

PROJECT CASE : BPM HR PROCEDURE APPROVAL

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4. HRProcedure Approval Service
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HRProcedure Approval

1. Tujuan Aplikasi HRProcedure Approval

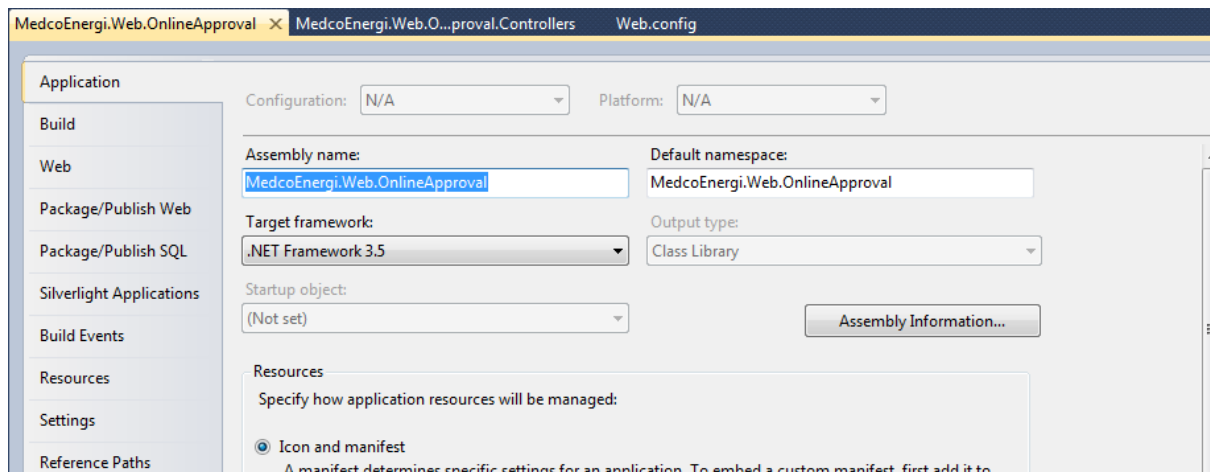
BPM3 HRProcedure Approval adalah suatu aplikasi sederhana yang bisa digunakan secara general untuk permintaan *approval by system* di lingkungan HR Payroll.

Tujuannya adalah agar semua permintaan approval terdokumentasi dengan baik di sistem, mengingat seringnya permintaan *approval* tersebut.

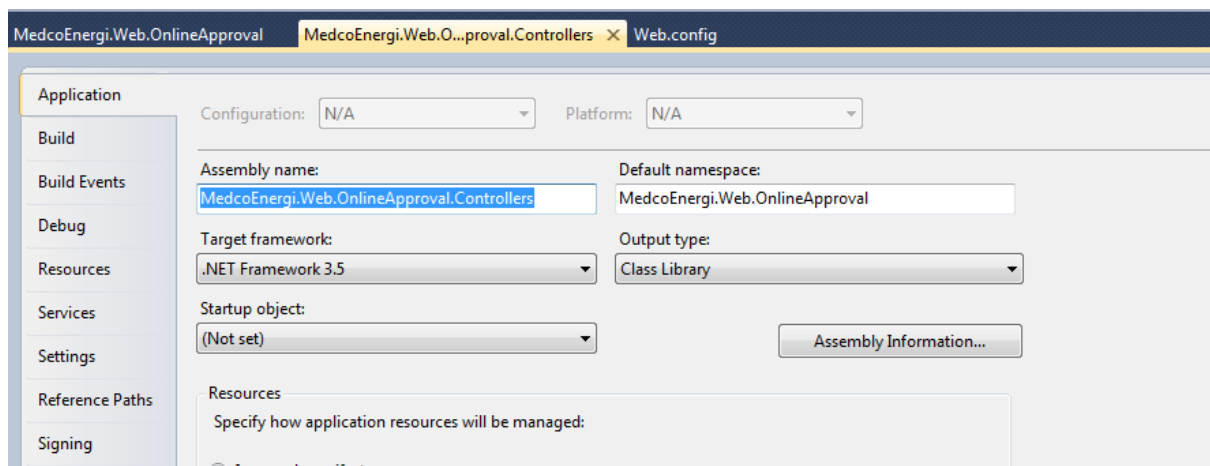
2. Web Form Development

1.1. Rename Project Template

Rename {ProjectName} dan ProjectName dengan nama aplikasi di entire project.



Gambar 3.1.1. Properties MedcoEnergi.Web.OnlineApproval.



Gambar 3.1.2. Properties MedcoEnergi.Web.OnlineApproval.Controllers.

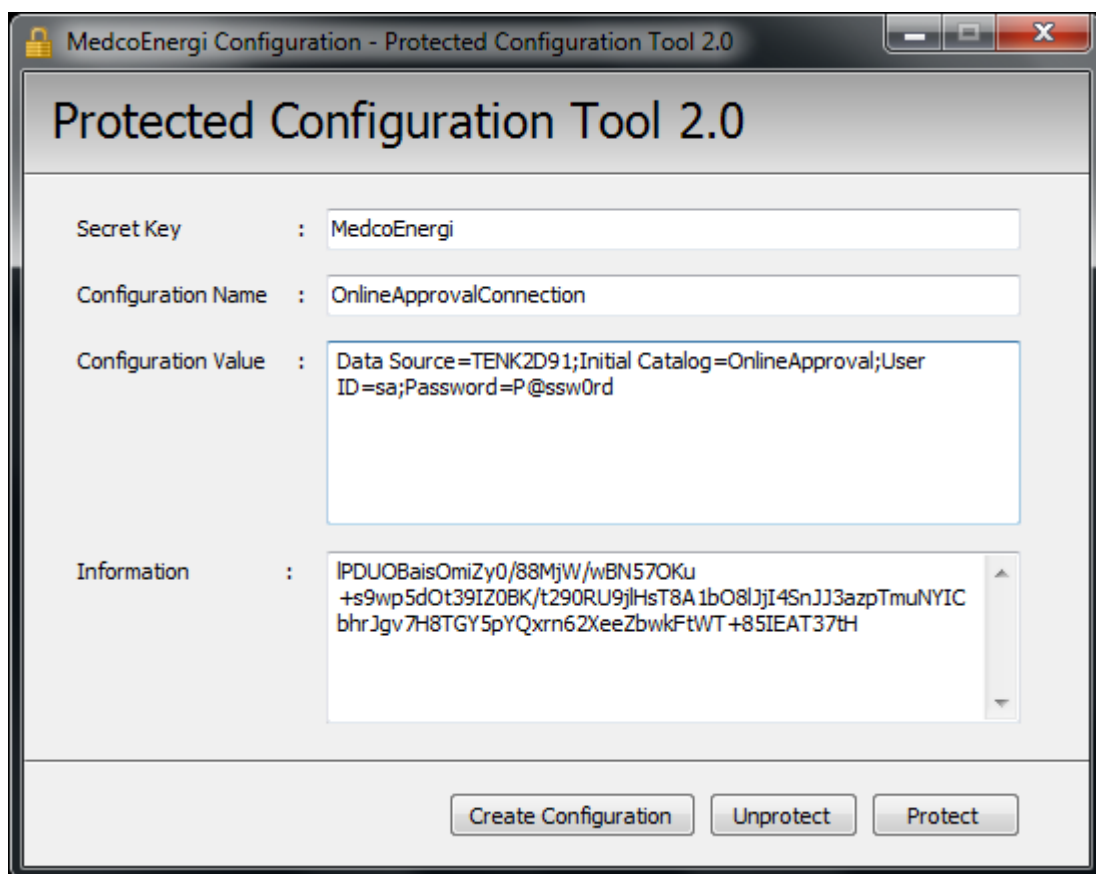
1.2. Configure Web.config

Yang saya lakukan adalah membandingkan web.config dengan web.config aplikasi yang sudah jadi.

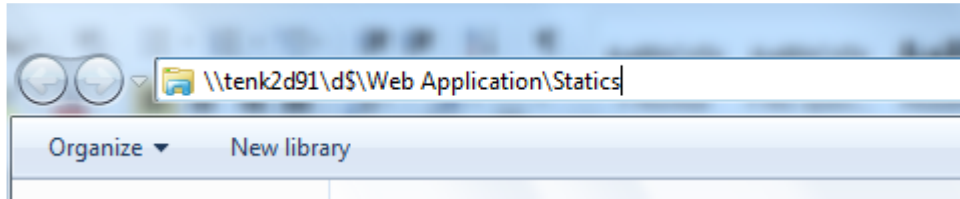


Gambar 3.2.1. WebConfig. Tanda highlight, value diisi dengan flow yang telah dideploy.

1.3. Buat Connection String di tenk2d91

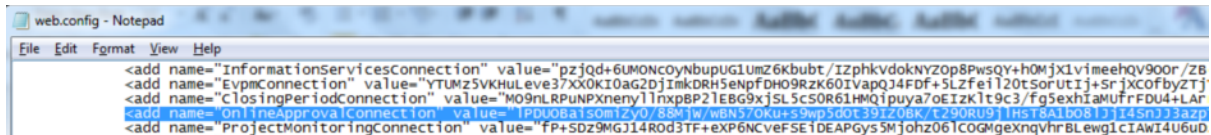


Gambar 3.3.1. Protected Configuration Tool.



Gambar 3.3.2. Statics tenk2d91.

Tambahkan di web.config



Gambar 3.3.3. web.config di Statics tenk2d91.

3. HRProcedure Approval Flow Development

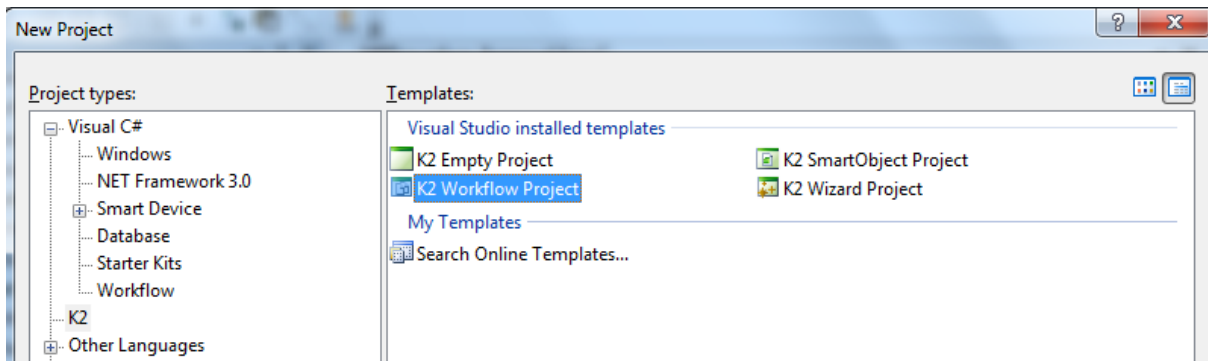
4.1. Membuat Project Baru

Pertama isi Database SmartBox seperti pada gambar 4.1.1. Database ini menyimpan URL aplikasi dan URL service yang digunakan pada flow nantinya.

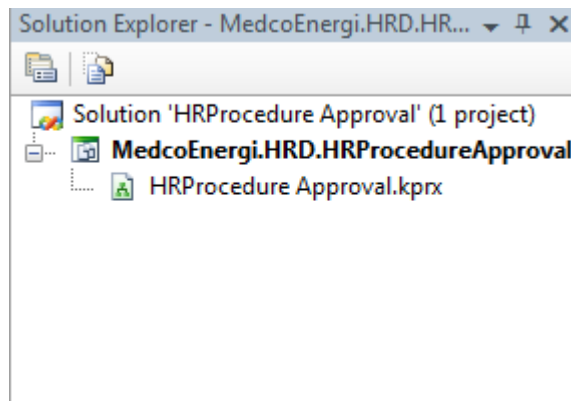
ApplicationName	ConfigName	ConfigValue
GRSTOCancellation	ServiceAddress	http://tenk2d91.medcoenergi.com/WicfWebGRSTOCancellation/Service.s
GuaranteeLetter	Administrator	MEDCOENERGI/MEPI - Tim BPM
GuaranteeLetter	ApplicationAddress	http://tenk2d91.medcoenergi.com/GuaranteeLetterWeb/
GuaranteeLetter	ServiceAddress	http://tenk2d91.medcoenergi.com/WicfWebGuaranteeLetter/Service.svc
Hrd5	ApplicationAddress	http://tenk2d91.medcoenergi.com/Recruitment
Hrd5	ServiceAddress	http://tenk2d91.medcoenergi.com/RecruitmentService/hrd5Service.svc
HRProcedureApproval	ApplicationAddress	http://tenk2d91.medcoenergi.com/WicfHRProcedureApproval/
HRProcedureApproval	ApplicationAddress3	http://localhost:6072/
HRProcedureApproval	ServiceAddress	http://tenk2d91.medcoenergi.com/WicfHRProcedureApproval/HRProcedu

Gambar 4.1.1. Database SmartBox – Tabel ProcessConfig.

Isi nama project baru dengan MedcoEnergi.HRD.HRProcedureApproval. HRD adalah nama departement yang akan menggunakan aplikasi dan HRProcedureApproval adalah nama aplikasi. Dan Tambahkan process pada project MedcoEnergi.HRD.HRProcedureApproval dengan nama HRProcedure Approval (nama aplikasi).



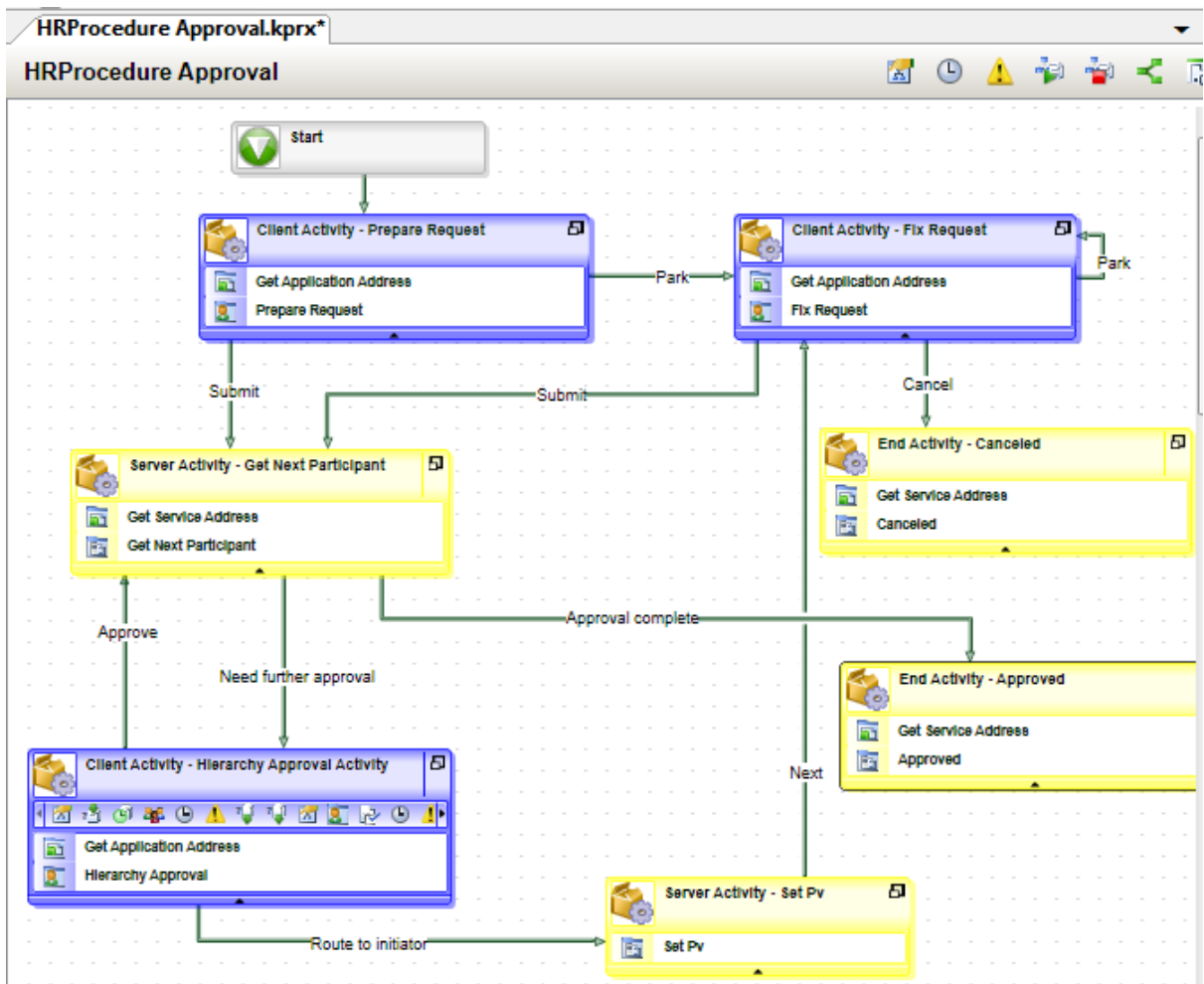
Gambar 4.1.2. New - Project - K2 Workflow Project.



