



USER MANUAL



# I-CONSYS

MULAI PRESENTASI

# I. LOGIN

- Akses Website I-consys.
- Login ke akun yang sudah terdaftar.

**WELCOME!!**

LOG-IN YOUR ACCOUNT FIRST

Your Email

Your Password

keep me logged in

**LOGIN**

[Forgot password?](#)

[don't have an account? sign up](#)

# II. CREATE USER

The image displays two screenshots of a web application interface for managing users. The left screenshot shows the 'Data User' page, which lists existing users with columns for Name and Role, along with edit, change, and delete actions. The right screenshot shows the 'Create User' page, where new user information is being entered into fields for Name, Username, Jabatan, Role, Email, and Password.

**Data User**

Nama	Role	Actions
Admin	Admin	[Edit] [Change] [Delete]
Operation Support	Operation Support	[Edit] [Change] [Delete]
Approver	Approver	[Edit] [Change] [Delete]
Sales	Sales	[Edit] [Change] [Delete]

Showing 1 to 4 of 4 entries

**Create User**

Nama	Username
Jabatan	Role
Email	Password

**User / Create**

- Klik tombol “Create” untuk menambah user.

- Isi data pada semua kolom
- lalu klik tombol “Tambah Data!”.

# III. CREATE RUANG LINGKUP

The screenshot shows the 'Category Ruang Lingkup' list page. The left sidebar has 'Category' selected. The main area displays a table with two entries:

No	Category Ruang Lingkup	Action	Status
1	Halal	<input checked="" type="button"/> Edit <input type="button"/> Delete	Active
2	Non Halal	<input checked="" type="button"/> Edit <input type="button"/> Delete	Active

Buttons at the top right include 'Create' and 'Search...'. The status bar at the bottom says 'Showing 1 to 2 of 2 entries'.

The screenshot shows the 'Create Category Ruang Lingkup' form page. The left sidebar has 'Category' selected. The main area has fields for 'Category Ruang Lingkup' (empty), 'Status' (set to 'Active'), and 'Create' and 'Cancel' buttons.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom • lalu klik tombol “Tambah Data!”.

# IV. CREATE LINGKUP KOMPETENSI

The image displays two screenshots of the I-Consys application interface. The left screenshot shows the 'Category Lingkup Kompetensi' list page, which includes a table with columns for No., Category Lingkup Kompetensi, Action, and Status. The table contains 9 rows of data. The right screenshot shows the 'Create Category Lingkup Kompetensi' form, which has fields for Category Lingkup Kompetensi and Status.

No	Category Lingkup Kompetensi	Action	Status
1	Sertifikasi Halal	[Edit] [Delete]	Active
2	Analisa Dokumen & Titik Kritis Bahan	[Edit] [Delete]	Active
3	Registrasi SHLN	[Edit] [Delete]	Active
4	Akkreditasi HCB	[Edit] [Delete]	Active
5	OSS Registration	[Edit] [Delete]	Active
6	HACCP	[Edit] [Delete]	Active
7	CPPOB/GMP	[Edit] [Delete]	Active
8	ISO 22000	[Edit] [Delete]	Active
9	ISO 9001:2015	[Edit] [Delete]	Active

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom • lalu klik tombol “Tambah Data!“.

# V. CREATE JENIS INDUSTRI

The image displays two screenshots of the I-Consys application interface. The left screenshot shows the 'Category Jenis Industri' list page, which includes a table with columns for No, Category Lingkup Kompetensi, Action, and Status. The table contains nine rows of data. The right screenshot shows the 'Create Jenis Industri' form, which has fields for Category Lingkup Kompetensi and status.

