

Digital Sign

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User Login

Dashboard

All Request List

Request Pengajuan

User Maintenance

[Home](#) > Request Pengajuan

ID Request REQ-123

Title File

Title

Description


Description

Upload File

Upload File

Due Date

/ /



Sign Document

Digital Sign

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User Login

Dashboard

All Request List

Request Pengajuan

User Maintance

[Home](#) > [Request Pengajuan](#) > Assign Signatories

Assign Signatories

<input type="checkbox"/>	Signer	Email	Approver	Action

Add

Submit

Digital Sign

Home > Request Pengajuan > Assign Signatories

Preview Document

software statistics teaching technology tips

tool tools toread travel tutorial tutorials tv

twitter typography ubuntu usability video videos

visualization web web 2.0 web design

webdev wiki windows wordpress work writing

Id_Pengajuan : 123ABC

Sign Type

Image

Manual

Adjusted By :

User 1, User 2

Approved By :

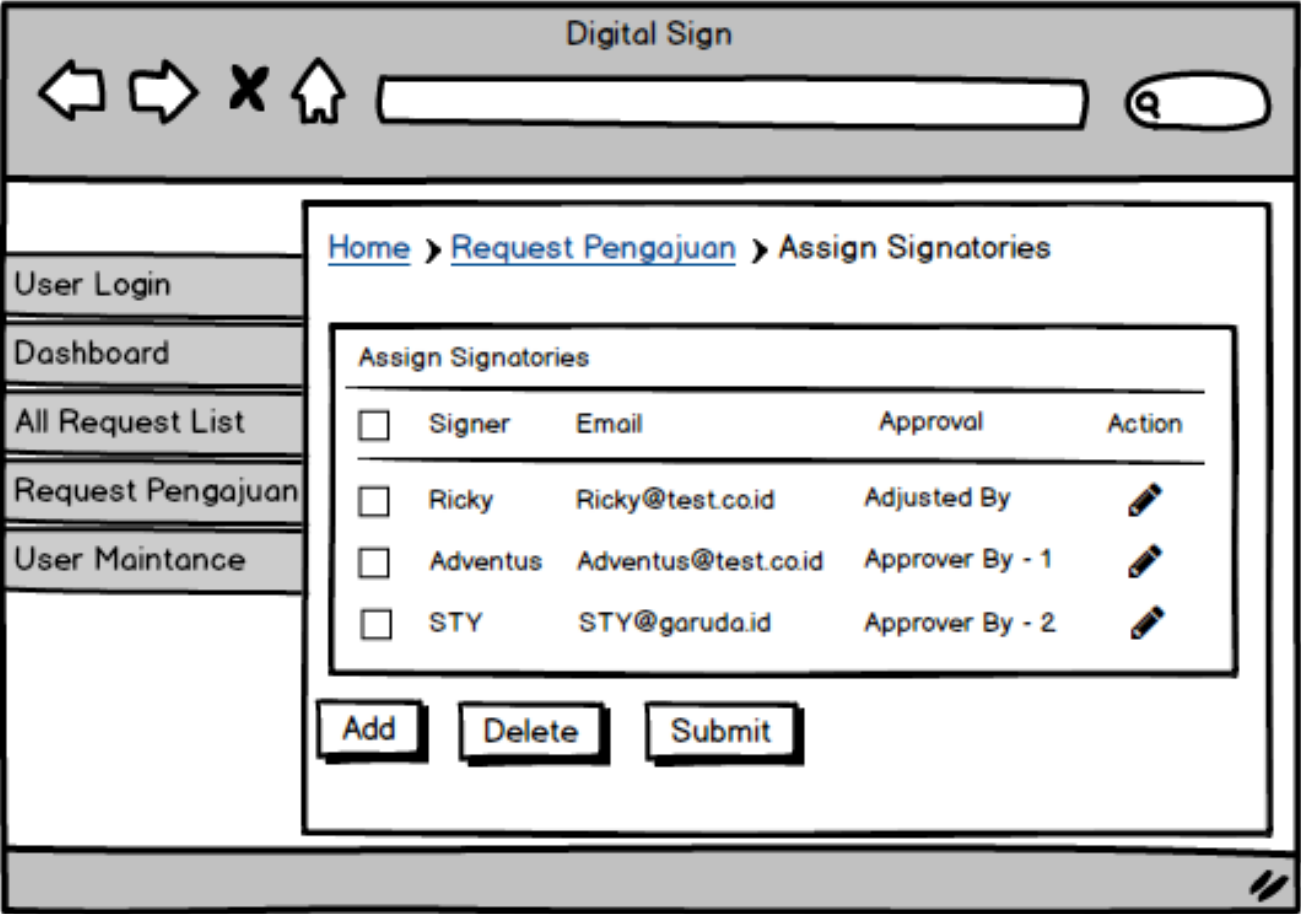
User 1, User 2

User 1

User 1

Back

Save



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User Login

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All Request List

Request Pengajuan

User Maintenance

Home > My Request Pengajuan

Upload Document PDF

3

ID Pengajuan

02 / 05 / 24

Status

Show

Id Request	Title	Document	Status	Created By	Date Craeted	
Requ -123	Pengajuan_expense	Expense.pdf	Preparing	Kresna	10 / 02 / 24	Action
REQ - 456	Pengajuan_Operational	Operational.pdf	Done	Kresna	10 / 02 / 24	Action
REQ - 678	Pengajuan_expense	Expense.pdf	Revised	Kresna	10 / 02 / 24	Action

Assign Signatories
Send Invite to Sign
Abort Document
View

Assign Signatories will be add more signatores
Send Invite to Sign will be Send email or notify the signatories
Abort Document will be delete request
View will be directed to View Detail Pengajuan Page

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User Login

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All Request List

Request Pengajuan

User Maintance

Home > My Approval Pengajuan

List Approval Dokumen

3

ID Pengajuan

02 / 05 / 24

Status

Show