Gambar 4.1.3. Solution Explorer K2 workflow HRProcedure Approval.

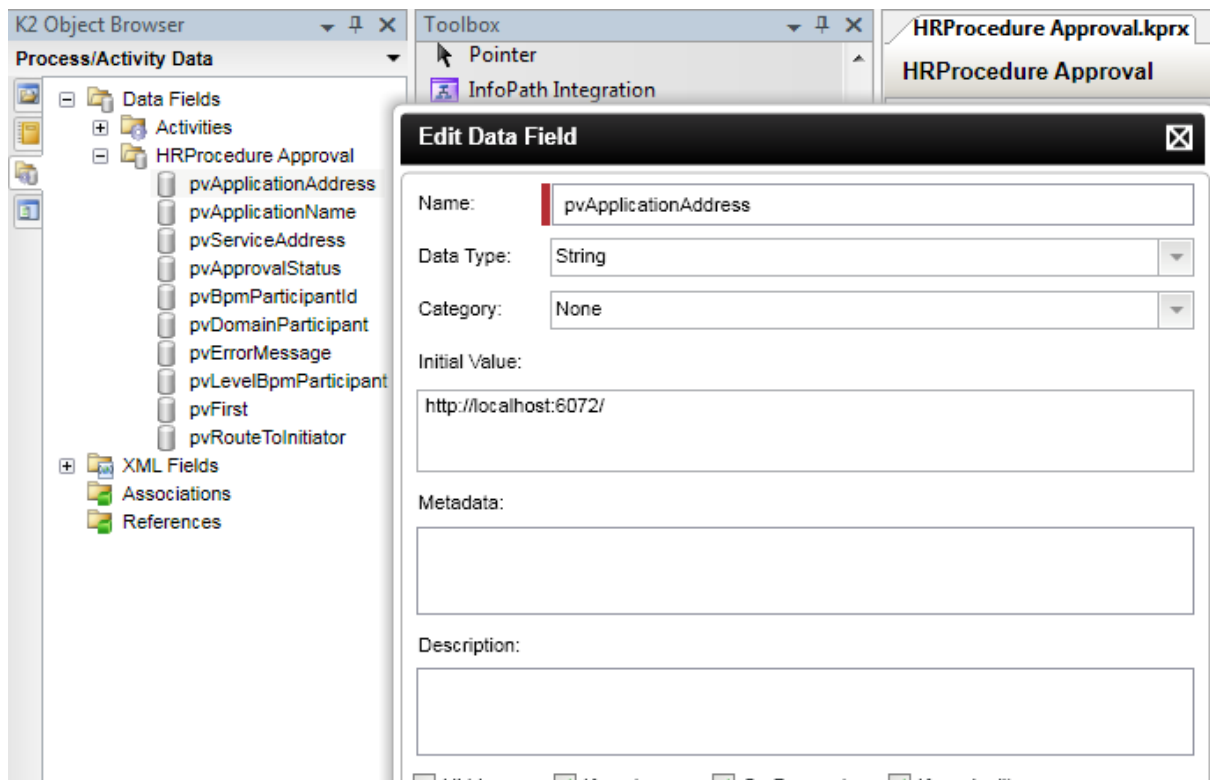
4.2. Client Activity, Server Activity

Client activity adalah aktivitas yang dilakukan user pada browser seperti Get Application Address (SmartObject Event, URL aplikasi), Prepare Request (Client Event), sedangkan server activity adalah aktivitas server/yang harus dilakukan server setelah client activity.



Gambar 4.2.1. Flow HRProcedure Approval.

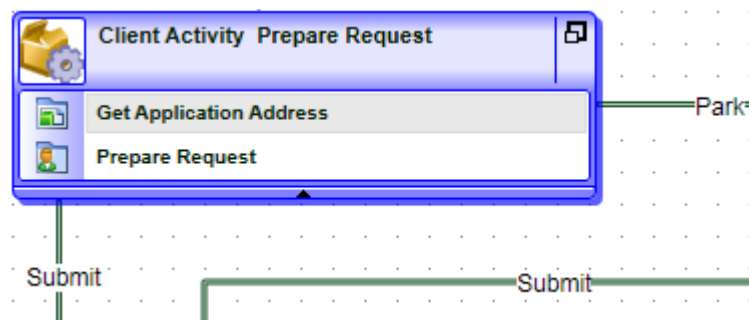
View – K2 Object Browser. Variabel - variabel global pada K2. Variabel ini nantinya banyak dibutuhkan ketika menulis code pada server activity.



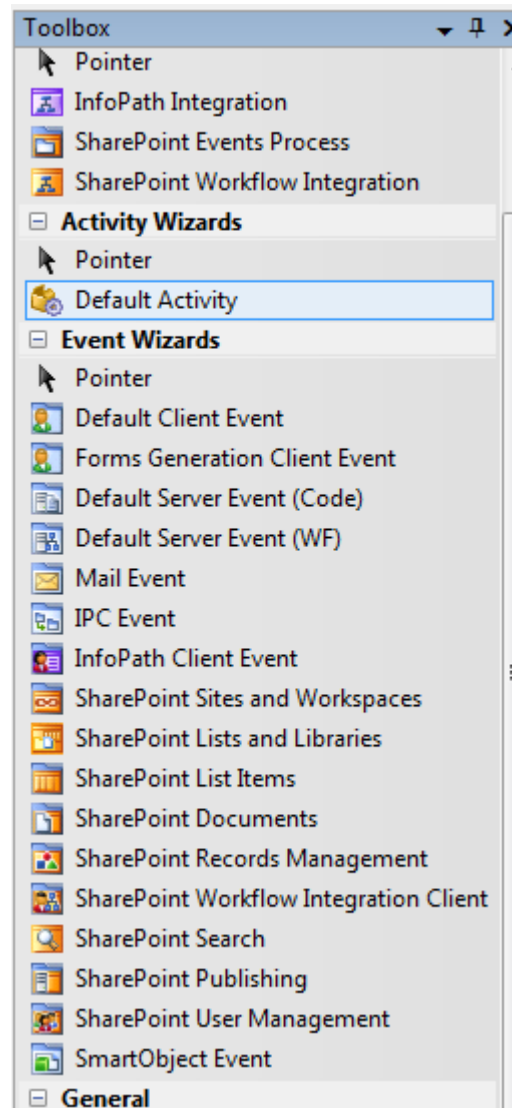
Gambar 4.2.2. K2 Object Browser.

4.2.1. Client Activity HRProcedure Approval

Get Application Address menyimpan alamat aplikasi pada variabel pvApplicationAddress. Sedangkan Prepare Request adalah aktifitas user melakukan pengisian form.



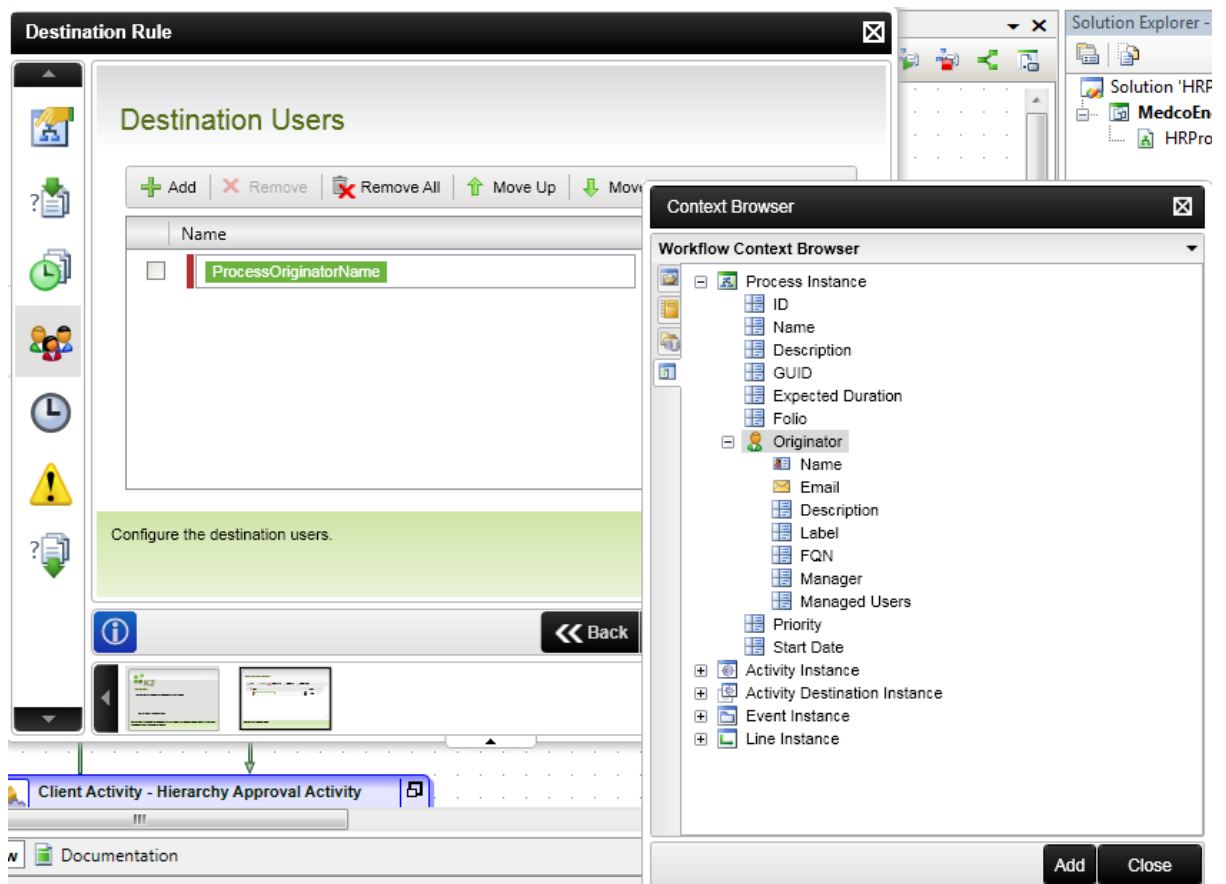
Gambar 4.2.1.1. Client Activity Prepare Request.



Gambar 4.2.1.2. K2 Toolbox.

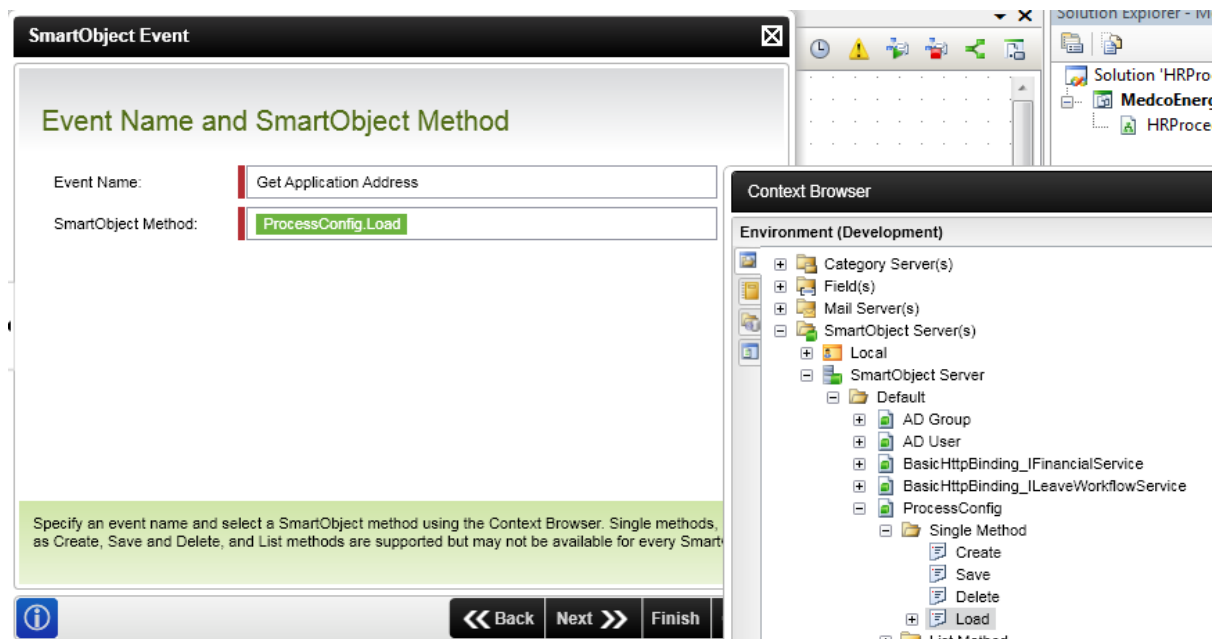
Default Activity pada toolbox untuk membuat Client Activity. SmartObject Event -> Get Application Address dan Default Client Event -> Prepare Request.

Client Activity Prepare Request dilakukan oleh initiator.



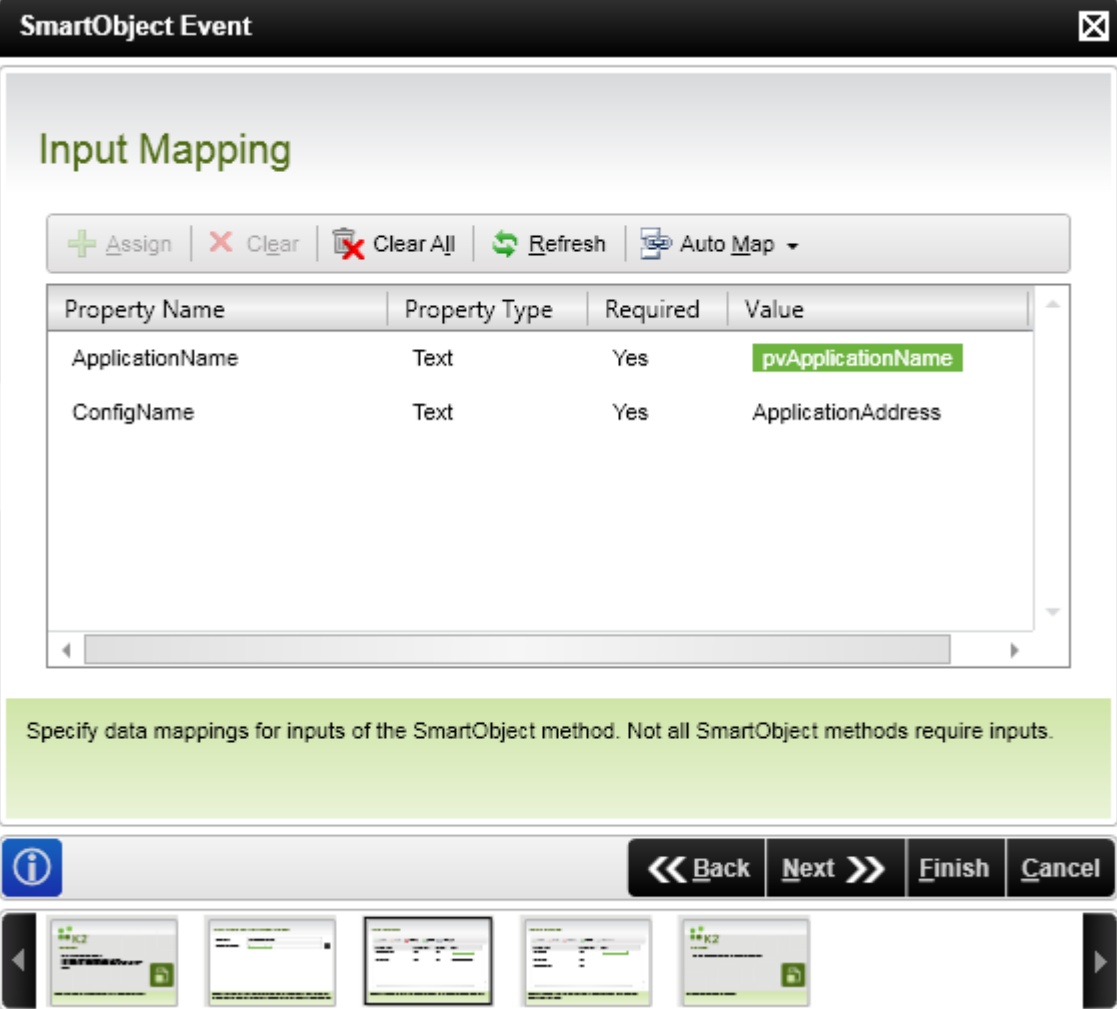
Gambar 4.2.1.3. Destination Users Client Activity Prepare Request.

