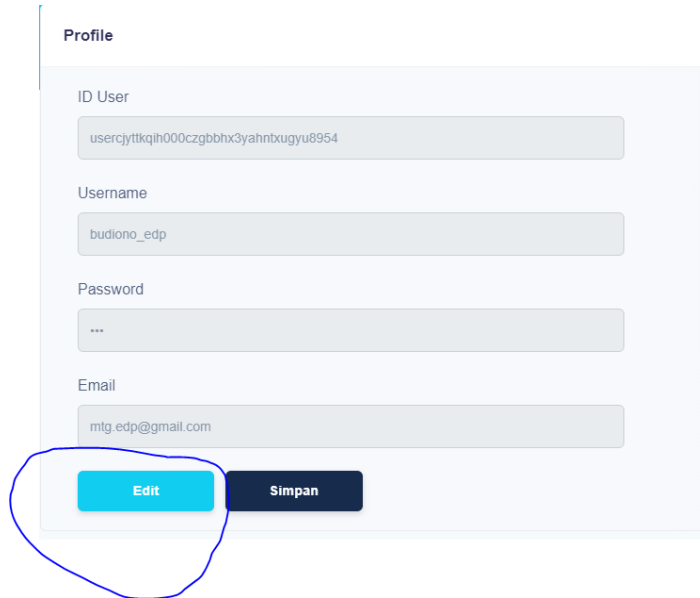


## 1. ( MENU PROFILE )

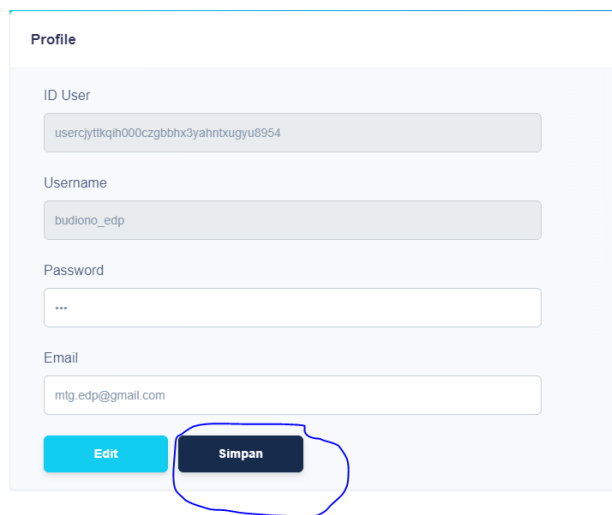
### a. Ganti username dan password

➤ Klik Edit



The screenshot shows a 'Profile' form with the following fields: ID User (usercjytkqih000czgbbhx3yahnbxugyu8954), Username (budiono\_edp), Password (masked with \*\*\*), and Email (mtg.edp@gmail.com). At the bottom, there are two buttons: 'Edit' (light blue) and 'Simpan' (dark blue). The 'Edit' button is circled with a blue hand-drawn line.

