

PTK ONLINE



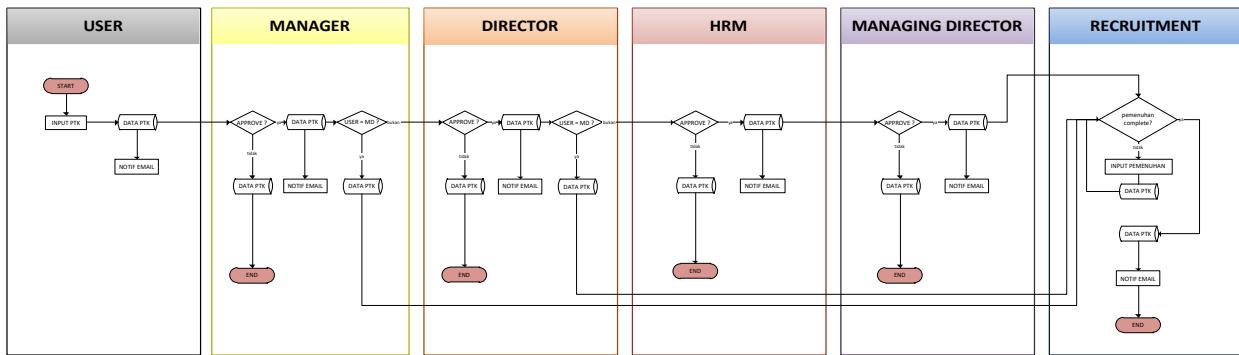
BUKU PANDUAN PROGRAM PTK ONLINE

- Juli 2022 -

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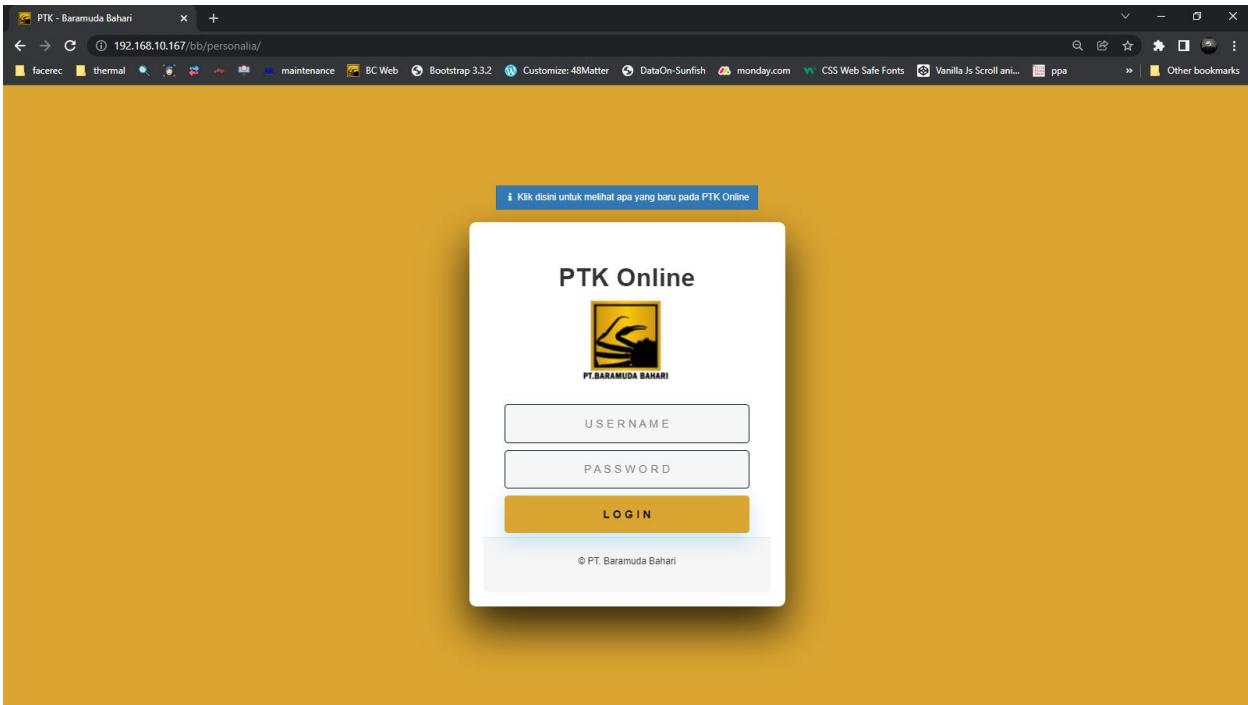
A. FLOW CHART



1. **User** menginput data PTK sesuai kebutuhan. Setelah disimpan, akan mengirimkan notifikasi email kepada Manager sesuai dengan Divisi yang bersangkutan.
 2. **Manager** melakukan proses approval, jika PTK disetujui maka akan mengirimkan notifikasi email kepada Direktur sesuai dengan Departemen yang bersangkutan. Jika Manager adalah sekaligus menjabat sebagai Managing Director, maka status PTK otomatis terapprove all (Direct Approval) dan mengirim notifikasi ke Manager, Director, Manager HRD dan Recruitment.
 3. **Director** melakukan proses approval, jika PTK disetujui maka akan mengirimkan notifikasi email kepada Manager HRD. Jika Director adalah sekaligus menjabat sebagai Managing Director, maka status PTK otomatis terapprove all (Direct Approval) dan mengirim notifikasi ke Manager, Director, Manager HRD dan Recruitment.
 4. **Manager HRD** melakukan proses approval, jika PTK disetujui maka akan mengirimkan notifikasi email kepada Managing Director.
 5. **Managing Director (MD)** melakukan proses approval, jika PTK disetujui maka akan mengirimkan notifikasi email kepada HRM-Recruitment.
 6. **HRM-Recruitment** melakukan proses pemenuhan, yaitu menginput jumlah karyawan yang diterima berdasarkan jumlah kebutuhan yang diajukan di PTK Online. Jika proses pemenuhan telah selesai, maka akan mengirim email ke Manager yang bersangkutan, menginformasikan bahwa PTK sudah complete.
 7. Jika di tiap proses approval sudah disetujui, maka status PTK Online adalah **Approved**.

8. Jika di tiap proses approval terdapat penolakan, maka status PTK Online adalah **Rejected**.
9. Ketika jumlah pemenuhan sudah sesuai dengan jumlah kebutuhan PTK, maka status PTK Online adalah **Complete**.

B. HALAMAN LOGIN



Untuk dapat menggunakan program PTK Online ini, silahkan membuka Web Browser (direkomendasikan menggunakan Google Chrome) lalu ketikkan alamat / URL : **192.168.10.167/bb/personalia** lalu tekan enter. Pada halaman login, silahkan masukan **Username** dan **Password** di kolom yang tersedia, lalu klik **Login**.

C. MENU UTAMA / DASHBOARDS

The screenshot shows a web browser window for the PTK - Baramuda Bahari application. The URL is 192.168.10.167/bb/personalia/menuutama. The header includes the application name and the IP address. The sidebar on the left has four main items: Dashboard, Master, PTK, and Report. The PTK item is currently selected and expanded, showing its sub-items: facerec, thermal, maintenance, BC Web, Bootstrap 3.3.2, Customize: 48Matter, DataOn-Sunfish, monday.com, CSS Web Safe Fonts, Vanilla JS Scroll ani..., ppa, and Other bookmarks. The user 'Robby Refta' is logged in. The main content area is titled 'Dashboards' and contains a 'Version Change Log' table. The table has columns for Option, Version, Date Changed, and Request From. It lists three entries:

Option	Version	Date Changed	Request From
	v.1.0.0	10 Dec 2021	Management
	v.2.0.0	05 Jul 2022	Management
	v.2.1.0	26 Jul 2022	Recruitment

At the bottom of the page, there is a footer note: © Copyright 2022, PT. Baramuda Bahari, v2.1.0.

Pada sisi kiri adalah **Sidebar**, berisi module-module yaitu Dashboard, Master, PTK, dan Report.

Pada sisi atas adalah **Header**, terdapat nama sesuai dengan user yang login. Disana terdapat menu Manual Book, Log Aktivitas, Config dan Log Out.

Pada sisi bawah, adalah **Footer / Catatan Kaki**, yaitu informasi tentang pembuatan dan versi dari program ini.

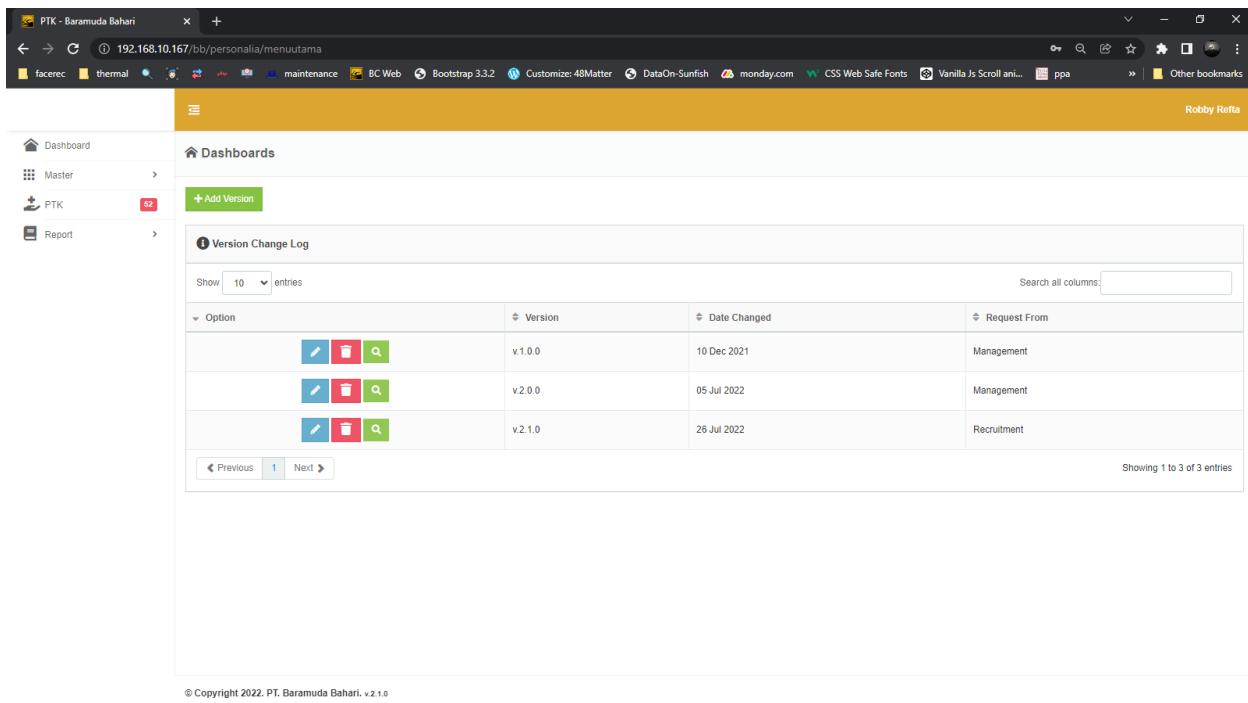
D. VERSION LOG (ADMINISTRATOR ONLY)

Pada module **Version Log**, yaitu informasi tentang perubahan / update apa saja yang dibuat oleh developer, sehingga user juga dapat mengetahui tentang perkembangan / perubahan program. Untuk akses Tambah, Edit dan Hapus hanya dapat diakses oleh Administrator selaku pihak yang melakukan perubahan program.