Id Request	Tittle	Document	Status	Created By	Date Craeted	
Requ -123	Pengajuan_expense	Expense.pdf	Awaiting	Kresna	10 / 02 / 24	Action
REQ - 456	Pengajuan_Operational	Operational.pdf	Done	Ricky	10 / 02 / 24	Action
REQ - 678	Pengajuan_expense	Expense.pdf	Revised	Kresna	10 / 02 / 24	Action

Approve Dokumen
Reject Document
Revised Document
View

Approve Dokumen will be Directed to Approve Document Page
Reject Document will be terminated the document and Requester Must be start from 0
Revised document will be 2 option > Revised approval > Revised the signature
View will be directed to View Detail Pengajuan Approval Page

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User Login

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All Request List

Request Pengajuan

User Maintance

Home > My Approval Pengajuan

List Approval Dokumen

3

ID Pengajuan

02 / 05 / 24

Status

Show

Id Request	Tittle	Document	Status	Created By	Date Craeted	
Requ -123	Pengajuan_expense	Expense.pdf	Awaiting	Kresna	10 / 02 / 24	Action
REQ - 456	Pengajuan_Operational	Operational.pdf	Done	Ricky	10 / 02 / 24	Action
REQ - 678	Pengajuan_expense	Expense.pdf	Revised	Kresna	10 / 02 / 24	Action

Approve Dokumen

Reject Document

Revised Document

View

Approve Dokumen will be Directed to Approve Document Page

Reject Document will be terminated the document and Requester Must be start from 0

Revised document will be 2 option > Revised approval > Revised the signature

View will be directed to View Detail Pengajuan Approval Page

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User Login

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All Request List

Request Pengajuan

User Maintance

[Home](#) > Detail Pengajuan

Title Document

Pengajuan Expense

ID Request

REQ-123

Original Document

[Request Expense.pdf](#)

Generated Agreement

[Request Expense - Generated .pdf](#)

Signatures

Name	Approval	Status
Kresna	Adjusted By	Signed
Adventus	Approved By	Waiting

Audit Trail Record

Name	Activoty	Date & Time	Remarks
Adventus	1 Signed	Dec 18, 2024, 08:20 AM	-
Kresna	Requester Send Email to Sign Doc	Dec 17, 2024, 08:20 AM	Dokumen sudah OK
Kresna	Requester Upload Document	Dec 17, 2024, 08:20 AM	-

