

Digital Sign

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Q

User Login

Dashboard

All Request List

Request Pengajuan

User Maintance

[Home](#) > Request Pengajuan

ID Request REQ-123

Title File

Title

Description


Description

Upload File

Upload File

Due Date

/ /



Sign Document

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User Login

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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 :

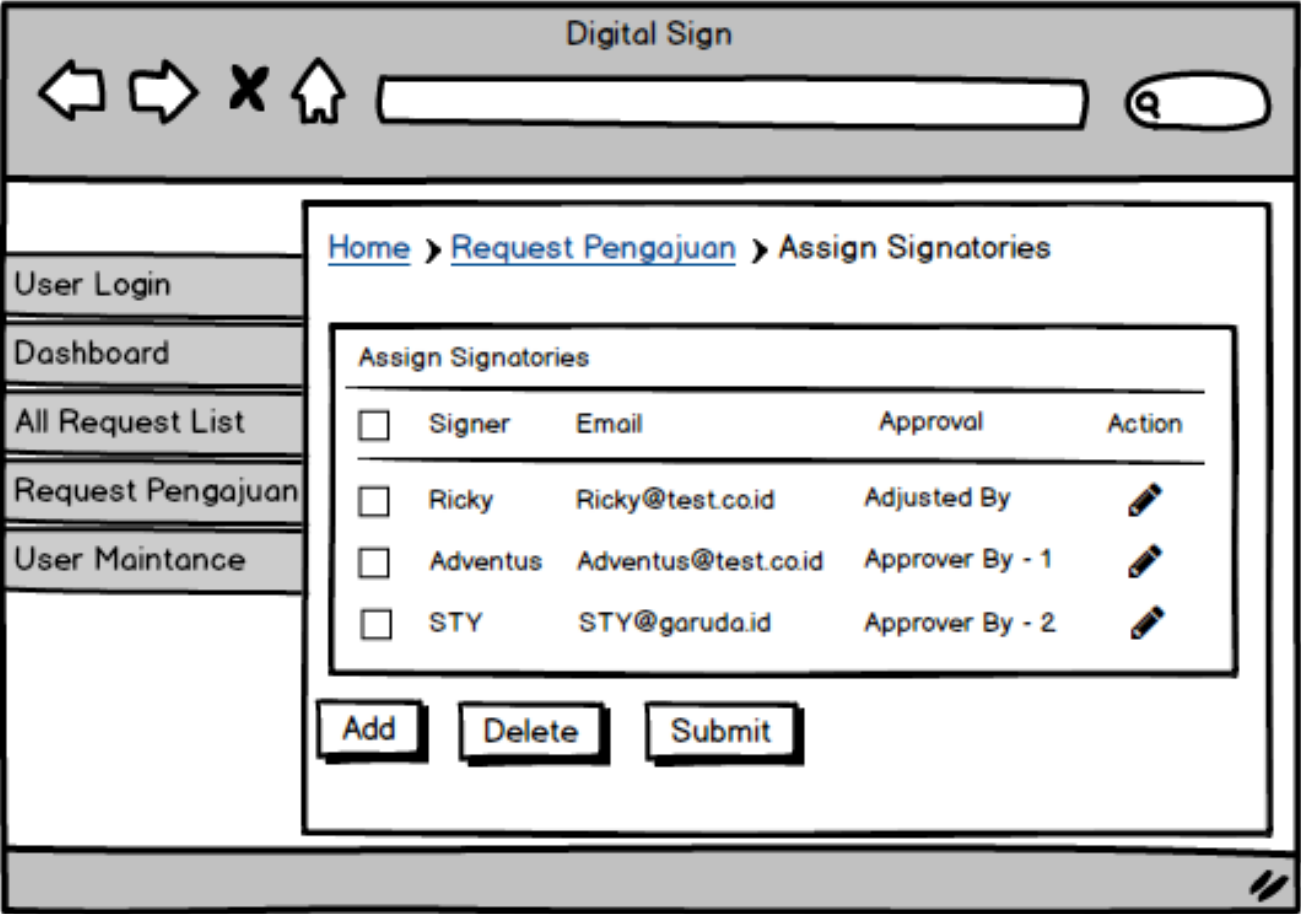
User 1, User 2

User 1

User 1

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Save



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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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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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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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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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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

