

E-BAST User Manual

For EID

Instruction

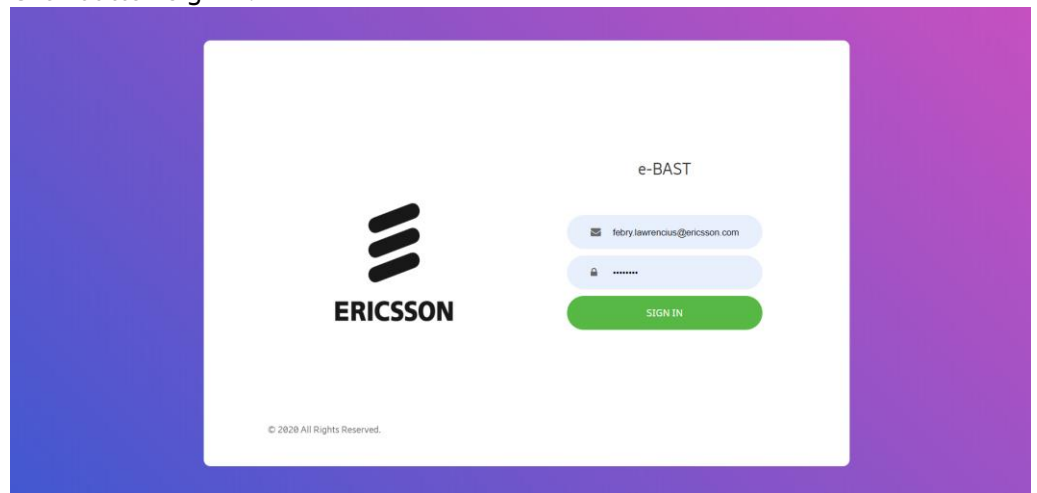


1 User Functional Task

The following are the steps in the use of Features in the e-BAST application.

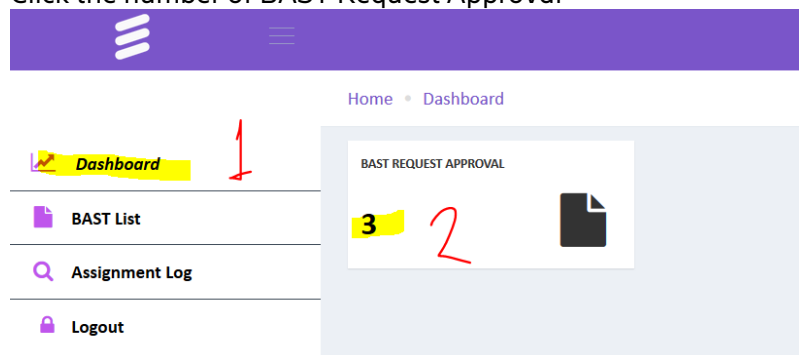
1.1 Login

1. Open the browser and fill the address.
Link Address for Telkom Account: <https://ebast-telkom.eidtools.tech>
Link Address for ISAT Account: <https://ebast-isat.eidtools.tech>
2. Enter the username & password.
3. Click button sign in.



1.2 BAST Pending Approval

1. Login to E-BAST web, then open Dashboard Menu.
2. Click the number of BAST Request Approval





3. You will see pending BAST.

Pending BAST List

[Export Detail](#)

10 records

Search:

		BAST Req No	TOP	Value	Submit Date	ASP PM Approval			Project Admin Approval			IM/CPM Approval	
						Name	Status	Approve Date	Name	Status	Approve Date	Name	Status
<input type="checkbox"/>		000091	100%	15.462.743	24 Feb 2020	Tito Suwantoro	Approved	26 Feb 2020	Desi Asmarani	Approved	26 Feb 2020	Deddy Siregar	Approved
<input type="checkbox"/>		000116	100%	28.076.619	26 Feb 2020	Tito Suwantoro	Approved	26 Feb 2020	Desi Asmarani	Approved	26 Feb 2020	Deddy Siregar	Approved
<input type="checkbox"/>		000092	100%	9.641.723	24 Feb 2020	Tito Suwantoro	Approved	26 Feb 2020	Desi Asmarani	Approved	26 Feb 2020	Deddy Siregar	Approved

Showing 1 to 3 of 3 entries

[Giving Approval](#) [Reject](#)

4. To see detail BAST, click
5. To approve the BAST, tick the checkbox in the first column, then click Giving Approval or you can click Reject button to reject the BAST.

1.3

Extract BAST Data

1. Click Assignment Log menu.
2. Click Export to Excel to extract data to Excel Format.
3. You can search data in table by using searching field.

Home - Assignment Log

Dashboard

BAST List

Assignment Log

Logout

[Export to Excel](#)

10 records

Search:

ASP	Aug Id	Bast Req No	Bast No	Bast Req By	Approver 1	Approval Status	Approval Date	Approver 2	Approval Status	Approval Date
PT SINERGI ATRKOM	966163	000065	000080	Dwi Desy Erlani	Tito Suwantoro	Approved	26 Feb 2020	Marina Anggion	Approved	26 Feb 2020
PT SINERGI ATRKOM	966167	000065	000080	Dwi Desy Erlani	Tito Suwantoro	Approved	26 Feb 2020	Marina Anggion	Approved	26 Feb 2020

1.4



Monitoring BAST Approval

1. Click menu BAST List.
2. Now you can track approval BAST in the system.
3. You can see the Rejection Reason in the rightmost column.
4. Click button Export To Excel if you want to download the list of data to excel format.



Best Req No	Best No	TOP	Value	Request By	ASP	ASP PM	Approval Status	Submit Date	Project Admin	Approval Status	App
000001	000001	100%	17.659.980	SIN	SINERGI	ASP PM	Approved	29 Jan 2020	Desi Asmarani	Approved	29 Jan 2020
2		100%	15.248.770	SIN	SINERGI	ASP PM	Waiting	-	Desi Asmarani	Waiting	-

1.5 Download BAST Document

1. BAST Document will generate by system if BAST submission already approved by last approver (TPM).
2. Open BAST List, then click button  to generate BAST Page 1 and click  to generate BAST Page 2.

1.6 Contact Support

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