➤ Ganti password dan email lalu klik save

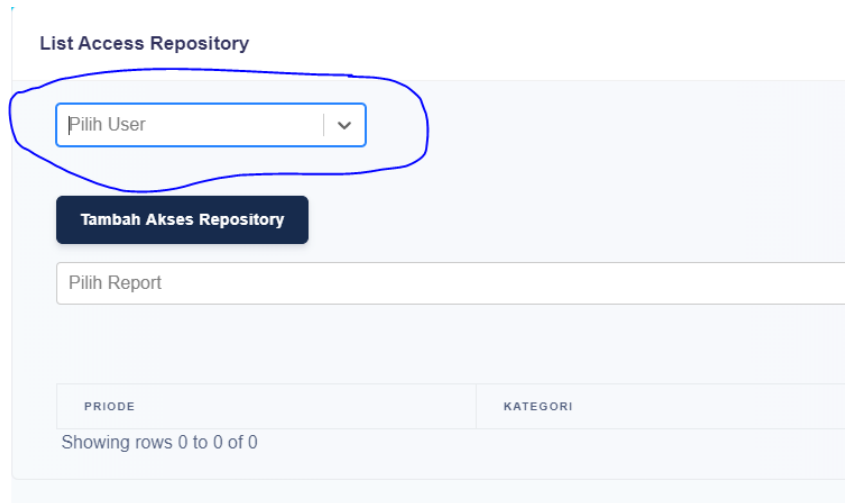


This screenshot shows the same 'Profile' form as above, but the 'Simpan' button is now circled with a blue hand-drawn line, indicating the next step in the process.

## 2. ( MENU ACCESS REPOSITORY )

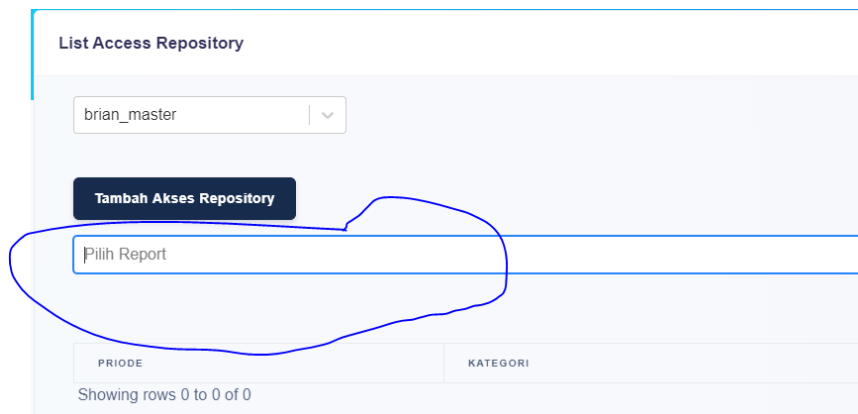
a. Menambahkan akses laporan per user

➤ Pilih user



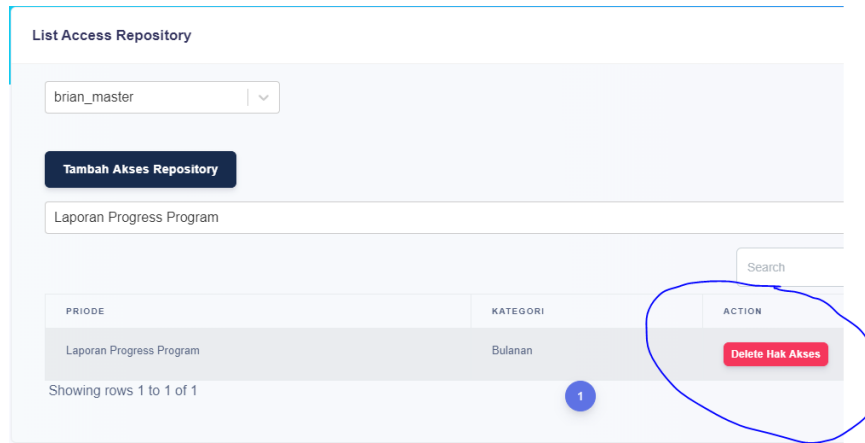
The screenshot shows the 'List Access Repository' interface. At the top, there is a dropdown menu labeled 'Pilih User' which is circled in blue. Below it is a dark blue button labeled 'Tambah Akses Repository'. Underneath the button is a text input field labeled 'Pilih Report'. At the bottom, there is a table with two columns: 'PRIODE' and 'KATEGORI'. Below the table, it says 'Showing rows 0 to 0 of 0'.

