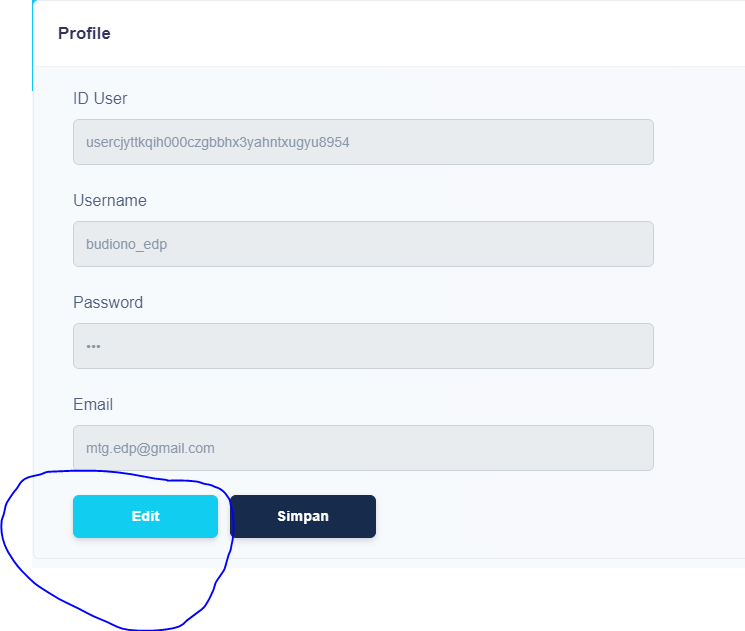
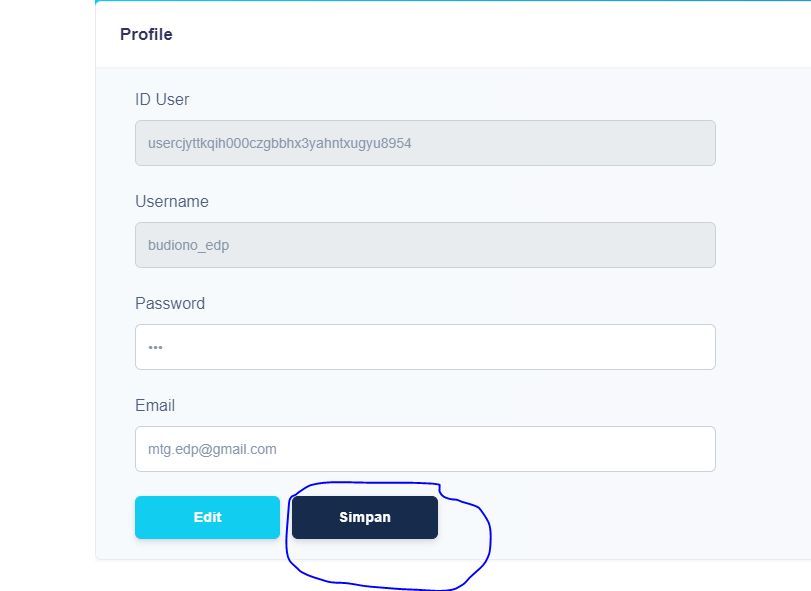
1. **( MENU PROFILE )** 
   1. Ganti username dan password
      * Klik Edit