Add Version

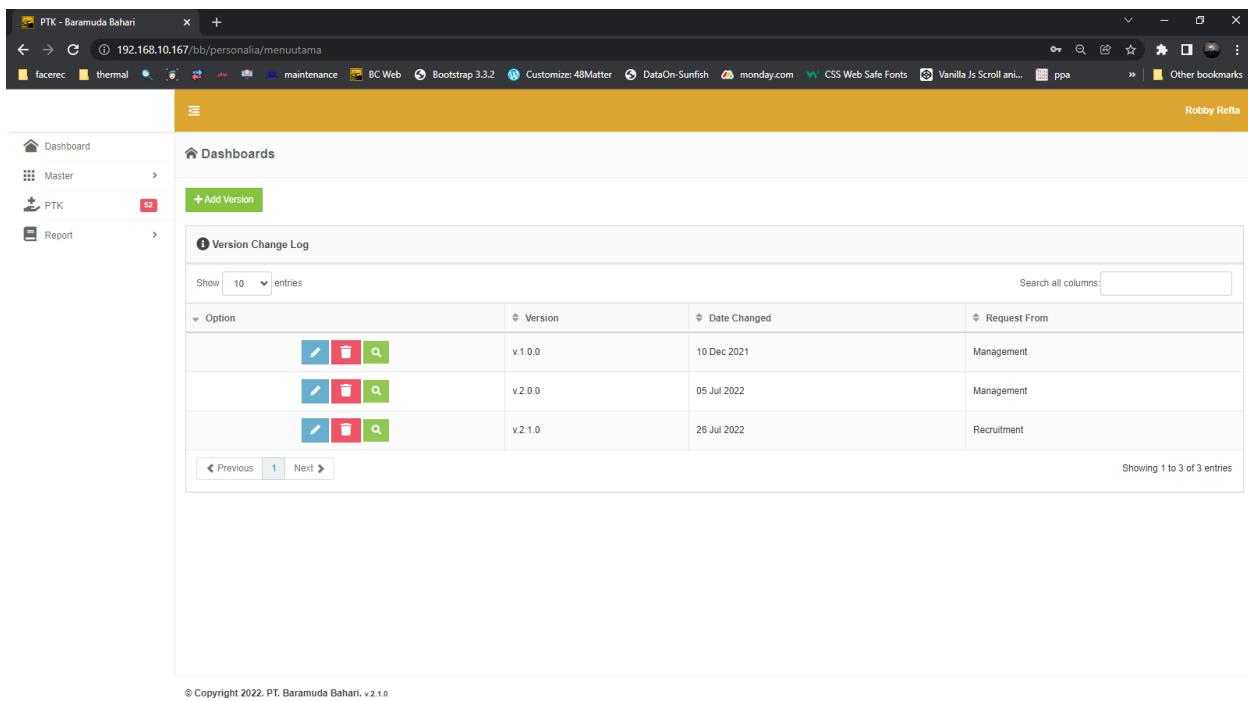
The screenshot shows a web-based application interface for managing personnel data. On the left, there is a sidebar with navigation links: Dashboard, Master, PTK (which is currently selected), and Report. Under PTK, there is a sub-menu for 'Version Change Log'. A modal window titled '+ Version Change Log' is open in the center. This modal contains fields for 'Version' (with a required asterisk), 'Date' (a date input field), 'Request By' (a text input field), and 'Update Remark' (a large text area). To the right of the modal, there is a table with three rows, each representing a log entry. The columns in the table are 'Request From' (with options 'Management' and 'Recruitment'), 'Management', and 'Recruitment'. At the bottom of the modal, there are two buttons: 'Simpan' (Save) in blue and 'Close' in red.

Klik **Simpan**, maka version yang baru saja dibuat akan terupdate menjadi footer program.



Option	Version	Date Changed	Request From
	v1.0.0	10 Dec 2021	Management
	v2.0.0	05 Jul 2022	Management
	v2.1.0	26 Jul 2022	Recruitment

Tekan tombol hijau (icon kaca pembesar) untuk melihat detail version.



Option	Version	Date Changed	Request From
	v1.0.0	10 Dec 2021	Management
	v2.0.0	05 Jul 2022	Management
	v2.1.0	26 Jul 2022	Recruitment

E. LOG AKTIVITAS

Module ini bertujuan untuk melakukan tracking tentang apa saja yang dilakukan oleh user. Dapat diakses melalui dropdown di kanan atas (nama user) lalu pilih **Log Aktivitas**.

The screenshot shows a web browser window titled "PTK - Baramuda Bahari" with the URL "192.168.10.167/bb/personalia/user_log". The page has a yellow header bar with the title "Dashboards". On the left, there is a sidebar with links: Dashboard, Master, PTK (which is highlighted with a red box), and Report. A dropdown menu for the user "Robby Refta" is open, showing options: Manual Book, Log Aktivitas (which is highlighted with a blue box), Tes Email, Config, and Log Out. The main content area displays a table titled "User Log Activity" with the following data:

Modul	Log	Deskripsi	Tanggal	User	Nama User
Login	Login	User login	2022-08-02 11:20:03	422915	Robby Refta
Logout	Logout	User logout	2022-08-02 10:25:45		
Login	Login	User login	2022-08-02 09:47:54	422915	Robby Refta
Logout	Logout	User logout	2022-08-01 15:55:52	001029	Yohanes Yoelianto
Login	Login	User login	2022-08-01 15:55:43	001029	Yohanes Yoelianto
Pemenuhan PTK	Tambah	Pemenuhan PTK-202206-0018 - 430070	2022-08-01 14:03:01	424879	Siti Aisyah
Pemenuhan PTK	Tambah	Pemenuhan PTK-202206-0020 - 430069	2022-08-01 13:55:41	424879	Siti Aisyah
Login	Login	User login	2022-08-01 13:54:41	424879	Siti Aisyah
Login	Login	User login	2022-08-01 10:59:53	424879	Siti Aisyah
Logout	Logout	User logout	2022-08-01 10:53:27	422915	Robby Refta

At the bottom of the table, there is a navigation bar with buttons for "Previous", "1", "2", "3", "4", "5", and "Next >". To the right of the table, it says "Showing 1 to 10 of 892 entries".

F. CONFIG (ADMINISTRATOR ONLY)

Pada module ini terdapat 2 fungsi, **Last PTK View** digunakan untuk mengatur seberapa lama kebelakang PTK yang ditampilkan (dalam hitungan bulan). Yang kedua adalah **Approval Reminder** yang digunakan untuk mengatur email reminder pada PTK yang belum diapprove (dalam hitungan hari). Dapat diakses melalui dropdown di kanan atas (nama user) lalu pilih **Config**. (Administrator Only).

The screenshot shows a web browser window titled "PTK - Baramuda Bahari" with the URL "192.168.10.167/bb/personalia/config". The page has a yellow header bar with the title "Config". On the left, there is a sidebar with links: Dashboard, Master, PTK (which is highlighted with a red box), and Report. A dropdown menu for the user "Robby Refta" is open, showing options: Manual Book, Log Aktivitas, Tes Email, Config (which is highlighted with a blue box), and Log Out. The main content area displays two input fields: "Last PTK View (months)" with the value "12" and "Approval Reminder (days)" with the value "3". Below the inputs are "Save" and "Cancel" buttons.

G. MASTER USER

The screenshot shows a web-based application interface for managing users. The top navigation bar includes links for Dashboard, Master, PTK, and Report. The main content area is titled 'Master User' and contains a sub-section 'User List'. A green button labeled '+ Add User' is visible. The user list table has columns for Option, Username, Name, Department, Division, Access, Email, PTK View Access, and Status. The table lists ten users with their respective details.

Option	Username	Name	Department	Division	Access	Email	PTK View Access	Status
[Edit] [Delete]	426095	Abdul Cholq Idrus	IT	IT	Manager	idrus@baramudabahari.com	Departement	Aktif
[Edit] [Delete]	001034	Abdul Jallil	Production	PPIC	Manager	jallil@baramudabahari.com	Departement	Aktif
[Edit] [Delete]	admin	Administrator	IT	IT	Administrator	sysdev@baramudabahari.com	All	Aktif
[Edit] [Delete]	002016	Aisyah	FA-Customs	Accounting	Manager	aisyah@baramudabahari.com	Divisi	Aktif
[Edit] [Delete]	001051	Alif Devi Amalia	Quality	Quality Assurance / Quality Control (QA/QC)	Manager	alif@baramudabahari.com	Divisi	Aktif
[Edit] [Delete]	429995	Bruno Sarjito	IT	IT	Manager	bruno@megamarinepride.com	Departement	Aktif
[Edit] [Delete]	423619	Emmy Surjana	FA-Customs	FA	Director	emmy@baramudabahari.com	Departement	Aktif
[Edit] [Delete]	412412	Fathul Mubin	Operational	Engineering	Manager	mubin@baramudabahari.com	Divisi	Aktif
[Edit] [Delete]	hisakobb	Hisako Dewanto	IT	IT	MD	hisako@baramudabahari.com	All	Aktif
[Edit] [Delete]	383456	Itnu Cahyono	Production	Fish Production (Plant B)	Manager	itnu@baramudabahari.com	Divisi	Aktif

Di module ini, menampilkan data siapa saja user yang terdaftar di program ini. Setiap user memiliki Akses Module tersendiri sesuai kebutuhan user.

1. Add User

The screenshot shows the 'Add User' form. It includes fields for Username*, Password*, Employees Name*, Department*, Division*, Access*, and PTK View Access*. Below these fields is a table titled 'Module User *' which lists various modules and their corresponding access levels (Create, Read, Update, Delete).

Module	Create	Read	Update	Delete
Master User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Sub Section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Work Location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Work Experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Jam Kerja	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Master Type Salary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Isikan kolom **Username**, **Password**, **Employees Name**, **Department**, **Division**, **Access**, **Email** dan **PTK View Access** sesuai data user.

Untuk kolom **Akses** terdapat pilihan :

- a. Administrator
- b. Director
- c. Manager
- d. MD / Managing Director
- e. Recruitment
- f. View

Dan untuk kolom **PTK View Akses** terdapat pilihan :

- a. All : Dapat melihat semua PTK.
- b. Departement : Hanya dapat melihat PTK sesuai dengan Departement user tersebut.
- c. Divisi : Hanya dapat melihat PTK sesuai dengan Divisi user tersebut.

Kemudian untuk **Module User**, centang pada module-module apa saja yang diberikan kepada user tersebut. Lalu klik **Simpan**.

Nb :

Untuk setiap module yang ada di program ini, hanya dapat diakses jika user yang bersangkutan telah diberikan akses untuk module tersebut di master user (create, read, update, delete).

2. Edit User

Username *: 422915
Employees Name *: Robby Retta
Departement *: IT
Division *: IT
Access *: Administrator
Email *: sysdev@baramudabahari.com
PTK View Access*: All

Module	Create	Read	Update	Delete
Master User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Company	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Department	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Division	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Sub Section	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Unit	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Grade	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Level	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Work Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Work Experience	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Shift	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Master Jam Kerja	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

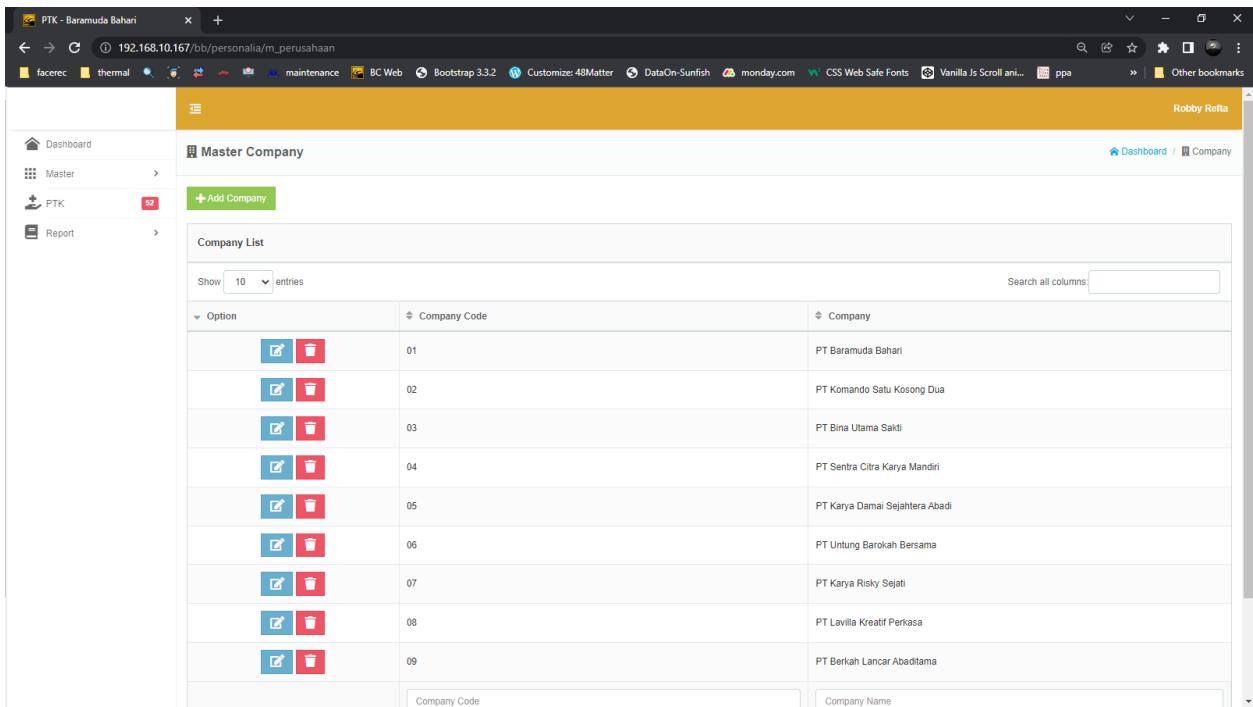
3. Delete User

192.168.10.167 says
Confirm delete : 422915 - Robby Retta ?