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All Request List

Request Pengajuan

User Maintance

[Home](#) > Detail Pengajuan

Title DocumentPengajuan Expense

ID RequestREQ-123

Original Document[Request Expense.pdf](#)

Generated Agreement[Request Expense - Generated .pdf](#)

Signatures

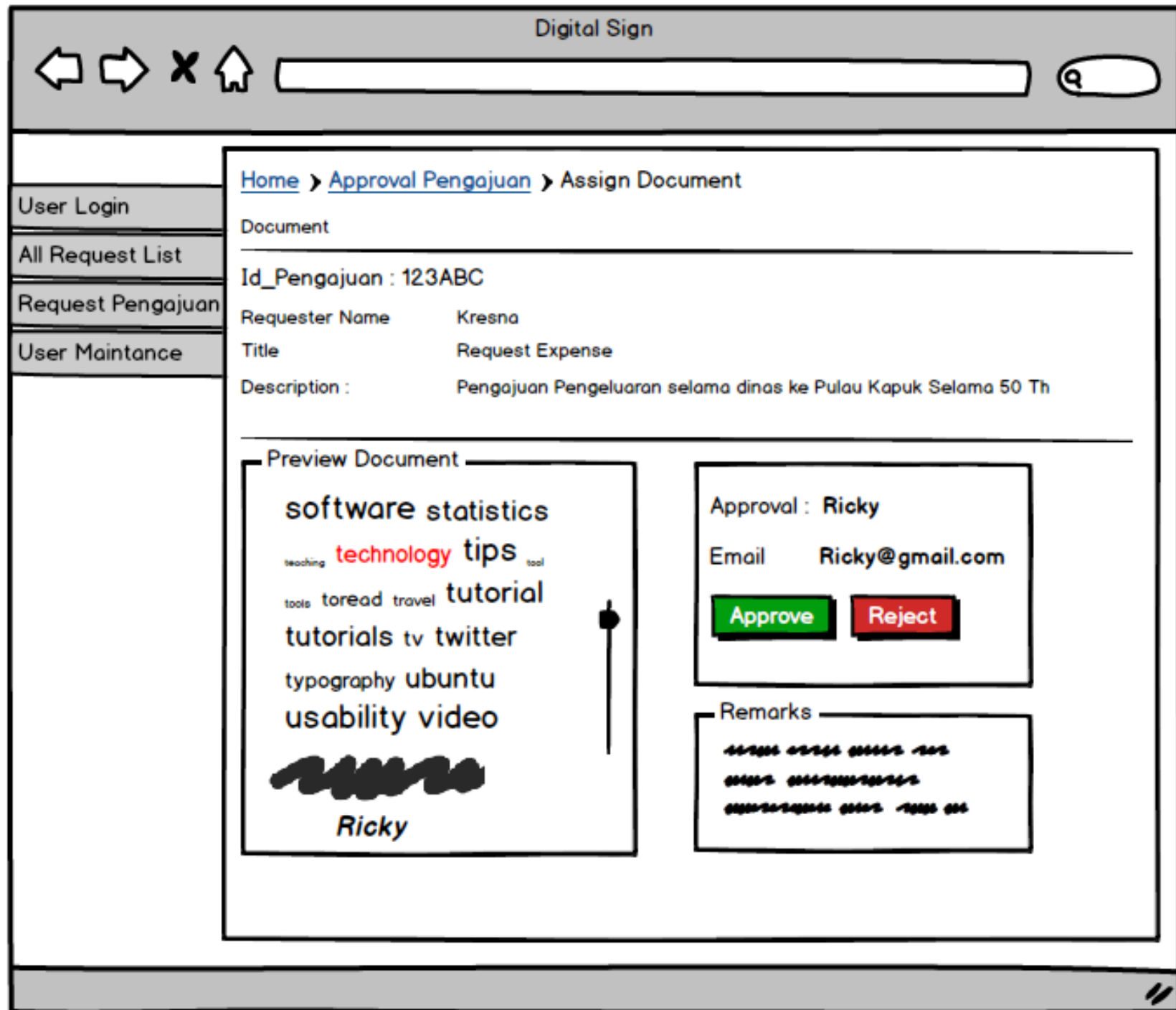
Name	Approval	Status
Kresna	Adjusted By	Signed
Adventus	Approved By	Waiting