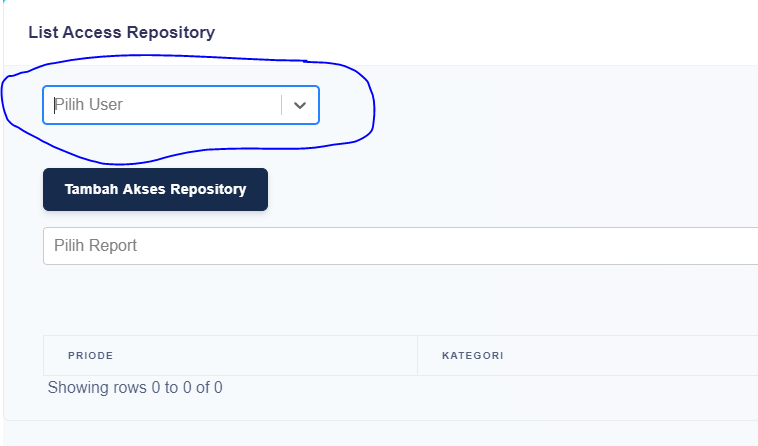


* Ganti password dan email lalu klik save

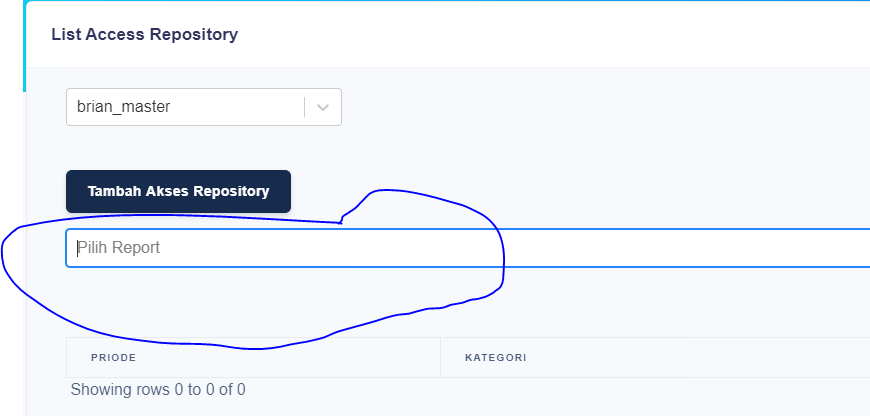


1. **( MENU ACCESS REPOSITORY )**
   1. Menambahkan akses laporan per user

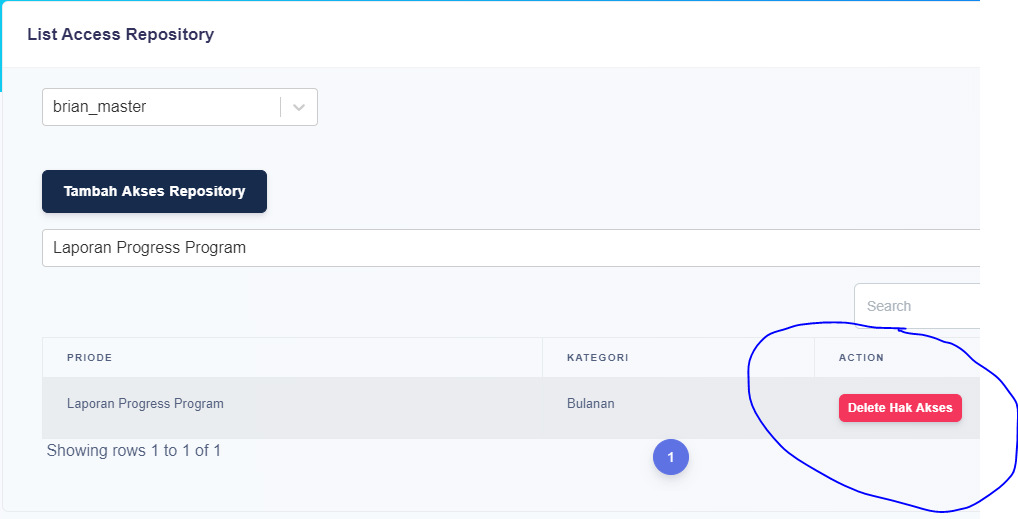
* Pilih user



* Pilih atau ketik nama laporan

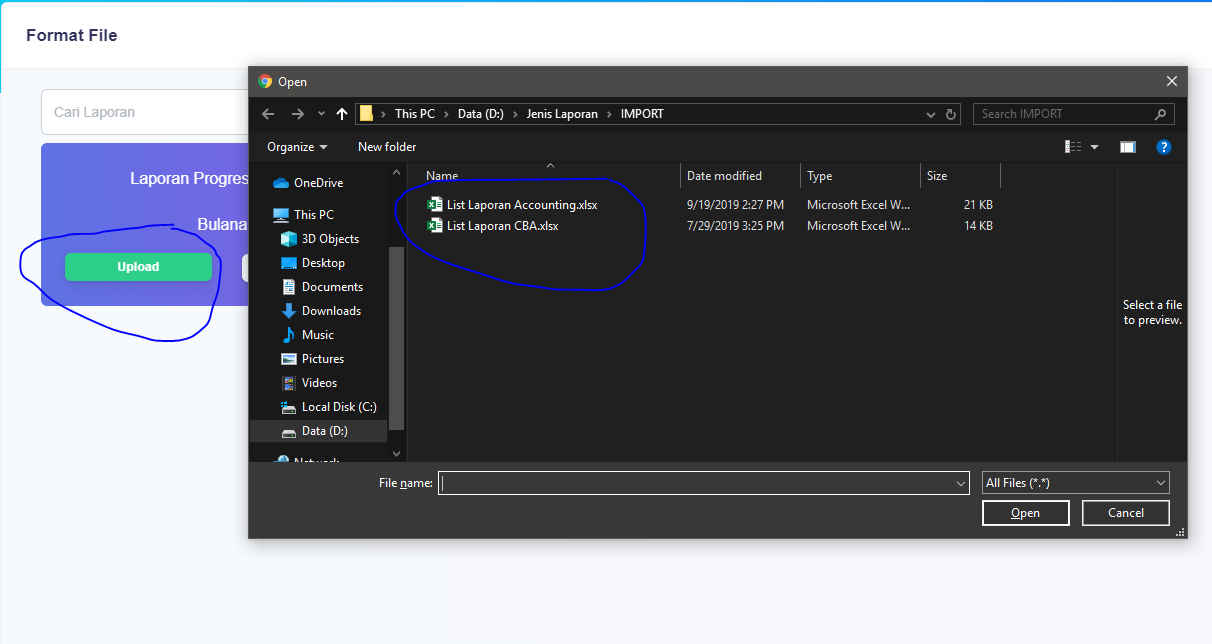


* 1. Hapus access laporan
* Klik tombol hapus