Option	Username	Name	Department	Division	Access	Email	PTK View Access	Status
Delete User	422915	Robby Retta	IT	IT	Administrator	sysdev@baramudabahari.com	All	Aktif
Edit	424879	Siti Aisyah	HRM / GA - HSE	HRM	Recruitment	recruitment@baramudabahari.com	All	Aktif
Edit	425914	Tri Mey Diandono	HRM / GA - HSE	-	Manager	dono@baramudabahari.com	All	Aktif
Edit	001029	Yohanes Yoelianto	Operational	Engineering	Director	yohanes@baramudabahari.com	Departement	Aktif
Edit	388008	Yosef Ezra	Marketing	Export	Manager	yosef@baramudabahari.com	Departement	Aktif

Tekan **OK** konfirmasi penghapusan data user.

H. MASTER COMPANY



The screenshot shows a web-based application interface for managing companies. The top navigation bar includes links for Dashboard, Master, PTK, and Report. The main content area is titled "Master Company" and features a green button labeled "+ Add Company". Below this is a table titled "Company List" with columns for "Option", "Company Code", and "Company Name". The table contains nine entries, each with edit and delete icons. The company names listed are: PT Baramuda Bahari, PT Komando Satu Kosong Dua, PT Bina Utama Sakti, PT Sentra Citra Karya Mandiri, PT Karya Damai Sejahtera Abadi, PT Untung Barokah Bersama, PT Karya Risky Sejati, PT Lavilla Kreatif Perkasa, and PT Berkah Lancar Abaditama.

Option	Company Code	Company
[Edit] [Delete]	01	PT Baramuda Bahari
[Edit] [Delete]	02	PT Komando Satu Kosong Dua
[Edit] [Delete]	03	PT Bina Utama Sakti
[Edit] [Delete]	04	PT Sentra Citra Karya Mandiri
[Edit] [Delete]	05	PT Karya Damai Sejahtera Abadi
[Edit] [Delete]	06	PT Untung Barokah Bersama
[Edit] [Delete]	07	PT Karya Risky Sejati
[Edit] [Delete]	08	PT Lavilla Kreatif Perkasa
[Edit] [Delete]	09	PT Berkah Lancar Abaditama

Di module ini, menampilkan data Perusahaan apa saja yang terdaftar di program ini. Master Perusahaan ini akan berpengaruh kepada master-master lain yang berhubungan dengan Struktur Organisasi (Departemen, Divisi, Section, dst.).

1. Add Company

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/tambah_perusahaan. The page has a yellow header bar with the title 'Add Company'. On the left, there's a sidebar with icons for Dashboard, Master, PTK, and Report. The main content area contains two input fields: 'Company Code *' with value 'bb' and 'Company Name *' with value 'PT Baramuda Bahari'. Below the inputs are two buttons: 'Save' (blue) and 'Cancel' (red). At the bottom of the page, a copyright notice reads '© Copyright 2022. PT. Baramuda Bahari. v.2.1.0'.

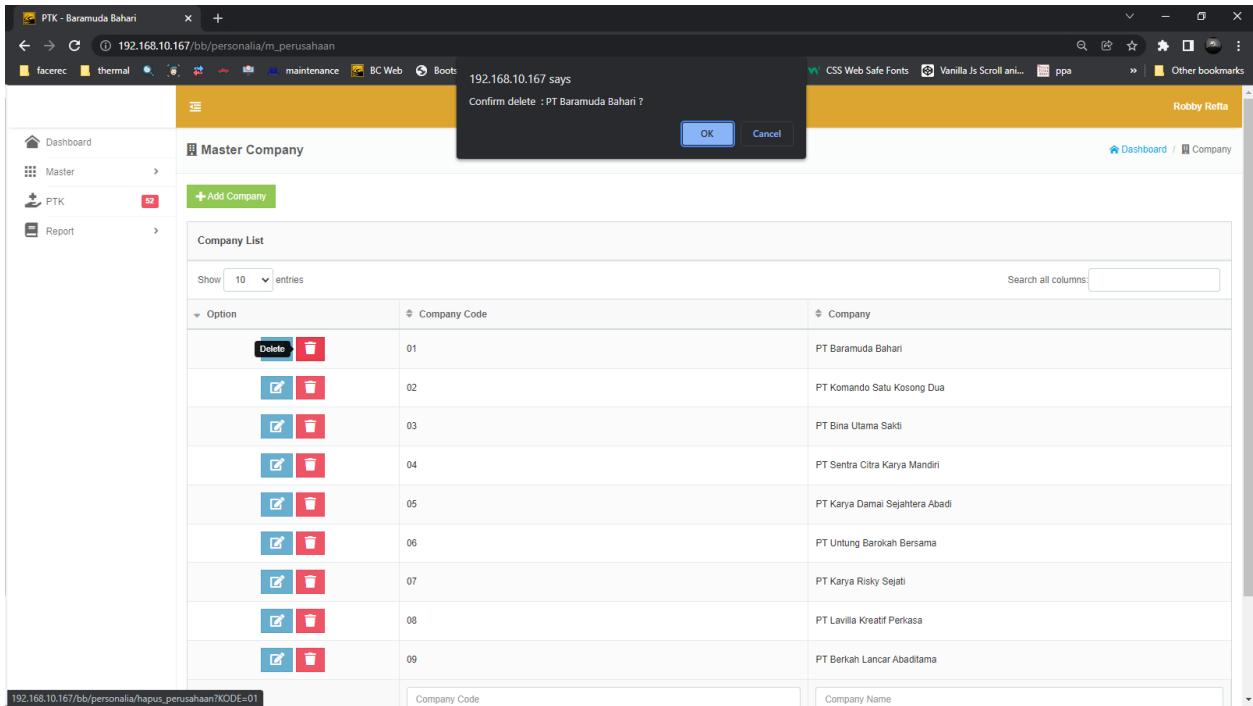
Isikan sesuai kolom yang ada, lalu klik **Save**.

2. Edit Company

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/edit_perusahaan?KODE=01. The page has a yellow header bar with the title 'Edit Company'. On the left, there's a sidebar with icons for Dashboard, Master, PTK, and Report. The main content area contains two input fields: 'Company Code *' with value 'bb1' and 'Company Name *' with value 'PT Baramuda Bahari'. Below the inputs are two buttons: 'Save' (blue) and 'Cancel' (red). At the bottom of the page, a copyright notice reads '© Copyright 2022. PT. Baramuda Bahari. v.2.1.0'.

Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Company



Tekan **OK** konfirmasi penghapusan data company.

I. MASTER DEPARTMENT

The screenshot shows a web-based application interface for managing departments. The title bar indicates the page is 'Master Department'. On the left, there's a sidebar with navigation links: Dashboard, Master (selected), PTK, and Report. The main content area displays a table titled 'Department List' with 10 entries. Each entry includes columns for 'Option' (with edit and delete icons), 'Company' (PT Baramuda Bahari), 'Department Code' (01-10), 'Department Name' (Corporate, FA-Customs, Purchasing, IT, HRM / GA - HSE, Quality, Operational, Production, Marketing, Exim), and 'Director' (Hisako Dewanto, Emmy Surjana, Hisako Dewanto, Hisako Dewanto, Junita Dwi Lia H, Yohanes Yoelianto, Yohanes Yoelianto, Hisako Dewanto, Hisako Dewanto). A green button labeled '+ Add Department' is located at the top right of the table.

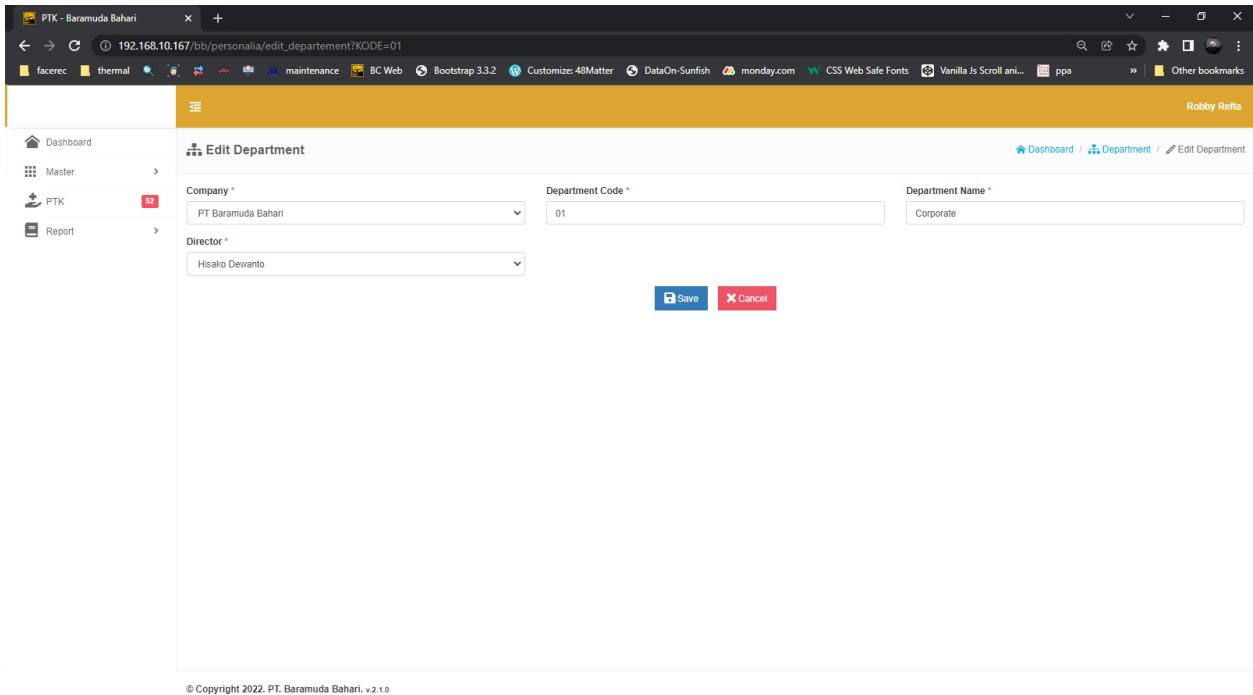
Di module ini, menampilkan data Department apa saja yang terdaftar di program ini.

1. Add Departement

The screenshot shows the 'Add Department' form. The title bar says 'Add Department'. The sidebar on the left is identical to the previous screenshot. The main form has three input fields: 'Company' (dropdown menu 'Choose Company'), 'Department Code' (text input field), and 'Department Name' (text input field). Below these fields are two dropdown menus: 'Director' (dropdown menu 'Choose Director') and 'Director' (dropdown menu 'Choose Director'). At the bottom right of the form are two buttons: 'Save' (blue) and 'Cancel' (red).

Isikan sesuai kolom yang ada, lalu klik **Save**. Isi Kolom Director sesuai director departement yang akan dibuat.

2. Edit Department



The screenshot shows a web browser window titled "PTK - Baramuda Bahari". The URL is 192.168.10.167/bb/personalia/edit_departement?KODE=01. The page has a yellow header bar with the title "Edit Department". On the left, there's a sidebar with "Dashboard", "Master", "PTK" (which has a red notification badge), and "Report". The main content area has three input fields: "Company" set to "PT Baramuda Bahari", "Department Code" set to "01", and "Department Name" set to "Corporate". Below these is a dropdown menu for "Director" showing "Hisako Dewanto". At the bottom are two buttons: a blue "Save" button and a red "Cancel" button. The footer of the page says "© Copyright 2022. PT. Baramuda Bahari. v.2.1.0".

Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Department

Option	Company	Department Code	Department Name	Director
[Delete]	PT Baramuda Bahari	01	Corporate	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	02	FA-Customs	Emmy Sutjana
[Edit] [Delete]	PT Baramuda Bahari	03	Purchasing	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	04	IT	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	05	HRM / GA - HSE	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	06	Quality	Junita Dwi Lia H
[Edit] [Delete]	PT Baramuda Bahari	07	Operational	Yohanes Yoellianto
[Edit] [Delete]	PT Baramuda Bahari	08	Production	Yohanes Yoellianto
[Edit] [Delete]	PT Baramuda Bahari	09	Marketing	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	10	Exim	Hisako Dewanto

Tekan **OK** konfirmasi penghapusan data department.

