
- d. Replacement unit
  - DSF office: pilih cabang DSF pada layar pop-up.
  - Police number: pilih nomor polisi yang terdaftar pada layar pop-up.
  - Source location (city): isi lokasi unit pengganti.
  - Model: pilih model unit pada layar pop-up.
  - Machine number: isi nomer mesin.
  - Chassis number: isi nomer chassis.
  - Color: isi warna unit.
- e. STNK start date: pilih tanggal awal STNK.
- f. STNK end date: pilih tanggal akhir STNK.
- g. KEUR start date: pilih tanggal awal KEUR, tidak bisa lebih besar dari tanggal akhir KEUR. Apabila dikosongkan, system akan meminta konfirmasi.
- h. KEUR end date: pilih tanggal akhir KEUR, tidak bisa lebih kecil dari tanggal awal KEUR. Apabila dikosongkan, system akan meminta konfirmasi.
- i. Insurance
  - Insurance company: isi nama perusahaan asuransi yang digunakan.
  - Insurance police number: isi nomer polis asuransi.
  - Insurance start date: pilih tanggal mulai asuransi, tidak bisa lebih besar dari tanggal selesai asuransi.
  - Insurance end date: pilih tanggal selesai asuransi, tidak bisa lebih kecil dari tanggal mulai asuransi.
- j. OPL unit
  - Agreement number: pilih nomer agreement pada layar pop-up.
  - Police number: pilih nomer polis OPL unit pada layar pop-up.

Jika data telah diisi pada layar, user dapat menyimpan data dengan memilih tombol **Save**. System akan memberikan konfirmasi dan notifikasi apabila data telah sukses tersimpan atau tidak.

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Gambar 43: Pop Up Confirmation setelah Save

Success! Registration Number: 00002/RPU/BKT/05/2016 has been registered!

Gambar 44: Notifikasi Sukses setelah Save

## 2.6 Create BAST replacement unit dan OPL unit

Setelah customer telah terdaftar untuk penggantian unit, apabila customer menginginkan unit pengganti maka user dapat membuat BAST unit pengganti and BAST unit OPL. Berikut ini langkah-langkah pembuatan BAST unit pengganti dan BAST unit OPL:

- Pilih tombol **create BAST** di bagian kanan layar pada baris nomer agreement yang diinginkan.

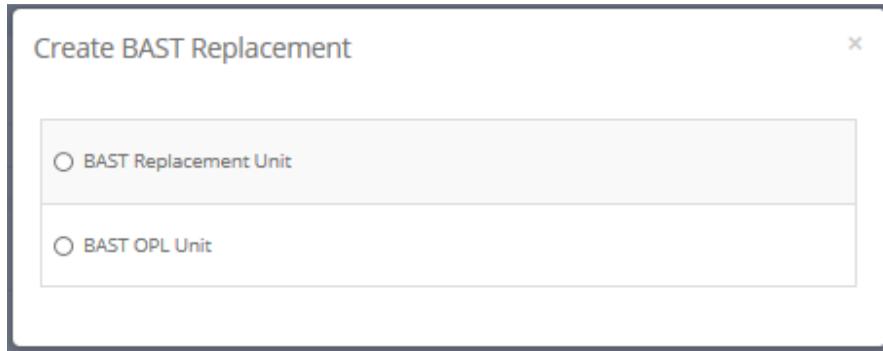
A screenshot of the 'Monitoring OPL Unit and Replacement Unit' screen. The left sidebar shows navigation links: Master Data Information, Monitoring, Procurement, Maintenance, Collection, System Setting, and Approval Escalation. The main area has tabs for 'Replacement Unit' and 'OPL Unit'. Below are buttons for 'Register Replacement Unit' and 'Replacement Approval'. A callout box points to a red '+' icon in the 'Action' column of the data grid. The data grid lists agreements with columns: Agreement No, Customer Name, OPL Unit Police No, Active/Not Active, Status Replacement Unit, Location Replacement Unit - Site, Company Name, Site, Replacing, Replacement Type, Start Date, Estimate, End Date, and Action. The 'Action' column contains icons for edit, delete, and other actions. At the bottom, there are buttons for 'First', 'Previous', 'Next', and 'Last'.

Gambar 45: Navigate untuk Create BAST

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- b. System akan menampilkan layar pop-up pilihan BAST.



**Gambar 46: Pop Up Pilihan Create BAST Replacement**

- c. Pilih BAST replacement unit apabila user ingin membuat BAST unit pengganti, atau BAST OPL unit apabila user ingin membuat BAST unit OPL, kemudian pilih next.

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**Basic Information:**

- BAST No.: 00003841/01/05/2016
- Replacement Type: General Repairs
- Agreement No.: PT TAHU IND BUMI
- Address: RUKO MADISON, CIBUBUR TIME SQUARE BLOK B NO 12
- Telp Number:
- RIC Contact:

**Replacement Unit:**

Police Number: A1000 RPC	Chassis No: C1000 RPC
Mark/Vehicle Type: PAINTER PICK UP	Vehicle No: 1A-1000-RPC
Year: 2015	Start Date: 01/05/2016
Color: Black	KEUR Date: 01/05/2016

**BAST OUT / BAST IN:**

Date:	5/19/2016	End Date Estimation:	5/19/2016
KM:	0	FUEL:	0
Driver Name:		Observer Name:	
Brake Fluid:		Usage Location:	
Remark:			

**Unit Component:**

No.	Component	Condition					Action
		Good	Damage	Missing	Not exist		
1	Dansing/Sistem	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
2	Air Conditioner/Merk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
3	Stik	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
4	Radio/Tape/Merk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
5	CD Player / Merk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
6	Cantiga/Kemco/Ritape	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
7	Antena	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
8	Lampu / Lampu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
9	Abisi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
10	Sar Cover / Sarung Jok	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
11	Gaffy Bar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
12	Head Rest	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
13	Lampu Dahan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
14	Kunci Lembaran	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
15	Kunci Pintu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
16	Canggip Pengaman	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
17	Peralatan Standar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
18	Dongkrak / Tuas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
19	Stop Roda / Roda	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
20	Velg racing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
21	Kaca Siron Dalam	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
22	Kaca Siron Luar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
23	Ban / Ban	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
24	Ban Cadangan 1 Buah	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
25	Kaos / Wiper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
26	Buku Manual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
27	Buku Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
28	Tutup Banan	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
29	Lampu / Lampu Sireh	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
30	Lampu Kaca	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
31	Lampu Kaki	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
32	Lampu Belakang	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
33	Lampu Mundur	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
34	Kaca Film	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	
35		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	

**Remarks:** Note : Body / paint of car

**Action Buttons:** Save as Draft, Print Memo, Submit

**Gambar 47: Tampilan Create BAST Replacement**

## **Operating Lease – Unit/Vehicle Management Process**

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**July 1, 2016**

Setelah layar Create BAST ditampilkan, terdapat empat tombol yaitu:

- a. Back: pilih tombol untuk kembali ke layar Monitoring Replacement Unit and OPL Unit.
- b. Save as Draft: pilih tombol untuk menyimpan dokumen sementara dalam bentuk draft.
- c. Print memo: pilih untuk mencetak memo yang berisi keterangan unit pengganti dengan kategori special case.
- d. Submit: pilih untuk menyimpan dokumen final, yang berarti dokumen tidak bisa diubah.