**Category Jenis Industri**

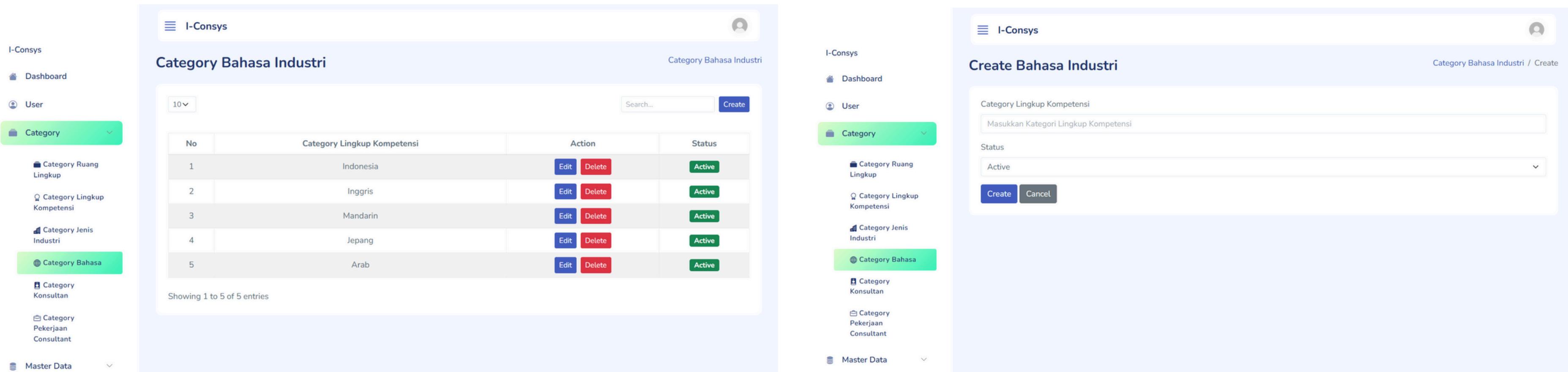
No	Category Lingkup Kompetensi	Action	Status
1	Makanan & Minuman	[Edit] [Delete]	Active
2	Obat	[Edit] [Delete]	Active
3	Kosmetik	[Edit] [Delete]	Active
4	Barang Gunaan & Kemasan	[Edit] [Delete]	Active
5	RPH/RPA	[Edit] [Delete]	Active
6	Logistik	[Edit] [Delete]	Active
7	Flavor & Fragrance	[Edit] [Delete]	Active
8	Rekayasa Genetik	[Edit] [Delete]	Active
9	Vaksin	[Edit] [Delete]	Active

**Create Jenis Industri**

Category Lingkup Kompetensi:   
status:

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# VI. CREATE BAHASA INDUSTRI



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Category Bahasa Industri

No	Category Lingkup Kompetensi	Action	Status
1	Indonesia	Edit Delete	Active
2	Inggris	Edit Delete	Active
3	Mandarin	Edit Delete	Active
4	Jepang	Edit Delete	Active
5	Arab	Edit Delete	Active

Showing 1 to 5 of 5 entries

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Create Bahasa Industri

Category Lingkup Kompetensi  
Masukkan Kategori Lingkup Kompetensi

Status  
Active

Create Cancel

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# VII. CREATE KATEGORI CONSULTANT

The image displays two screenshots of the I-Consys web application. The left screenshot shows the 'Category Konsultan' list page, which includes a table with columns: No, Category Konsultan, Kriteria, Harga per Mandays, Action, and Status. The table contains three entries: Konsultan Muda (Kriteria A, Harga 100), Konsultan Madya (Kriteria B, Harga 200), and Konsultan Utama (Kriteria C, Harga 300). The right screenshot shows the 'Create Category Konsultan' form, which has fields for Category Konsultan, Kriteria, Harga per Mandays, and Status, all currently set to their initial values.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# IX. CREATE PEKERJAAN CONSULTANT

The screenshots illustrate the 'Category Pekerjaan Consulting' section of the I-Consys application. The left screenshot shows the list of categories with columns for No, Kode Template, Category Ruang Lingkup, Category Lingkup Pekerjaan, Category Pekerjaan Consulting, Action, and Status. The right screenshot shows the create form for adding a new category.

No	Kode Template	Category Ruang Lingkup	Category Lingkup Pekerjaan	Category Pekerjaan Consulting	Action	Status
1	Halal 01	Halal	Sertifikasi Halal	1. Pekerjaan Konsulting 1 2. Pekerjaan Konsulting 2	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">+ Add</a>	Active
2	Halal 02	Non Halal	FSSC	1. Pekerjaan 3 2. Pekerjaan 4	<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">+ Add</a>	Active

- Klik tombol “Create” untuk masuk ke halaman tambah data.

- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# X. CREATE JUKLAK CONSULTANT

The image displays two screenshots of the I-Consys software interface. The left screenshot shows the 'Juklak Consulting' list page, which includes a table with columns: No, Kategori Ruang Lingkup, Judul Juklak, Upload Juklak, Kode Revisi, Tanggal Berlaku, Action, and Status. There is one entry: '1 Halal' with 'Audit Halal Internal' as the Judul Juklak, 'View PDF' as the Upload Juklak, '0' as the Kode Revisi, '13 November 2024' as the Tanggal Berlaku, and buttons for Edit, Delete, History, and Active. The right screenshot shows the 'Create Juklak Consulting' form with fields for Kategori Ruang Lingkup (set to 'Halal'), Judul Juklak (empty), Upload Juklak (Choose File, No file chosen), Kode Revisi (empty), Tanggal Berlaku (dd/mm/yyyy), and Status (Active). There are 'Create' and 'Cancel' buttons at the bottom.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Bisa view file yang di upload dengan cara klik tombol “View PDF”
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# XI. CREATE TOOLS CONSULTANT

The image displays two screenshots of the I-Consys application interface. The left screenshot shows the 'Tools Consultant' list page, which includes a table with columns: No, Kategori Ruang Lingkup, Nama Tools, Upload Dokumen Tools, Kode Revisi, Tanggal Berlaku, Action, and Status. The table contains five entries. The right screenshot shows the 'Create Tools Consultant' form, which includes fields for Kategori Ruang Lingkup (set to Halal), Nama Tools, Upload Dokumen Tools (choose file), Kode Revisi, Tgl Berlaku (dd/mm/yyyy), and Status (Active). There are 'Create' and 'Cancel' buttons at the bottom.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Bisa view file yang di upload dengan cara klik tombol “View”
- Isi data pada semua kolom
- lalu klik tombol “Tambah Data!”.

# XII. CREATE CONSULTANT

The image displays two screenshots of the I-Consys software interface. The left screenshot shows the 'Consultant' list page, which includes columns for No, Nama Konsultan, Kategori Konsultan, Ruang Lingkup Kompetensi, Detail Kompetensi, Jenis Industri yang ditangani, Kompetensi Bahasa, Action, and Status. The right screenshot shows the 'Create Consultant' form, which includes fields for Nama Konsultan, Kategori Konsultan, Ruang Lingkup Kompetensi, and Detail Kompetensi.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- lalu klik tombol “Tambah Data!“.

# XIII. CREATE FORM QC

The screenshots illustrate the 'Data Form QC' module in the I-Consys application. The left screenshot shows the list view with two entries: 'Halal 01' and 'Halal 02'. The right screenshot shows the 'Create' view for adding a new entry, with the 'Kode Template' field set to 'Halal 01'. The 'Category Ruang Lingkup' field is 'Halal', 'Category Lingkup Pekerjaan' is 'Sertifikasi Halal', 'Category Pekerjaan Consulting' contains '1. Pekerjaan Konsulting 1' and '2. Pekerjaan Konsulting 2', and 'Detail Pekerjaan' contains '1. Pekerjaan 1', '2. Pekerjaan 3', '3. Detail 3', and '4. Detail 4'. Both screenshots have 'Master Data' selected in the sidebar.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# XIV. CREATE PROJECT

The image displays two screenshots of the I-Consys application interface, specifically focusing on the Project Management module.