J. MASTER DIVISION

Option	Company	Department	Division Code	Division Name	Manager
[Edit] [Delete]	PT Baramuda Bahari	Corporate	01.01	Legal	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	Corporate	01.02	Secretarial	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	Corporate	01.03	Quality Management System	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	02.01	FA	Emmy Sutjana
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	02.02	Finance	Emmy Sutjana
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	02.03	Accounting	Emmy Sutjana
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	02.04	Customs	Emmy Sutjana
[Edit] [Delete]	PT Baramuda Bahari	Purchasing	03.01	Purchasing RM	John Stefanus
[Edit] [Delete]	PT Baramuda Bahari	Purchasing	03.02	Purchasing Non RM	Hisako Dewanto
[Edit] [Delete]	PT Baramuda Bahari	IT	04.01	IT	Hisako Dewanto

Di module ini, menampilkan data Division apa saja yang terdaftar di program ini.

1. Add Division

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/tambah_divisi. The page has a yellow header bar with the title 'Add Division'. On the left, there's a sidebar with 'Dashboard', 'Master' (selected), 'PTK' (with a red notification badge '02'), and 'Report'. The main content area contains four input fields: 'Company *' (dropdown menu 'Choose Company'), 'Department *' (dropdown menu 'Choose Department'), 'Division Code *' (text input '01.01'), and 'Division Name *' (text input 'Legal'). Below these is a 'Manager *' dropdown menu with 'Pilih Manager'. At the bottom are 'Save' and 'Cancel' buttons. The footer says '© Copyright 2022, PT. Baramuda Bahari, v.2.1.0'.

Isikan sesuai kolom yang ada, lalu klik **Save**. Isi Kolom Manager sesuai manager division yang akan dibuat.

2. Edit Division

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/edit_divisi?KODE=01.01. The page has a yellow header bar with the title 'Edit Division'. The sidebar is identical to the previous screenshot. The main content area shows the same four input fields as the 'Add Division' form, but with different values: 'Company *' (dropdown menu 'PT Baramuda Bahari'), 'Department *' (dropdown menu 'Corporate'), 'Division Code *' (text input '01.01'), and 'Division Name *' (text input 'Legal'). The 'Manager *' dropdown menu now shows 'Hisako Dewanto'. At the bottom are 'Save' and 'Cancel' buttons. The footer says '© Copyright 2022, PT. Baramuda Bahari, v.2.1.0'.

Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Division

The screenshot shows a web browser window for 'PTK - Baramuda Bahari' at the URL '192.168.10.167/bb/personalia/m_divisi'. The main page displays a table titled 'Division List' with columns: Option, Company, Department, Division Code, Division Name, and Manager. A modal dialog box is overlaid on the page, asking '192.168.10.167 says Confirm delete : Legal ?' with 'OK' and 'Cancel' buttons.

Option	Company	Department	Division Code	Division Name	Manager
	PT Baramuda Bahari	Corporate	01.01	Legal	Hisako Dewanto
	PT Baramuda Bahari	Corporate	01.02	Secretarial	Hisako Dewanto
	PT Baramuda Bahari	Corporate	01.03	Quality Management System	Hisako Dewanto
	PT Baramuda Bahari	FA-Customs	02.01	FA	Emmy Surjana
	PT Baramuda Bahari	FA-Customs	02.02	Finance	Emmy Surjana
	PT Baramuda Bahari	FA-Customs	02.03	Accounting	Emmy Surjana
	PT Baramuda Bahari	FA-Customs	02.04	Customs	Emmy Surjana
	PT Baramuda Bahari	Purchasing	03.01	Purchasing RM	John Stefanus
	PT Baramuda Bahari	Purchasing	03.02	Purchasing Non RM	Hisako Dewanto
	PT Baramuda Bahari	IT	04.01	IT	Hisako Dewanto

Tekan **OK** konfirmasi penghapusan data division.

K. MASTER SECTION

The screenshot shows a web browser window for 'PTK - Baramuda Bahari' at the URL '192.168.10.167/bb/personalia/m_section'. The main page displays a table titled 'Section List' with columns: Option, Company, Department, Division, Section Code, and Section Name. The table lists various sections across different divisions and departments.

Option	Company	Department	Division	Section Code	Section Name
	PT Baramuda Bahari	Corporate	Legal	01.01.00	-
	PT Baramuda Bahari	Corporate	Secretarial	01.02.00	-
	PT Baramuda Bahari	Corporate	Quality Management System	01.03.01	Quality Management System
	PT Baramuda Bahari	FA-Customs	FA	02.01.00	-
	PT Baramuda Bahari	FA-Customs	Finance	02.02.01	Finance
	PT Baramuda Bahari	FA-Customs	Accounting	02.03.01	Accounting
	PT Baramuda Bahari	FA-Customs	Accounting	02.03.02	Cost Control & Asset Management
	PT Baramuda Bahari	FA-Customs	Customs	02.04.01	Customs
	PT Baramuda Bahari	Purchasing	Purchasing RM	03.01.01	Purchasing RM
	PT Baramuda Bahari	Purchasing	Purchasing Non RM	03.02.01	Purchasing Non RM

Di module ini, menampilkan data Section apa saja yang terdaftar di program ini.

1. Add Section

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/tambah_section. The page has a yellow header bar with the title 'Add Section'. On the left, there's a sidebar with icons for Dashboard, Master, PTK (which is selected), and Report. The main content area contains three dropdown menus: 'Company *' (Choose Company), 'Department *' (Choose Department), and 'Division *' (Choose Division). Below these is a text input field for 'Section Code *' containing '01.01.00'. At the bottom are two buttons: a blue 'Save' button and a red 'Cancel' button. The status bar at the bottom of the browser says '© Copyright 2022. PT. Baramuda Bahari. v.2.1.0'.

Isikan sesuai kolom yang ada, lalu klik **Save**.

2. Edit Section

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/edit_section?KODE=01.01.00. The page has a yellow header bar with the title 'Edit Section'. The sidebar on the left is identical to the previous screenshot. The main content area shows the same three dropdown menus: 'Company *' (PT Baramuda Bahari), 'Department *' (Corporate), and 'Division *' (Legal). The 'Section Code *' field now contains '01.01.00'. The 'Section Name *' field is empty. At the bottom are the same 'Save' and 'Cancel' buttons. The status bar at the bottom of the browser says '© Copyright 2022. PT. Baramuda Bahari. v.2.1.0'.

Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Section

The screenshot shows a web browser window titled "PTK - Baramuda Bahari" at the URL "192.168.10.167/bb/personalia/m_section". The page displays a "Master Section" interface with a "Section List" table. A confirmation dialog box is overlaid on the page, reading "192.168.10.167 says Confirm delete :- ?" with "OK" and "Cancel" buttons. The table lists sections categorized by Company, Department, Division, Section Code, and Section Name. Each row includes "Delete" and "Edit" buttons.

Option	Company	Department	Division	Section Code	Section Name
	PT Baramuda Bahari	Corporate	Legal	01.01.00	-
	PT Baramuda Bahari	Corporate	Secretarial	01.02.00	-
	PT Baramuda Bahari	Corporate	Quality Management System	01.03.01	Quality Management System
	PT Baramuda Bahari	FA-Customs	FA	02.01.00	-
	PT Baramuda Bahari	FA-Customs	Finance	02.02.01	Finance
	PT Baramuda Bahari	FA-Customs	Accounting	02.03.01	Accounting
	PT Baramuda Bahari	FA-Customs	Accounting	02.03.02	Cost Control & Asset Management
	PT Baramuda Bahari	FA-Customs	Customs	02.04.01	Customs
	PT Baramuda Bahari	Purchasing	Purchasing RM	03.01.01	Purchasing RM
	PT Baramuda Bahari	Purchasing	Purchasing Non RM	03.02.01	Purchasing Non RM

Tekan **OK** konfirmasi penghapusan data section.

L. MASTER SUB SECTION

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari' with the URL '192.168.10.167/bb/personalia/edit_section?KODE=01.01.00'. The page has a yellow header bar with the title 'Edit Section' and the user 'Robby Relta'. On the left is a sidebar with 'Dashboard', 'Master' (selected), 'PTK', and 'Report'. The main content area contains fields for 'Company' (PT Baramuda Bahari), 'Department' (Corporate), 'Division' (Legal), 'Section Code' (01.01.00), and 'Section Name' (empty). At the bottom are 'Save' and 'Cancel' buttons.

Di module ini, menampilkan data Sub Section apa saja yang terdaftar di program ini.

1. Add Sub Section

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari' with the URL '192.168.10.167/bb/personalia/tambah_subsection'. The page has a yellow header bar with the title 'Add Sub Section' and the user 'Robby Relta'. On the left is a sidebar with 'Dashboard', 'Master' (selected), 'PTK', and 'Report'. The main content area contains dropdowns for 'Company' (Choose Company), 'Department' (Choose Department), 'Division' (Choose Division), and 'Section' (Choose Section). It also has fields for 'Sub Section Code' (empty) and 'Sub Section Name' (empty). At the bottom are 'Save' and 'Cancel' buttons.

Isikan sesuai kolom yang ada, lalu klik **Save**.

2. Edit Sub Section

The screenshot shows a web application window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/edit_subsection?KODE=01.01.00.00. The page has a yellow header bar with the title 'Edit Sub Section'. On the left, there's a sidebar with 'Dashboard', 'Master' (selected), 'PTK' (with a red notification badge '02'), and 'Report'. The main content area contains fields for 'Company' (PT Baramuda Bahari), 'Department' (Corporate), 'Division' (Legal), 'Section' (dropdown menu), 'Sub Section Code' (01.01.00.00), and 'Sub Section Name' (dropdown menu). At the bottom are 'Save' and 'Cancel' buttons. The footer says '© Copyright 2022, PT. Baramuda Bahari, v.2.1.0'.

Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

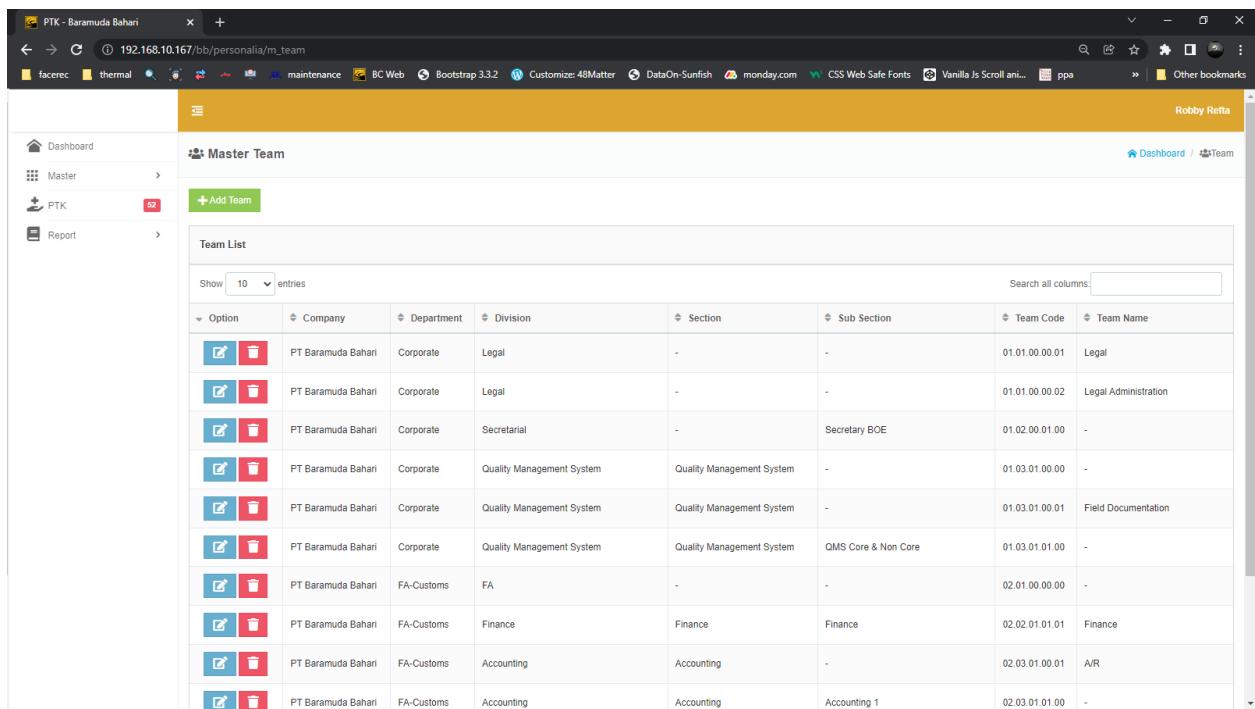
3. Delete Sub Section

The screenshot shows a web application window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/m_subsection. The page has a yellow header bar with the title 'Master Sub Section'. On the left, there's a sidebar with 'Dashboard', 'Master' (selected), 'PTK' (with a red notification badge '02'), and 'Report'. The main content area shows a table titled 'Sub Section List' with columns: Option, Company, Department, Division, Section, Sub Section Code, and Sub Section Name. There are 10 entries listed. A modal dialog box is overlaid on the page, asking '192.168.10.167 says Confirm delete :- ?' with 'OK' and 'Cancel' buttons. The footer says '192.168.10.167/bb/personalia/hapus_subsection?KODE=01.01.00.00'.

