



PTRI DASHBOARD TUTORIAL

- SETTING PASSWORD & LOGIN

1.

[PTRI DASHBOARD] Your username and password info

 admin-dashboard
Wed 12/6/2017, 9:08 AM
You; 

Be careful. This message looks like a phishing scam. [Learn more about phishing](#)

Username: faritno

To set your password, visit the following address:

<<http://10.12.0.223/dashboard/wp-login.php?action=rp&key=dRxx9j7mZFLb9nultSjA&login=faritno>>

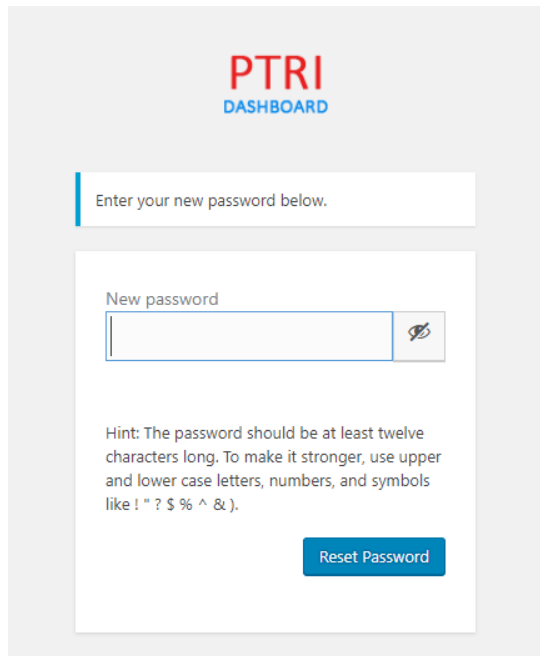
<http://10.12.0.223/dashboard/wp-login.php>

1

2

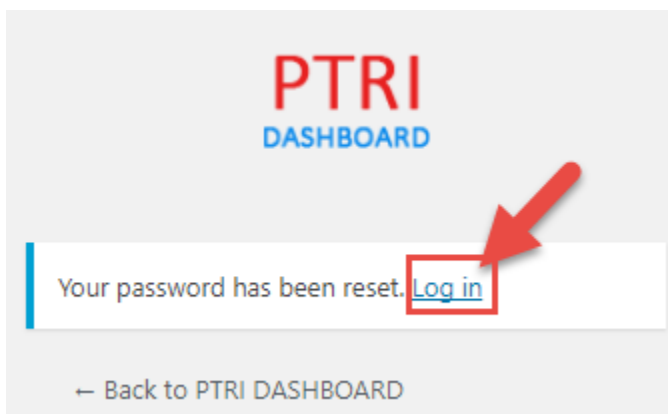
Klik link 1 untuk setting password

2. Masukan



The image shows the PTRI DASHBOARD password reset interface. At the top, the logo 'PTRI DASHBOARD' is displayed. Below it, a message says 'Enter your new password below.' There is a text input field labeled 'New password' with a password strength icon to its right. Below the input field, a hint states: 'Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).' At the bottom of the form is a blue button labeled 'Reset Password'.