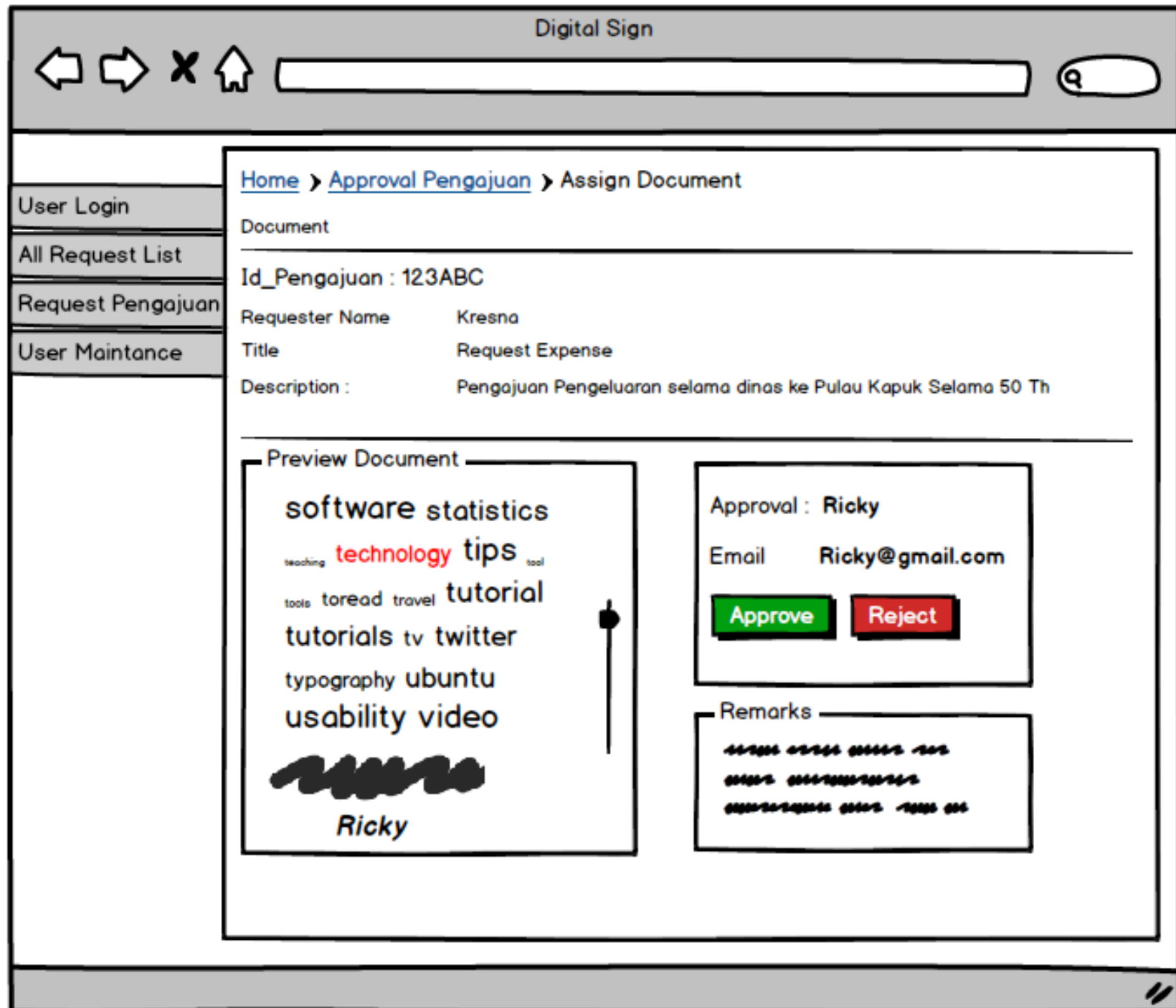
Name	Approval	Status
Kresna	Adjusted By	Signed
Adventus	Approved By	Waiting