Option	Company	Department	Division	Section	Sub Section Code	Sub Section Name
Delete	PT Baramuda Bahari	Corporate	Legal	-	01.01.00.00	-
Edit	PT Baramuda Bahari	Corporate	Secretarial	-	01.02.00.01	Secretary BOE
Edit	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	01.03.01.00	-
Edit	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	01.03.01.01	QMS Core & Non Core
Edit	PT Baramuda Bahari	FA-Customs	FA	-	02.01.00.00	-
Edit	PT Baramuda Bahari	FA-Customs	Finance	Finance	02.02.01.01	Finance
Edit	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	02.03.01.00	-
Edit	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	02.03.01.01	Accounting 1
Edit	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	02.03.01.02	Accounting 2
				Cost Control & Asset Management	02.03.02.00	-

Tekan **OK** konfirmasi penghapusan data sub section.

M. MASTER TEAM

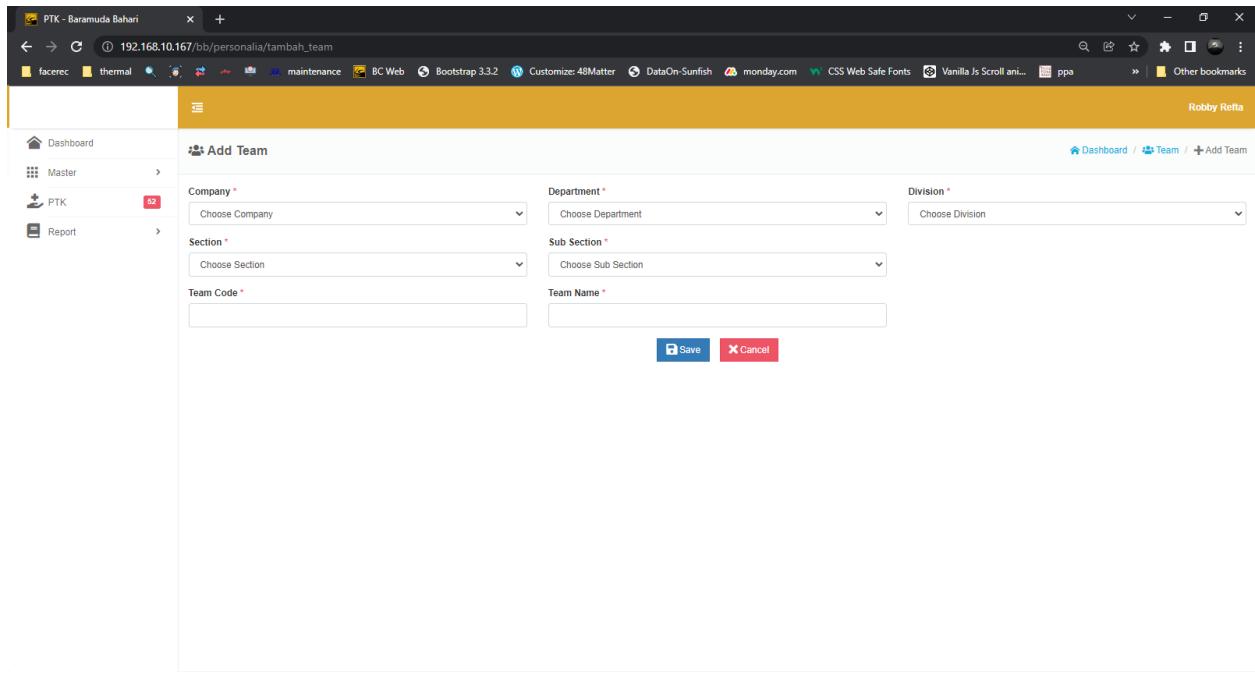


The screenshot shows a web-based application interface for managing teams. The top navigation bar includes links for Dashboard, Master, PTK, and Report. The main content area is titled "Master Team" and contains a "Team List" table. The table has columns for Option, Company, Department, Division, Section, Sub Section, Team Code, and Team Name. There are 10 entries displayed, each with edit and delete icons. The data in the table is as follows:

Option	Company	Department	Division	Section	Sub Section	Team Code	Team Name
	PT Baramuda Bahari	Corporate	Legal	-	-	01.01.00.00.01	Legal
	PT Baramuda Bahari	Corporate	Legal	-	-	01.01.00.00.02	Legal Administration
	PT Baramuda Bahari	Corporate	Secretarial	-	Secretary BOE	01.02.00.01.00	-
	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	01.03.01.00.00	-
	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	01.03.01.00.01	Field Documentation
	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	QMS Core & Non Core	01.03.01.01.00	-
	PT Baramuda Bahari	FA-Customs	FA	-	-	02.01.00.00.00	-
	PT Baramuda Bahari	FA-Customs	Finance	Finance	Finance	02.02.01.01.01	Finance
	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	-	02.03.01.00.01	A/R
	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	Accounting 1	02.03.01.01.00	-

Di module ini, menampilkan data Team apa saja yang terdaftar di program ini.

1. Add Team



The screenshot shows a form for adding a new team. The top navigation bar includes links for Dashboard, Master, PTK, and Report. The main content area is titled "Add Team". The form fields are as follows:

- Company *: A dropdown menu labeled "Choose Company".
- Department *: A dropdown menu labeled "Choose Department".
- Division *: A dropdown menu labeled "Choose Division".
- Section *: A dropdown menu labeled "Choose Section".
- Sub Section *: A dropdown menu labeled "Choose Sub Section".
- Team Code *: An input field.
- Team Name *: An input field.

At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (red).

Isikan sesuai kolom yang ada, lalu klik **Save**.

2. Edit Team

PTK - Baramuda Bahari

Edit Team

Company * PT Baramuda Bahari

Department * Corporate

Division * Legal

Team Code * 01.01.00.00.01

Team Name * Legal

Save Cancel

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Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Team

PTK - Baramuda Bahari

Master Team

Team List

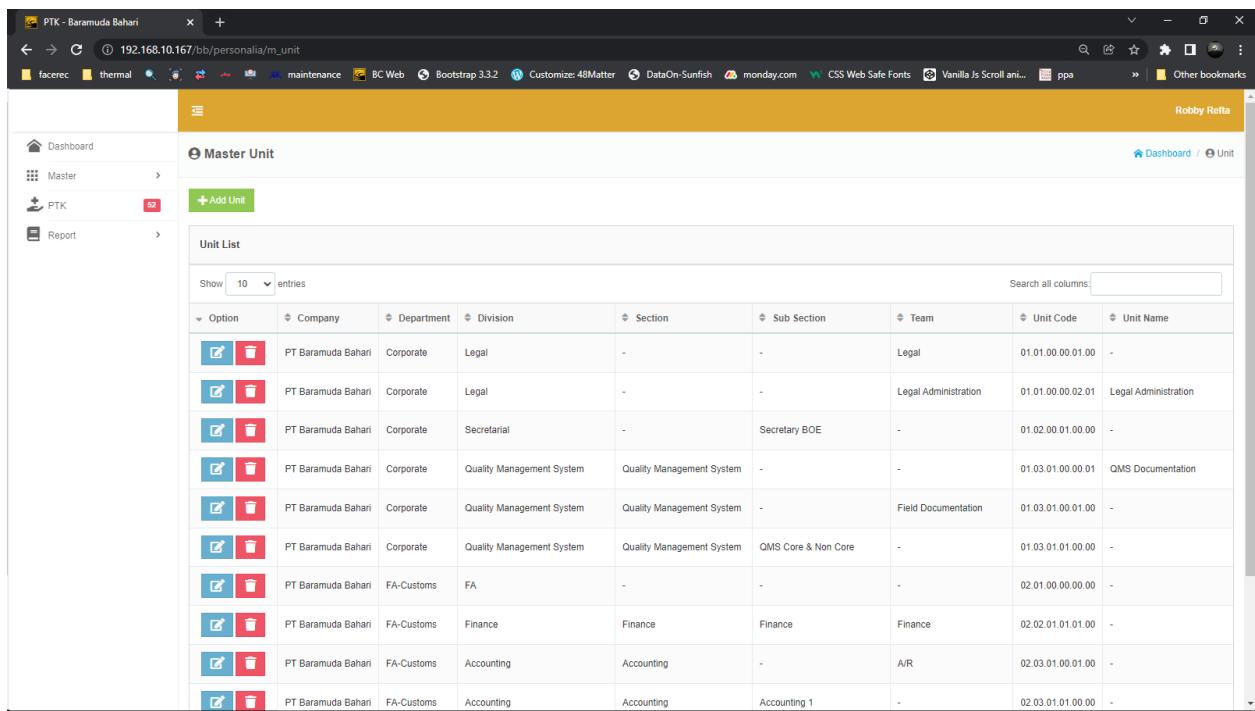
Show 10 entries

Option	Company	Department	Division	Section	Sub Section	Team Code	Team Name
Delete	PT Baramuda Bahari	Corporate	Legal	-	-	01.01.00.00.01	Legal
Edit	PT Baramuda Bahari	Corporate	Legal	-	-	01.01.00.00.02	Legal Administration
Edit	PT Baramuda Bahari	Corporate	Secretarial	-	Secretary BOE	01.02.00.01.00	-
Edit	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	01.03.01.00.00	-
Edit	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	01.03.01.00.01	Field Documentation
Edit	PT Baramuda Bahari	FA-Customs	FA	-	-	02.01.00.00.00	-
Edit	PT Baramuda Bahari	FA-Customs	Finance	Finance	Finance	02.02.01.01.01	Finance
Edit	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	-	02.03.01.00.01	A/R

192.168.10.167/bb/personalia/hapus_team?KODE=01.01.00.00.01

Tekan **OK** konfirmasi penghapusan data team.

N. MASTER UNIT

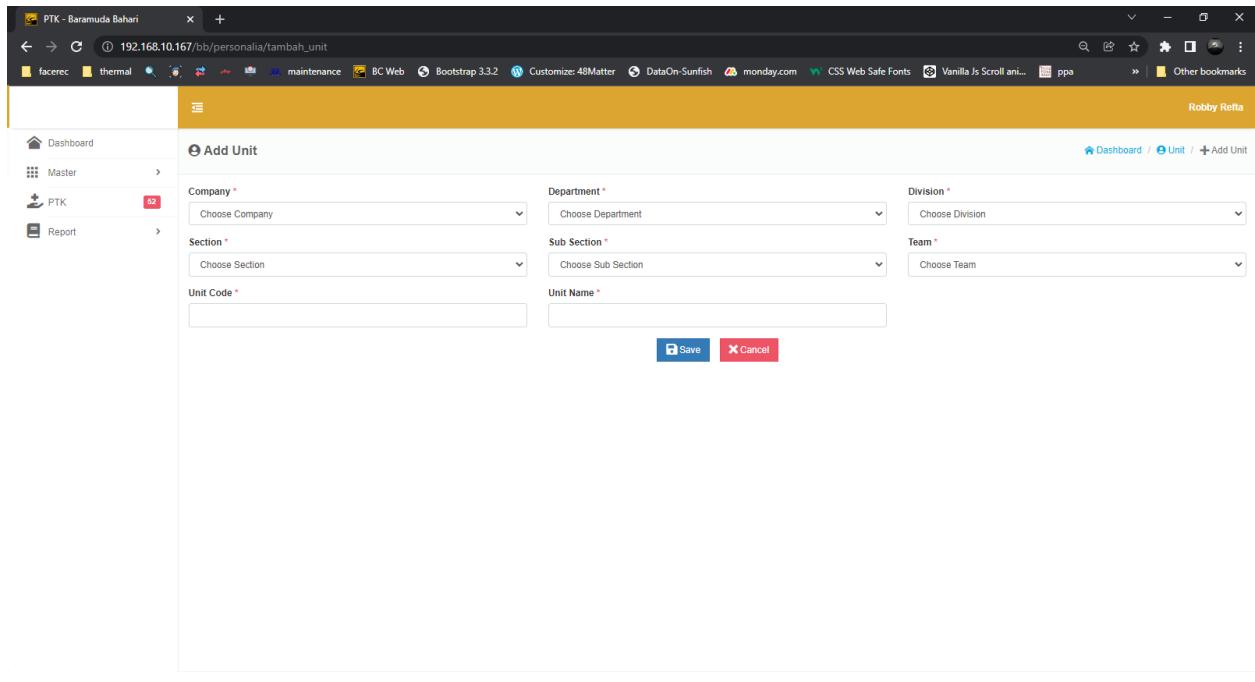


The screenshot shows a web-based application interface for managing units. The top navigation bar includes links for Dashboard, Master, PTK, and Report. The main content area is titled "Master Unit" and contains a sub-section "Unit List". A green button labeled "+ Add Unit" is visible. The unit list table has columns for Option, Company, Department, Division, Section, Sub Section, Team, Unit Code, and Unit Name. The table displays nine rows of data, each with edit and delete icons.