SmartObject Get Application Address.



Gambar 4.2.1.4. Event Name dan SmartObject Method -> Get Application Address.

Klik Next. Gambar 4.2.1.4.



The image shows a 'SmartObject Event' dialog box with a title bar and a close button. The main area is titled 'Input Mapping'. Below the title is a toolbar with buttons: '+ Assign' (green plus), 'X Clear' (red X), 'Clear All' (red X with trash icon), 'Refresh' (green circular arrow), and 'Auto Map' (blue icon with dropdown arrow). Below the toolbar is a table with four columns: 'Property Name', 'Property Type', 'Required', and 'Value'. The table contains two rows: 'ApplicationName' (Text, Yes, pvApplicationName) and 'ConfigName' (Text, Yes, ApplicationAddress). Below the table is a green box with the text: 'Specify data mappings for inputs of the SmartObject method. Not all SmartObject methods require inputs.' At the bottom is a navigation bar with an information icon, and buttons: '<< Back', 'Next >>', 'Finish', and 'Cancel'. Below the navigation bar is a thumbnail bar showing five thumbnails of previous screens, with the first one being the current screen.

Property Name	Property Type	Required	Value
ApplicationName	Text	Yes	pvApplicationName
ConfigName	Text	Yes	ApplicationAddress

Specify data mappings for inputs of the SmartObject method. Not all SmartObject methods require inputs.

<< Back Next >> Finish Cancel

Gambar 4.2.1.5. Input Mapping -> Get Application Address.

Klik Next. Gambar 4.2.1.5.

SmartObject Event

Return Mapping

+

 Assign

×

 Clear

✕

 Clear All

↺

 Refresh

🔄

 Auto Map

Property Name	Property Type	Value
ApplicationName	Text	
ConfigName	Text	
ConfigValue	Text	pvApplicationAddress

Specify data mappings to store any return values from the SmartObject method. Not all SmartObject methods provide return values.

?

<< Back

Next >>

Finish

Cancel

1

2

3

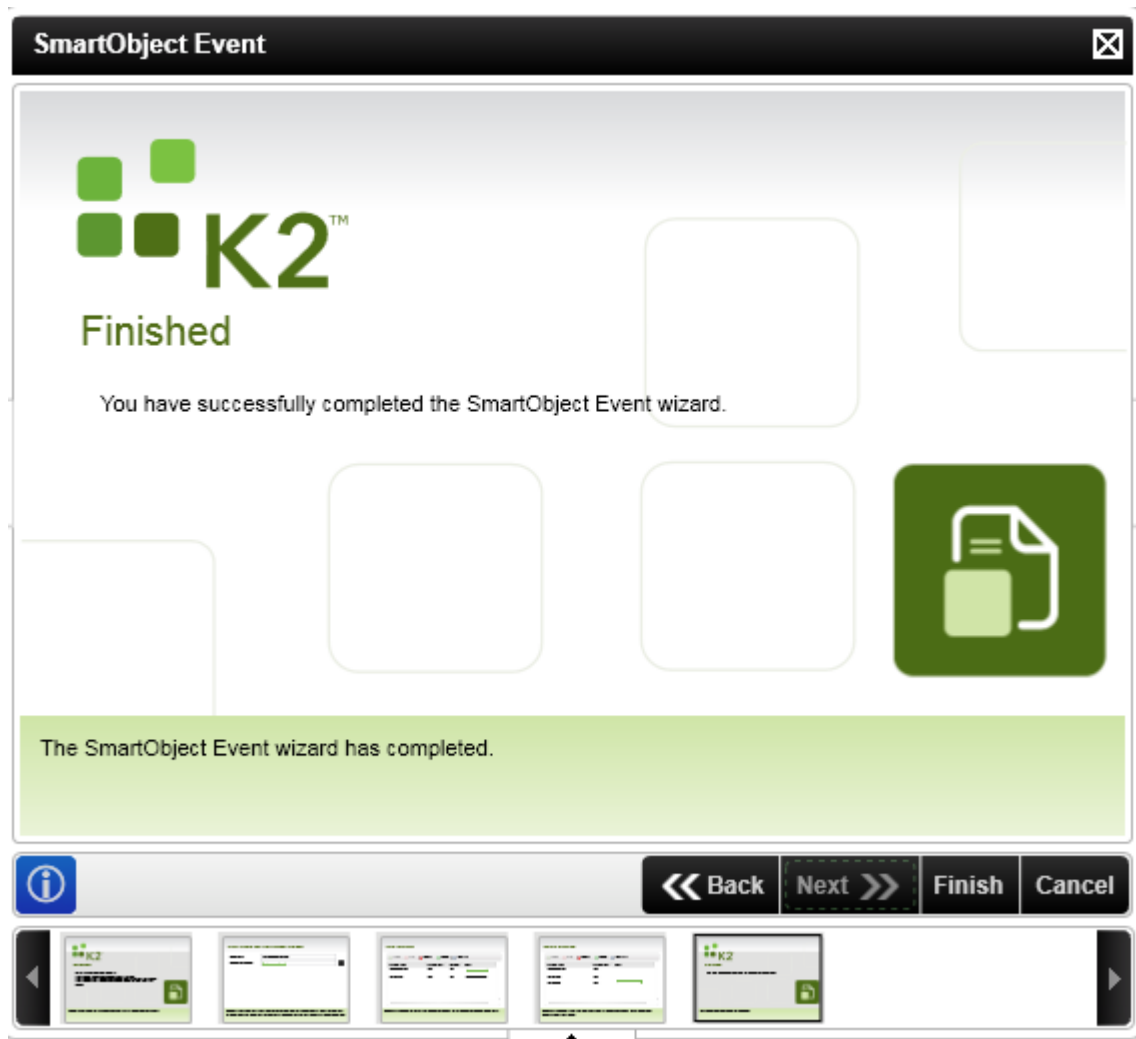
4

5

Gambar 4.2.1.6. Return Mapping -> Get Application Address.

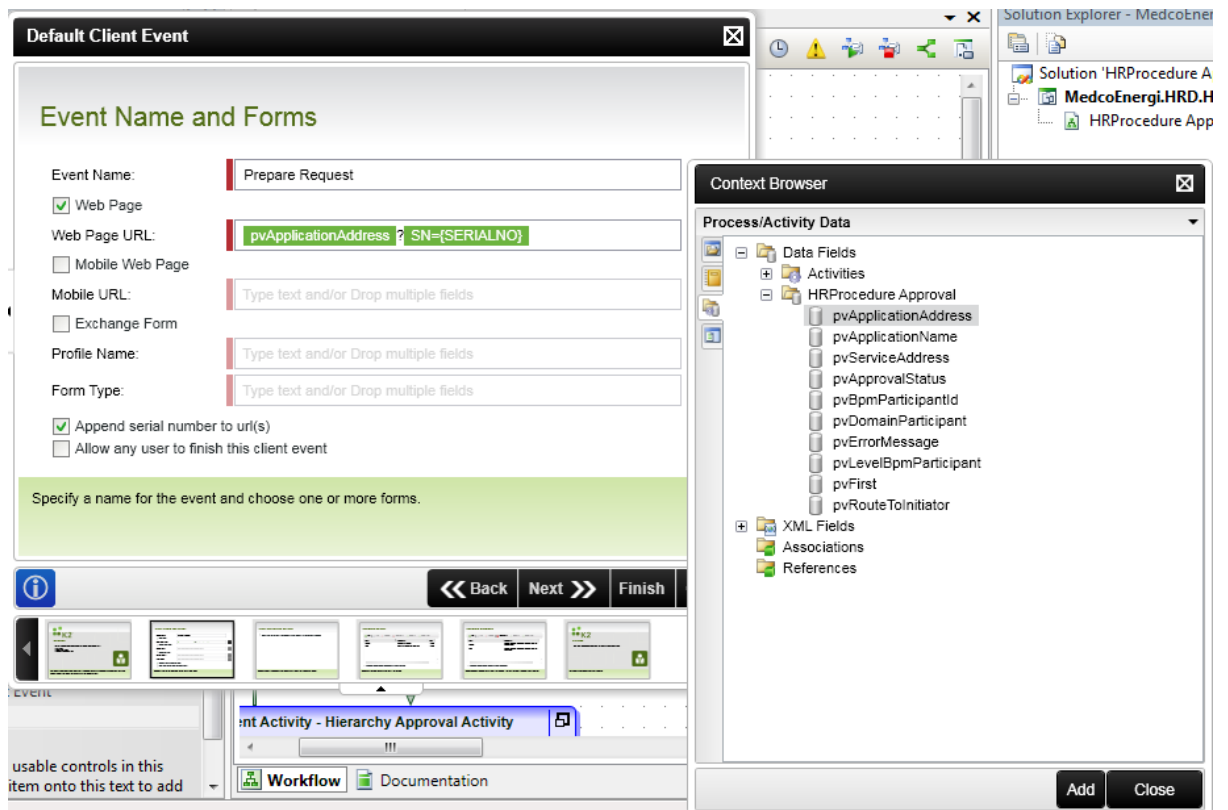
Klik Next. Dan klik Finish pada gambar 4.2.1.7.

11



Gambar 4.2.1.7. Finished -> Get Application Address.

ClientEvent Prepare Request.



Gambar 4.2.1.8. Event Name dan Forms -> Prepare Request.

Klik Next. Gambar 4.2.1.8.

Default Client Event

Event Notification Settings

☐ Would you like to send a Notification of the Event to the Destination User(s)?

Specify whether a Notification of the Event must be sent to the Destination User(s).

<< Back

Next >>

Finish

Cancel

Gambar 4.2.1.9. Event Notification Settings -> Prepare Request.

Klik Next. Gambar 4.2.1.9.

14

Default Client Event

Configure Actions

+ Add
Edit
Remove
Remove All
Move Up
Move Down

Name	Description	Type
Submit	Submit the request	Finish
Park	Save the request for future use	Finish

☐ Generate corresponding outcome(s) for listed action(s).

Specify the available actions for this step in the process.

i

<< Back
Next >>
Finish
Cancel

1
2
3
4
5
6

Gambar 4.2.1.10. Configure Actions -> Prepare Request.

Gambar 4.2.1.10. Centang Generate corresponding outcome(s) for listed action(s). Klik Next.

Default Client Event

Configure Outcomes

+ Add
Edit
X Remove
X Remove All
Move Up
Move Down

Name	Description
Submit	Default Outcome generated originally from the Submit Action.
Park	Default Outcome generated originally from the Park Action.

☐ Generate corresponding line(s) for listed outcome(s).

Specify available outcomes for this step in the process. Add and edit rules to achieve desired outcome.

i

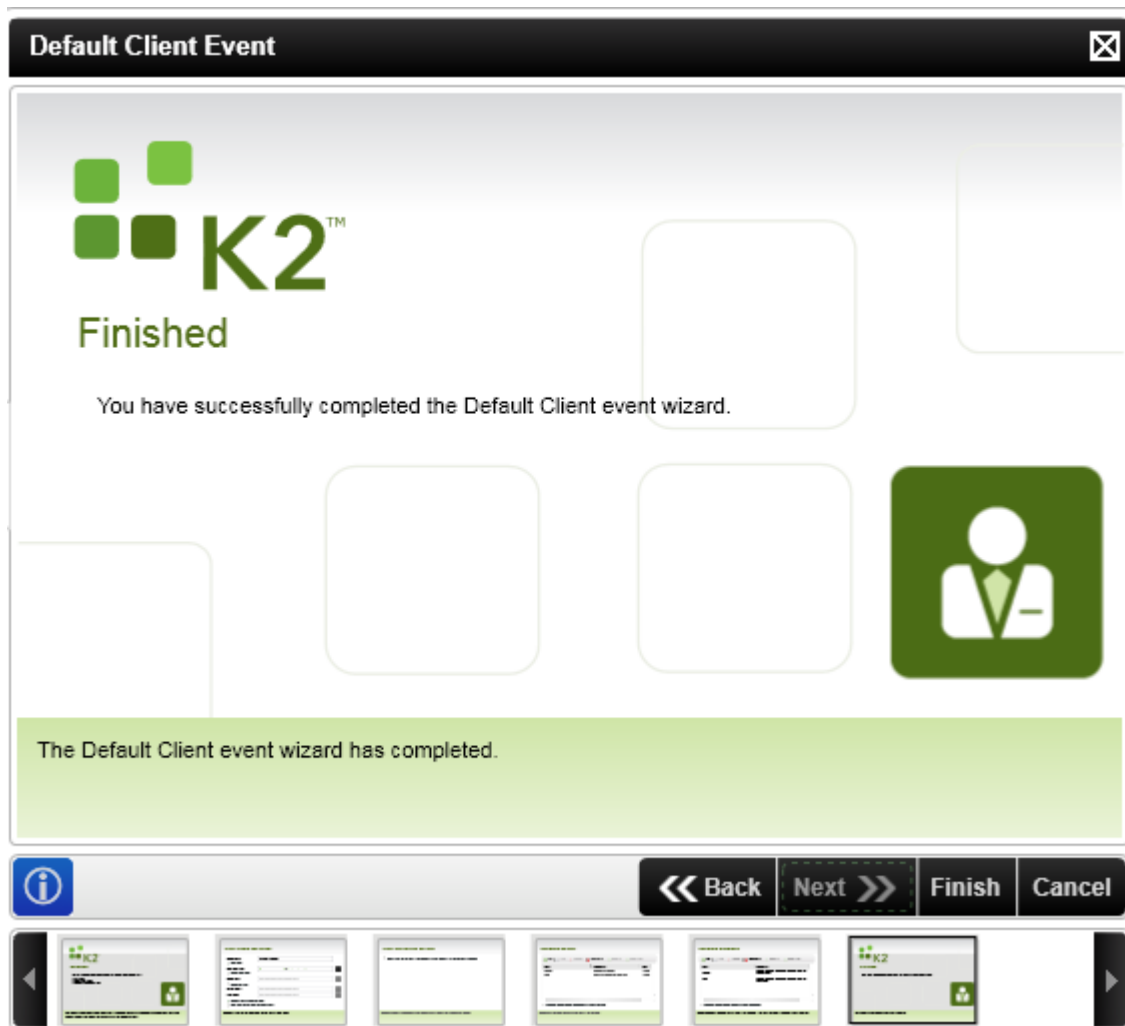
<< Back
Next >>
Finish
Cancel

k2

k2

Gambar 4.2.1.11. Configure Outcomes -> Prepare Request.