Silakan isi data dokumen BAST unit pengganti seperti berikut:

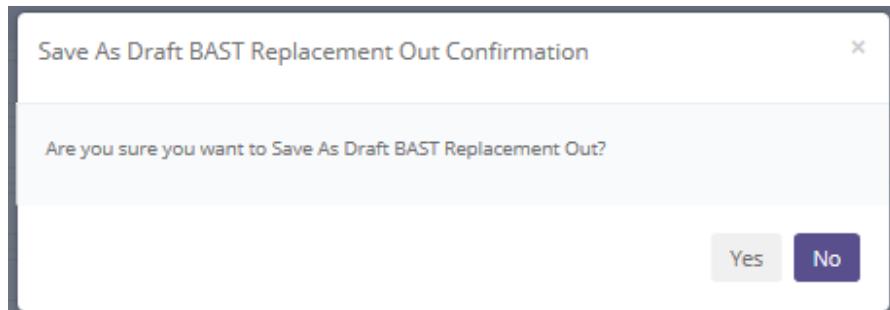
- a. BAST No: nomor akan otomatis dihasilkan setelah dokumen disimpan.
- b. Replacement Type: pilih satu dari pilihan yang ditampilkan,
  - General Repairment
  - Insurance claim
  - Special case
- c. Remarks for special case: hanya aktif apabila tipe penggantian yang dipilih adalah "special case" Jika special case dipilih, maka user harus mengisi keterangan mengenai persetujuan unit penggantian perihal dokumen special.
- d. Base information
  - Agreement no: otomatis menampilkan nomor agreement yang dipilih.
  - Company name: otomatis menampilkan perusahaan customer.
  - Address: otomatis menampilkan alamat customer.
  - Telp number: isi nomer telpon.
  - PIC customer: isi PIC customer.
- e. Replacement unit / OPL Unit: otomatis menampilkan data berdasarkan nomer agreement yang dipilih.
- f. Usage period start date: pilih tanggal awal penggunaan unit, tidak bisa lebih besar dari tanggalakhir penggunaan unit.
- g. Usage period end date estimation: pilih tanggal selesai penggunaan unit, tidak bisa lebih kecil dari tanggal awal penggunaan unit.
- h. Tab BAST OUT / BAST IN:
  - Date: pilih tanggal BAST unit masuk / BAST unit keluar.
  - KM: isi berapa KM unit telah ditempuh / KM yang akan ditempuh.
  - Fuel: pilih berapa sisa bahan bakar yang ada / bahan bakar yang akan digunakan.
  - Driver name: isi nama supir.
  - Observer name: isi nama pengamat.
  - Branch/pull: isi lokasi cabang atau pull.
  - Usage location: isi lokasi penggunaan.
  - Remark: isi keterangan yang diperlukan
- i. Unit component

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

- Pilih **add item** untuk menambah baris pada komponen, atau pilih tombol **remove item** untuk menghapus baris.
  - Condition: pilih kondisi komponen, terdiri dari 4 tipe kondisi yaitu: good, damage, missing, atau not exists.
- j. Remark: isi dengan keterangan yang diperlukan. Contohnya: warna mobil yang diinginkan.

Jika data telah diisi, maka user dapat menyimpan data dengan memilih tombol **Save as Draft**. Setelah tombol **Save as Draft** dipilih, layar konfirmasi akan ditampilkan, pilih **Yes** untuk melanjutkan.



Gambar 48: Pop Up Confirmation setelah Save as Draft

Sistem akan memberi notifikasi jika hasilnya sukses atau tidak saat menyimpan data.

Success! BAST Replacement Number: 00001/BRU/BKT/05/2016 has been created!

Gambar 49: Notifikasi Sukses setelah Save as Draft

### 2.7 Edit BAST Replacement unit dan OPL unit

Untuk edit dokumen BAST, akses ke **Monitoring OPL unit and Replacement Unit** dan pilih tombol Edit pada kolom action agreement yang dipilih. Tombol Edit hanya aktif jika BAST siap untuk dibuat dan di Save as Draft.

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

Monitoring OPL Unit and Replacement Unit												
Search Criteria			Parameter		Start Modified Date		End Modified Date					
DSF Office												
<input type="checkbox"/> Replacement Unit <input type="checkbox"/> OPL Unit												
<a href="#">Register Replacement Unit</a> <a href="#">Replacement Approval</a>												
<b>Click Edit BAST button to modify BAST Replacement document</b>												
Agreement No	Customer Name	OPL Unit Police No	Active/Not Active	Status Replacement Unit	Location Replacement Unit - Site		Replacing	Replacement Type	Usage Period			Action
					Company Name	Site			Start Date	End Date	Estimate	
0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	<span style="color: green;">Active</span>	<span style="color: orange;">Return</span>	PT. DSF	Tanah Abang	N/A	<span style="color: green;">N/A</span>	05/17/2016	N/A	N/A	<span style="color: red;">+</span> <span style="color: blue;">X</span> <span style="color: green;">S</span> <span style="color: orange;">D</span> <span style="color: purple;">E</span> <span style="color: grey;">B</span>
0000040/4/01/05/2016	PT TAWU INTI BUMI	B 5441 GEF	<span style="color: green;">Active</span>	<span style="color: orange;">Return</span>	PT. DSF	JAKARTA	N/A	<span style="color: green;">N/A</span>	05/17/2016	N/A	N/A	<span style="color: red;">+</span> <span style="color: blue;">X</span> <span style="color: green;">S</span> <span style="color: orange;">D</span> <span style="color: purple;">E</span> <span style="color: grey;">B</span>
0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	<span style="color: green;">Active</span>	<span style="color: orange;">Return</span>	PT. DSF	Pulomas	N/A	<span style="color: green;">N/A</span>	05/18/2016	N/A	N/A	<span style="color: red;">+</span> <span style="color: blue;">X</span> <span style="color: green;">S</span> <span style="color: orange;">D</span> <span style="color: purple;">E</span> <span style="color: grey;">B</span>
0000036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	<span style="color: green;">Active</span>	<span style="color: orange;">Return</span>	PT. DSF	Senayan	N/A	<span style="color: green;">N/A</span>	05/17/2016	N/A	N/A	<span style="color: red;">+</span> <span style="color: blue;">X</span> <span style="color: green;">S</span> <span style="color: orange;">D</span> <span style="color: purple;">E</span> <span style="color: grey;">B</span>
0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	<span style="color: green;">Active</span>	<span style="color: orange;">Return</span>	PT. DSF	Senayan	N/A	<span style="color: green;">N/A</span>	05/17/2016	N/A	N/A	<span style="color: red;">+</span> <span style="color: blue;">X</span> <span style="color: green;">S</span> <span style="color: orange;">D</span> <span style="color: purple;">E</span> <span style="color: grey;">B</span>
0000040/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	<span style="color: green;">Active</span>	<span style="color: orange;">Return</span>	PT. DSF	JAKARTA	N/A	<span style="color: green;">N/A</span>	05/17/2016	N/A	N/A	<span style="color: red;">+</span> <span style="color: blue;">X</span> <span style="color: green;">S</span> <span style="color: orange;">D</span> <span style="color: purple;">E</span> <span style="color: grey;">B</span>
0000036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	<span style="color: green;">Active</span>	<span style="color: orange;">Return</span>	PT. DSF	Tanah Abang	N/A	<span style="color: green;">N/A</span>	05/17/2016	N/A	N/A	<span style="color: red;">+</span> <span style="color: blue;">X</span> <span style="color: green;">S</span> <span style="color: orange;">D</span> <span style="color: purple;">E</span> <span style="color: grey;">B</span>