➤ Pilih atau ketik nama laporan



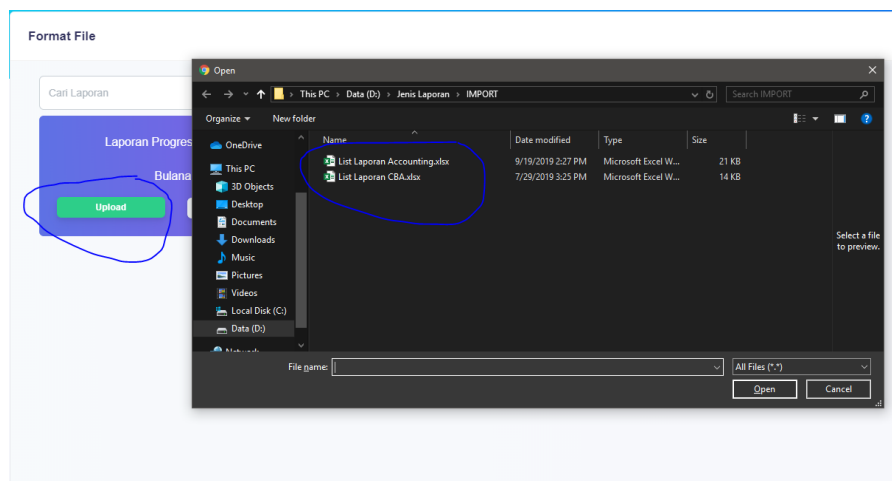
The screenshot shows the 'List Access Repository' interface. The 'Pilih User' dropdown now displays 'brian\_master'. The 'Tambah Akses Repository' button is still present. The 'Pilih Report' text input field is now circled in blue. The table at the bottom remains the same, with columns 'PRIODE' and 'KATEGORI' and the text 'Showing rows 0 to 0 of 0'.

- b. Hapus access laporan
- Klik tombol hapus

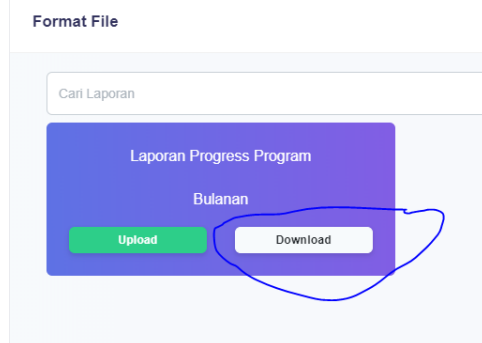


### 3. ( MENU FORMAT FILE )

- a. Upload format file
- Pilih tombol upload dan pilih file yang ingin di upload



- b. Download format file



#### 4. ( MENU LIST PENERIMA )

##### a. Menambahkan Penerima

- Klik tombol tambah data

List Penerima

Tambah Data

Search

NAMA PENERIMA	EMAIL	ACTION
Brian Wahyu Anggrawan	ivovounder@gmail.com	<button>Terima Laporan</button>
budono	mtg.edp@gmail.com	<button>Terima Laporan</button>
Ridho Iskandar	ridho72@gmail.com	<button>Terima Laporan</button>
Ni Luh Ketut Seridani	tbndani_31@yahoo.co.id	<button>Terima Laporan</button>
Sugeng Santoso	sugengmbj@gmail.com	<button>Terima Laporan</button>
Fatmawati Iskandar	fatma@mustikatama.com	<button>Terima Laporan</button>

Showing rows 1 to 6 of 6

1

- Mengisi Nama Penerima , Email , jika ada nomor wa di isi jika tidak ada di kosongi lalu klik tombol save

Form Entry Penerima

X

ID

prck0vv2ubx00003b5gbdus58oi

Nama Penerima

brian

Email

brian@gmail.com

No WA

00000000

Simpan

Close

## 5. ( MENU LIST MASTER REPORT )

### a. Melihat List User

➤ Klik tombol list user

OC	JENIS LAPORAN	KETERANGAN	SBU	DIVISION	JUMLAH USER	ACTION
DP-BULANAN-00001	Bulanan	Laporan Bulanan Edp	KANTOR PUSAT	EDP	2	<a href="#">List User</a> <a href="#">List File</a> <a href="#">Tambah Penerima</a>