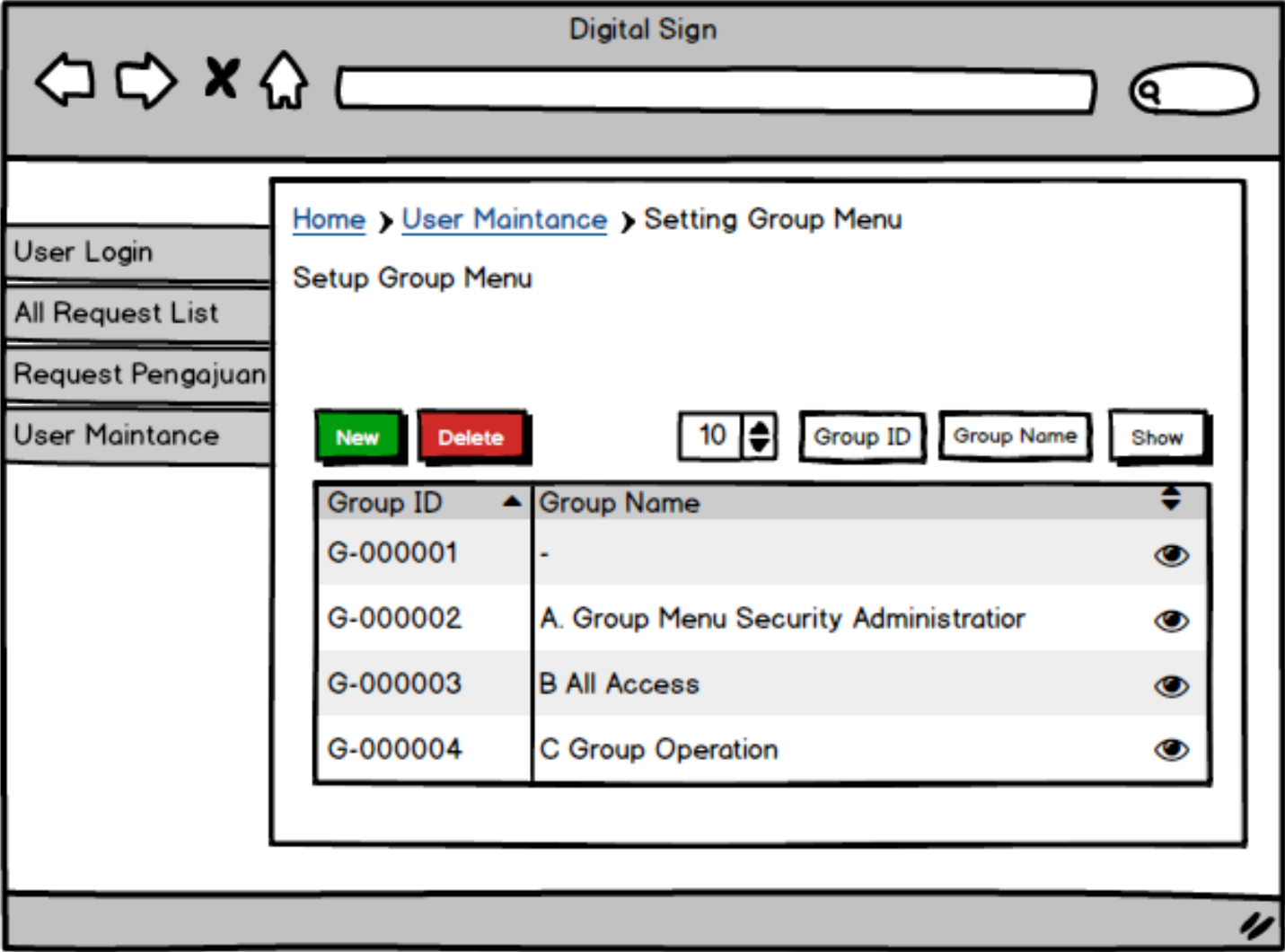
Audit Trail Record

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	-

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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

4

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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<b>User Login</b>	<a href="#">Home</a> > <a href="#">User Maintenance</a> > Setting Group Menu				
<b>All Request List</b>	Master Menu User ID				
<b>Request Pengajuan</b>	User ID <input style="width: 100%;" type="text" value="User Id"/>				
<b>User Maintenance</b>	Nama <input style="width: 100%;" type="text" value="Nama"/>				
	Role / Jabatan <input style="width: 100%;" type="text" value="Jabatan"/> ▼				
	Image Sign <input style="width: 100%;" type="text" value="Image (jpg/png)"/> ✕				
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Group ID ▲</th> <th style="width: 50%;">Group Name ▼</th> </tr> </thead> <tbody> <tr> <td>G-000001</td> <td>Group Approval</td> </tr> </tbody> </table>	Group ID ▲	Group Name ▼	G-000001	Group Approval
Group ID ▲	Group Name ▼				
G-000001	Group Approval				
	<div style="display: flex; align-items: center;"> <div>             Status user                      <input type="radio"/> Active                      <input type="radio"/> Deactive           </div> </div>				
	<input style="background-color: green; color: white; padding: 5px 15px; border: none;" type="button" value="Save"/>				