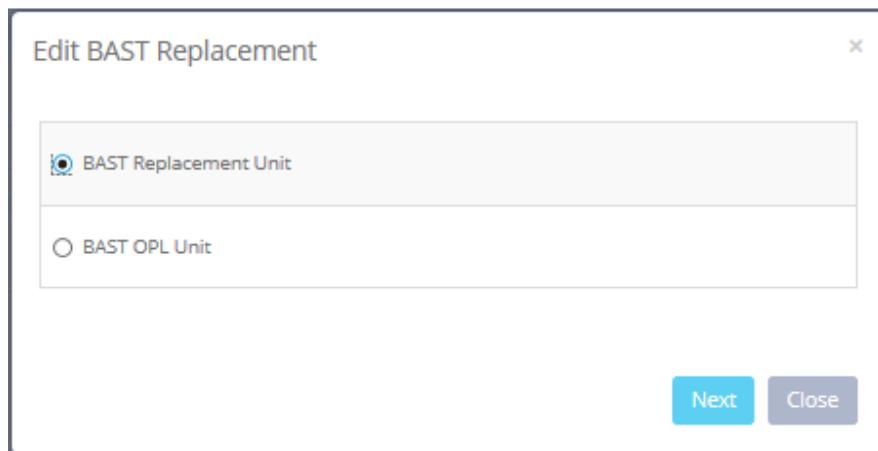
Showing 1 to 7 of 7 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

[Print Report](#)

**Gambar 50: Navigate untuk Edit BAST**

Pilih Replacement Unit atau OPL unit, dan kemudian pilih nomor agreement. Pilih next untuk melanjutkan.



**Gambar 51: Pop Up Edit BAST Replacement**

Halaman di bawah ini akan tampil setelah tombol Edit dipilih.

## Operating Lease - Unit/Vehicle Management Process

**July 1, 2016**

Name	Component	Condition	Action
1	Startington System	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
2	Air Conditioner Merk	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
3	STNK	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
4	Kabin /apartment	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
5	CD Player / Merk	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
6	Caridge/Remota Remote	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
7	Antena	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
8	Ligher / Pemak	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
9	Asasi	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
10	Sent Cover / Sarung Jok	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
11	Safety Belt	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
12	HeadRest	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
13	Lampu Paron	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
14	Karet Lembaran	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
15	Kotak STNK	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
16	sepijepangngaman	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
17	Peralatan Standar	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
18	Dongkrak / Asas	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
19	Dip Roda / Bush	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
20	Velg Taliang	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
21	Kaca Spion Luar	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
22	Kaca Spion Luar	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
23	Ban L Bush	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
24	Ban Cacingan 1 Bush	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
25	Kipas / Wiper	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
26	Bulu/Mandal	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
27	Bulu/Service	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
28	Tisu servis	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
29	Lampu-Lampu Jem	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
30	Lampu Keras	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
31	Lampu Kecil	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
32	Lampu Krem	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
33	Lampu Kandar	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
34	Kaca film	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>
35	null	<input type="radio"/> <input type="radio"/> <input type="radio"/>	<input type="checkbox"/>

**Gambar 52: Tampilan Edit BAST**

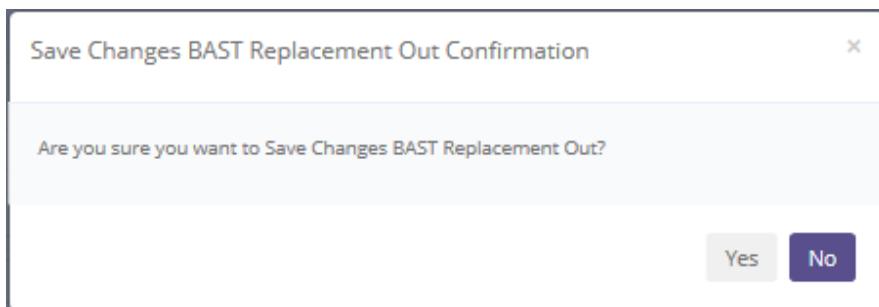
## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

Terdapat 5 (lima) tombol yang akan ditampilkan sebagai berikut:

1. Back, di sudut kiri-atas tampilan.
2. Save Changes, di sudut kiri-bawah tampilan.
3. Print Memo, pilih untuk mencetak memo yang berisi keterangan unit pengganti dengan kategori special case.
4. Submit, di sudut kiri-bawah tampilan.
5. Save as Final, di sudut kiri-bawah. Save as Final untuk confirm dokumen BAST.

Jika data telah dirubah, user dapat menyimpan data di sistem dengan klik tombol **Save Changes**. Setelah pilih tombol **Save Changes**, pop up confirmation akan ditampilkan. Pilih yes untuk menyimpan dokumen.



Gambar 53: Pop Up Confirmation setelah Save Changes

Sistem akan menampilkan pemberitahuan jika sukses atau gagal untuk save changes data.

A green rectangular notification box containing the text 'Success! BAST Replacement Number: 00002/BRU/JHO/05/2016 has been updated!' in white.

Gambar 54: Notifikasi Sukses setelah Save Changes

## 2.8 View BAST replacement unit dan OPL unit

Untuk melihat detail data, anda dapat memilih dari halaman **Monitoring OPL unit and Replacement Unit**. Pilih tab Replacement, dan kemudian pilih tombol view detail pada agreement yang dipilih.

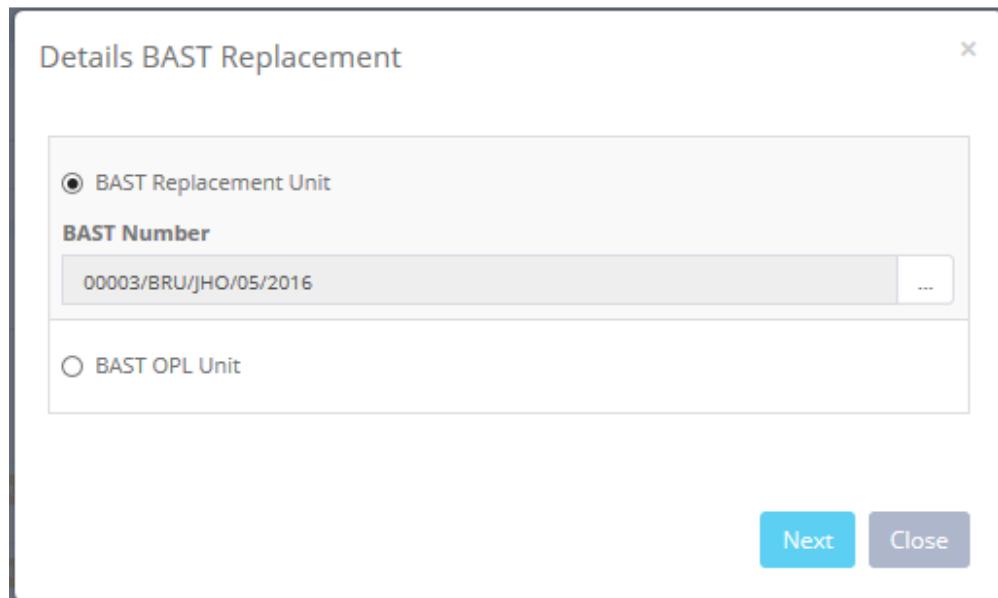
## Operating Lease - Unit/Vehicle Management Process

July 1, 2016

The screenshot shows a web-based application interface for managing operating lease units. On the left, a vertical sidebar lists various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Testing, and Approval Escalation. The main area is titled "Monitoring OPL Unit and Replacement Unit". It features a search bar with fields for "Search Criteria" (DSF Office dropdown), "Parameter" (text input), "Start Modified Date" (calendar icon), "End Modified Date" (calendar icon), and a "Search" button. Below the search bar are two tabs: "Replacement Unit" (selected) and "OPL Unit". Underneath these tabs are buttons for "Register Replacement Unit" and "Replacement Approval". The main content area is a table with columns for Agreement No, Customer Name, OPL Unit Police No, Active/Not Active, Status Replacement Unit, Location Replacement Unit - Site (Company Name, Site), Replacing, Replacement Type, Usage Period (Start Date, End Date, Estimate), and Action. There are 7 entries listed. An arrow points from a callout box containing the text "Click View button to view detail of BAST Replacement document" to one of the "View" icons in the "Action" column of the table.