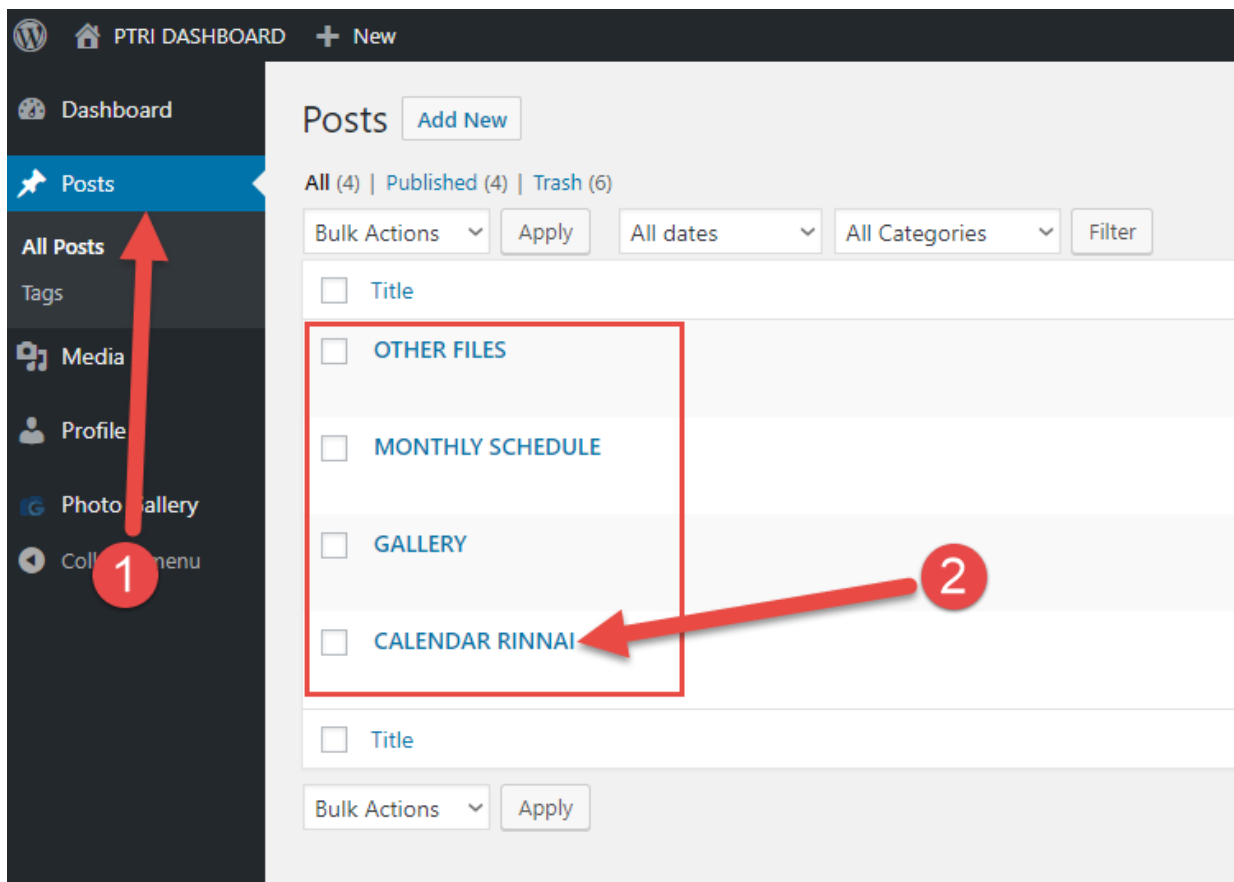
3. Setelah password sudah dibuat, lalu klik log in untuk masuk ke menu admin



