

Screen: OJT Batch Management

Menu: *OJT Management* → *Batches*

View: Kanban / List / Form

Fields (Form View)

Field	Type	Description
Batch Name	Char	Nama program OJT (ex: "OJT Business Analyst Oct 2025")
Batch Code	Char	Kode unik batch (auto sequence)
Recruitment Job	Many2one (hr.job)	Lowongan yang dikaitkan
Description	Html	Penjelasan detail program
Department	Many2one (hr.department)	Divisi penyelenggara
Mentors	Many2many (res.partner)	Daftar mentor/pembimbing
Start Date	Date	Tanggal mulai program
End Date	Date	Tanggal selesai program
Mode	Selection	Online / Offline / Hybrid
Capacity	Integer	Kuota maksimal peserta
Participants	One2many (ojt.participant)	Peserta batch
Event Links	One2many (ojt.event.link)	Agenda dan event OJT
Courses	Many2many (slide.channel)	Kursus eLearning terkait
Certificate Rule (Attendance %)	Float	Minimum kehadiran
Certificate Rule (Score)	Float	Minimum nilai akhir
Progress Ratio	Float	Progress keseluruhan batch
State	Selection	Draft / Recruitment / Ongoing / Done / Cancelled

Smart Buttons

- **Participants** → menuju daftar peserta batch
- **Agenda (Events)** → menuju agenda OJT
- **Assignments** → daftar tugas dalam batch
- **Attendance** → laporan kehadiran
- **Certificates** → daftar sertifikat peserta
- **Survey Result** → link ke evaluasi survey batch

2. Screen: OJT Participant

Menu: *OJT Management* → *Participants*

View: List / Form / Portal View

Fields (Form View)

Field	Type	Description
Participant Name	Char	Nama peserta (gabungan partner + batch)
Batch	Many2one (<i>ojt.batch</i>)	Program batch yang diikuti
Partner	Many2one (<i>res.partner</i>)	Identitas peserta
Applicant	Many2one (<i>hr.applicant</i>)	Asal dari rekrutmen
Attendance Rate (%)	Float	Persentase kehadiran
Average Score	Float	Rata-rata nilai tugas
Final Score	Float	Nilai akhir keseluruhan
Mentor Score	Float	Nilai dari mentor
State	Selection	Draft / Active / Completed / Failed / Left
Certificate	One2many (<i>ojt.certificate</i>)	Sertifikat yang diterbitkan
Notes	Text	Catatan tambahan
Portal Token	Char	Token akses portal peserta

Smart Buttons

- **Assignments** → daftar tugas peserta
- **Attendance** → daftar kehadiran
- **Certificates** → eCertificate
- **Courses** → daftar eLearning
- **Survey Result** → hasil kuis/evaluasi

3. Screen: OJT Event / Agenda

Menu: *OJT Management* → *Agenda (Events)*

View: Tree / Form / Calendar

Fields (Form View)

Field	Type	Description
Batch	Many2one (<code>ojt.batch</code>)	Program batch terkait
Event	Many2one (<code>event.event</code>)	Event utama Odoo
Title	Related (<code>event_id.name</code>)	Judul agenda/sesi
Date Start	Datetime	Waktu mulai
Date End	Datetime	Waktu selesai
Instructor / Speaker	Many2one (<code>res.partner</code>)	Pengisi acara / trainer
Online Meeting URL	Char	Link Zoom/Teams/Meet
Mandatory	Boolean	Sesi wajib untuk sertifikat
Weight	Float	Bobot untuk progress/scoring
Notes	Text	Catatan teknis

Smart Buttons

- **Participants** (peserta batch)
 - **Attendance Log** (absensi event)
 - **Assignments** (tugas terkait event)
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4. Screen: OJT Assignment

Menu: *OJT Management* → *Assignments*

View: Kanban / List / Form

Fields (Form View)

Field	Type	Description
Assignment Name	Char	Nama tugas
Batch	Many2one (<code>ojt.batch</code>)	Batch program
Related Event	Many2one (<code>ojt.event.link</code>)	Agenda terkait
Description	Html	Instruksi dan konteks tugas
Type	Selection	Task / Quiz / Presentation

Deadline	Datetime	Batas waktu pengumpulan
Max Score	Float	Skor maksimum
Weight	Float	Bobot untuk nilai akhir
Attachment Required	Boolean	Harus upload file?
State	Selection	Draft / Open / Closed
Submit Count	Computed	Jumlah submission masuk

Smart Buttons

- **Submissions** → daftar pengumpulan tugas peserta
- **Participants** → daftar peserta batch
- **Score Overview** → ringkasan nilai tugas

