AUDITOR



1. Pending Task
   1. Functional description

Pending task adalah menu yang berisi tentang beberapa action plan dari auditee. Pending task memiliki kemampuan untuk membalas atau menutup action plan dari auditee.

* 1. Process Flow
  2. Pre-Condition

1. Login ke reminder application sebagai auditor
   1. Interface
      1. Screen-Capture Pending Task Search



Button description Pending Task search

|  |  |  |
| --- | --- | --- |
| **Buttons** | **Icon** | **Description** |
| Search | Search | Mencari data pending task berdasarkan kriteria. Menampilakan Pending Task List |

Pending Task Layout Description

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Description | Field Type | Length | M/O | Data Source | Data Type |
| Reference No | Reference No dari action plan auditee | Text box | 20 | O | Input | Alphanumeric |
| Submitted Date | Tanggal auditee submit action plan | Calendar Pick List | - | O | Input | Date |
| PIC | Nama auditee | Text Box | 40 | O | Input | Alphanumeric |
| Status | List status (In Progress, Closed) | Droplist | 1 | O | Input | Alphanumeric |

* + 1. Screen-Capture Pending Task Search Listing



Button Description Pending Task Search Listing

|  |  |  |
| --- | --- | --- |
| Buttons | Icon | Description |
| Reference No | Hyperlink | Menampilkan detail dari action plan |

* + 1. Screen-Capture Pending Task Detail

 Button description Pending Task Detail

|  |  |  |
| --- | --- | --- |
| **Buttons** | **Icon** | **Description** |
| File | Hyperlink | Download file attachment dari Auditee |
| Back | Back | Kembali ke menu Pending Task Search |
| Close | Close | Melakukan close action plan. Menampilkan pop up confirmation |
| Reply | Reply | Menampilkan form balasan untuk Auditee |

Pending Task Detail Layout Description

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Description | Field Type | Length | M/O | Data Source | Data Type |
| Reference No | Reference No dari action plan auditee | Label | - | - | Local | Alphanumeric |
| PIC | Nama Audites | Label | - | - | Local | Alphanumeric |
| Subject | Subject dari action plan | Text Box | - | - | Local | Alphanumeric |
| Audit Issue | Permasalahan yang sedang di audit | Text Area | - | - | Local | Alphanumeric |
| Comment | Respon balasan dari Auditee | Text Area | - | - | Local | Alphanumeric |

* + 1. Screen-Capture Pending Task Close Issue

 Button description Pending Task Detail

|  |  |  |
| --- | --- | --- |
| **Buttons** | **Icon** | **Description** |
| File | Hyperlink | Download file attachment dari Auditee |
| Done | Done | Kembali ke menu Pending Task Search |

* + 1. Screen-Capture Pending Task Reply

Button description Pending Task Reply

|  |  |  |
| --- | --- | --- |
| **Buttons** | **Icon** | **Description** |
| Browse | Browse | Memilih file untuk di jadikan attachment action plan |
| Send | Send | Mengirim balasan action plan untuk Auditee |
| Back | Back | Kembali ke Pending Task Detail |

Pending Task Reply Layout Description

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Field Name | Description | Field Type | Length | M/O | Data Source | Data Type |
| Reference No | Reference No dari action plan auditee | Label | - | - | Local | Alphanumeric |
| PIC | Nama Audites | Label | - | - | Local | Alphanumeric |
| Subject | Subject dari action plan | Text Box | 100 | M | Input | Alphanumeric |
| Audit Issue | Permasalahan yang sedang di audit | Text Area | - | - | Local | Alphanumeric |
| Compose | Inputan balasan untuk menjawab respon dari Auditee | Text Area | 300 | O | Input | Alphanumeric |
| Attachment | Mengambil file attachment | File | - | O | Input | - |

* + 1. Screen-Capture Pending Task Result Send



Button description Pending Task Detail

|  |  |  |
| --- | --- | --- |
| **Buttons** | **Icon** | **Description** |
| Done | Done | Kembali ke menu Pending Task Search |

* 1. Post Condition
  2. Business Rule & Validation

1. Upload
   1. Functional Description

Upload adalah menu untuk Auditor melakukan unggah file yang berisi data-data issue

* 1. Process Flow
  2. Pre-Condition

NA

* 1. Interface
     1. Screen-Capture Upload



Button description Upload

|  |  |  |
| --- | --- | --- |
| **Buttons** | **Icon** | **Description** |
| Browse | Browse | Memilih file untuk di jadikan attachment |
| Send | Send | Mengirim attachment ke dalam database. Menampilkan pop up confirmation |

* + 1. Screen-Capture Upload Result

 Button description Upload

|  |  |  |
| --- | --- | --- |
| **Buttons** | **Icon** | **Description** |
| Done | Done | Kembali ke menu Pending Task Search |

* 1. Post Condition

1. Sistem akan otomatis mengirimkan email ke auditee, yaitu 10 hari sebelum due date.
2. Masing-masing data yang berhasil dikirim kepada auditee akan memiliki reference no yang di generate otomatis dari sistem
   1. Business Rule & Validation

AUDITEE