**Gambar 55: Navigate untuk View Detail BAST**

Pilih Replacement unit atau OPL unit, dan pilih nomor BAST. Pilih Next untuk melanjutkan.



**Gambar 56: Pop Up Detail BAST Replacement**

Sistem akan menampilkan halaman View BAST seperti berikut:

## Operating Lease - Unit/Vehicle Management Process

July 1, 2016

**View BAST Replacement**

Asikin Lukman - JHO

Created by	Junaidy Didy	Created Date	05/19/2016	Last Modified By	Delta Riango	Last Modified Date	05/19/2016
BAST No	00003/BRU/JHO/05/2016	Replacement Type	General Repairment				
Base Information							
Agreement No	3000096/4/01/05/2016	Company Name	PT TAWU INTI SUMI	Address	RUO MADISON, CIBUBUR TIME SQUARE BLOCK B 4/F	Telp Number	0213131
RIC Customer	windu						
Replacement Unit							
Police Number	2 2000 KPC	Chassis No	12141-014	Mark/Vehicle Type	PANTHER PICK UP	Machine No	1313313
Years	2015	STNK Date	05/01/2016	Colour	Red	KEUK Date	06/01/2016
Usage Period							
Start Date	05/19/2016	End Date Estimation	05/20/2016				
<input checked="" type="radio"/> BAST OUT <input type="radio"/> BAST IN							
Date	200000.00	KM	200000.00	FUEL	1/L	Driver Name	coala
Observer Name	miamu	Branch / Poll	Depok	Return Locations		Remark	Test remark saja clostung
<b>Unit Component</b>							
No	Component	Condition					
No	Component	Good	Damage	Missing	Not Exist		
1	Perkakas Standar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
2	Dongkrak / Tusuk	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
3	Dop Roca 4 Buah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Verg Reving	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Kaca Spion Dalam	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
6	Kaca Spion Luar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
7	Seni 4 Buah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
8	Seni Cengiran 1 Buah	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
9	Kipas / Wiper	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
10	Duku Manual	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
11	Duku Service	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
12	Tutup Bensin	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
13	Lampu / Lampu Sein	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
14	Lampu Besar	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
15	Lampu Kecil	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
16	Lampu Rem	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
17	Lampu Mundur	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
18	Kaca Film	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
19	null	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
20	Test add item	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Remark ( Note : Body / paint of car )

**Gambar 57: Tampilan View Detail BAST Replacement**

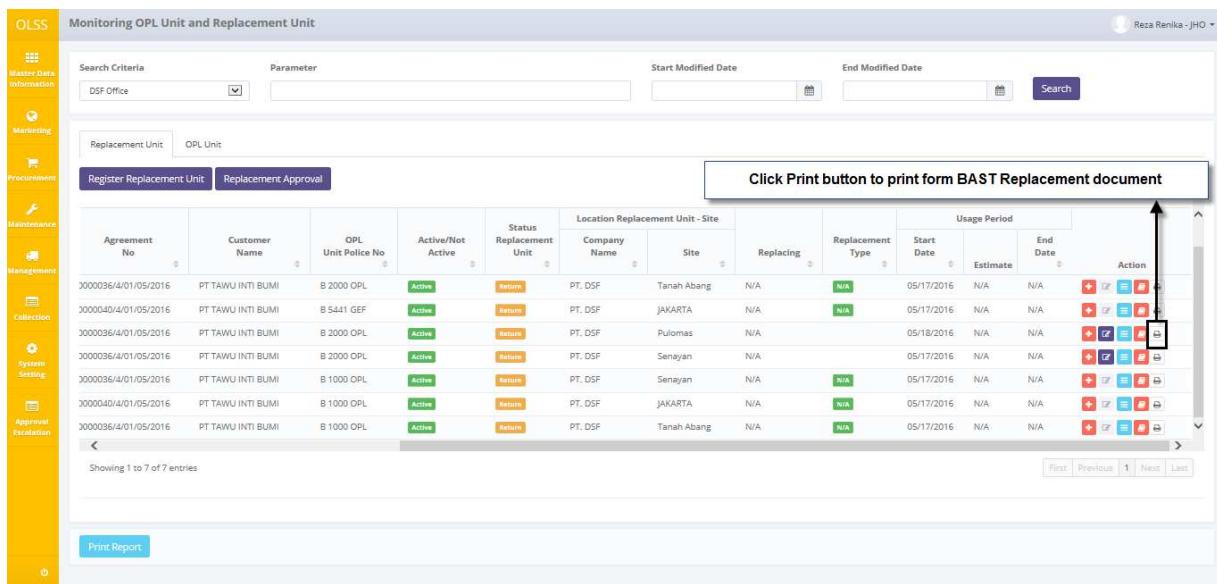
## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

Disini dapat melihat informasi detail yang berhubungan dengan BAST replacement atau BAST OPL. User dapat memeriksa data tapi data tidak dapat diedit. Pilih tombol di bagian atas tampilan untuk kembali ke halaman sebelumnya.

### 2.9 Cetak Form BAST Replacement

User dapat mencetak form BAST Replacement dengan mengakses Monitoring OPL unit dan Replacement unit – Tab Replacement unit, dan kemudian pilih tombol Print BAST replacement pada nomor agreeemeent yang dipilih seperti berikut:

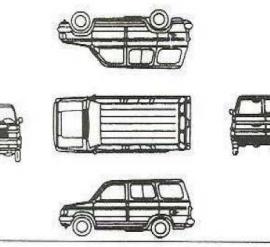
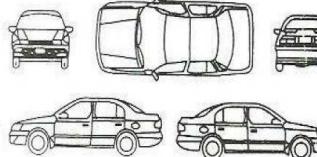


Gambar 58: Navigate untuk Cetak Form BAST

Setelah pilih tombol Print, sistem akan menampilkan print preview form BAST replacement unit. User dapat mencetak dokumen hardcopy, atau menyimpan dokumen dengan format PDF atau Ms. Excel.