Option	Company	Department	Division	Section	Sub Section	Team	Unit Code	Unit Name
[Edit] [Delete]	PT Baramuda Bahari	Corporate	Legal	-	-	Legal	01.01.00.00.01.00	-
[Edit] [Delete]	PT Baramuda Bahari	Corporate	Legal	-	-	Legal Administration	01.01.00.00.02.01	Legal Administration
[Edit] [Delete]	PT Baramuda Bahari	Corporate	Secretarial	-	Secretary BOE	-	01.02.00.01.00.00	-
[Edit] [Delete]	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	-	01.03.01.00.00.01	QMS Documentation
[Edit] [Delete]	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	Field Documentation	01.03.01.00.01.00	-
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	FA	-	-	-	02.01.00.00.00.00	-
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	Finance	Finance	Finance	Finance	02.02.01.01.01.00	-
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	-	A/R	02.03.01.00.01.00	-
[Edit] [Delete]	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	Accounting 1	-	02.03.01.01.00.00	-

Di module ini, menampilkan data Unit apa saja yang terdaftar di program ini.

1. Add Unit



The screenshot shows a form for adding a new unit. The top navigation bar includes links for Dashboard, Master, PTK, and Report. The main content area is titled "Add Unit". The form fields are: Company * (Choose Company dropdown), Department * (Choose Department dropdown), Division * (Choose Division dropdown), Section * (Choose Section dropdown), Sub Section * (Choose Sub Section dropdown), Team * (Choose Team dropdown), Unit Code * (text input field), and Unit Name * (text input field). At the bottom are "Save" and "Cancel" buttons.

Isikan sesuai kolom yang ada, lalu klik **Save**.

2. Edit Unit

PTK - Baramuda Bahari

Edit Unit

Company * PT Baramuda Bahari

Department * Corporate

Division * Legal

Section

Sub Section

Unit Code * 01.01.00.00.01.00

Unit Name

Save Cancel

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Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Unit

PTK - Baramuda Bahari

Master Unit

+ Add Unit

Unit List

Show 10 entries Search all columns:

Option	Company	Department	Division	Section	Sub Section	Team	Unit Code	Unit Name
Delete	PT Baramuda Bahari	Corporate	Legal	-	-	Legal	01.01.00.00.01.00	-
Edit	PT Baramuda Bahari	Corporate	Legal	-	-	Legal Administration	01.01.00.00.02.01	Legal Administration
Edit	PT Baramuda Bahari	Corporate	Secretarial	-	Secretary BOE	-	01.02.00.01.00.00	-
Edit	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	-	01.03.01.00.00.01	QMS Documentation
Edit	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	-	Field Documentation	01.03.01.00.01.00	-
Edit	PT Baramuda Bahari	Corporate	Quality Management System	Quality Management System	QMS Core & Non Core	-	01.03.01.01.00.00	-
Edit	PT Baramuda Bahari	FA-Customs	FA	-	-	-	02.01.00.00.00.00	-
Edit	PT Baramuda Bahari	FA-Customs	Finance	Finance	Finance	Finance	02.02.01.01.01.00	-
Edit	PT Baramuda Bahari	FA-Customs	Accounting	Accounting	-	A/R	02.03.01.00.01.00	-

192.168.10.167/bb/personalia/hapus_unit?KODE=01.01.00.00.01.00

Tekan **OK** konfirmasi penghapusan data unit.

O. MASTER GRADE

Option	Grade Code	Grade Name	Grade Remark	Level Category	Work Experience Category
	grd-01	1A		1 BOE - Executive	>7 tahun di bidang / jobdesc yang sama
	grd-02	2A		2 Director	>7 tahun di bidang / jobdesc yang sama
	grd-03	2B		2 Director	>7 tahun di bidang / jobdesc yang sama
	grd-04	2C		2 Director	>7 tahun di bidang / jobdesc yang sama
	grd-05	3A		3 Senior Manager	>6 tahun di bidang / jobdesc yang sama
	grd-06	3B		3 General Manager	>6 tahun di bidang / jobdesc yang sama
	grd-07	3C		3 Manager (Opt)	>6 tahun di bidang / jobdesc yang sama
	grd-08	4A		4 Manager (Div)	>6 tahun di bidang / jobdesc yang sama
	grd-09	4B		4 Manager (Div)	>6 tahun di bidang / jobdesc yang sama
	grd-10	4C		4 Manager (Div)	>6 tahun di bidang / jobdesc yang sama

Di module ini, menampilkan data Grade apa saja yang terdaftar di program ini. Pada master grade juga digunakan sebagai acuan pada **Level** dan **Work Experience**.

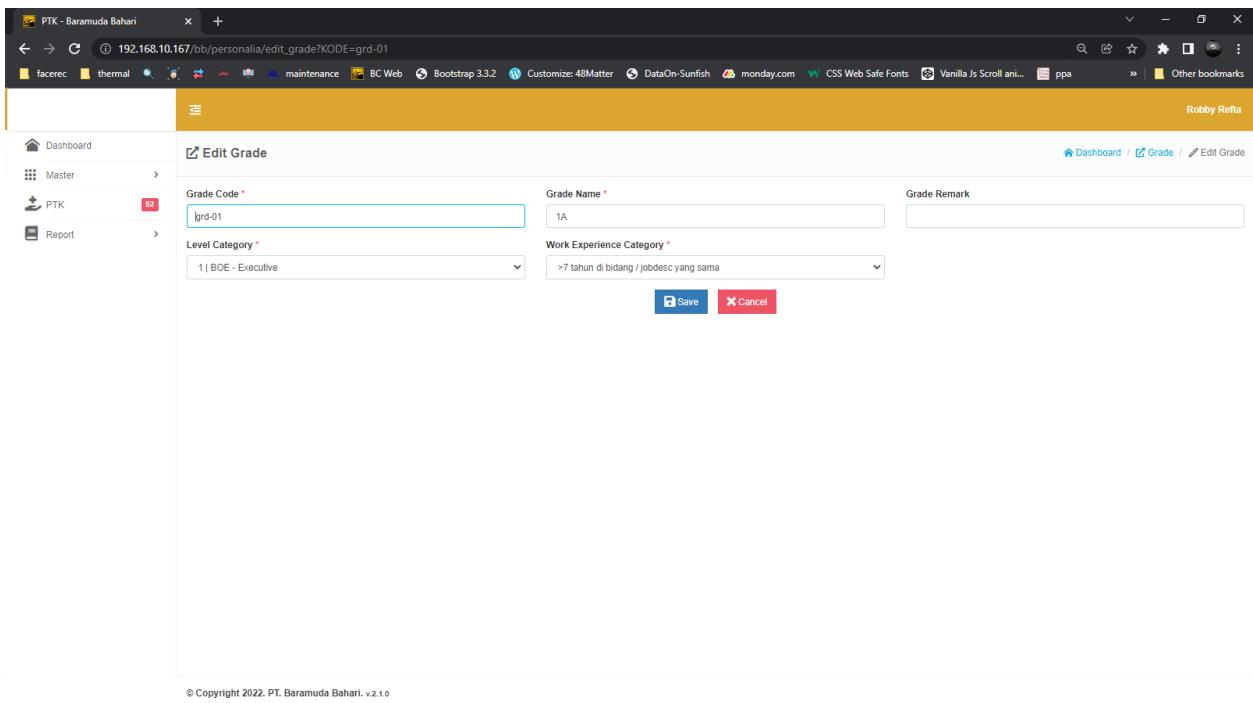
1. Add Grade

The form consists of several input fields:

- Grade Code: A text input field.
- Grade Name: A text input field.
- Grade Remark: A text input field.
- Level Category: A dropdown menu labeled "Choose Level Category".
- Work Experience Category: A dropdown menu labeled "Choose Level Category".
- Save: A blue button with a save icon.
- Cancel: A red button with a cancel icon.

Isikan sesuai kolom yang ada, lalu klik **Save**.

2. Edit Grade



PTK - Baramuda Bahari

Edit Grade

Grade Code *: grd-01

Grade Name *: 1A

Grade Remark:

Level Category *: 1 | BOE - Executive

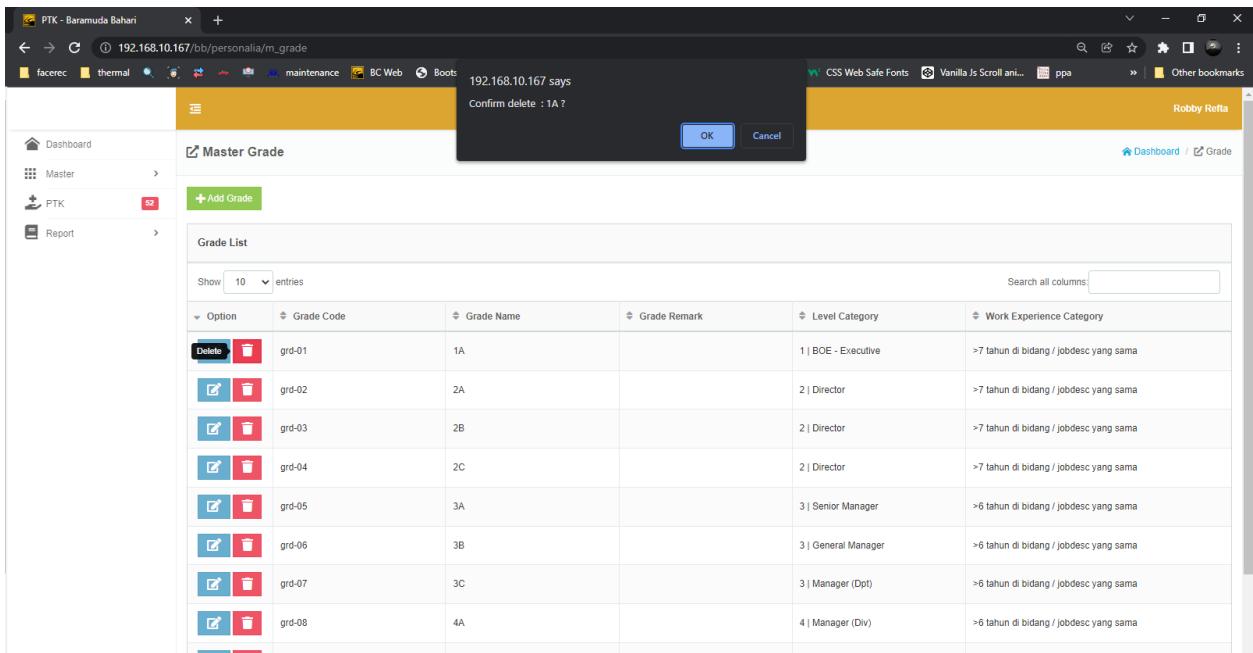
Work Experience Category *: >7 tahun di bidang / jobdesc yang sama

Save Cancel

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Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Grade



PTK - Baramuda Bahari

Master Grade

+ Add Grade

Grade List

Show 10 entries Search all columns:

Option	Grade Code	Grade Name	Grade Remark	Level Category	Work Experience Category
	grd-01	1A		1 BOE - Executive	>7 tahun di bidang / jobdesc yang sama
	grd-02	2A		2 Director	>7 tahun di bidang / jobdesc yang sama
	grd-03	2B		2 Director	>7 tahun di bidang / jobdesc yang sama
	grd-04	2C		2 Director	>7 tahun di bidang / jobdesc yang sama
	grd-05	3A		3 Senior Manager	>6 tahun di bidang / jobdesc yang sama
	grd-06	3B		3 General Manager	>6 tahun di bidang / jobdesc yang sama
	grd-07	3C		3 Manager (Dpt)	>6 tahun di bidang / jobdesc yang sama
	grd-08	4A		4 Manager (Div)	>6 tahun di bidang / jobdesc yang sama

192.168.10.167 says
Confirm delete : 1A ?