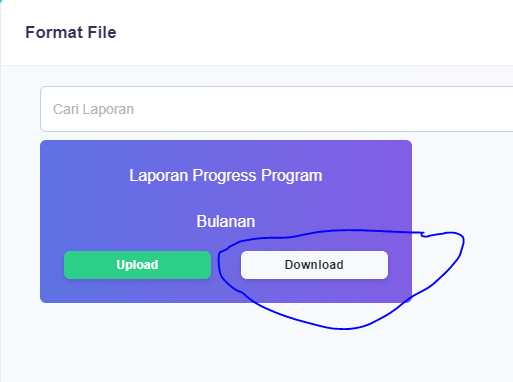


1. **( MENU FORMAT FILE )**
   1. Upload format file

* Pilih tombol upload dan pilih file yang ingin di upload

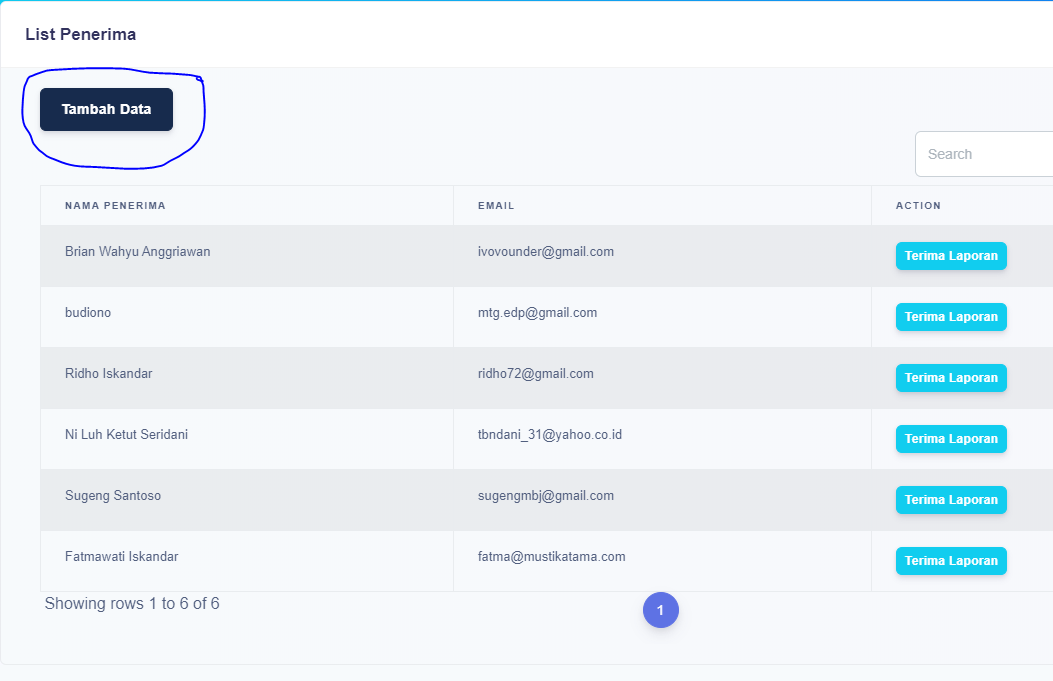


* 1. Download format file

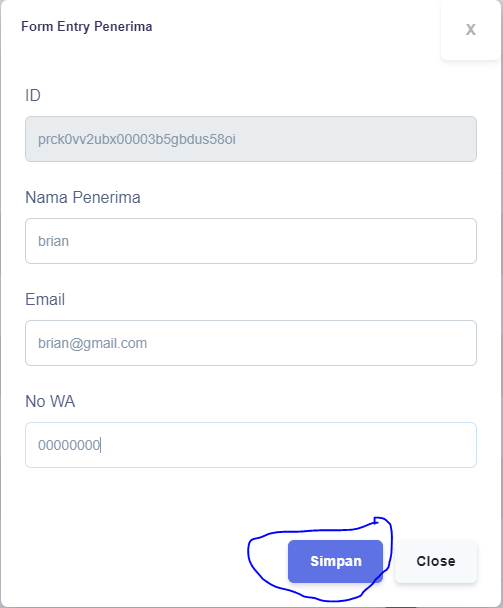


1. **( MENU LIST PENERIMA )**
   1. Menambahkan Penerima

* Klik tombol tambah data

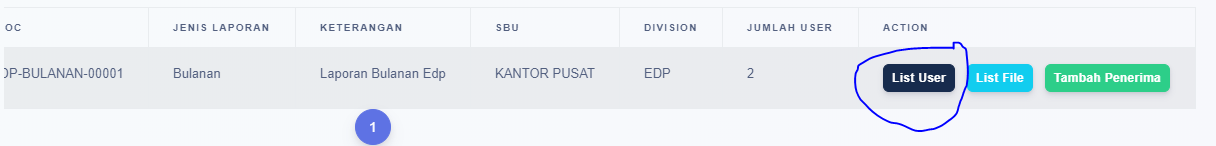