### b. Melihat file yang terakhir di upload

➤ Klik tombol list file

OC	JENIS LAPORAN	KETERANGAN	SBU	DIVISION	JUMLAH USER	ACTION
DP-BULANAN-00001	Bulanan	Laporan Bulanan Edp	KANTOR PUSAT	EDP	2	<a href="#">List User</a> <a href="#">List File</a> <a href="#">Tambah Penerima</a>

### c. Menambah penerima laporan

➤ Klik tombol tambah penerima

OC	JENIS LAPORAN	KETERANGAN	SBU	DIVISION	JUMLAH USER	ACTION
DP-BULANAN-00001	Bulanan	Laporan Bulanan Edp	KANTOR PUSAT	EDP	2	<a href="#">List User</a> <a href="#">List File</a> <a href="#">Tambah Penerima</a>

➤ Pilih atau ketik nama penerima

List Penerima

Pilih Penerima

Search

NAMA PENERIMA	EMAIL	NO WA	ACTION
Showing rows 0 to 0 of 0			

### d. Menghapus nama penerima

➤ Klik tombol delete

List Penerima

Brian Wahyu Anggriawan

Search

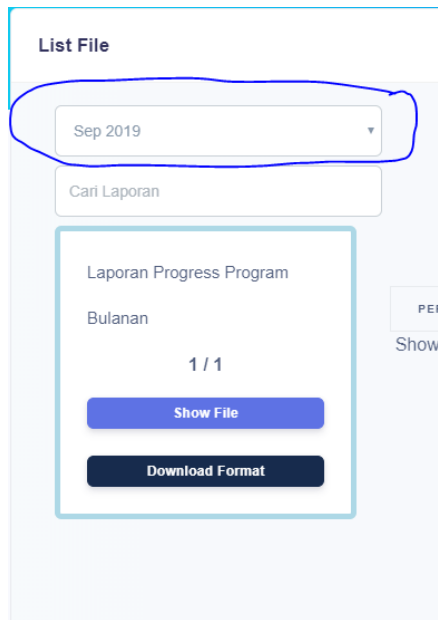
NAMA PENERIMA	EMAIL	NO WA	ACTION
Brian Wahyu Anggriawan	ivovounder@gmail.com	0000000	<a href="#">Delete</a>

Showing rows 1 to 1 of 1

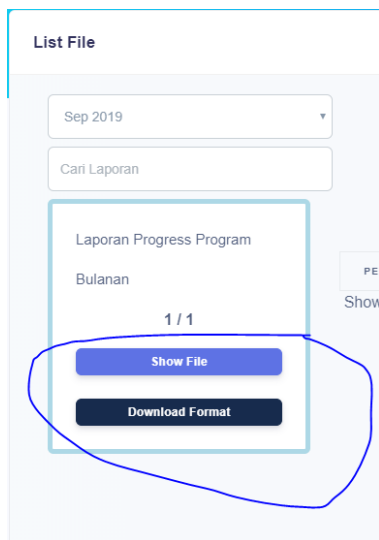
## 6. ( MENU LIST FILE )

### a. Upload File

- Pilih periode laporan



- Pilih show File jika ingin upload , pilih download untuk download file format laporan



- Klik tombol upload jika ingin upload , klik tombol history untuk melihat history revisi laporan tsb

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Cari Laporan

Laporan Progress Program

Bulanan

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Show File

Download Format

Search

PERIODE	LAST UPLOAD	JUMLAH FILE	STATUS	ACTION
Bulan	2019-09-16 : budiono_edp	17	SUKNH UPLOAD	Upload History

Showing rows 1 to 1 of 1

1

- Isi kolom subject dan klik kotak paling bawah “select or drop your file here” lalu klik save

FORM UPLOAD

X

Subject

User Upload : budiono\_edp , User Email : mtg.edp@gmail.com

Select or Drop your file here

Simpan

Close