OK Cancel

Tekan **OK** konfirmasi penghapusan data grade.

P. MASTER LEVEL

Option	Level Code	Level Name	Level Number
[Edit] [Delete]	lvl01	BOE - Executive	1
[Edit] [Delete]	lvl02	Director	2
[Edit] [Delete]	lvl03	Senior Manager	3
[Edit] [Delete]	lvl04	General Manager	3
[Edit] [Delete]	lvl05	Manager (Dpt)	3
[Edit] [Delete]	lvl06	Manager (Div)	4
[Edit] [Delete]	lvl07	General Section Head	5
[Edit] [Delete]	lvl08	Section Head	5
[Edit] [Delete]	lvl09	Supervisor	6
[Edit] [Delete]	lvl10	Asst Supervisor	7

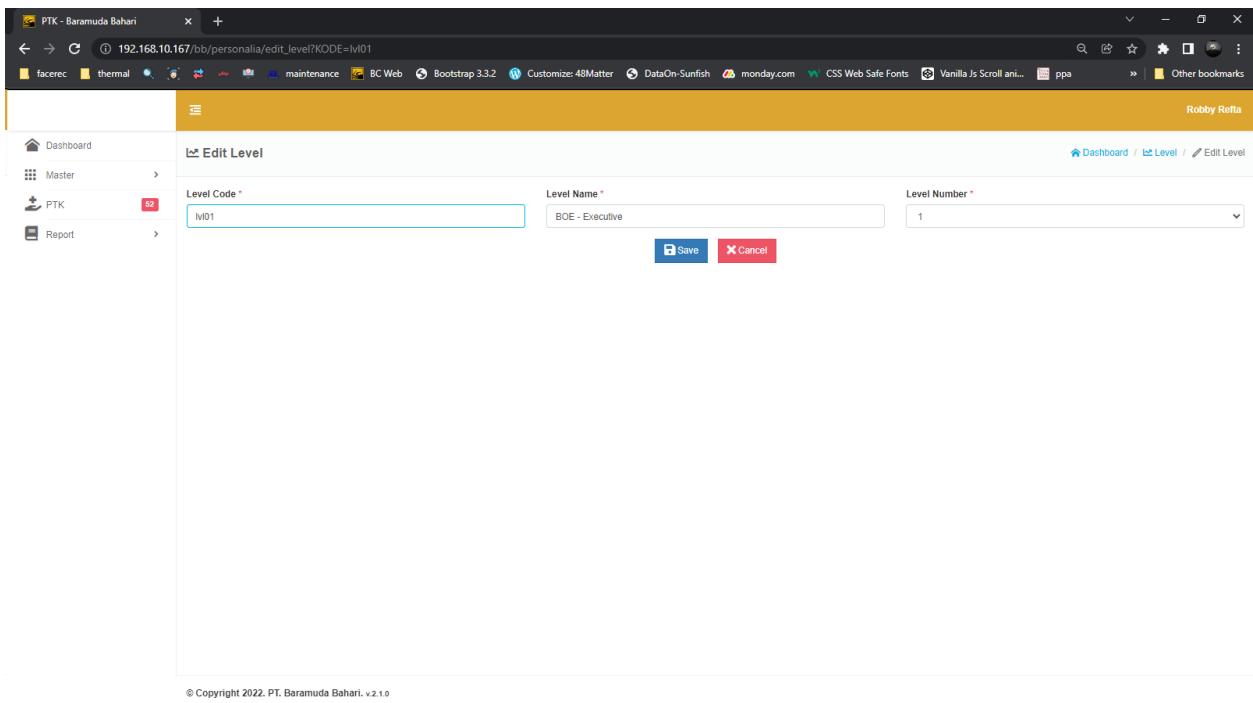
Di module ini, menampilkan data Level apa saja yang terdaftar di program ini.

1. Add Level

Isikan sesuai kolom yang ada, lalu klik **Save**.

Untuk kolom **Level Number**, mengacu pada level yang ditentukan oleh Departement Quality. (ex. Level Number 6 untuk Supervisor, dsb.)

2. Edit Level



PTK - Baramuda Bahari

192.168.10.167/bb/personalia/edit_level?KODE=lv01

Edit Level

Level Code *: lv01

Level Name *: BOE - Executive

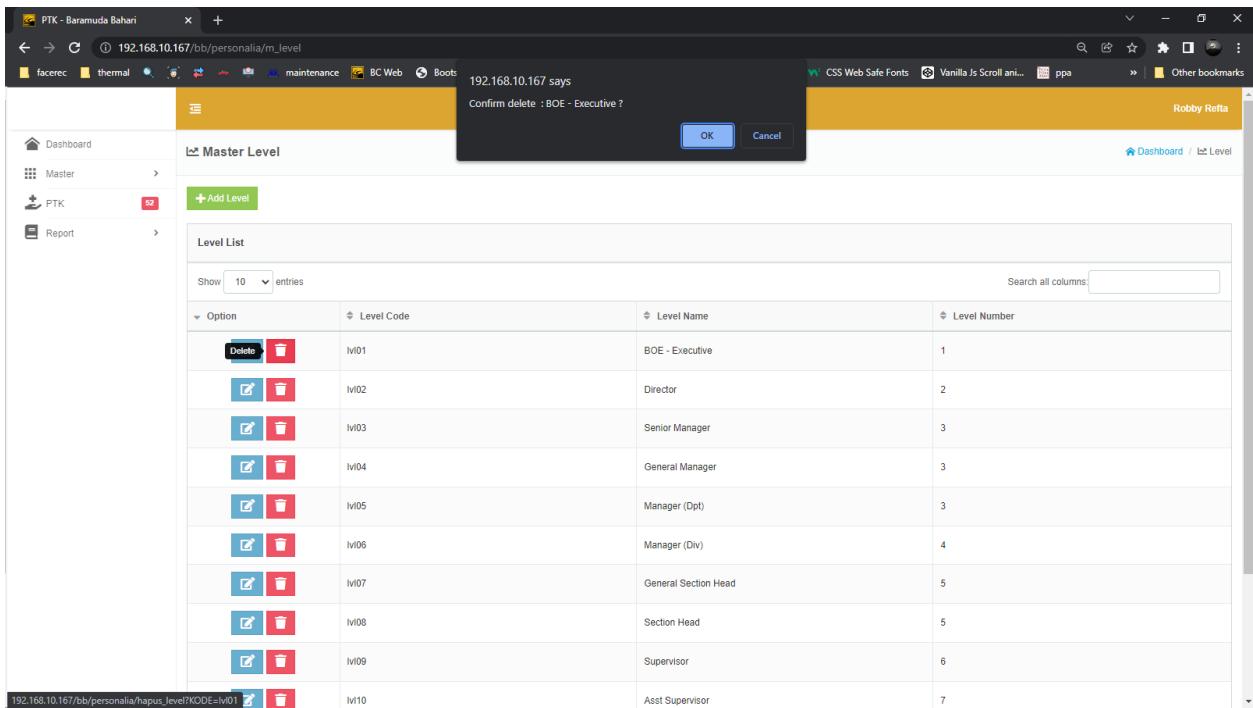
Level Number *: 1

Save Cancel

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Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Level



PTK - Baramuda Bahari

192.168.10.167/bb/personalia/m_Level

Master Level

BOE - Executive

OK Cancel

Level List

Show 10 entries

Search all columns:

Option	Level Code	Level Name	Level Number
	lv01	BOE - Executive	1
 	lv02	Director	2
 	lv03	Senior Manager	3
 	lv04	General Manager	3
 	lv05	Manager (Dpt)	3
 	lv06	Manager (Div)	4
 	lv07	General Section Head	5
 	lv08	Section Head	5
 	lv09	Supervisor	6
 	lv10	Asst Supervisor	7

Tekan **OK** konfirmasi penghapusan data level.

Q. MASTER WORK LOCATION

The screenshot shows a web-based application interface for managing work locations. The top navigation bar includes links for Dashboard, Master, PTK, and Report. The main content area is titled "Master Work Location" and displays a table titled "Work Location List". The table has columns for "Option", "Work Location", and "Category". The data in the table is as follows:

Option	Work Location	Category
[Edit] [Delete]	Produksi Operator	Direct (Produksi) - Operator
[Edit] [Delete]	Produksi Pelayanan	Direct (Produksi) - Service
[Edit] [Delete]	Sanitasi CS	Direct (Produksi) - Service
[Edit] [Delete]	Sanitasi Produksi	Direct (Produksi) - Service
[Edit] [Delete]	CS FP	Indirect (Non-Produksi) - Lapangan A
[Edit] [Delete]	CS RM	Indirect (Non-Produksi) - Lapangan A
[Edit] [Delete]	CS Wip Cooked	Indirect (Non-Produksi) - Lapangan A
[Edit] [Delete]	CS Wip Raw	Indirect (Non-Produksi) - Lapangan A
[Edit] [Delete]	Kantor Produksi	Indirect (Non-Produksi) - Lapangan A
[Edit] [Delete]	Kantor QC	Indirect (Non-Produksi) - Lapangan A

Di module ini, menampilkan data Work Location apa saja yang terdaftar di program ini.

1. Add Work Location

The screenshot shows a form for adding a new work location. The title of the page is "Add Work Location". The form contains two fields: "Work Location Name" and "Category". The "Work Location Name" field is currently empty. The "Category" field is a dropdown menu labeled "Choose Category". At the bottom of the form are two buttons: "Save" (blue) and "Cancel" (red).

Isikan sesuai kolom yang ada, lalu klik **Save**. Category mengacu pada **Type Pekerja**.

2. Edit Work Location

PTK - Baramuda Bahari

Edit Work Location

Work Location Name *

Produksi Operator

Category *

Direct (Produksi) - Operator

Save Cancel

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Lakukan perubahan terhadap kolom yang ingin diganti, kemudian klik **Save**.

3. Delete Work Location

PTK - Baramuda Bahari

Master Work Location

+ Add Work Location

Work Location List

Show 10 entries

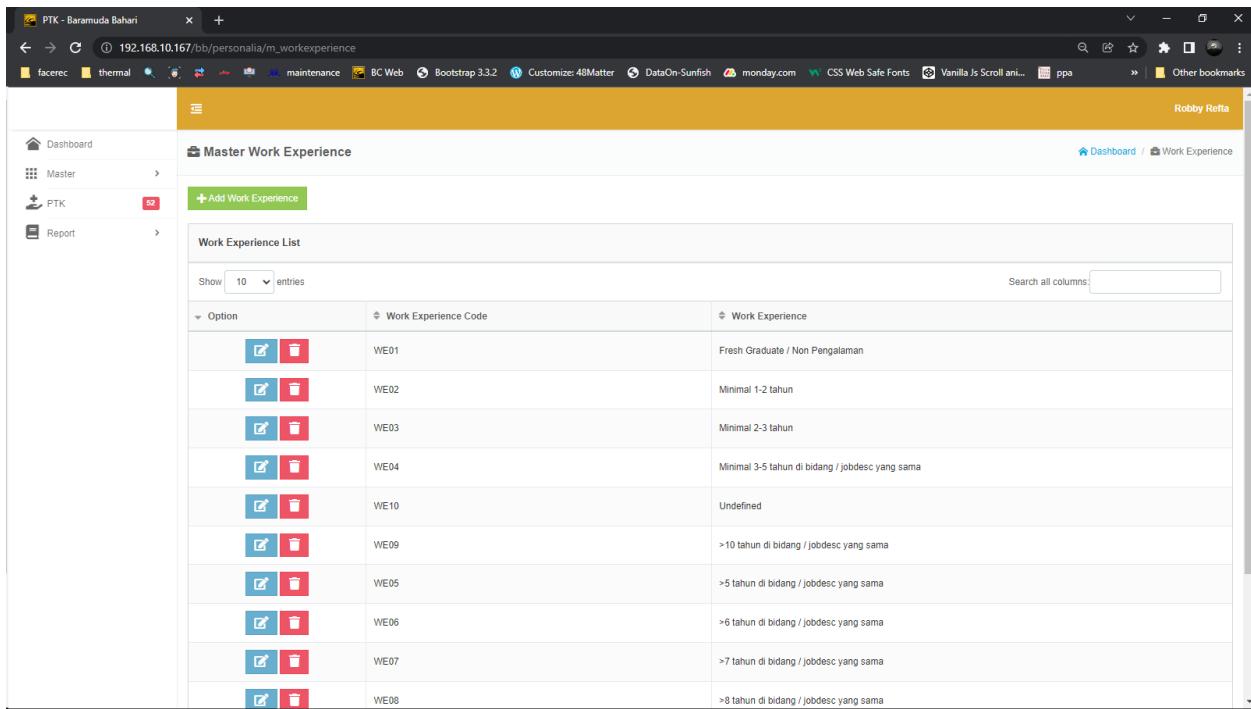
Search all columns:

Option	Work Location	Category
<input type="button" value="Delete"/>	Produksi Operator	Direct (Produksi) - Operator
<input type="button" value="Edit"/>	Produksi Pelayanan	Direct (Produksi) - Service
<input type="button" value="Edit"/>	Sanitasi CS	Direct (Produksi) - Service
<input type="button" value="Edit"/>	Sanitasi Produksi	Direct (Produksi) - Service
<input type="button" value="Edit"/>	CS FP	Indirect (Non-Produksi) - Lapangan A
<input type="button" value="Edit"/>	CS RM	Indirect (Non-Produksi) - Lapangan A
<input type="button" value="Edit"/>	CS Wip Cooked	Indirect (Non-Produksi) - Lapangan A
<input type="button" value="Edit"/>	CS Wip Raw	Indirect (Non-Produksi) - Lapangan A
<input type="button" value="Edit"/>	Kantor Produksi	Indirect (Non-Produksi) - Lapangan A
	Kantor QC	Indirect (Non-Produksi) - Lapangan A

192.168.10.167/bb/personalia/hapus_worklocation?KODE=21

Tekan **OK** konfirmasi penghapusan data Work Location.