## Operating Lease - Unit/Vehicle Management Process

July 1, 2016

 <b>DIPO STAR FINANCE</b> <i>Solusi Kredit Otomotif</i>	<p style="text-align: center;"><b>PT. DIPO STAR FINANCE</b>          Sentral Senayan II 3rd Floor,          Jl. Asia-Afrika No. 8, Jakarta 10270 - Indonesia          Telp: 021 5795 4100 ; Fax: 021 5795 4053</p> <p style="text-align: center;"><b>BERITA ACARA SERAH TERIMA KENDARAAN</b></p> <p>No. Form : 00014/BRU/JHO/05/2016          Status Unit : Replacement Unit</p> <p>Menerangkan bahwa kendaraan diserahkan termakna kepada :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Nama Pemakai Kendaraan</td> <td>: Windy</td> </tr> <tr> <td>Nama Perusahaan</td> <td>: KARYA DEWI PUTRA, PT</td> </tr> <tr> <td>Alamat</td> <td>: JL. RTA MILONO KM 4.2 NO. 429 LANGKAI PAHANDUT PALANGKA RAYA KALIMANTAN TENGAH</td> </tr> <tr> <td>Nomor Telepon</td> <td>: 02111111</td> </tr> </table> <p>Berdasarkan Perjanjian Kerja Sama No 00000494/0105/2016 dengan data kendaraan sebagai berikut :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>No.</th> <th>No. Polisi</th> <th>KENDARAAN</th> <th>SERAH TERIMA</th> <th>SERAH KEMBALI</th> </tr> <tr> <td>1</td> <td>B 4444 RPC</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Merkt/Type Kendaraan</td> <td>: S28</td> <td>Tanggal</td> <td>: 05/22/2016</td> <td>Tanggal</td> </tr> <tr> <td>Tahun</td> <td>: 2015</td> <td>Kilometer</td> <td>: 232.00</td> <td>Kilometer</td> </tr> <tr> <td>Warna</td> <td>: White</td> <td>Fuel</td> <td>: 1/4</td> <td>Fuel</td> </tr> <tr> <td>No. Rangka</td> <td>: C-4444-RPC</td> <td>Nama Pengemudi</td> <td>: Windy</td> <td>Nama Pengemudi</td> </tr> <tr> <td>No. Mesin</td> <td>: M-4444-RPC</td> <td>Nama Pemeriksa</td> <td>: Adam</td> <td>Nama Pemeriksa</td> </tr> <tr> <td>Tanggal STNK / KIR</td> <td>: 05/31/2016 /</td> <td>Cabang / Pool</td> <td>: Palembang</td> <td>Cabang / Pool</td> </tr> <tr> <td>Kendaraan Ganti</td> <td>: S28I</td> <td>Ket</td> <td>: test remark out</td> <td>Ket</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">NO</th> <th rowspan="2">NAMA KENDARAAN</th> <th colspan="4">KELUAR</th> <th colspan="4">MASUK</th> </tr> <tr> <th>B</th><th>R</th><th>H</th><th>T</th> <th>B</th><th>R</th><th>H</th><th>T</th> </tr> </thead> <tbody> <tr> <td>1</td><td>Starter/ignition System</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>2</td><td>Air Conditioner Merk</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>3</td><td>STNK</td> <td><input checked="" 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<td></td><td></td><td></td><td></td> </tr> <tr> <td>10</td><td>Seat Cover / Sarung Jok</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>11</td><td>Safety Belt</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>12</td><td>Head Rest</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>13</td><td>Lampu Platof</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>14</td><td>Karpet Lembaran</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>15</td><td>Kotak P3K</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>16</td><td>Segitiga Pengaman</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>17</td><td>Perkakas Standar</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>18</td><td>Dongkrak / Tuas</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>19</td><td>Dop Roda 4 Buah</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>20</td><td>Velg Racing</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>21</td><td>Kaca Spion Dalam</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>22</td><td>Kaca Spion Luar</td> <td><input checked="" 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<td></td><td></td><td></td><td></td> </tr> <tr> <td>29</td><td>Lampu - Lampu Sein</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>30</td><td>Lampu Besar</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>31</td><td>Lampu Kecil</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>32</td><td>Lampu Rem</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>33</td><td>Lampu Mundur</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>34</td><td>Kaca Film</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> <tr> <td>35</td><td>null</td> <td><input checked="" type="checkbox"/></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p style="text-align: center;">Minibus :</p>  <p style="text-align: center;">Sedan :</p> 	Nama Pemakai Kendaraan	: Windy	Nama Perusahaan	: KARYA DEWI PUTRA, PT	Alamat	: JL. RTA MILONO KM 4.2 NO. 429 LANGKAI PAHANDUT PALANGKA RAYA KALIMANTAN TENGAH	Nomor Telepon	: 02111111	No.	No. Polisi	KENDARAAN	SERAH TERIMA	SERAH KEMBALI	1	B 4444 RPC				Merkt/Type Kendaraan	: S28	Tanggal	: 05/22/2016	Tanggal	Tahun	: 2015	Kilometer	: 232.00	Kilometer	Warna	: White	Fuel	: 1/4	Fuel	No. Rangka	: C-4444-RPC	Nama Pengemudi	: Windy	Nama Pengemudi	No. Mesin	: M-4444-RPC	Nama Pemeriksa	: Adam	Nama Pemeriksa	Tanggal STNK / KIR	: 05/31/2016 /	Cabang / Pool	: Palembang	Cabang / Pool	Kendaraan Ganti	: S28I	Ket	: test remark out	Ket	NO	NAMA KENDARAAN	KELUAR				MASUK				B	R	H	T	B	R	H	T	1	Starter/ignition System	<input checked="" type="checkbox"/>								2	Air Conditioner Merk	<input checked="" type="checkbox"/>								3	STNK	<input checked="" type="checkbox"/>								4	Radio Tape/Merk	<input checked="" type="checkbox"/>								5	CD Player / Merk	<input checked="" type="checkbox"/>								6	Catridge/Remote RTape	<input checked="" type="checkbox"/>								7	Antena	<input checked="" type="checkbox"/>								8	Lighter / Pematik	<input checked="" type="checkbox"/>								9	Asbak	<input checked="" type="checkbox"/>								10	Seat Cover / Sarung Jok	<input checked="" type="checkbox"/>								11	Safety Belt	<input checked="" type="checkbox"/>								12	Head Rest	<input checked="" type="checkbox"/>								13	Lampu Platof	<input checked="" type="checkbox"/>								14	Karpet Lembaran	<input checked="" type="checkbox"/>								15	Kotak P3K	<input checked="" type="checkbox"/>								16	Segitiga Pengaman	<input checked="" type="checkbox"/>								17	Perkakas Standar	<input checked="" type="checkbox"/>								18	Dongkrak / Tuas	<input checked="" type="checkbox"/>								19	Dop Roda 4 Buah	<input checked="" type="checkbox"/>								20	Velg Racing	<input checked="" type="checkbox"/>								21	Kaca Spion Dalam	<input checked="" type="checkbox"/>								22	Kaca Spion Luar	<input checked="" type="checkbox"/>								23	Ban 4 Buah	<input checked="" type="checkbox"/>								24	Ban Cadangan 1 Buah	<input checked="" type="checkbox"/>								25	Kipas / Wiper	<input checked="" type="checkbox"/>								26	Buku Manual	<input checked="" type="checkbox"/>								27	Buku Service	<input checked="" type="checkbox"/>								28	Tutup Bensin	<input checked="" type="checkbox"/>								29	Lampu - Lampu Sein	<input checked="" type="checkbox"/>								30	Lampu Besar	<input checked="" type="checkbox"/>								31	Lampu Kecil	<input checked="" type="checkbox"/>								32	Lampu Rem	<input checked="" type="checkbox"/>								33	Lampu Mundur	<input checked="" type="checkbox"/>								34	Kaca Film	<input checked="" type="checkbox"/>								35	null	<input checked="" type="checkbox"/>							
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**Gambar 59: Form BAST Replacement**

## **2.10 Cetak Report Memo Replacement (Special Case)**

User dapat mencetak report memo replacement dengan mengakses Monitoring Replacement unit and OPL unit – tab Replacement unit, dan kemudian pilih tombol view detail pada agreement yang dipilih. Setelah tampilan View BAST terbuka, pilih Print Memo di bagian bawah tampilan seperti berikut:

## Operating Lease - Unit/Vehicle Management Process

July 1, 2016

The screenshot displays the 'Edit BAST | Replacement' page from the QISS system. The left sidebar contains navigation links for Master Data Maintenance, Planning, Disbursement, Maintenance, Defense, System Setting, and External Evaluation. The main form is titled 'Edit BAST | Replacement' and includes the following sections:

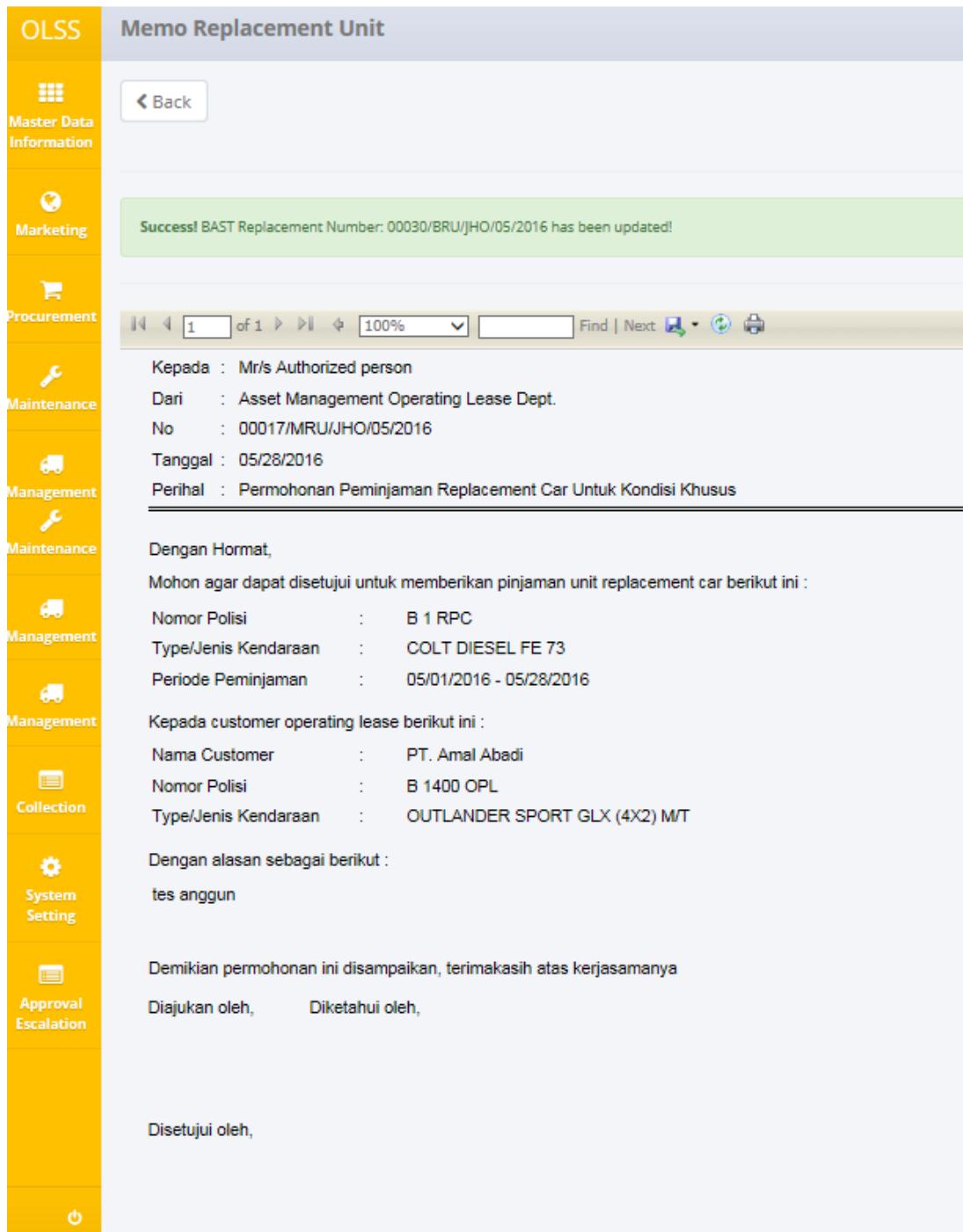
- Header:** Created by Junita Ody, Created Date 03/01/2016, Last Modified By, Last Modified Date.
- BAST Info:** BAST No. 00006504/01/01/2016, Replacement type Special Case, Note: 'rei anggar'.
- Base Information:** Agreement No. 00006504/01/01/2016, Company Name PT Amal Asaro, Address Jl. Ahmad Yani K Jakarta Timur, Telp Number 321634079, PIN Customer Anggar.
- Replacement Unit:** Police Number 21 RPC, Model Vehicle Type DAIHATSU SIGMA VVTI, Years 2014, Color Red, Chassis No. aad1212/11, VIN No. 1M1A123456789, STNK Date 05/01/2016, KEUR Date 05/01/2016.
- Usage Period:** Start Date 03/01/2016, End Date Estimation 03/03/2016.
- Rent/CHG / PAY IN:** Date 03/03/2016, AMT 3.000.00, FUEL #, Driver Name Agus, Observer Name Lutia.
- Unit Component:** A large table listing 35 vehicle components with checkboxes for Good, Damage, Missing, Not Exist, and Action. Components include: Sistem Ignition System, Air Conditioner Merk, GPNIC, Radio Tape/Merk, CD Player / Merk, Cetakan/Kompo N/Tape, Antena, Lampu / Permalik, Astak, Sar Cover / Selang, sk, Safety Belt, Head Rest, Lampu Pintu, Karpet Lantai, Kotak ISK, Segitiga Persegi Panjang, Penutup Stumber, Dongkrak / Tule, Gasifikator / Buat, Vogflueing, Kaca Spion Dalam, Kaca Spion Luar, Ban 4 Buah, Ban Cadangan 1 Buah, Kiper / Wiper, Buku Manual, Buku Service, Tsur Benzin, Lembar Lembaran, Lembar Besar, Lembar Kecil, Lembar Lembar, Lembar Mandur, Kaca Rum, and null.
- Remark:** Note: Body / paint of car, with a note 'rei anggar'.
- Buttons:** Save Changes, Print Memo, Submit, Save As Draft.

**Gambar 60: Tampilan Edit BAST Replacement**

## Operating Lease – Unit/Vehicle Management Process

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Setelah pilih tombol, sistem akan menampilkan print preview form memo replacement unit. User dapat mencetak dokumen hardcopy, atau menyimpan dokumen dengan format PDF atau Ms. Excel.



Gambar 61: Print Preview Memo Replacement Unit

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

### 3. BAST REPLACEMENT APPROVAL

Replacement unit approval adalah proses untuk approve atau reject unit replacement untuk spesial case request oleh authorized person. Menu ini akan digunakan oleh DSF authorized person untuk approve atau reject unit replacement special case request yang telah disubmit.

Level approval :

1. Pengajuan : ASSET MANAGEMENT-PI Control Stock & Admin
2. Check : HOD OPL
3. Approve : EXECUTIVE GENERAL MANAGER RESEARCH & DEVELOPMENT/MKT DIRECTOR/REGIONAL DIRECTOR/DIRECTOR FOR COLLECTION, LEGAL & HUMAN RESOURCES/EXECUTIVE GENERAL MANAGER FINANCE/OPERATION DIRECTOR/VICE PRESIDENT DIRECTOR/PRESIDENT DIRECTOR

Tampilan akan me-monitor approval list of replacement unit dengan replacement type adalah special case. Halaman ini juga terdapat fitur sebagai berikut:

- a. Menampilkan list of special case request replacement unit dengan status dokumen pada setiap request.
- b. Approve special case replacement unit request.
- c. Reject special case replacement unit request.

Untuk mengakses list of Unit Replacement Approval, pilih Monitoring Replacement Unit and OPL Unit – Tab Replacement unit. Pilih tombol Replacement Approval di sisi atas Tab Replacement unit.