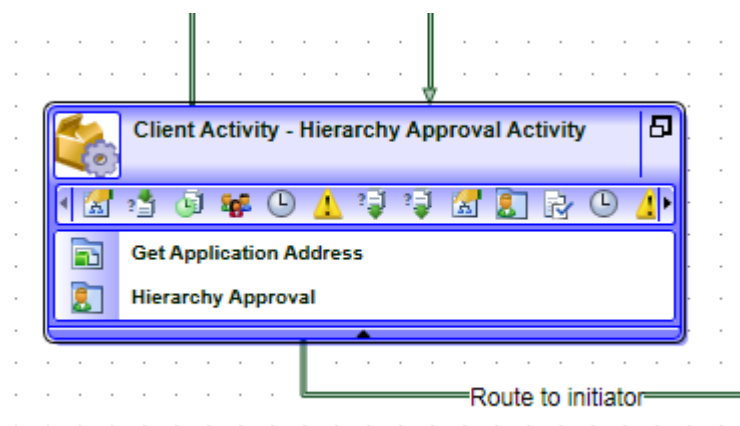
Gambar 4.2.1.11. Centang Generate corresponding line(s) for listed outcome(s). Klik Next.



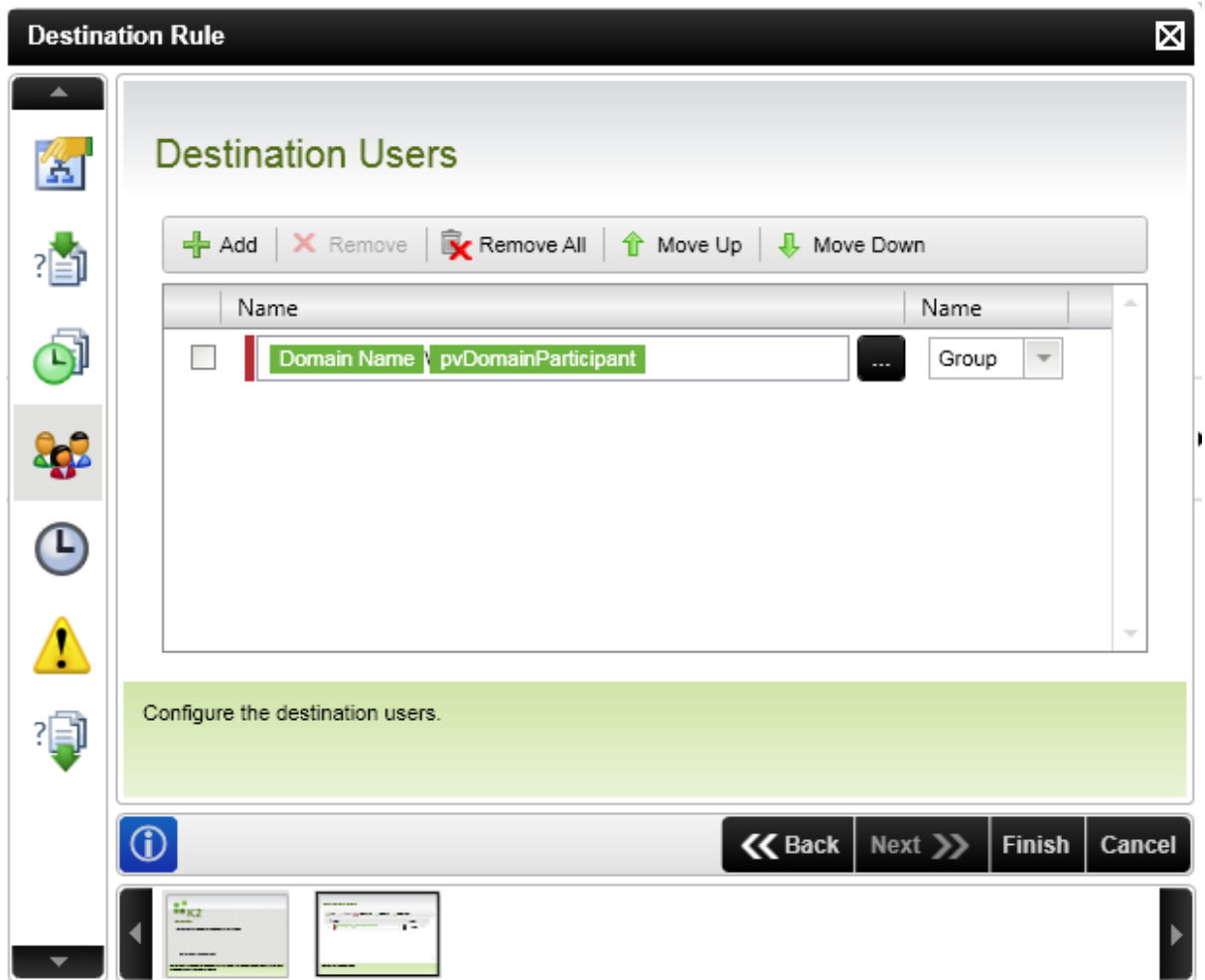
Gambar 4.2.1.12. Finished -> Prepare Request.

Klik finish.

Client Activity Hierarchy Approval Activity



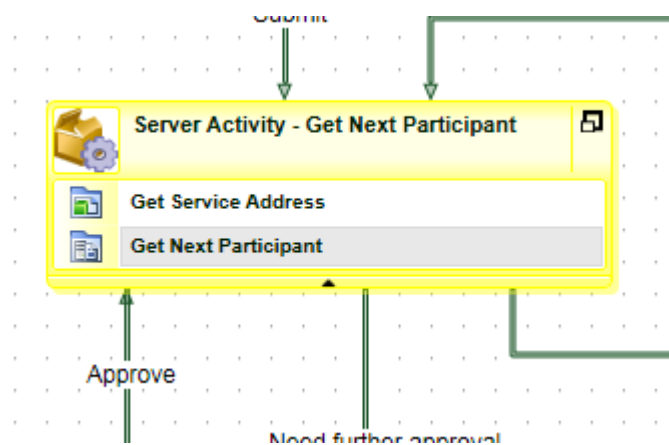
Gambar 4.2.1.13. Client Activity – Hierarchy Approval Activity.



Gambar 4.2.1.14. Destination Users -> Client Activity – Hierarchy Approval Activity.

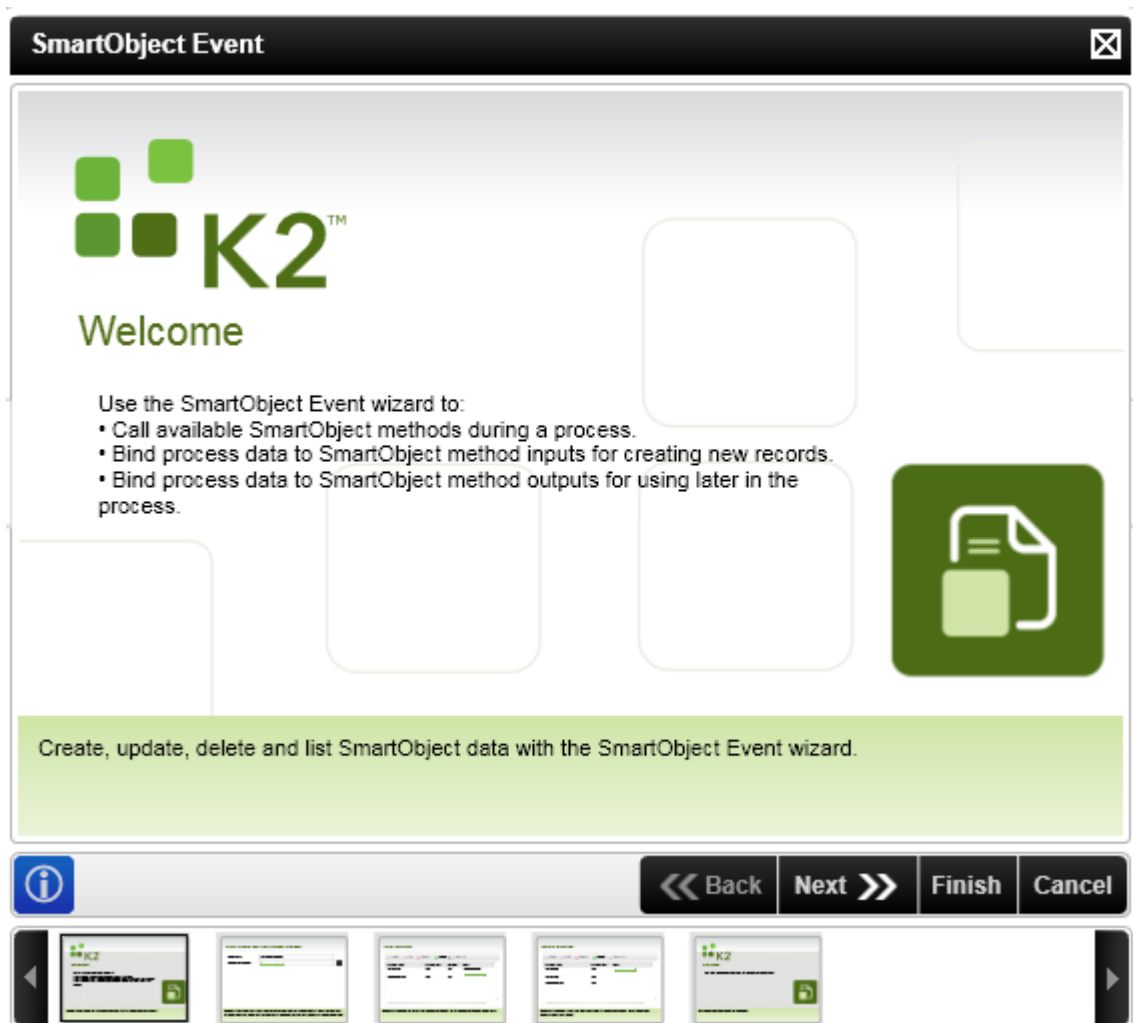
4.2.2. Server Activity HRProcedure Approval

Default Activity pada toolbox untuk membuat Server Activity. SmartObject Event -> Get Service Address dan Default Server Event (Code) -> Get Next Participant.



Gambar 4.2.2.1. Server Activity – Get Next Participant.

SmartObject - Get Service Address



Gambar 4.2.2.2. SmartObject Event Get Service Address.

Klik Next. Gambar 4.2.2.2.

SmartObject Event

Event Name and SmartObject Method

Event Name:

Get Service Address

SmartObject Method:

ProcessConfig.Load

...

Specify an event name and select a SmartObject method using the Context Browser. Single methods, such as Create, Save and Delete, and List methods are supported but may not be available for every SmartObject.

<< Back

Next >>

Finish

Cancel

Gambar 4.2.2.3. Event Name dan SmartObject Method -> Get Service Address.

Klik Next. Gambar 4.2.2.3.

SmartObject Event

Input Mapping

+

 Assign

×

 Clear

✖

 Clear All

↺

 Refresh

🔗

 Auto Map

Property Name	Property Type	Required	Value
ApplicationName	Text	Yes	pvApplicationName
ConfigName	Text	Yes	ServiceAddress

Specify data mappings for inputs of the SmartObject method. Not all SmartObject methods require inputs.

?

<< Back

Next >>

Finish

Cancel

←

→

Gambar 4.2.2.4. Input Mapping -> Get Service Address.

Klik Next. Gambar 4.2.2.4.

21

SmartObject Event

Return Mapping

+

 Assign

×

 Clear

✖

 Clear All

↺

 Refresh

🔄

 Auto Map

Property Name	Property Type	Value
ApplicationName	Text	
ConfigName	Text	
ConfigValue	Text	pvServiceAddress

Specify data mappings to store any return values from the SmartObject method. Not all SmartObject methods provide return values.

?

<< Back

Next >>

Finish

Cancel

1

2

3

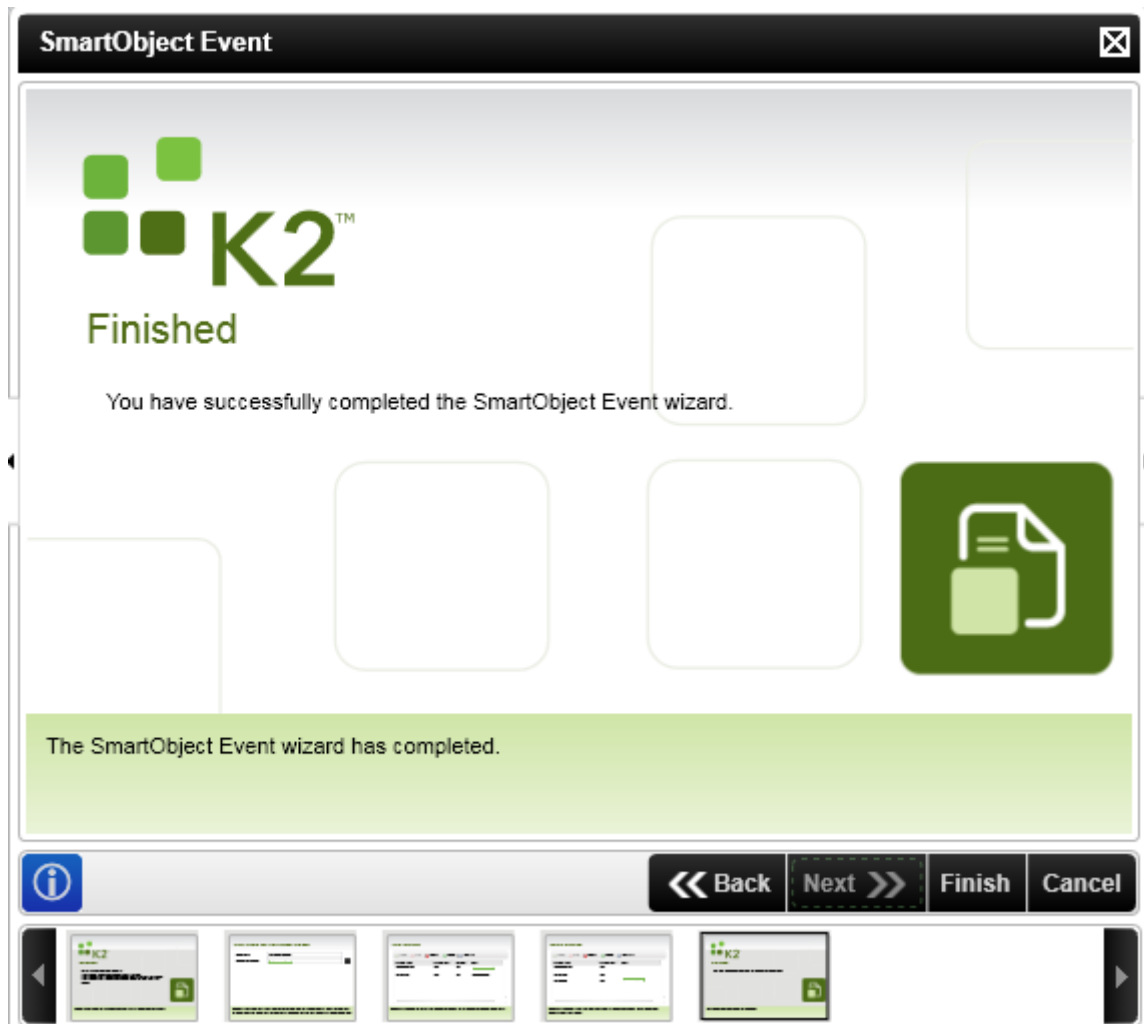
4

5

Gambar 4.2.2.5. Return Mapping -> Get Service Address.