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User Login

All Request List

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	<a href="#">Request Expense.pdf</a>	Dec 18, 2024, 08:20 AM	
REQ-234	Kresna	Operational	Awaiting	<a href="#">Request Operational.pdf</a>	Dec 17, 2024, 08:20 AM	
REQ-345	Kresna	Finance	Done - Close	<a href="#">Request Financial.pdf</a>	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

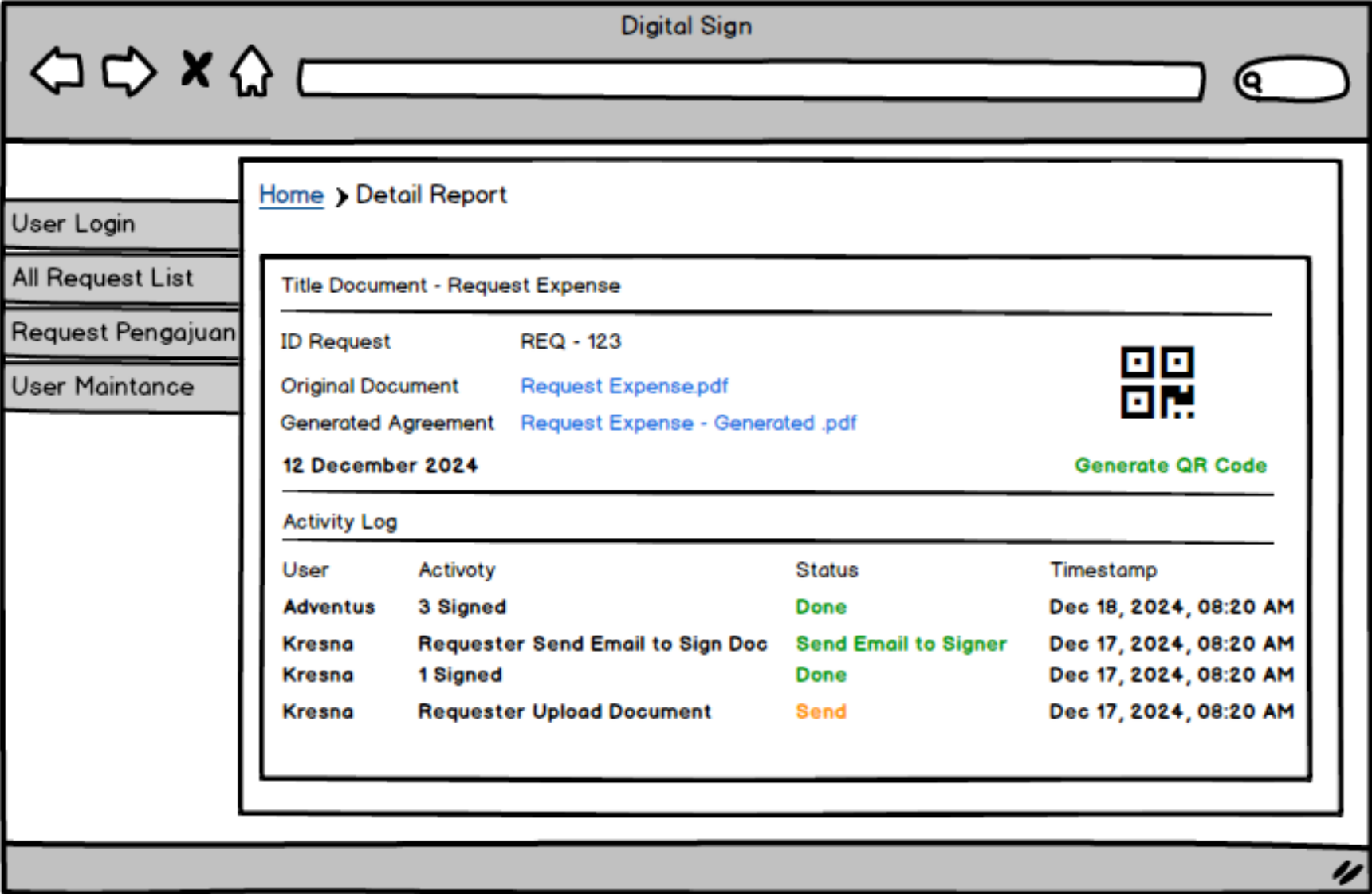
Title

Status

Show

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