5. Screen: OJT Assignment Submission

Menu: *OJT Management* → *Submissions*

View: Tree / Kanban / Form

Fields (Form View)

Field	Type	Description
Assignment	Many2one (<i>ojt.assignment</i>)	Tugas terkait
Participant	Many2one (<i>ojt.participant</i>)	Peserta yang mengumpulkan
Submitted On	Datetime	Waktu pengumpulan
Attachment(s)	Many2many (<i>ir.attachment</i>)	File upload
Submission URL	Char	Link eksternal (GitHub, Figma, video, dll.)
Score	Float	Nilai diberikan
Reviewer	Many2one (<i>res.users</i>)	Penilai/mentor
Feedback	Html	Komentar hasil review
Late	Boolean	Terlambat?
State	Selection	Draft / Submitted / Scored

Smart Buttons

- **Open Assignment** → menuju detail tugas
- **Open Participant** → ke profil peserta

6. Screen: OJT Attendance

Menu: *OJT Management* → *Attendance*

View: Tree / Pivot / Graph

Fields (Form View)

Field	Type	Description
Batch	Many2one (ojt.batch)	Batch OJT
Event	Many2one (ojt.event.link)	Agenda OJT
Participant	Many2one (ojt.participant)	Peserta
Check In	Datetime	Waktu hadir
Check Out	Datetime	Waktu keluar
Presence	Selection	Present / Late / Absent
Method	Selection	QR / Online / Manual
Duration (minutes)	Float	Lama kehadiran
Notes	Text	Catatan khusus

Views Tambahan

- Pivot: per batch, per event, per peserta
- Graph: tingkat kehadiran (%) per sesi

7. Screen: OJT Certificate

Menu: *OJT Management* → *Certificates*

View: List / Form / QWeb PDF Report

Fields (Form View)

Field	Type	Description
Certificate Title	Char	Nama sertifikat

Batch	Many2one (ojt.batch)	Batch yang diikuti
Participant	Many2one (ojt.participant)	Peserta
Partner	Related (res.partner)	Nama lengkap peserta
Serial Number	Char	Nomor sertifikat unik
Issued On	Date	Tanggal terbit
Attendance Rate	Float	Persentase kehadiran
Final Score	Float	Nilai akhir
Grade	Selection	A / B / C
QR Token	Char	Token verifikasi publik
State	Selection	Draft / Issued / Revoked
PDF Report	Binary	File sertifikat digital
Notes	Text	Catatan khusus

Smart Buttons

- Download Certificate
- Verify (Public Page)
- Participant Profile
- Batch Summary

8. Screen: Public Portal – My OJT Dashboard

URL: [/my/ojt](#)

Access: Portal User (Peserta)

Sections & Fields

Section	Field / Info	Description
Header	Nama Peserta, Batch, Mentor	Identitas utama
Progress Bar	% Completion	Berdasarkan attendance & assignment
Agenda	Upcoming Events	Jadwal kegiatan mendatang
Assignments	List tugas, status, deadline	Klik → upload/lihat tugas

Attendance Summary	Pie chart hadir/tidak hadir	Ringkasan kehadiran
Certificates	Download / View	Sertifikat aktif peserta

9. Screen: Public Verification Page

URL: `/ojt/cert/verify`

Access: Public (tanpa login)

Fields / Input

Field	Type	Description
Serial Number / Token	Char	Input kode sertifikat
Verify Button	Action	Menjalankan pengecekan token

Output (Hasil Verifikasi)

Field	Description
Participant Name	Nama pemilik sertifikat
Batch Name	Nama program OJT
Issued On	Tanggal diterbitkan
Final Score	Nilai akhir
Grade	A / B / C
Status	Valid / Invalid / Revoked

10. Screen: Reporting Dashboard

Menu: *OJT Management* → *Reports* → *Dashboard*

View: Graph / Pivot / Kanban (Analytics)

Widgets

Widget	Description
Total Active Batches	Jumlah batch aktif
Participants Count	Total peserta aktif
Average Attendance	Rata-rata kehadiran seluruh batch

Completion Rate	% peserta yang lulus
Top 5 Batches by Score	Batch dengan nilai rata-rata tertinggi
Mentor Evaluation	Nilai rata-rata mentor terhadap peserta

11. Screen: Wizard – Generate Certificate



Action: *Batch* → *Action* → *Generate Certificate*

View: Form Popup (Transient Model)

Fields

Field	Type	Description
Batch	Many2one (<i>ojt.batch</i>)	Batch target
Issue Date	Date	Tanggal sertifikat
Include Failed?	Boolean	Sertakan peserta gagal?
Minimum Attendance (%)	Float	Override rule batch
Minimum Score (%)	Float	Override rule batch