Klik Next.

22

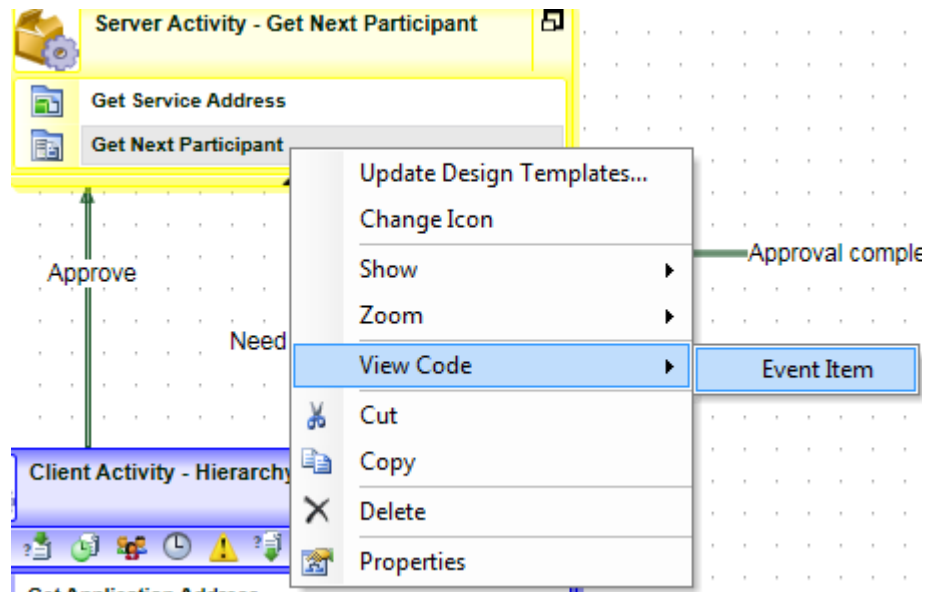


Gambar 4.2.2.6. Finished -> Get Service Address.

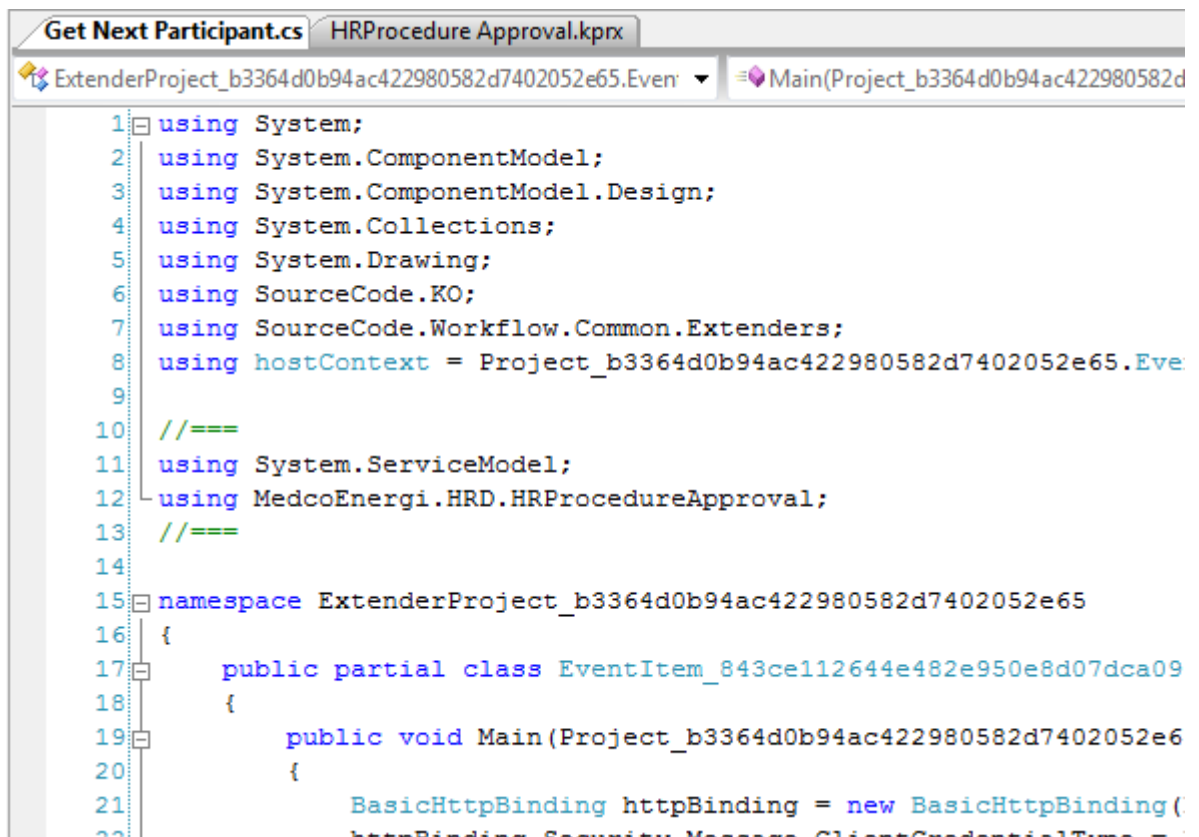
Klik Finish.

Default Server Event - Get Next Participant

Get Next Participant bertugas mengisi variable `pvDomainParticipant` dengan `AdPositionId` user yang akan melakukan client activity selanjutnya.



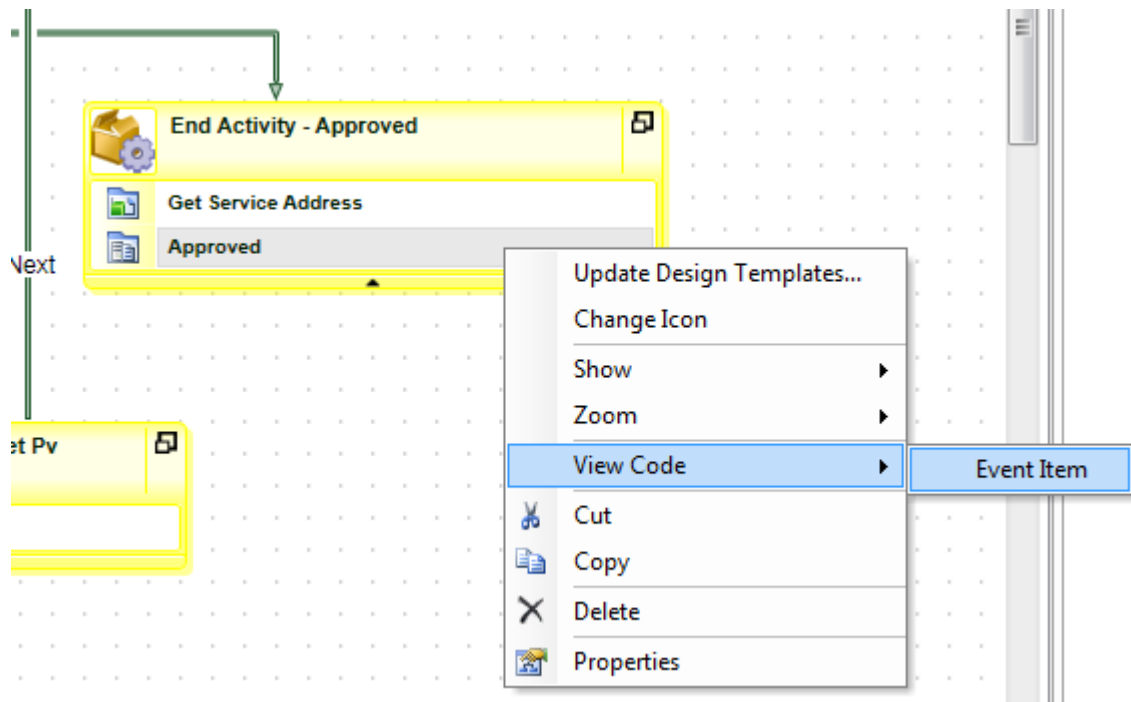
Gambar 4.2.2.7. View Code – Event Item -> Get Next Participant.



Gambar 4.2.2.8. Preview source code Get Next Participant.

Server Activity – Approved

Code dalam Server Event Approved hanya memanggil service. Dan service bertugas untuk mengupdate field status menjadi 1 pada aplikasi HRProcedure Approval.



Gambar 4.2.2.9. View Code – Event Item -> Approved.

Approved.cs HRProcedure Approval.kprx

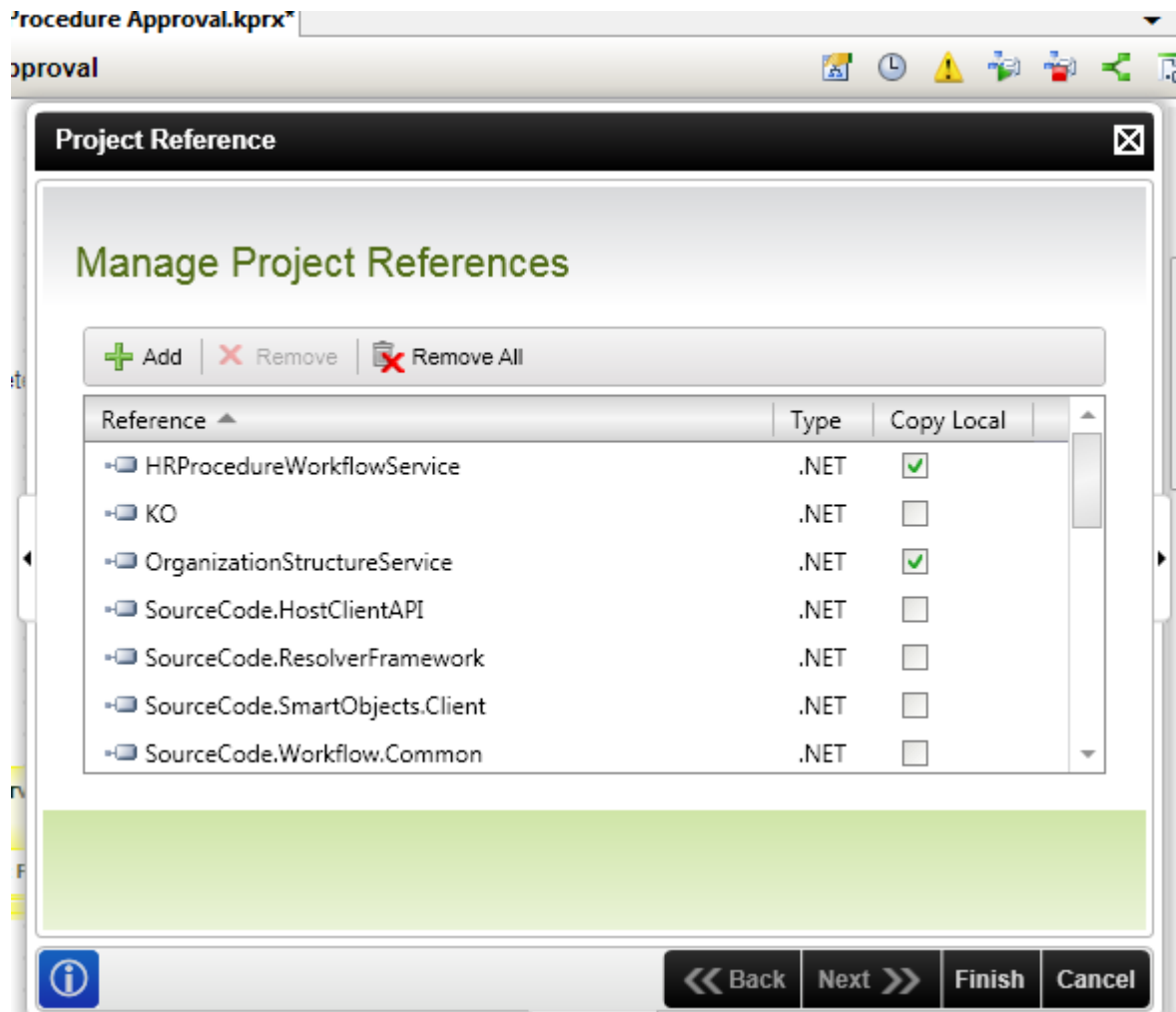
ExtenderProject_b3364d0b94ac422980582d7402052e65.Event Main(Project_b3364d0b94ac422980582d7402052e65.EventItem)

```

13 //=====
14
15 namespace ExtenderProject_b3364d0b94ac422980582d7402052e65
16 {
17     public partial class EventItem_928adec4b50b4fab808d6f12cd89d01e : ICode
18     {
19         public void Main(Project_b3364d0b94ac422980582d7402052e65.EventItem
20         {
21             BasicHttpBinding httpBinding = new BasicHttpBinding(BasicHttpS
22             httpBinding.Security.Message.ClientCredentialType = BasicHttpM
23             httpBinding.Security.Transport.ClientCredentialType = HttpClie
24
25             HRProcedureWorkflowServiceClient procedureClient = new HRProce
26             httpBinding,
27             new EndpointAddress(K2.ProcessInstance.DataFields["pvServi
28
29             try
30             {
31                 procedureClient.DoApproveHRProcedureApproval(K2.ProcessIns
32             }
33             finally
34             {
35                 procedureClient.Close();



```

Gambar 4.2.2.10. Preview source code Approved.



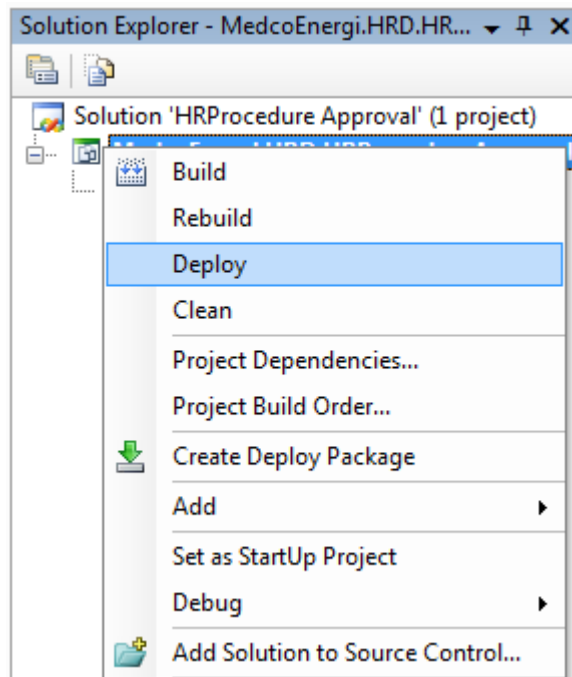
Gambar 4.2.2.11. Manage Project References -> Approved.

Untuk dapat menambah Reference di atas K2 blackpearl update juga harus terinstall.