Agreement No	Customer Name	OPL Unit Police No	Active/Not Active	Status Replacement Unit	Location Replacement Unit - Site		Replacing	Replacement Type	Usage Period			Action
					Company Name	Site			Start Date	End Date	Estimate	
300036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	Active	Return	PT. DSF	Tanah Abang	N/A	N/A	05/17/2016	N/A	N/A	<span>Approve</span> <span>Reject</span> <span>Return</span>
300040/4/01/05/2016	PT TAWU INTI BUMI	B 5441 GEF	Active	Return	PT. DSF	JAKARTA	N/A	N/A	05/17/2016	N/A	N/A	<span>Approve</span> <span>Reject</span> <span>Return</span>
300036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	Active	Return	PT. DSF	Pulomas	N/A	N/A	05/18/2016	N/A	N/A	<span>Approve</span> <span>Reject</span> <span>Return</span>
300036/4/01/05/2016	PT TAWU INTI BUMI	B 2000 OPL	Active	Return	PT. DSF	Senayan	N/A	N/A	05/17/2016	N/A	N/A	<span>Approve</span> <span>Reject</span> <span>Return</span>
300036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Return	PT. DSF	Senayan	N/A	N/A	05/17/2016	N/A	N/A	<span>Approve</span> <span>Reject</span> <span>Return</span>
300040/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Return	PT. DSF	JAKARTA	N/A	N/A	05/17/2016	N/A	N/A	<span>Approve</span> <span>Reject</span> <span>Return</span>
300036/4/01/05/2016	PT TAWU INTI BUMI	B 1000 OPL	Active	Return	PT. DSF	Tanah Abang	N/A	N/A	05/17/2016	N/A	N/A	<span>Approve</span> <span>Reject</span> <span>Return</span>

Gambar 62: Navigate untuk List of Unit Replacement Approval

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

The screenshot shows the 'List Replacement Approval' page from the OLSS system. On the left is a vertical navigation menu with icons for Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area has a header 'List Replacement Approval' and a sub-header 'BAST Number'. It includes search fields for 'Parameter' (BAST Number), 'Start Creation Date', and 'End Creation Date', along with a 'Search' button. Below the search bar is a message: 'Click Detail button to processes the BAST Replacement approval'. A table displays one record with columns: BAST Number, Replacement Police No, Agreement No, OPL Police No, Creation Date, Memo Status, Created By, Last Approve By, Next Approve By, and Action. The record shown is: BAST Number 00001/BRU/JHO/06/2016, Replacement Police No B 1111 RPC, Agreement No 0000165/4/01/06/2016, OPL Police No B 1000 OPL, Creation Date 06/30/2016, Memo Status draft, Created By Juanaldi Didy, Last Approve By, Next Approve By, and Action. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has buttons for First, Previous, 1, Next, and Last.

Screen 63: Navigate to Enter Special Case Approval Screen

Ketika view detail tampil, user dapat melihat informasi yang berhubungan dengan BAST replacement unit dengan special case. Terdapat dua tombol yang terdapat di bagian bawah tampilan, antara lain:

1. Approve, untuk memberikan tanda bahwa user telah menyetujui/approved dokumen. Status dokumen akan berubah menjadi Approved.
2. Reject, untuk memberikan tanda bahwa dokumen ditolak/rejected oleh DSF authorization person. Status dokumen akan berubah menjadi Rejected.

Jika BAST Replacement akan diapprove atau direject, user harus mengisi field remarks dengan alasan. Kemudian pilih tombol di bagian bawah tampilan.

## Operating Lease - Unit/Vehicle Management Process

**July 1, 2016**

Delta Riangga JHO
Back

Special Case Approval								
Created by	Dedi Supriyadi							
Created Date	05/25/2016							
Last Modified By								
Last Modified Date								
BASE No.	00029/BRU/HQ/05/2016							
Replacement Type	Special Case							
Note:	test 121031000							
<b>Base Information</b>								
Agreement No	00000214/01/12/2015							
Company Name	Pt. Amai Abadi							
Address	Jl. Ahmad Yani 10 Jakarta Timur							
Telp Number	03131							
RIC Customer	Wendy							
<b>Replacement Unit</b>								
Polic Number	B 2 RPC							
Mark/Vehicle Type	GRAN MAX 1.5 DLING VAN							
Years	2014							
Colour	Yellow							
<b>Usage Period</b>								
Start Date	5/26/2016							
End Date Estimation	5/27/2016							
<b>BASIS OUT</b>								
Date	5/26/2016							
KM	131.00							
FUEL	1/4							
Driver Name	Adam							
Observer Name	Dede							
Branch / Pll	Orkasi							
<b>Unit Component</b>								
No	Component	Condition						
1	Starter/Ignition System	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
2	Air Conditioner Merk	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
3	STNK	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
4	Radio Tape/Merk	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
5	CD Player / Merk	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
6	Cartridge/Remote Kunci	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
7	Antena	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
8	Lighter / Penack	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
9	Abrak	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
10	Seat Cover / Seating/Jok	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
11	Cathey/Belt	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
12	I Head Rest	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
13	Lempu Platun	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
14	Kerget Lembaran	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
15	Dop Hodai Istim	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
16	Kaca Spion Luar	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
17	Buku Service	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
18	Lamou Besar	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
19	...	<input type="radio"/> Good <input type="radio"/> Damage <input type="radio"/> Missing <input type="radio"/> Not Exist						
Remark ( Note : Body / paint of car )								
Note								
<b>Revision History</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>User Name</th> <th>Date</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Dedi Supriyadi</td> <td>26 May 2016, 19:40:34</td> <td>Submit</td> </tr> </tbody> </table>			User Name	Date	Status	Dedi Supriyadi	26 May 2016, 19:40:34	Submit
User Name	Date	Status						
Dedi Supriyadi	26 May 2016, 19:40:34	Submit						
<input type="button" value="Check"/> <input type="button" value="Revise"/>								

**Gambar 64: Tampilan Special Case Approval (Check dan Revise)**

## Operating Lease - Unit/Vehicle Management Process

July 1, 2016

**Special Case Approval**

Created by: Delta Bangga | Created Date: 06/21/2016 | Last Modified By: Delta Bangga | Last Modified Date: 06/21/2016

**R&F No:** 00000014/01/05/2016  
**Replacement Type:** Social Case  
**Note:** test 13/01/099

**Agreement Info:**  
 Agreement No: 00000014/01/05/2016  
 Company Name: PT. Aman Abadi  
 Address: Jl. Ahmad Yani N. Jakarta Timur  
 Tel Number: 09131  
 INC Customer: Windy

**Replacement Unit:**  
 Police Number: B2 IPC  
 Model/Vehicle Type: GRAN MAX 1.5 BLAZER VNT  
 Chassis No: dafadaf13'2  
 Years: 2014  
 Machine No: dada1311  
 Color: Yellow  
 STNK Date: 5/1/2016  
 KIR Date:  
 Usage Period:  
 Start Date: 2016-07-01  
 End Date: 2017-06-30

**R&F DUT:**  
 Date: 06/20/2016  
 KM: 131.00  
 Rute: Tid  
 Driver Name: Adam  
 Observer Name: Delta  
 Branch / Roll: Rekam