* Mengisi Nama Penerima , Email , jika ada nomor wa di isi jika tidak ada di kosongi lalu klik tombol save

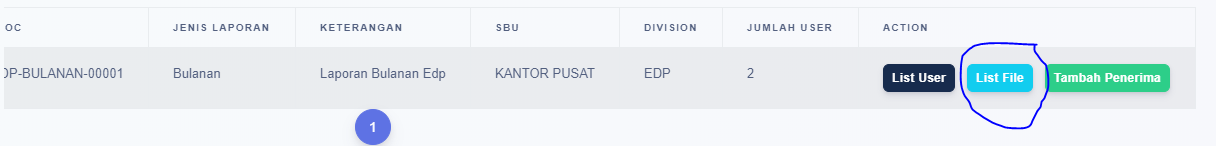


1. **( MENU LIST MASTER REPORT )**
   1. Melihat List User

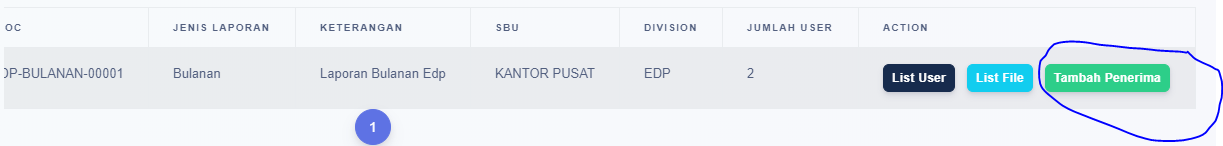
* Klik tombol list user



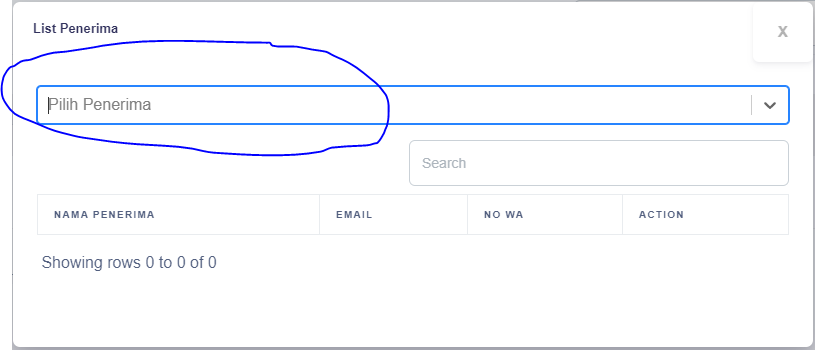
* 1. Melihat file yang terakhir di upload
* Klik tombol list file