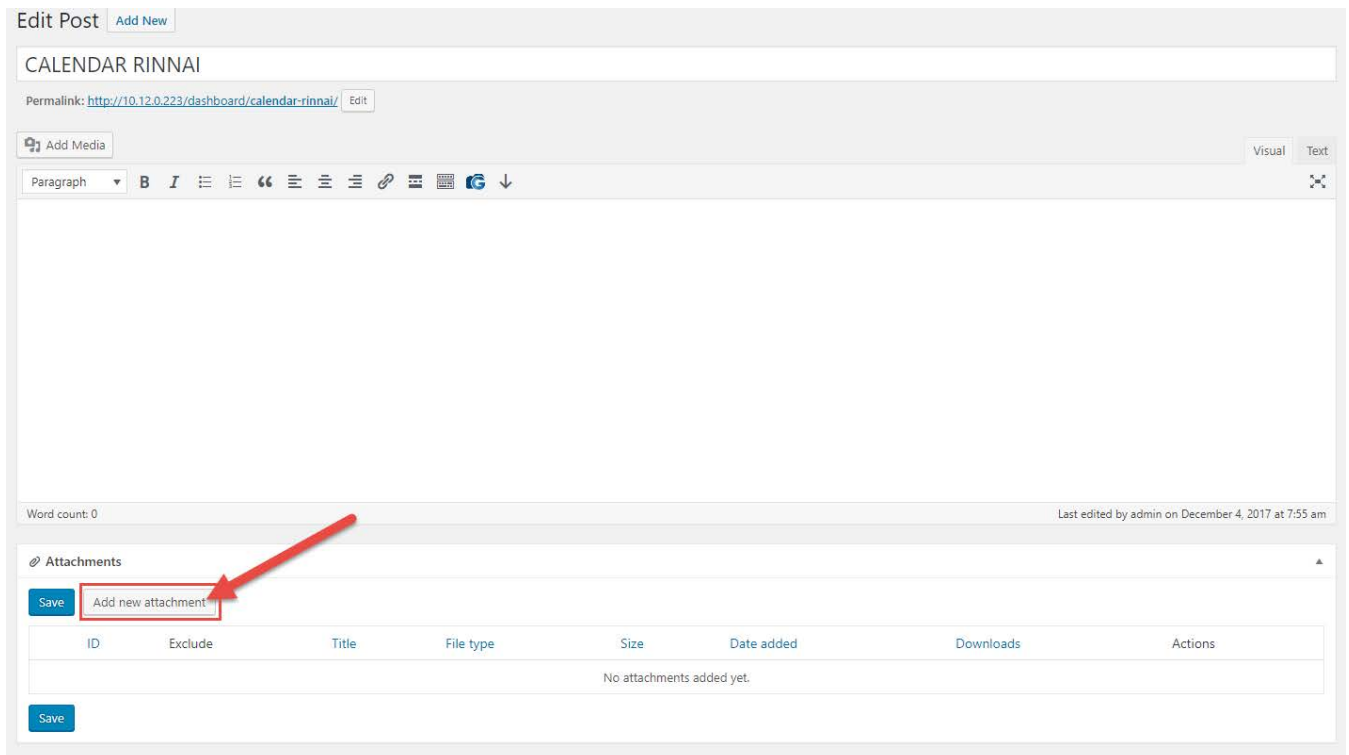
The image shows the PTRI DASHBOARD login screen. At the top, the logo 'PTRI DASHBOARD' is displayed. Below it, a message says 'Your password has been reset. [Log in](#)'. A red arrow points to the 'Log in' link. At the bottom, there is a link that says '← Back to PTRI DASHBOARD'.

- MENAMBAHKAN FILE

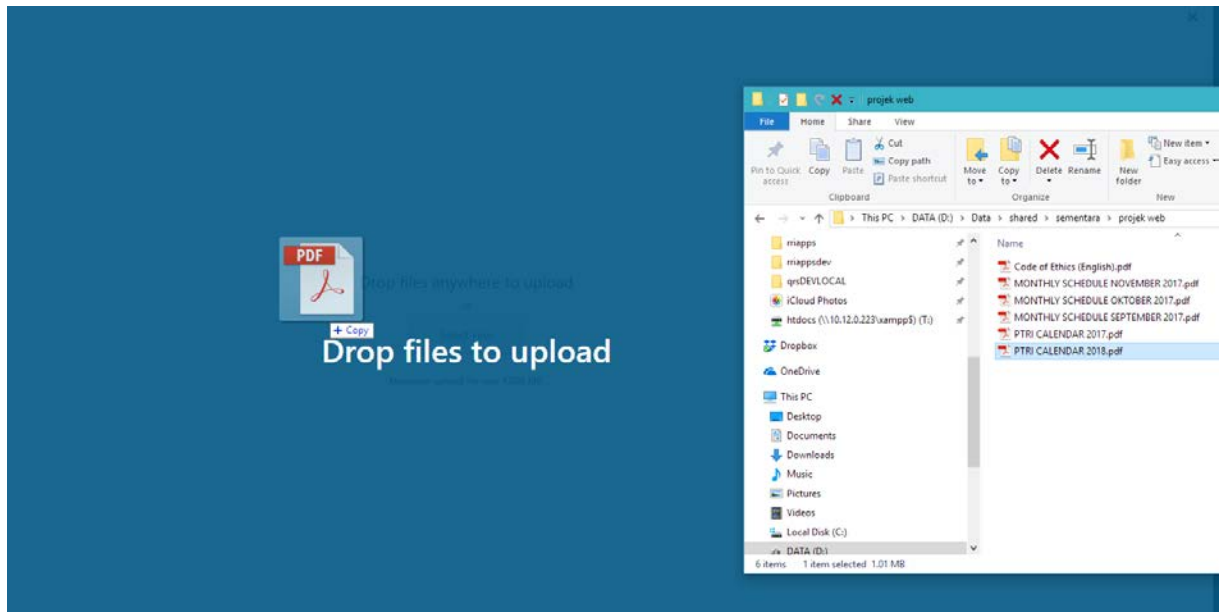
1. Setelah masuk ke menu admin, pilih POST dan pilih yang post mana yang akan ditambahkan filenya.
Contoh disini akan menambahkan calender tahunan rinnai