Buttons

-  Generate Certificates
-  Cancel

12. Screen: Mentor Evaluation

Menu: *OJT Management* → *Mentor Evaluation*

View: List / Form

Fields

Field	Type	Description
Batch	Many2one (<i>ojt.batch</i>)	Program terkait
Mentor	Many2one (<i>res.partner</i>)	Nama mentor
Participant	Many2one (<i>ojt.participant</i>)	Peserta yang dinilai

Criteria 1–5	Float	Aspek penilaian (discipline, teamwork, initiative, communication, learning)
Total Score	Float	Nilai rata-rata
Comments	Text	Catatan mentor

1 Tabel Navigasi Antar-Screen (berdasarkan role & alur penggunaan)

1 Tabel Navigasi Antar-Screen & Role Access

No	Screen / Menu	Deskripsi Utama	Role Akses	Arah Navigasi (From → To)
1	Dashboard (OJT Overview)	Tampilan awal overview batch & KPI	Manager, Coordinator	→ Batches, → Reports
2	OJT Batches	List program OJT, status, mentor, kuota, tanggal	Manager, Coordinator	→ Batch Form → Participants / Agenda / Assignments / Certificates
3	OJT Batch Form	Detail program OJT & pengaturan rule sertifikat	Manager, Coordinator	→ Participants, → Event/Agenda, → Assignments, → Certificates
4	OJT Participants	Daftar peserta & progress per batch	Manager, Coordinator, Trainer, Mentor	→ Participant Form → Assignments / Attendance / Certificate
5	Participant Form	Detail peserta: identitas, progress, nilai, attendance	Manager, Trainer, Mentor, Portal (Read Own)	← Batch / → Assignments / Attendance / Certificate
6	OJT Agenda / Events	Jadwal kegiatan OJT (terhubung ke event.event)	Manager, Coordinator, Trainer	← Batch / → Attendance / Assignments
7	OJT Event Form	Detail event (tanggal, mentor, meeting link, mandatory flag)	Manager, Trainer	→ Attendance (auto generate)

8	OJT Assignment List	Daftar tugas seluruh batch	Manager, Trainer, Mentor	← Batch / → Assignment Form / → Submissions
9	OJT Assignment Form	Detail tugas: instruksi, deadline, max score	Manager, Trainer	→ Submissions (view all), → Scoring
10	OJT Assignment Submission	Hasil pengumpulan peserta	Manager, Trainer, Mentor, Portal (Create Own)	← Assignment / → Feedback
11	OJT Attendance	Kehadiran peserta per event	Manager, Trainer	← Event / → Participant
12	OJT Certificate	Sertifikat peserta (issued, draft)	Manager, Coordinator	← Batch / → Certificate Report / Verify Page
13	Generate Certificate Wizard	Popup wizard untuk generate e-Certificate	Manager, Coordinator	← Batch → Certificate
14	Mentor Evaluation	Penilaian mentor terhadap peserta	Mentor, Manager	← Participant / Batch
15	Reports Dashboard	Statistik & grafik (attendance, score, certificate)	Manager, Coordinator	← Dashboard / Batch
16	Portal – My OJT Dashboard	Portal peserta: jadwal, tugas, progress, sertifikat	Portal User (Participant)	→ Assignments, → Attendance, → Certificate
17	Public Page – Certificate Verification	Verifikasi e-Certificate via kode/token	Public	Input serial → Result Page

3 Role-Based Navigation Summary

Role	Utama Navigasi	Akses Tambahan
Manager / Coordinator	Batches → Participants → Events → Assignments → Certificates → Reports	Generate Certificate, Approve Attendance
Trainer	Assignments → Submissions → Attendance	Scoring, Feedback
Mentor	Mentor Evaluation → Participant	Give Score, Comments

Participant (Portal)	My OJT → Assignments → Attendance → Certificate	Upload tugas, lihat progress
Public	Certificate Verify	Hanya akses hasil verifikasi

4 Rekomendasi Tampilan UI (untuk Figma/Frontend Team)

Komponen	Desain Direkomendasikan
Batch Kanban Card	Tampilkan: Nama, Periode, Progress bar (%), jumlah peserta, status warna
Participant Dashboard	Layout: 2 kolom (Left: personal info + score, Right: agenda + tugas)
Assignment List	Warna deadline merah bila overdue, status chip (Submitted/Scored)
Attendance Table	Gunakan icon hadir/lambat/tidak hadir dengan warna hijau/kuning/merah
Certificate List	Icon PDF download + status label (Issued/Revoked)
Public Verify Page	Simple white background + hasil validasi (green = valid, red = invalid)