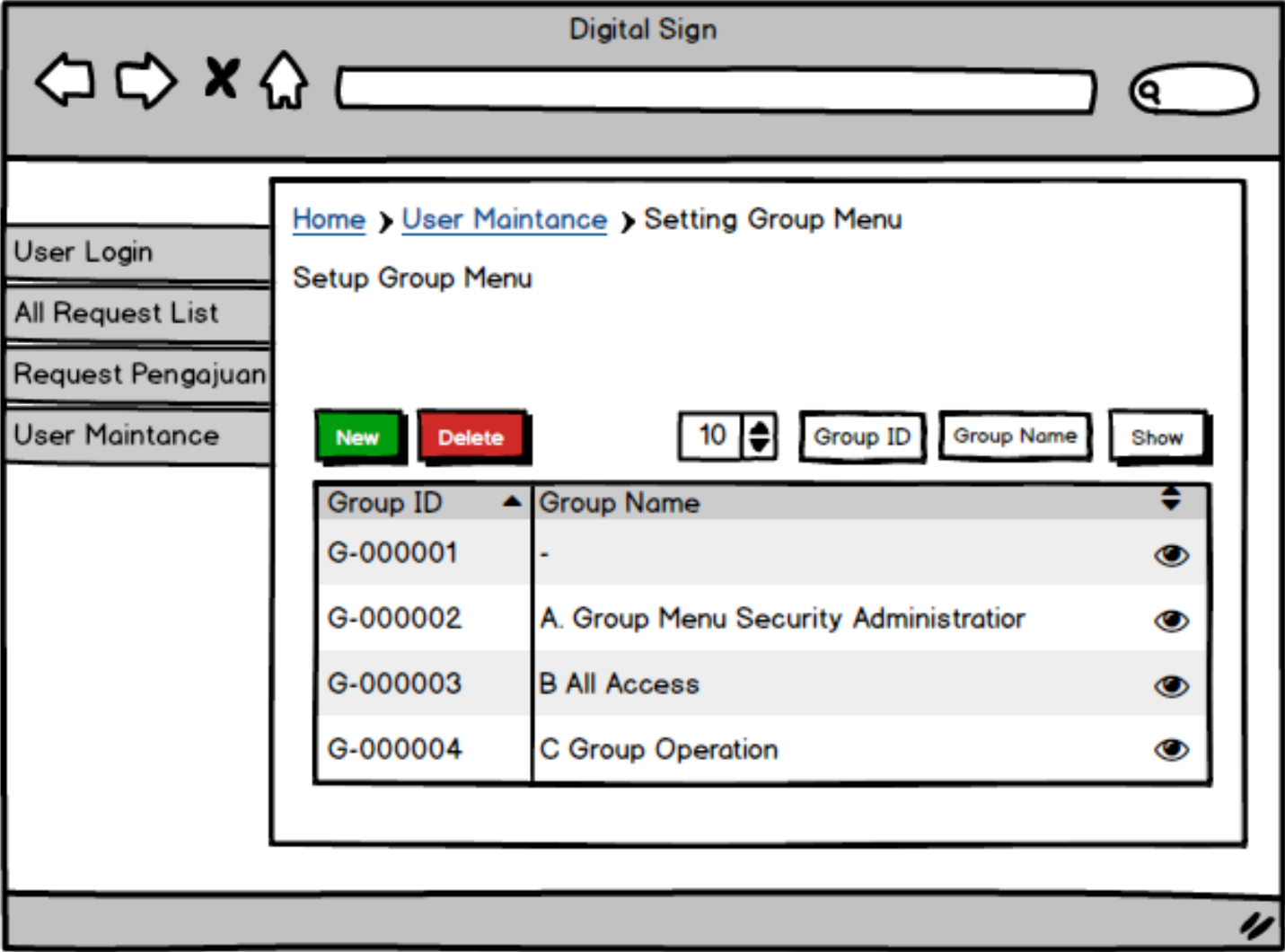
Audit Trail Record

Name	Activoty	Date & Time	Remarks
Adventus	1 Signed	Dec 18, 2024, 08:20 AM	-
Kresna	Requester Send Email to Sign Doc	Dec 17, 2024, 08:20 AM	Dokumen sudah OK
Kresna	Requester Upload Document	Dec 17, 2024, 08:20 AM	-