**Left Screenshot: Data Project**

This screenshot shows the 'Data Project' page. The sidebar on the left includes 'Dashboard', 'User', 'Category', 'Master Data', and 'Project Management' (which is currently selected). The main area displays a table with one entry:

No	Nama Perusahaan/Klien	Periode Rencana Pekerjaan	Periode Aktual Pekerjaan	Jenis Ruang Lingkup Pekerjaan	Tim Consultant	Action
1	ABC	13 November 2024	13 November 2025	Halal	Rizki Hasan	<button>Edit</button> <button>Delete</button>

**Right Screenshot: Create Data Project**

This screenshot shows the 'Create Data Project' page. The sidebar on the left is identical to the left screenshot. The main area contains form fields for creating a new project:

- Nama project
- Nama Perusahaan/Klien
- Periode Rencana Pekerjaan (dd/mm/yyyy)
- Periode Aktual Pekerjaan (dd/mm/yyyy)
- Jenis Ruang Lingkup Pekerjaan (Halal)
- Nama Consultant (Rizki Hasan)

At the bottom are 'Create' and 'Cancel' buttons.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# XV. AVAILABILITY CONSULTANT

The image displays two screenshots of the I-Consys application interface, specifically focusing on the 'Availability Consultant' module.

**Left Screenshot: Data Project**

This screenshot shows the 'Data Project' page. The sidebar on the left includes 'Dashboard', 'User', 'Category', 'Master Data', and 'Project Management' (which is expanded, showing 'Database Project', 'Availability Consultant', 'Surat Tugas Consultant', and 'Data Bant Client'). The main area shows a table with one entry:

No	Nama Perusahaan/Klien	Periode Rencana Pekerjaan	Periode Aktual Pekerjaan	Jenis Ruang Lingkup Pekerjaan	Tim Consultant	Action
1	ABC	13 November 2024	13 November 2025	Halal	Rizki Hasan	<button>Edit</button> <button>Delete</button>

**Right Screenshot: Create Data Project**

This screenshot shows the 'Create Data Project' page. The sidebar is identical to the left. The main area contains form fields for creating a new project:

- Nama project
- Nama Perusahaan/Klien
- Periode Rencana Pekerjaan (dd/mm/yyyy)
- Periode Aktual Pekerjaan (dd/mm/yyyy)
- Jenis Ruang Lingkup Pekerjaan (Halal)
- Nama Consultant (Rizki Hasan)

At the bottom are 'Create' and 'Cancel' buttons.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.

# XVI. CREATE SURAT TUGAS

The screenshot displays the I-Consys application interface. On the left, a sidebar menu includes options like Dashboard, User, Category, Master Data, Project Management (which is selected), Database Project, Availability Consultant, Surat Tugas Consultant (highlighted in green), and Data Bant Client. The main content area shows a table titled "Surat Tugas Consultant" with one entry: Nomor Surat Tugas (001/ST/IHATEC/11/2024), Nama Perusahaan/Klien (ABC), Alamat Perusahaan (Bogor), Alamat Fasilitas (Bogor), Total Mandays (20 Hari), Kode Revisi (0), Action (View, Detail, Edit, Delete, History, Waiting approval), and Status (Waiting approval). A search bar and a "Create" button are also present. To the right, a modal window titled "Input Konsultan" is open, prompting for consultant details: Nama Konsultan (Pilih), Kategori Konsultan (empty), Jumlah Mandays (empty), Fasilitas (empty), Ruang Lingkup (Pilih), and Detail Pekerjaan (with rich text editor). At the bottom of the modal are "Add Consultant" and "Create ST" buttons.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Isi data pada semua kolom
- Jika ingin menambah konsultan bisa klik tombol “Add Consultant” setelah di klik akan muncul input kosong yang baru.
- Lalu klik tombol “Tambah Data!”.

# XVII. CREATE BAST (BERITA ACARA SERAH TERIMA)

The image displays two screenshots of the I-Consys software interface. The left screenshot shows the 'Template BAST' page, which lists a single entry: No. 1, Tipe BAST: Consultant, Bahasa Template: English, Nama Project: Penyelia Halal, Tanggal BAST: 13 November 2024. The right screenshot shows the 'Create Bast' page, where a new entry is being created. It has dropdown menus for 'Tipe BAST' (Client, Consultant, Indonesia) and a text input for 'Nama Project' (Penyelia Halal). Buttons for 'Create' and 'Cancel' are at the bottom.

- Klik tombol “Create” untuk masuk ke halaman tambah data.
- Pilih tipe BAST, input akan muncul sesuai dengan tipe yang dipilih.
- Isi data pada semua kolom
- Lalu klik tombol “Tambah Data!”.



# Terima **KASIH**