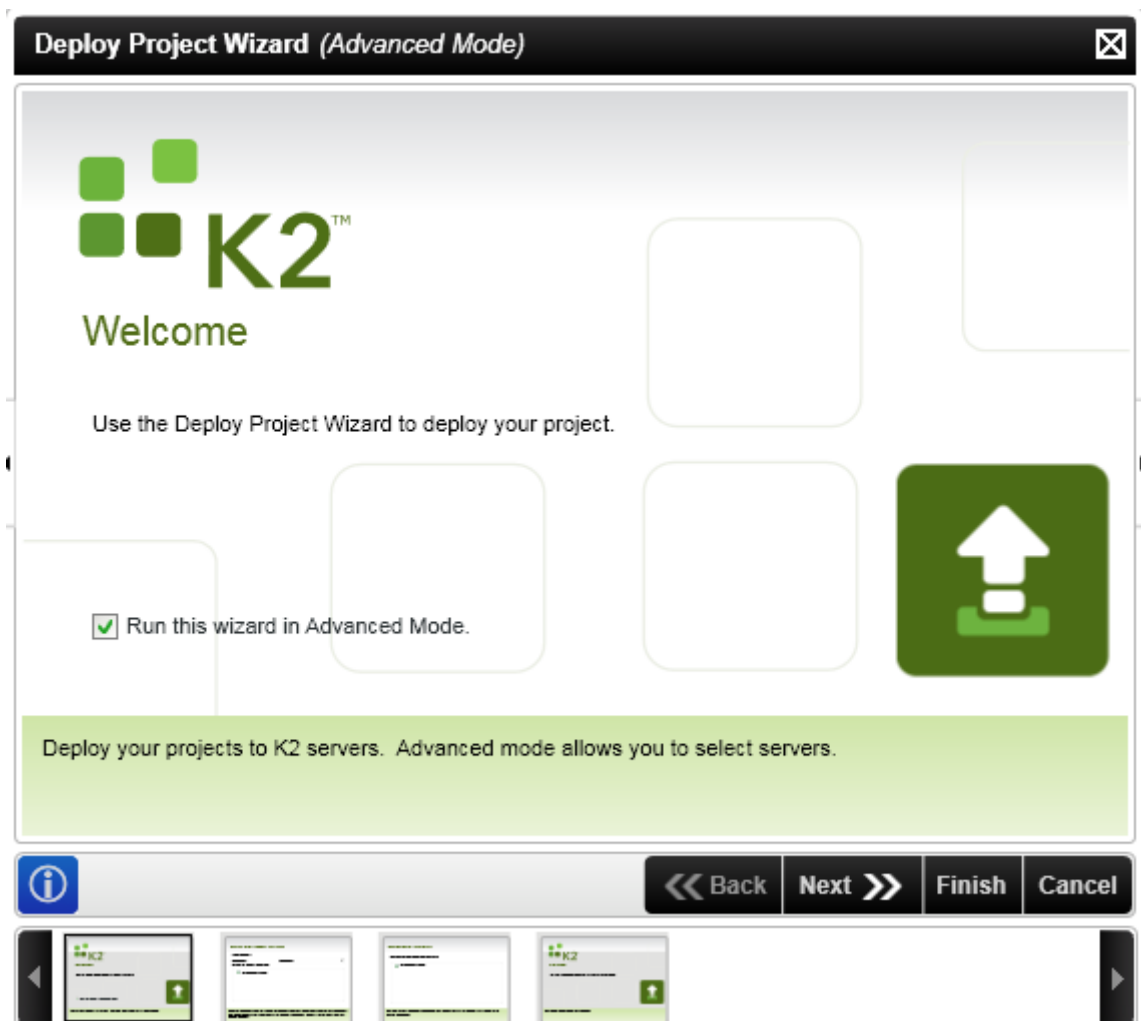
	K2 blackpearl 4.5 (4.10060.1.0) with Update KB001200.exe	04/11/2010 14:54	Application	991.951 KB
	K2 blackpearl 0807 Update (4.8210.x.585).zip	01/12/2009 21:01	WinRAR ZIP archive	80.903 KB

Gambar 4.2.2.12. K2 blackpearl update.

4.3. Deploy Flow



Gambar 4.3.1. Deploy Flow.



Gambar 4.3.2. Deploy Flow.

Deploy Project Wizard (Advanced Mode)

Server and Project Settings

Select the environment and servers (if different than default).

Environment:

Workflow Management Server:

SmartObject Server:

Specify the version information.

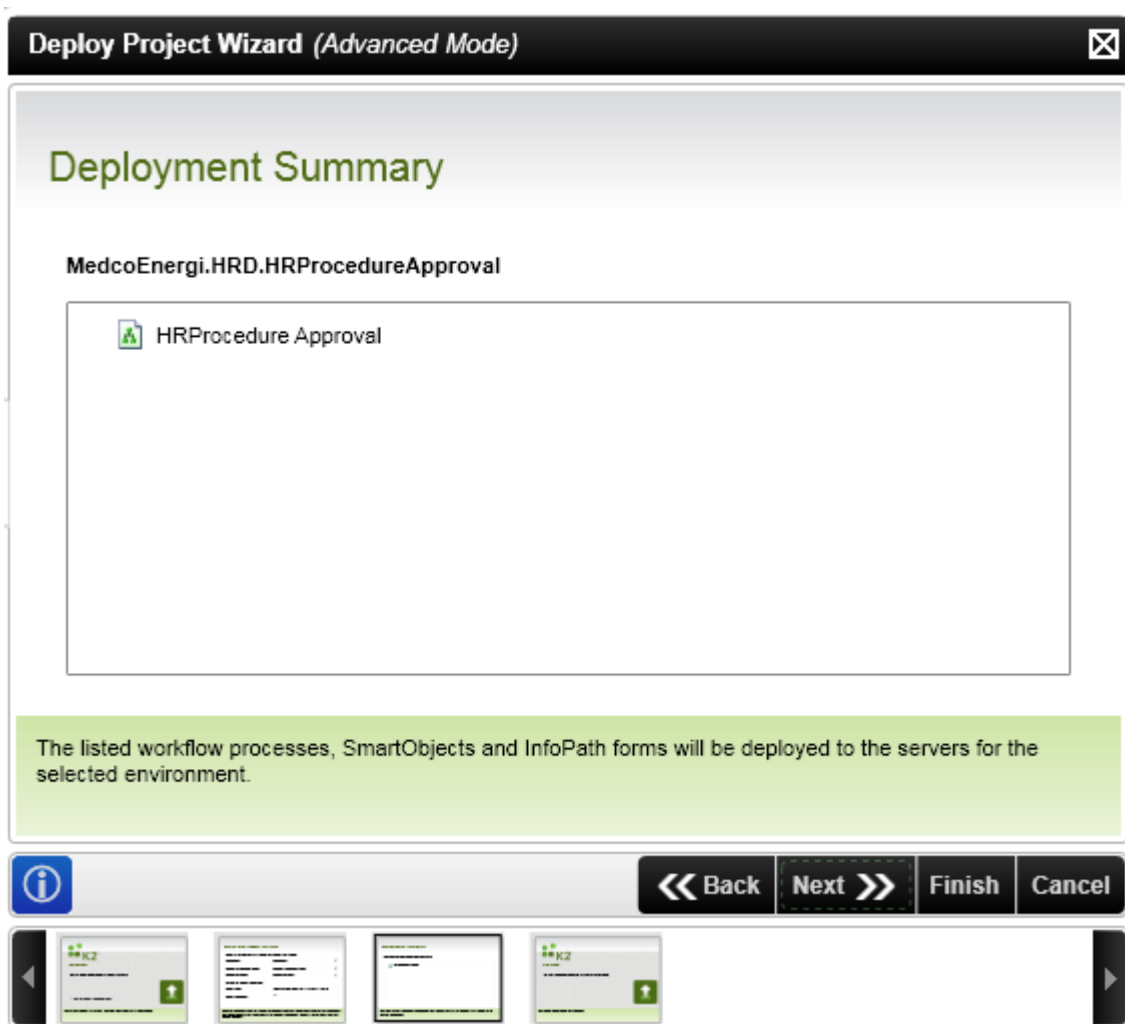
Version Name:

Version Description:

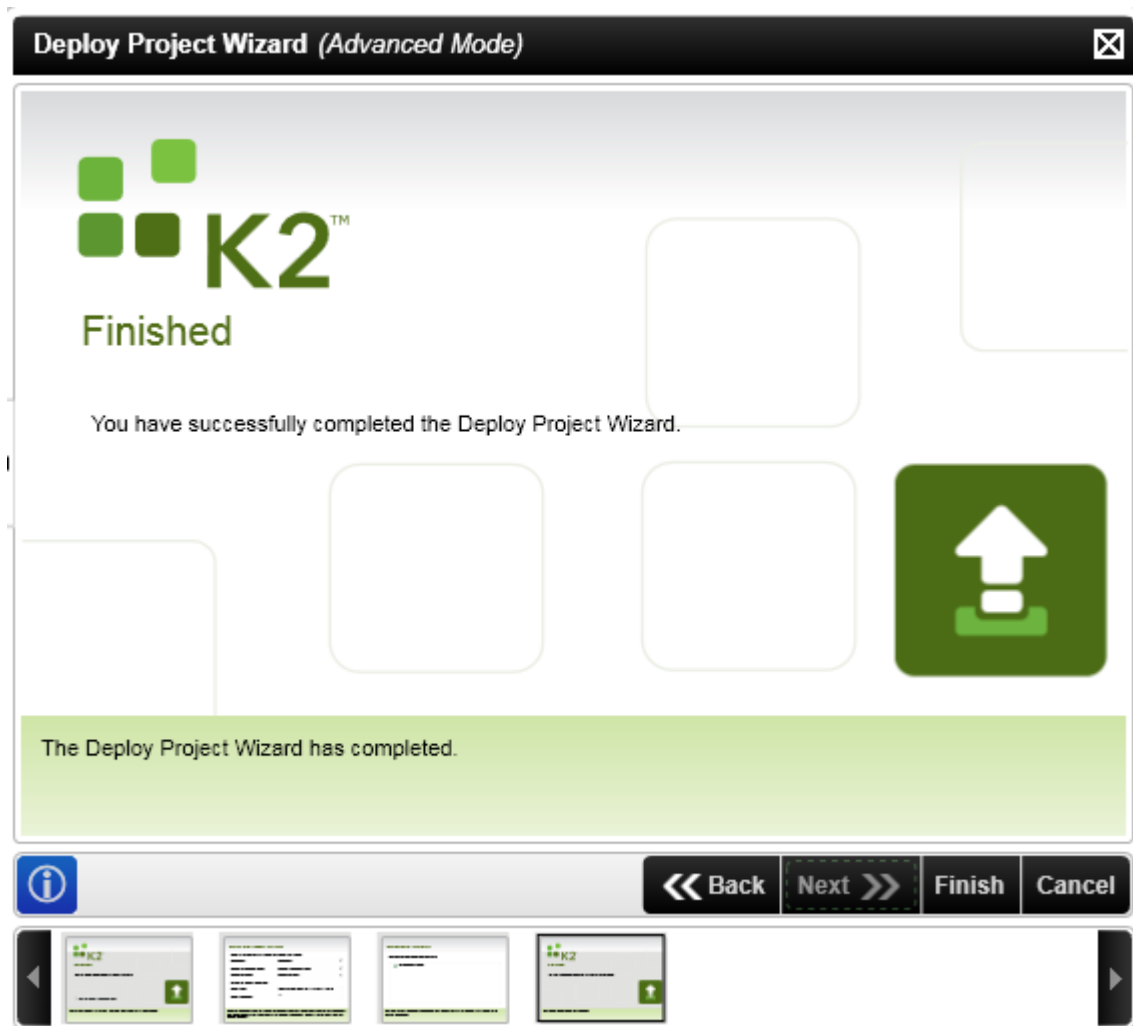
Select the environment and the workflow management server and SmartObject server from that environment. The default servers for the environment will be selected automatically. Provide a unique version name and version description.

Navigation: << Back | Next >> | Finish | Cancel

Gambar 4.3.3. Deploy Flow. Environment Development untuk server tenk2d91.

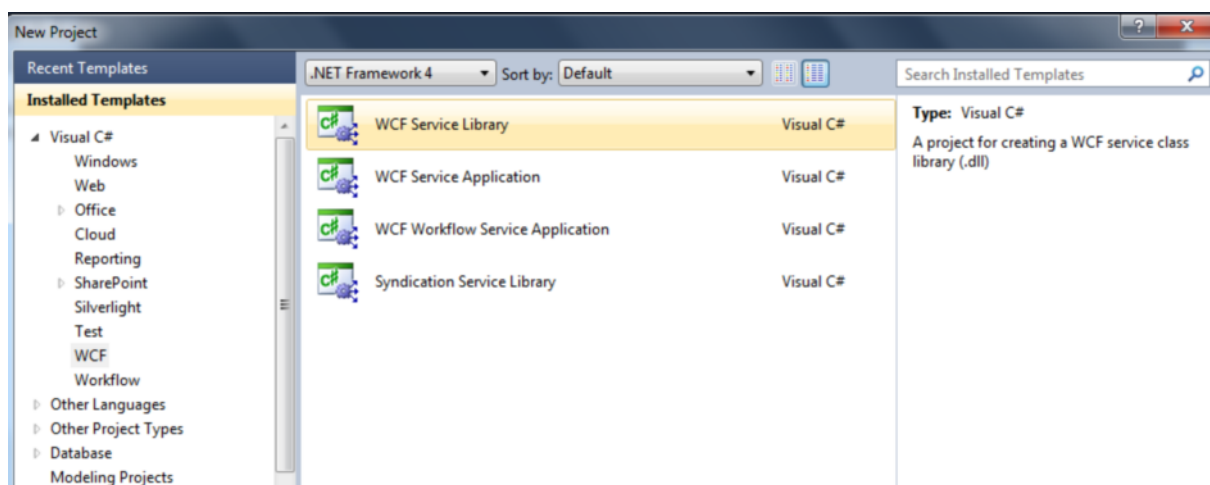


Gambar 4.3.4. Deployment Summary.

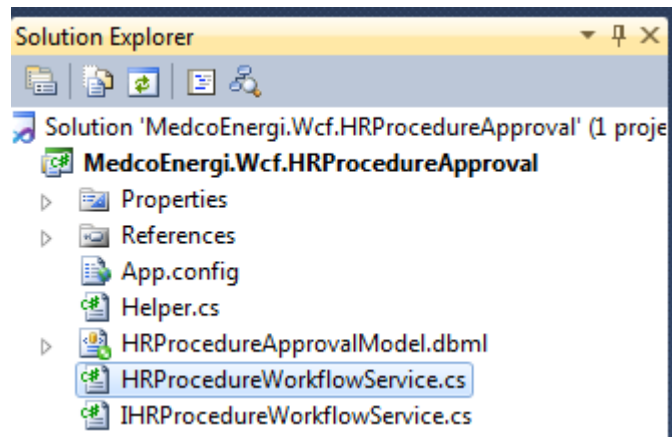


Gambar 4.3.5. Finished Deploy Flow.

4. HRProcedure Approval Service

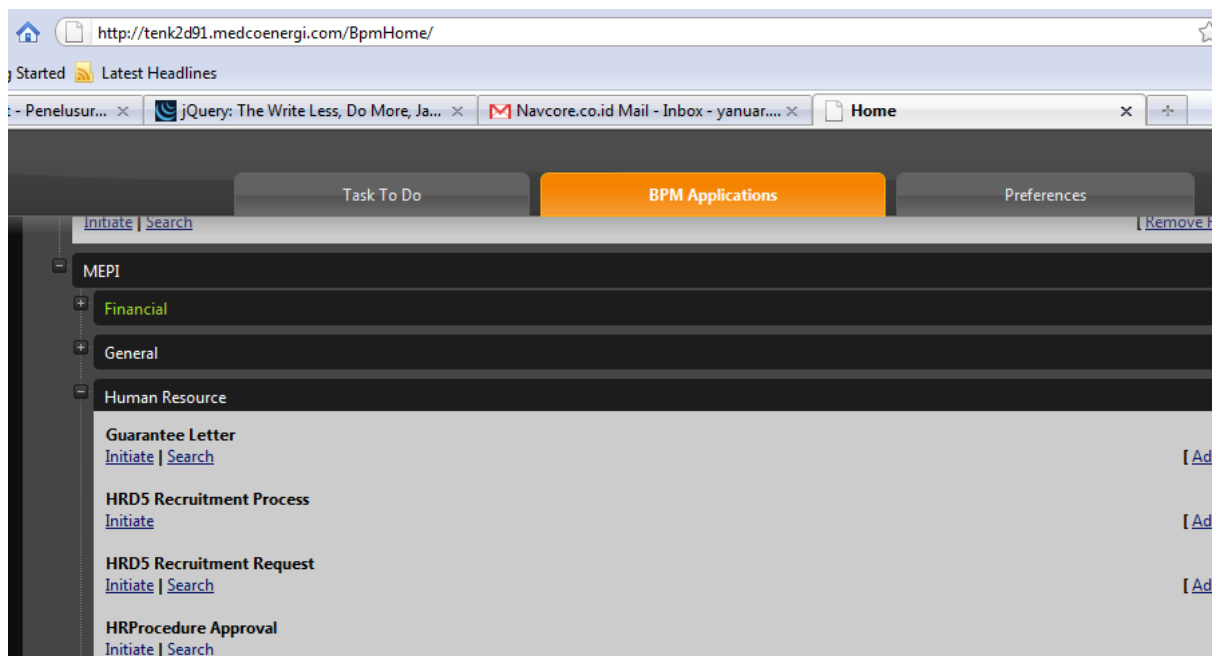


Gambar 5.1. New Project WcfService Library.