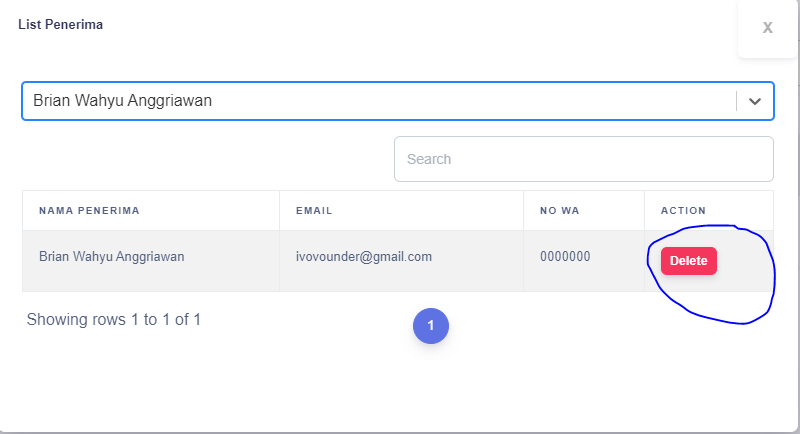
* 1. Menambah penerima laporan
* Klik tombol tambah penerima



* Pilih atau ketik nama penerima

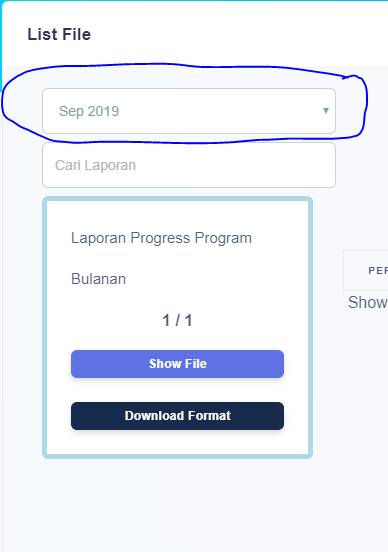


* 1. Menghapus nama penerima
* Klik tombol delete

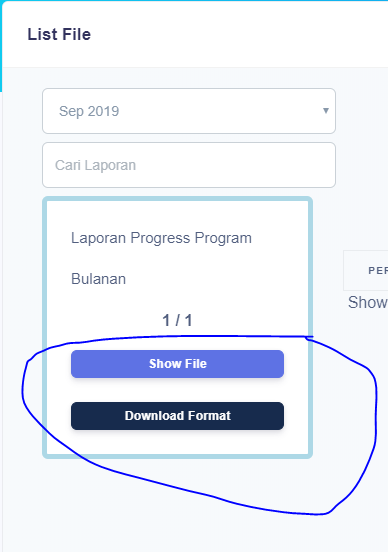


1. **( MENU LIST FILE )**
   1. Upload File

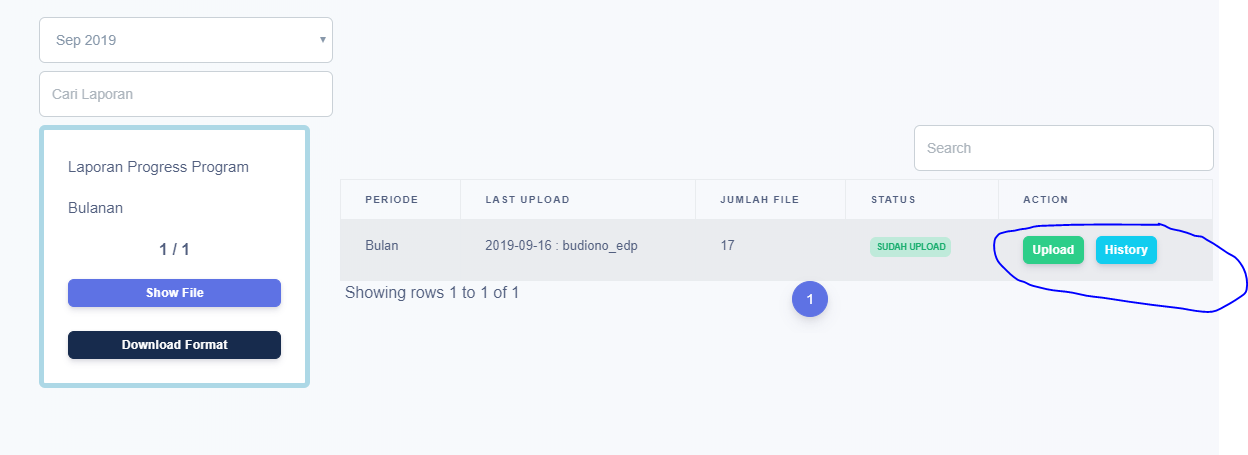
* Pilih periode laporan



* 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



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