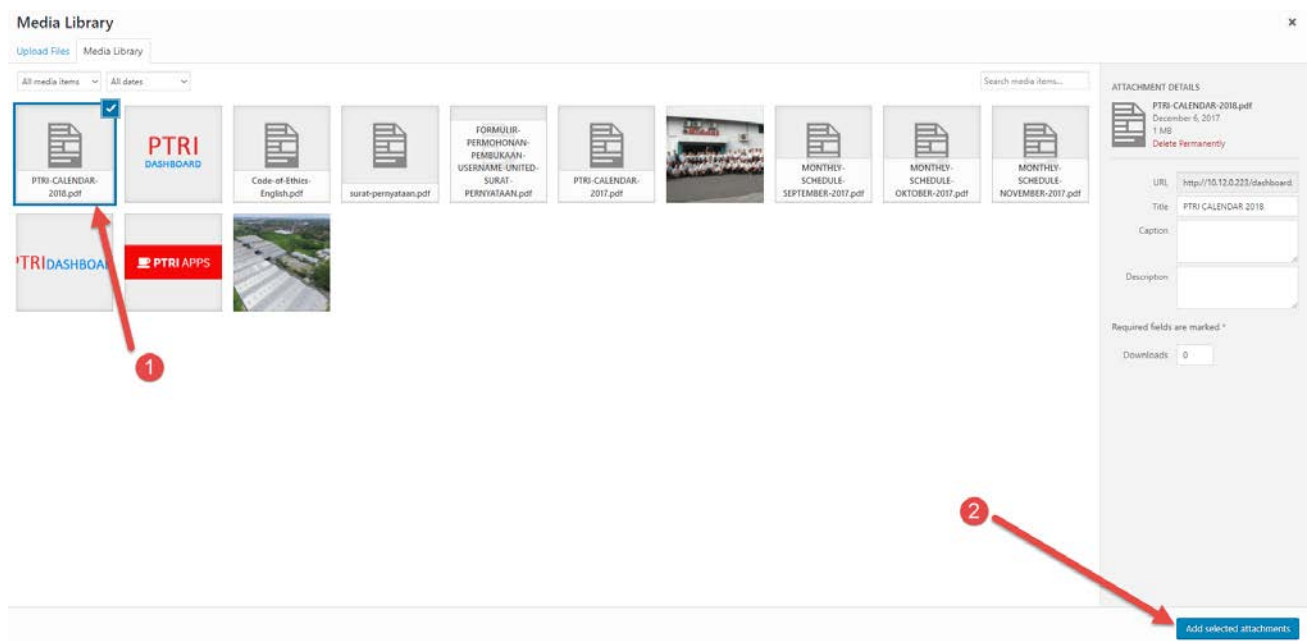
2. Klik add new attchment



3. Tarik dan arahkan file yang akan diupload atau pilih select file



4. Jika selesai upload, pastikan file yang akan dimasukan sudah di tandai (select) lalu klik add selected attachment



5. Setelah itu pastikan attachment yang dipilih sudah ada di list attachment, setelah itu klik update

The screenshot shows the WordPress 'Edit Post' interface for a post titled 'CALENDAR RINNAI'. The post is currently published. The 'Attachments' section at the bottom displays a table with one attachment:

ID	Exclude	Title	File type	Size	Date added	Downloads	Actions
236	<input type="checkbox"/>	PTRU CALENDAR 2018	pdf	1 MB	December 6, 2017 3:31 am	0	

A red box highlights the first row of the 'Attachments' table, and a red arrow points to it with a circled '1'. Another red arrow points to the 'Update' button in the 'Publish' section with a circled '2'.

6. Selesai.