Gambar 5.2. Solution Eksplorer.

5. Integrating to BPM HOME



Gambar 6.1. Menambahkan ke BPM HOME.

The screenshot shows the SQL Server Enterprise Manager interface. On the left, the 'Object Explorer' pane displays the database structure for 'TENK2D91.K2Help'. The 'Tables' folder is expanded, showing various tables including 'dbo.ApplicationMain', which is selected. On the right, the 'Data' pane displays the contents of the 'ApplicationMain' table. The table has five columns: 'UniqueId', 'ApplicationName', 'Folder', 'Description', and 'URL'. The data is as follows:

UniqueId	ApplicationName	Folder	Description	URL
40	Transfer Request	MEP1#SCM	NULL	
41	Medical Invoice Claim	MEP1#Human R...	NULL	NULL
42	SMK3-02	MEP1#SHE	NULL	NULL
43	IS Inventory Searcher	MEP1#General	NULL	NULL
44	Leave Request Simenggaris	MEP1#Human R...	NULL	NULL
45	Material Transfer	MEP1#SCM	NULL	NULL
46	Plant Maintenance	MEP1#Plant Mai...	NULL	NULL
47	Finance Closing Period	MEP1#Financial	NULL	NULL
52	P3 Permit Initiation	MEP1#SCM	NULL	NULL
53	Cargo Manifest Changes	MEP1#SCM	NULL	NULL
54	New Venture	MEP1#General	Manage New Ve...	http://te
55	Purchase Requisition General Material	MEP1#SCM	Manage New Pu...	
56	Standard Contract	MEP1#SCM	NULL	NULL
57	SR With Contract	MEP1#SCM	NULL	NULL
58	BPM Project Monitoring	MEP1#Informati...	NULL	NULL
59	HRProcedure Approval	MEP1#Human R...	NULL	NULL

Gambar 6.2. Database K2Helper - table ApplicationMain.

The screenshot shows the SQL Server Enterprise Manager interface. On the left, the 'Object Explorer' pane displays the database structure for 'TENK2D91.K2Help'. The 'Tables' folder is expanded, showing various tables including 'dbo.ApplicationDetail', which is selected. On the right, the 'Data' pane displays the contents of the 'ApplicationDetail' table. The table has five columns: 'UniqueId', 'ApplicationMainId', 'DetailName', 'Description', and 'URL'. The data is as follows:

UniqueId	ApplicationMainId	DetailName	Description	URL
80	46	Maintenance Re...	OBA Plant Maintenance Report	http://te
81	47	Initiate	Finance Closing Period	http://10
85	52	Initiate	P3 Permit Initiation	http://te
86	52	Search	P3 Permit Searcher	http://te
87	53	Initiate	Initiate Cargo Manifest Changes	http://te
88	53	Search	Search Cargo Manifest Changes	http://te
89	37	Search	Search Cargo Manifest	http://te
90	55	Initiate	Initiate PR General Material Request	http://te
91	55	Search	Search PR General Material	http://te
92	56	Initiate	Initiate a Standard Contract Request	http://te
93	56	Search	Search Standard Contract Requests	http://te
94	57	Initiate	Initiate a SR With Contract Request	http://te
95	57	Search	Search SR With Contract Requests	http://te
98	59	Initiate	HRProcedure Approval Initiation	http://te
100	59	Search	Search HRProcedure Approval	http://te
101	58	Run	Manage and Monitor all BPM Projects	http://te
102	60	Initiate	Initiate SMK3-02 Contract Evaluation	http://te

Gambar 6.2. Database K2Helper - table ApplicationDetail.

- 1. Web Form Development**
 - a. Create BPM 3 Project
 - b. Add Connection to Web.Config
 - c. Create Initiation Form
 - i. Load Initial Data
 - ii. Validate Input Data
 - iii. Save Input Data to Database
 - d. Create Approval Form
 - i. Load Saved Data
- 2. Flow Development**
 - a. Create Simple Flow
 - b. Add Activity
 - c. Add Action
 - d. Assign Participant
 - e. Add Code Behind
 - f. Deploy Flow
- 3. Form and Flow Integration**
 - a. Add flow execution to Initiation Form
 - b. Add flow execution to Approval Form
- 4. Searcher / Tracking Page**
 - a. Create sql view for searcher
 - b. Create list form to search
 - c. Create detail form (= approval form)
- 5. Integrating to BPM HOME**
 - a. Add to Process Initiation Page
 - b. Add to Task To Do Page
 - c. Add to Searcher Page

6. Running Aplikasi HR Procedure Approval

Pada bagian ini akan dijelaskan mengenai blue print aplikasi dan sekilas *running* aplikasi.

6.1. Blue print HRProcedure Approval

The screenshot shows the 'HR PROCEDURAL APPROVAL' application interface. At the top, there's a navigation bar with 'ACTION: SUBMIT', 'EXECUTE', 'SEARCHER', 'HOME', and 'HELP'. The main header includes 'Business Process Management' and a logo. The interface is divided into sections: 'REQUESTER INFORMATION' with fields for NAME (Dian Kartika Dewi), PAYROLL (20080066), REQUESTER POSITION (Please select a position), and PROCESS ID (NOT AVAILABLE YET). Below this is the 'DETAIL' section with fields for Purpose (mandatory, free text 60 char), Justifikasi (mandatory, free text 250 char), Hierarchy Approval (hierarchy approval of the user, default L4), and Attachment (optional, attachment max. 250 KB). At the bottom is the 'COMMENTS HISTORY' section with a table for Participant, Position, Activity, Started, Completed, Response, Comment, and Att. Below the table is a 'WRITE YOUR COMMENT' section with a text area and an 'ATTACHMENT' section with a 'Browse...' button.

Gambar 1.1.1. Blue Print user interface aplikasi HRProcedure Approval.

Proses:

1. *Initiator* melakukan inisiasi proses.
2. *Initiator* mengisi data:
 - Purpose
 - Justifikasi
 - Hierarchy Approval
 - Attachment (jika ada)
3. *Submit*, route sesuai hierarchy approval.
4. Selesai.

Otorisasi/*initiator* Aplikasi HRProcedure Approval:

- PAYROLL MANAGEMENT ANALYST 1 positionId 0050003469
- PAYROLL MANAGEMENT ANALYST 2 positionId 0050003476

- PAYROLL MANAGEMENT ANALYST 3 positionId 0050005001
- PAYROLL MANAGEMENT ANALYST 4 positionId 0050005918
- GROUP LEAD OF COMPENSATION & PAYROLL MANAGEMENT positionId 0050005906

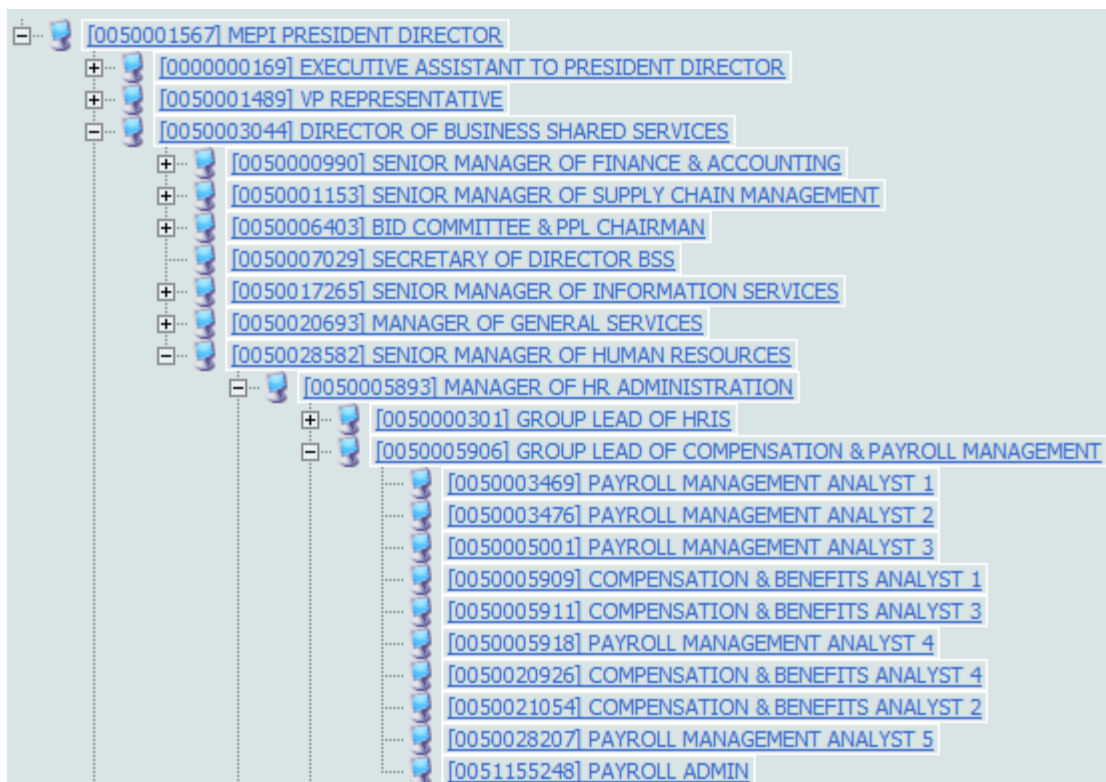
Field Hierarchy Approval itu adalah untuk memilih, jadi misalnya inisiatornya Payroll Management Analyst 1, maka di *field* itu muncul *selection hierarchy* di atasnya, tetapi *field* itu default terisi posisi L4 (level 4).

Contoh:

Initiator: Payroll Management Analyst 4, maka sesuai *hierarchy*-nya, *selection* di *screen* inisiasi bisa dia milih dari Group Lead of Compensation and Payroll Management, sampai MEPI PRESIDENT DIRECTOR, tetapi default di *screen* itu adalah L4 yaitu Manager of HR Administration.

Kemudian flow nya akan ke Group Lead of Compensation & Payroll Management dan kemudian ke Manager of HR Administration.

Struktur organisasi dan aturan Hierarchy Approval (saya artikan: aliran form) dapat dilihat pada gambar 1.1.2.



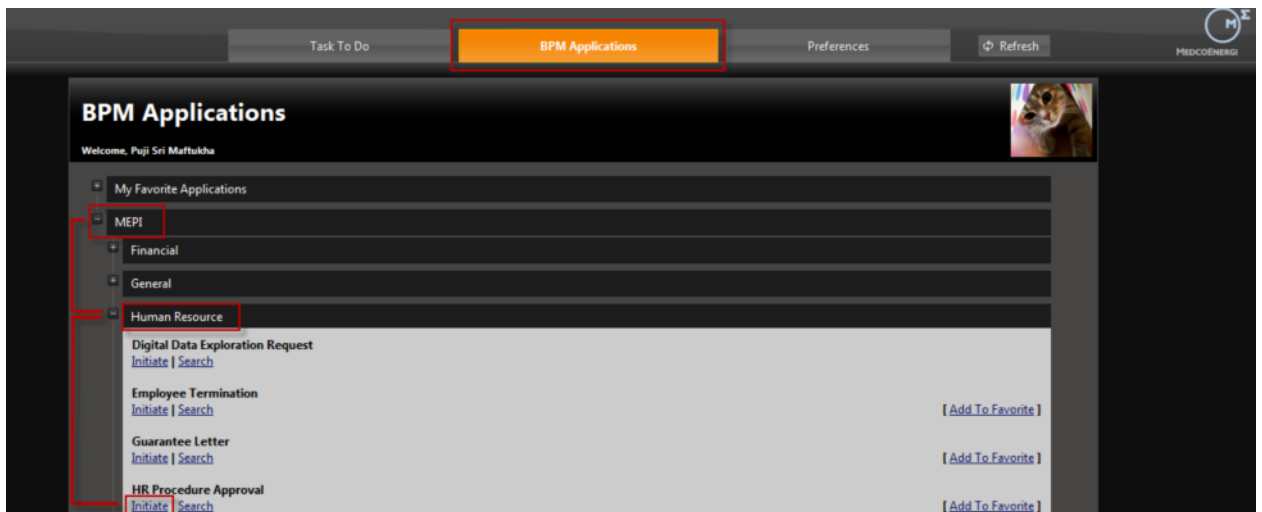
Gambar 1.1.2. Struktur organisasi MEPI.

6.2 Menjalankan HR Procedure Approval di Tenk2D91

Ketik URL : <http://tenk2d91.medcoenergi.com/BpmHome/>

1. Untuk membuka application HR Procedure Approval:
Pada BPM Applications, klik button [+] untuk meng-collapse aplikasi under MEPI.

klik **MEPI** >> **Human Resource** >> **Initiate** (pada bagian HR Procedure Approval)



2. Pengisian pada Prepare HR Procedure Approval

REQUESTER INFORMATION

1. Requester Name
Requester Name akan terisi otomatis
2. Requester Position
Silahkan memilih posisi sesuai dengan yg diinginkan.
3. Requester Payroll
Requester Name akan terisi otomatis
4. Process ID
Belum ada. Akan otomatis tergenerate setelah Submit.

DETAIL

1. Purpose
Silakan isikan tujuan request yang dilakukan. Purpose adalah mandatory.
2. Justification
Silakan isikan justifikasi request yang dilakukan. Justification adalah mandatory.
3. Hierarchy Approval
Silakan memilih Hierarchy Approval dengan mengklik pop up (...) di sebelah button Reset.
Pilih salah satu posisi final approver dan kemudian klik Select untuk memilih.

SELECT FINAL APPROVER			
Position Id	Position Name	Employees	Level
	MEPI		
0050001567	PRESIDENT DIRECTOR	BUDI BASUKI, Agus Simamora	1
0051155751	BPM TEST - MANAGER L1	Andri Yudha S., Mochammad Raditya Bagus Pratama	1
0051155752	BPM TEST - MANAGER L2	Andri Yudha S., Mochammad Raditya Bagus Pratama	2
		JAKKA PRIHATNA, Agam Syauqi Lamaida, Andri Yudha S., Krisna Putrianti, Hermond Tamba, Rusly Nentu, Asyirini Fajrin, Muhammad Hafizham Lufty, Dwi Martha Sari, M Perdana Bayu K, PUJI SRI MAFTUKHA, Ditto Narapratama, Meidi Siregar, Amir Hamzah, Sinata Robby B., Mochammad Raditya Bagus Pratama	3
0051155754	BPM TEST - MANAGER L4	JAKKA PRIHATNA, Agam Syauqi Lamaida, Andri Yudha S., Krisna Putrianti, Hermond Tamba, Rusly Nentu, FARIS HAMZAH, Asyirini Fajrin, Muhammad Hafizham Lufty, Dwi Martha Sari, M Perdana Bayu K, Beni Kurniawan, PUJI SRI MAFTUKHA, Ahlijati Nuraminah, Ditto Narapratama, Meidi Siregar, Amir Hamzah, Sinata Robby B., Mochammad Raditya Bagus Pratama	4
0051155755	BPM TEST - MANAGER L5	JAKKA PRIHATNA, Agam Syauqi Lamaida, Andri Yudha S., Krisna Putrianti, Hermond Tamba, Rusly Nentu, FARIS HAMZAH, Asyirini Fajrin, Agus Simamora, Muhammad Hafizham Lufty, Dwi Martha Sari, M Perdana Bayu K, Beni Kurniawan, PUJI SRI MAFTUKHA, Yanuar Kristian, Ahlijati Nuraminah, Ditto Narapratama, Meidi Siregar, Amir Hamzah, Sinata Robby B., Mochammad Raditya Bagus Pratama	5

Displaying items 1 - 6 of 6

klik **Select** untuk memilih → **Select** **Cancel**

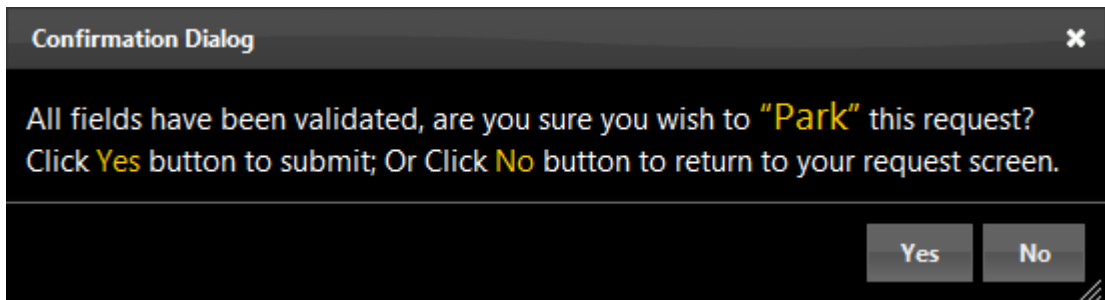
4. Attachment
Silakan masukan file yang akan diattach. Maximum file 5 MB.