Back

Approve





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User Login

All Request List

Request Pengajuan

User Maintance

Home > User Maintance > Setting Group Menu

Master Menu User ID









New

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User ID

Username

Show

User ID ▲	Username ▼	Group Menu ▼	Status	Action
20000043	Ricky	Group Approval Operation	Active	 
20122103	Kresna	Group Requester Finance	Active	 
2017F224	Adventus	Group Menu Approval Finance	Active	 
2017F223	Dita	Group Menu Requester Operational	Deactive	 

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User Login

All Request List

Request Pengajuan

User Maintenance

[Home](#) > [User Maintenance](#) > Setting Group Menu

Master Menu User ID

User ID

User Id

Nama

Nama

Role / Jabatan

Jabatan ▼

Image Sign

Image (jpg/png) ✕

Group ID	Group Name
G-000001	Group Approval

+

Status user

☐ Active
☐ Deactive

Save

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User Login

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Request Pengajuan

User Maintance

[Home](#) > [Inbox](#) > Inbox Pengajuan Digital Signature

All Inbox Pengajuan

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ID Request

Title

Status

Show

Id Request	Name	Title	Status	File	Date & Time	Action
REQ-123	Adventus	Expense	Pending	Request Expense.pdf	Dec 18, 2024, 08:20 AM	
REQ-234	Kresna	Operational	Awaiting	Request Operational.pdf	Dec 17, 2024, 08:20 AM	
REQ-345	Kresna	Finance	Done - Close	Request Financial.pdf	Dec 17, 2024, 08:20 AM	

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User Login

All Request List

Request Pengajuan

User Maintance

[Home](#) > [Inbox](#) > Inbox Approval Digital Signature

All Inbox Approval Pengajuan

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ID Request

Title

Status

Show

Id Request	Name	Title	Status	File	Date & Time	Action
REQ-123	Adventus	Expense	Awaiting	Request Expense.pdf	Dec 18, 2024, 08:20 AM	
REQ-234	Kresna	Operational	Awaiting	Request Operational.pdf	Dec 17, 2024, 08:20 AM	
REQ-345	Kresna	Finance	Done - Close	Request Financial.pdf	Dec 17, 2024, 08:20 AM	

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User Login

All Request List

Request Pengajuan

User Maintance

Home > Detail Report

Title Document - Request Expense

ID RequestREQ - 123

Original DocumentRequest Expense.pdf

Generated AgreementRequest Expense - Generated .pdf

12 December 2024

Generate QR Code

Activity Log

User	Activoty	Status	Timestamp
Adventus	3 Signed	Done	Dec 18, 2024, 08:20 AM
Kresna	Requester Send Email to Sign Doc	Send Email to Signer	Dec 17, 2024, 08:20 AM
Kresna	1 Signed	Done	Dec 17, 2024, 08:20 AM
Kresna	Requester Upload Document	Send	Dec 17, 2024, 08:20 AM

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Logo

REPORT DOKUMEN

ID Request

REQ-XYZ1


Title

Request Expense

Original Document

[Request Expense.pdf](#)

Description



Tanggal

12 December 2024

Persetujuan Dokumen


Diajukan Oleh

Kresna


Dec 17, 2024, 08:20 AM

ID Approve	Nama	Group	Timestamp
APR-1	Adventus	Head Group Financial	Dec 18, 2024, 08:20 AM
APR-2	Stevanus	Head IT Support	Dec 18, 2024, 08:20 AM

Dokumen Ini Telah disetujui Oleh :



Head Group Financial



Head IT Support