**Unit Components:**

No	Component	Good	Damaged	Missing	Not Exist
1	Starter/Generator System	○	○	○	○
2	Air Conditioner Merk	○	○	○	○
3	SiNKA	○	○	○	○
4	Radio Tape/Network	○	○	○	○
5	PTV Player - Merk	○	○	○	○
6	Car Video/Remote RTape	○	○	○	○
7	Antena	○	○	○	○
8	Lighter / Pencah	○	○	○	○
9	Abraah	○	○	○	○
10	Seat Cover / Sarung Jok	○	○	○	○
11	Safety Belt	○	○	○	○
12	Head Rest	○	○	○	○
13	Lampu Pajor	○	○	○	○
14	Karpet Lantaran	○	○	○	○
15	Kotak PJK	○	○	○	○
16	Segipa Pengaman	○	○	○	○
17	Parketan Sandal	○	○	○	○
18	Dompetku / Tas	○	○	○	○
19	Dip Roda 4 Bush	○	○	○	○
20	Vidg Racing	○	○	○	○
21	Kara Sport Dalam	○	○	○	○
22	Kara Sport Luar	○	○	○	○
23	Ban Cepatban 1 Bush	○	○	○	○
24	Kloss / Wiper	○	○	○	○
25	Bulu Matal	○	○	○	○
26	Buku Jurnal	○	○	○	○
27	Tutup Derah	○	○	○	○
28	Lampu Jemu Jem	○	○	○	○
29	Lampu Belak	○	○	○	○
30	Lampu Belak	○	○	○	○
31	Lampu Belak	○	○	○	○
32	Lampu Belak	○	○	○	○
33	Lampu Belak	○	○	○	○
34	Kaca Hitam	○	○	○	○
35		○	○	○	○

**Remark (Note: Body / paint of car)**

**Revision History:**

User Name	Date	Status
Delta Bangga	27 May 2016, 21:20:26	Check
Delta Supplyall	26 May 2016, 19:40:34	Submit

**Action Buttons:** Approve | Reject

**Gambar 65: Screen Special Case Approval (Approve dan Reject)**

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

Setelah memilih tombol Approve atau Reject, sistem akan menampilkan notifikasi jika sukses ataupun gagal untuk approve atau reject data.

Success! Number: 00028/BRU/JHO/05/2016 has been checked.

Gambar 66: Notifikasi Sukses setelah Check

Success! Number: 00028/BRU/JHO/05/2016 has been approved.

Gambar 67: Notifikasi Sukses setelah Approve

## 4. MONITORING DAN CETAK DOKUMEN COMPLEMENT UNIT

Monitoring dan cetak dokumen complement unit adalah proses yang berhubungan dengan lihat dan update tanggal expired STNK dan KEUR, dan juga update expired insurance policy.

### 4.1. Lihat dokumen expired dan pending

Untuk check dokumen expired dan pending, akses ke menu **Unit Management** dan pilih Monitoring Document. Sistem akan menampilkan halaman Monitoring Document yang terdiri dari dokumen Expired dan dokumen Pending untuk agreement yang dipilih dengan data yang sudah ready di sistem.

Police No.	Status Unit	STNK Status	Expired Date	Select	Progress Status	New Police Number	Start Date	End Date
B 3000 OPL	OPL	Temporary STNK	07/31/2016	<input type="checkbox"/>	Remind Customer			
B 2000 OPL	OPL	Temporary STNK	07/31/2016	<input type="checkbox"/>	Choose Your Selection			
B 1000 OPL	OPL	Actual STNK	07/31/2016	<input type="checkbox"/>	Choose Your Selection			

Gambar 68: Monitoring Document Screen - STNK

## Operating Lease – Unit/Vehicle Management Process

July 1, 2016

Terdapat 3 tab di bagian atas halaman, antara lain: STNK, KEUR, dan Insurance Policy. Masing-masing dokumen berbeda berdasarkan jenis dokumen.

Di bagian bawah tampilan terdapat dua tombol:

- Save, menyimpan perubahan/update untuk dokumen yang dipilih.
- Print Report, untuk cetak Report Complement Document.

### 4.2. Update progress dokumen expired

Untuk mulai meng-update Monitoring Document, user harus memberi tanda check pada field checklist untuk dokumen yang akan diupdate. Kemudian isi tanggal baru pada Start date dan End Date. Pada tab STNK, user harus memilih Progress Status yang ada.

The screenshot shows the OLSS (Operating Lease System) interface for Monitoring Document. On the left, there's a vertical sidebar with icons for various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area is titled 'Monitoring Document' and shows a search bar with fields for Police Number, Start Expiration Date, and End Expiration Date, along with a 'Search' button. Below the search bar, there are tabs for STNK, KEUR, and Insurance Policy, with STNK selected. A table lists three entries, each with columns for Police No., Status Unit, STNK Status, Expired Date, Select checkbox, Progress Status dropdown, New Police Number, Start Date, and End Date. The first entry has a checked 'Select' box and a 'Remind Customer' progress status. The second entry also has a checked 'Select' box and a 'BAST STNK to 3rd party' progress status. The third entry has an unchecked 'Select' box and a 'Choose Your Selection' progress status. At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'. There are navigation buttons for First, Previous, Next, and Last. At the very bottom, there are 'Save' and 'Print Report' buttons, and a URL 'http://10.1.1.37/olss\_siva4/'. The top right corner shows the user's name 'Mochamad Idris - JKC'.

Gambar 69: Update Progress Document

Apabila user memilih BAST STNK to 3<sup>RD</sup> Party pada field Progress Status, maka user harus mengisi Nomer Polis baru, Start Date, dan End date. Setelah data diinput, user dapat memilih lebih dari satu dokumen dalam sekali pilih. Kemudian pilih tombol **Save** untuk update dokumen. Tampilan akan tetap berada di halaman Monitoring Document dan menampilkan notifikasi sukses di bagian atas tampilan.

### 4.3. Cetak report monitoring unit

User dapat mencetak dokumen report monitoring dengan mengakses tampilan Monitoring Document, dan kemudian pilih Print Report di bagian bawah halaman sebagai berikut:

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The screenshot shows the 'Monitoring Document' section of the OLSS system. On the left, a vertical orange sidebar lists various modules: Master Data Information, Marketing, Procurement, Maintenance, Management, Collection, System Setting, and Approval Escalation. The main area displays a table of data with columns: Police No., Status Unit, STNK Status, Expired Date, Select, Progress Status, New Police Number, Start Date, and End Date. Three entries are listed:

Police No.	Status Unit	STNK Status	Expired Date	Select	Progress Status	New Police Number	Start Date	End Date
B 3000 OPL	OPL	Temporary STNK	07/31/2016	<input type="checkbox"/>	Remind Customer			
B 2000 OPL	OPL	Temporary STNK	07/31/2016	<input type="checkbox"/>	Choose Your Selection			
B 1000 OPL	OPL	Actual STNK	07/31/2016	<input type="checkbox"/>	Choose Your Selection			

At the bottom, there are buttons for 'Save' and 'Print Report'. A callout box points to the 'Print Report' button with the instruction: 'Click Print Report button to print monitoring unit report'.

Gambar 70: Navigate untuk Print Report Monitoring Unit

Setelah memilih tombol, sistem akan menampilkan print preview Report Monitoring Document. User dapat mencetak dokumen hardcopy, atau menyimpan dokumen dengan format PDF atau Ms. Excel.

The screenshot shows a Microsoft Word document titled 'List Expired STNK Report'. The header includes 'Page 1 of 1', 'Printed by Juanaidi Didy', and 'Printed Date 7/19/2016 2:36:02 PM'. Below the header is a table with the following data:

Period	Police Number	Status Unit	Expired Date	Start Date	End Date
	B 1000 OPL	Replacement Unit	7/31/2016	7/1/2016	7/31/2016
	B 2000 OPL	Replacement Unit	7/31/2016	7/1/2016	7/31/2016
	B 3000 OPL	Replacement Unit	7/31/2016	7/1/2016	7/31/2016

Gambar 71: List Expired STNK Report