COMMENTS HISTORY

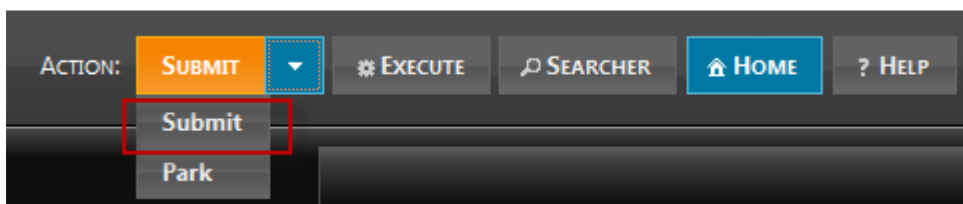
1. Silahkan tulis komentar anda, sertai dokumen attachment jika ada yang ingin dilampirkan. Jika semua isian telah dilengkapi, silahkan pilih action menu *Submit* atau *Park* yang ada di kiri atas, kemudian klik *Execute*.
2. Attach file bila perlu.

Apabila ada field mandatory yang tidak terisi maka akan muncul message alert seperti berikut :

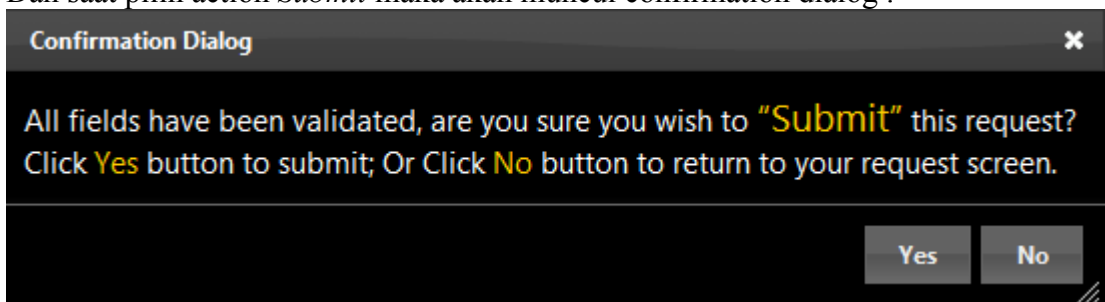
Apabila semua field telah terisi dan pilih *Park* maka akan muncul confirmation dialog :



Setelah klik Yes, maka aplikasinya akan ada di Task To Do Initiator. Dengan arti bahwa action Park dapat memungkinkan untuk Initiator melakukan perubahan terhadap request yang dilakukan sebelum lanjut ke proses selanjutnya (Hierarchy Approval).

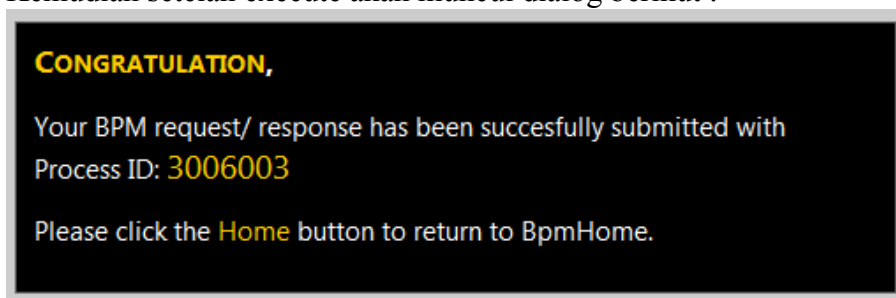


Dan saat pilih action *Submit* maka akan muncul confirmation dialog :

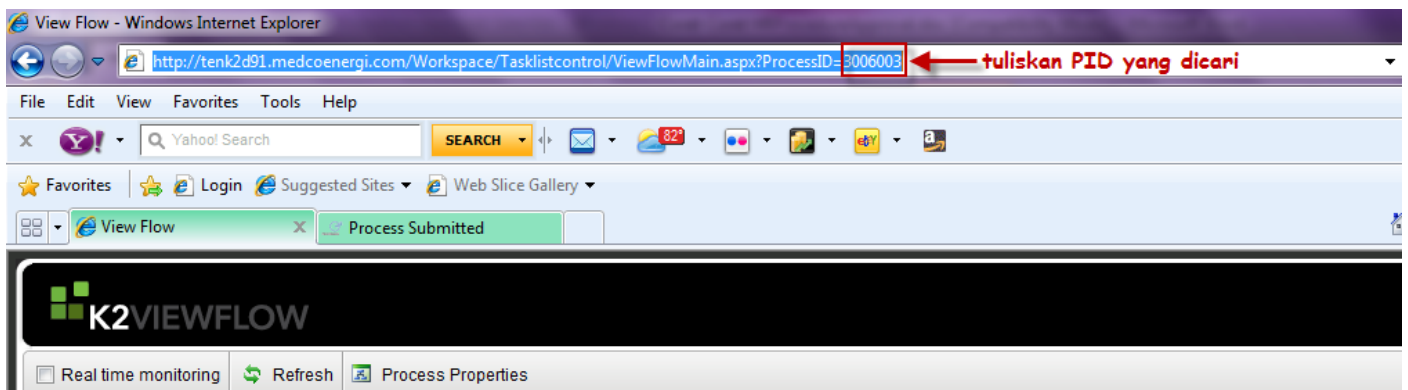


Setelah klik Yes, maka aplikasinya akan ada di Task To Do Hierarchy Approval. Dan akan berakhir pada posisi approver yang dipilih pada saat melakukan prepare (field Hierarchy Approval).

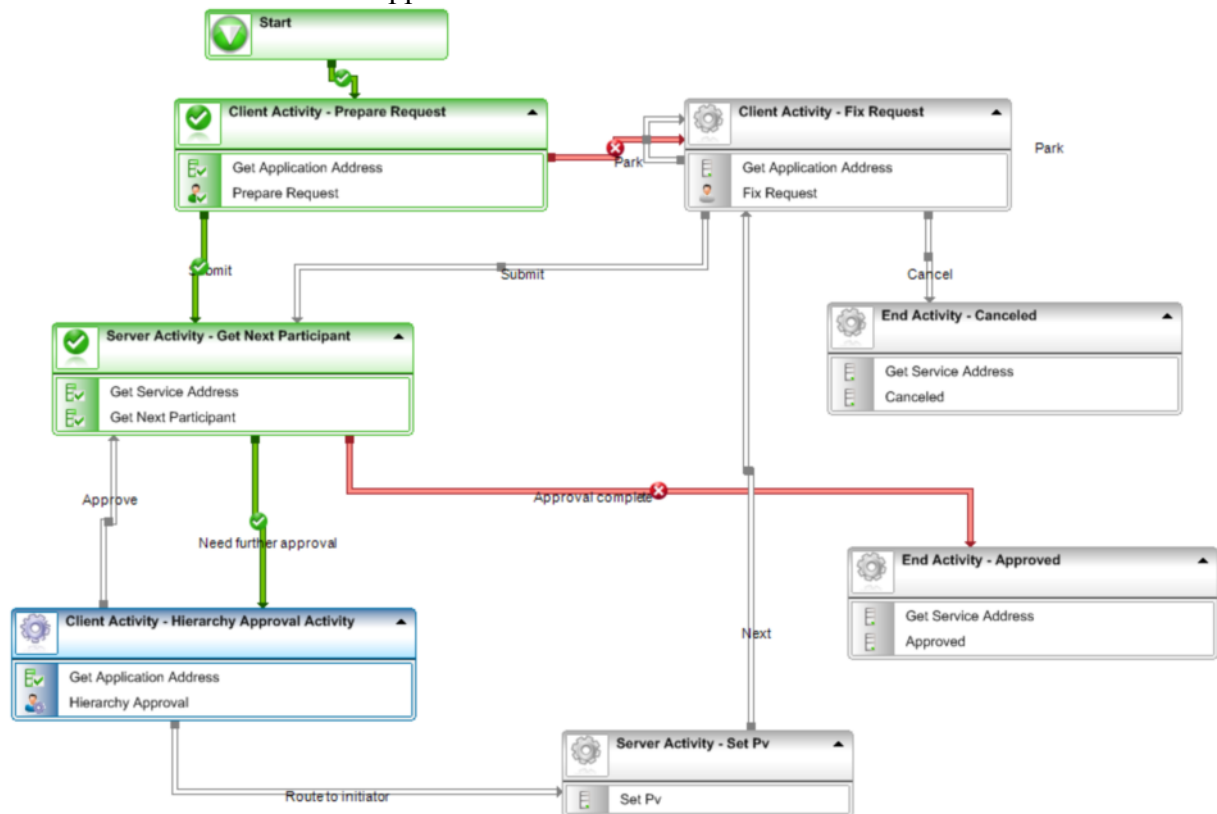
Kemudian setelah execute akan muncul dialog berikut :



Aliran flow HR Procedure Approval dapat dilihat di :



Flow HR Procedure Approval :



Tampilan form pada flow Hierarchy Approval HR Procedure Approval :

Participant	Position	Activity	Started	Completed	Response	Comment	Att.
Puji Sri Maftukha	Puji Sri Maftukha	Prepare Request	05/04/2011 14:15:06	05/04/2011 14:15:50	Submit	ok	
	BPM TEST - MANAGER L5	Hierarchy Approval	05/04/2011 14:15:50				

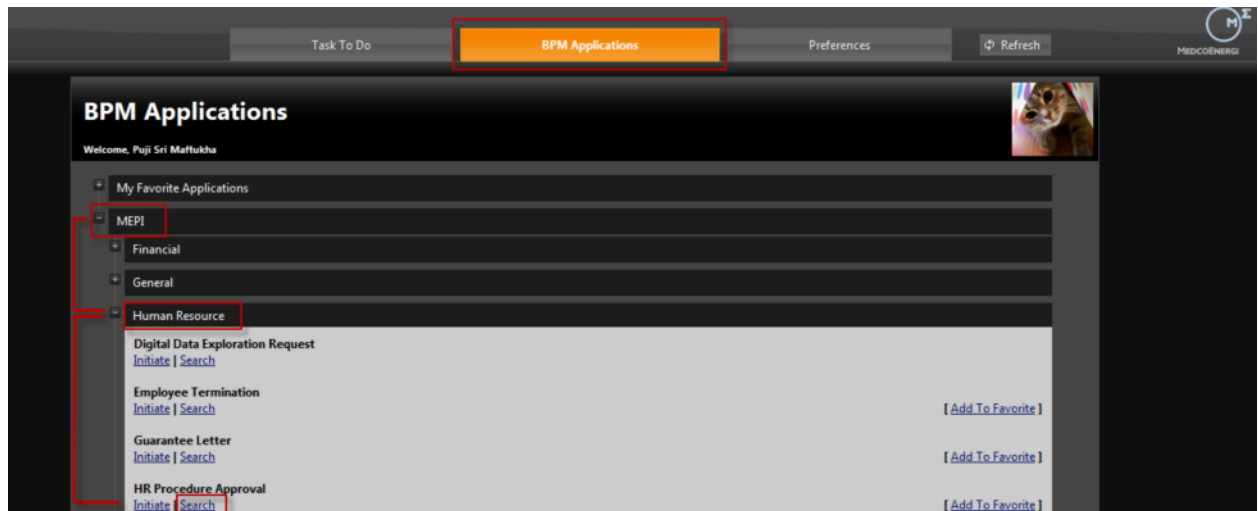
Pada activity ini, approver hanya bisa melakukan review dan menuliskan comment sebagai reviewnya, dan dapat mengattach dokumen bila perlu.

Setelah dilakukan review, approver dapat melakukan dua action berikut :

Apabila *Approve*, maka aplikasinya akan berada di Task To Do approver selanjutnya, yaitu berada pada level satu tingkat di atas approver sebelumnya. Dan apabila *Route To Initiator*, maka aplikasinya akan kembali ke intiator yang melakukan request. Begitu selanjutnya sampai pada final approver.

Searcher HR Procedure Approval

1. Untuk membuka Searcher application HR Procedure Approval:
 Pada BPM Applications, klik button [+] untuk meng-collapse aplikasi under MEPI.
 Klik **MEPI >> Human Resource >> Search** (pada bagian HR Procedure Approval)



2. Tampilan form Searcher HR Procedure Approval :

Silakan isi field Process Id dan Creation Date untuk mencari data, atau hanya dapat mengisi salah satu field yang ada. Klik *Search* untuk menampilkan data yang dicari.

HR PROCEDURAL APPROVAL

SEARCH CRITERIA

Search by Requester / On Behalf Name | Search Request Approved By

REQUESTER: Puji Sri Maftukha [Reset]

PROCESS ID: 3006003

CREATION DATE: FROM: [Reset] TO: [Reset]

[Search]

klik View untuk melihat detailnya

Process Id	Started	Requester Payroll	Requester Name	Requester Position	Status	Action
3006003	05/04/2011 14:15:07	90001026	Puji Sri Maftukha	BPM TEST - REGULAR STAFF 3	Hierarchy Approval	View

Displaying items 1 - 1 of 1

Kemudian klik *View* untuk melihat detailnya, tampilan view detail :

HR PROCEDURAL APPROVAL

REQUESTER INFORMATION

NAME: PUJI SRI MAFTUKHA | PAYROLL: 90001026

REQUESTER POSITION: BPM TEST - REGULAR STAFF 3 | PROCESS ID: 3006003

DETAIL

PURPOSE: TES

JUSTIFICATION: TES

HIERARCHY APPROVAL: MEPI PRESIDENT DIRECTOR

ATTACHMENT: APPLICATION CHECKLIST.DOCX

COMMENTS HISTORY

Participant	Position	Activity	Started	Completed	Response	Comment	Att.
Puji Sri Maftukha	Puji Sri Maftukha	Prepare Request	05/04/2011 14:15:06	05/04/2011 14:15:50	Submit	ok	
Puji Sri Maftukha	BPM TEST - MANAGER L5	Hierarchy Approval	05/04/2011 14:15:50	05/04/2011 14:50:37	Approve	ok	
	BPM TEST - MANAGER L4	Hierarchy Approval	05/04/2011 14:50:37				

dapat digunakan untuk mengetahui flow/activity selanjutnya

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Searcher juga berfungsi sebagai pengecekan flow/activity selanjutnya dari aplikasi yang berjalan berdasarkan comment history yang ada pada detail searcher.