R. WORK EXPERIENCE

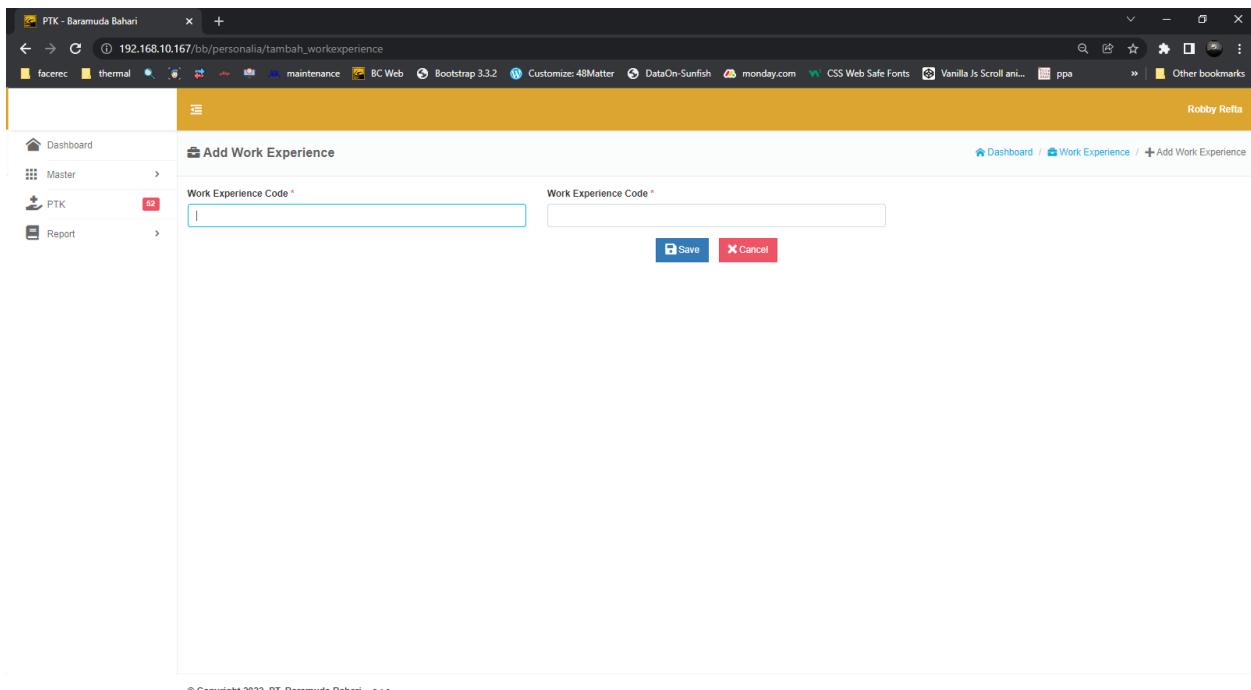


The screenshot shows a web application interface for managing work experience. The left sidebar includes links for Dashboard, Master (selected), PTK, and Report. The main content area is titled "Master Work Experience" and contains a table titled "Work Experience List". The table has columns for "Option", "Work Experience Code", and "Work Experience". The data is as follows:

Option	Work Experience Code	Work Experience
	WE01	Fresh Graduate / Non Pengalaman
	WE02	Minimal 1-2 tahun
	WE03	Minimal 2-3 tahun
	WE04	Minimal 3-5 tahun di bidang / jobdesc yang sama
	WE10	Undefined
	WE09	>10 tahun di bidang / jobdesc yang sama
	WE05	>5 tahun di bidang / jobdesc yang sama
	WE06	>6 tahun di bidang / jobdesc yang sama
	WE07	>7 tahun di bidang / jobdesc yang sama
	WE08	>8 tahun di bidang / jobdesc yang sama

Di module ini, menampilkan data Work Experience apa saja yang terdaftar di program ini.

1. Add Work Experience



The screenshot shows a form for adding new work experience. The left sidebar is identical to the previous screenshot. The main content area is titled "Add Work Experience". It features two input fields labeled "Work Experience Code" with placeholder text "Work Experience Code". Below the fields are "Save" and "Cancel" buttons. At the bottom of the page, there is a copyright notice: "© Copyright 2022, PT. Baramuda Bahari, v2.1.0".

Isikan sesuai kolom yang ada, lalu klik **Save**.

2. Edit Work Experience

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/edit_workexperience?KODE=WE01. The page has a yellow header bar with the title 'Edit Work Experience'. On the left is a sidebar with 'Dashboard', 'Master' (selected), 'PTK', and 'Report'. The main content area has two input fields: 'Work Experience Code *' with value 'WE01' and 'Work Experience Description *' with value 'Fresh Graduate / Non Pengalaman'. Below the fields are 'Save' and 'Cancel' buttons. At the bottom, it says '© Copyright 2022, PT. Baramuda Bahari, v2.1.0'.

3. Delete Work Experience

The screenshot shows a web browser window titled 'PTK - Baramuda Bahari'. The URL is 192.168.10.167/bb/personalia/m_workexperience. The page has a yellow header bar with the title 'Master Work Experience'. A modal dialog box is open, asking 'Confirm delete : Fresh Graduate / Non Pengalaman ?' with 'OK' and 'Cancel' buttons. The main content area shows a table of work experiences:

Option	Work Experience Code	Work Experience
	WE01	Fresh Graduate / Non Pengalaman
	WE02	Minimal 1-2 tahun
	WE03	Minimal 2-3 tahun
	WE04	Minimal 3-5 tahun di bidang / jobdesc yang sama
	WE10	Undefined
	WE09	>10 tahun di bidang / jobdesc yang sama
	WE05	>5 tahun di bidang / jobdesc yang sama
	WE06	>6 tahun di bidang / jobdesc yang sama
	WE07	>7 tahun di bidang / jobdesc yang sama
	WE08	>8 tahun di bidang / jobdesc yang sama

S. PERMINTAAN TENAGA KERJA (PTK)

Option	PTK Code	Input Date	Dept	Div	Sec	SubSec	Level	Grade	Qty	App Manager	App				
			PTK-202207-0017	18 Jul 2022	Production	Crab Production (Plant A)	-	Crab Product Process	Operator	8B2 - Operator Output Base	20		18 Jul 2022		28 Jul
			PTK-202207-0016	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	Operator	8B1 - Operator Time Base	1		18 Jul 2022		19 Jul
			PTK-202207-0015	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1		18 Jul 2022		19 Jul
			PTK-202207-0014	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1		18 Jul 2022		19 Jul
			PTK-202207-0013	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1		18 Jul 2022		19 Jul
			PTK-202207-0012	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Supervisor	6C	1		18 Jul 2022		19 Jul
			PTK-202207-0011	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1		18 Jul 2022		19 Jul
			PTK-202207-0010	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1		18 Jul 2022		19 Jul
			PTK-202207-0009	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	Operator	8B1 - Operator Time Base	1		18 Jul 2022		19 Jul

Di module ini, menampilkan data PTK yang telah diajukan oleh masing-masing user. Sebelum pihak recruitment mencari calon karyawan baru, PTK yang telah diajukan harus mendapatkan Approval dari masing-masing atasan.



Icon Centang Hijau menunjukkan bahwa user telah melakukan approval pada tanggal yang tertera.



Icon Silang Merah menunjukkan bahwa user telah melakukan rejection pada tanggal yang tertera.



Icon Jam menunjukkan bahwa step approval sebelumnya belum dilakukan, dan saat ini masih menunggu.



Icon Jempol Hijau menunjukkan bahwa PTK tersebut sudah mendapat approval dari semua atasan, dan menunggu proses pemenuhan dari recruitment.



Icon Jempol Merah menunjukkan bahwa PTK tersebut mendapatkan rejection dari user.



Icon Plus Biru muncul hanya untuk user yang memiliki akses untuk melakukan pemenuhan, status PTK sama seperti jempol hijau.



Icon Centang Hijau Bulat menunjukkan bahwa PTK sudah complete dan sudah mendapatkan karyawan sejumlah PTK yang diajukan.

1. Lihat PTK / Tombol Hijau dengan icon Kaca Pembesar

The screenshot shows a web-based application for managing PTK (Personnel Transfer Requests). The main interface has a sidebar with navigation links: Dashboard, Master, PTK (selected), and Report. Under PTK, there's a sub-menu for Permintaan Tambah and a PTK List table with 10 entries. The central area displays a detailed view of a PTK record with the ID PTK-202207-0017, submitted by Abdul Jalil on July 18, 2022, at 15:38:21. The view includes sections for Struktur (Structure) and Spesifikasi Pekerjaan (Job Specifications). The Struktur section shows details like Departement (Production), Divisi (Crab Production /Plant A), Section (-), Sub Section (Crab Product Process), Team (Peeling Kata), Unit (Peeling Kata), Level (Operator), Grade (BB2 - Operator Output Base), and Grade (BB2 - Operator Output Base). The Spesifikasi Pekerjaan section lists various job requirements such as Type PTK (Mengganti Karyawan Keluar), Nomor Usulan SO, Pendidikan (SMA/SMK), Kualifikasi Jurusan (SMA IPA/IPS/PERIKANAN), Pengalaman Kerja (tauhun) (Fresh Graduate / Non Pengalaman), Jumlah Pengajuan (20), Tanggal Dibutuhkan (25 Jul 2022), Penempatan Karyawan (Under PT), Basis Pengajuan (Output Base), Type Penggajian (Payroll / BRI), Type Pekerja (Direct (Produksi) - Operator), Lokasi Kerja (Produksi Operator), Type APD (Direct (Produksi) - Operator), and Type MCU (Basic). To the right of the main view, there's a table titled 'Grade' with columns for Grade, Qty, App Manager, and App I, listing several entries with checkmarks in the App Manager column. A search bar is also present above the table.

Menampilkan detail PTK yang dipilih.

2. Add New PTK

The screenshot shows the 'Add New PTK' form on a web page. The left sidebar has 'PTK' selected. The main form fields include:

- Department: Choose Department
- Division: Choose Division
- Section: Choose Section
- Sub Section: Choose Sub Section
- Team: Choose Team
- Unit: Choose Unit
- Level: Choose Level
- Grade: Choose Grade
- Type PTK: Choose Type PTK
- Pendidikan: Choose Pendidikan
- Kualifikasi Jurusan: Choose Kualifikasi Jurusan
- Pengalaman Kerja (tahun): Choose Pengalaman Kerja (tahun)
- Jumlah Pengajuan: 1
- Tanggal Dibutuhkan: mm/dd/yyyy
- Penempatan Karyawan: Choose Penempatan
- Basis Penggajian: Choose Basis Penggajian
- Type Penggajian: Choose Type Penggajian
- Type Pekerja: Choose Type Pekerja
- Type APD: Choose Type APD
- Lokasi Kerja: Choose Lokasi Kerja
- Type MCU: Choose Type MCU
- Hari Kerja: Choose Hari Kerja
- Jam Kerja: Choose Jam Kerja

Isikan data PTK sesuai pengajuan yang akan dibuat. Klik **Save**.

3. Edit PTK (INPUTOR & MD ONLY)

The screenshot shows the 'Edit PTK' form on a web page. The left sidebar has 'PTK' selected. The main form fields include:

- Department: Production
- Division: Crab Production (Plant A)
- Section: -
- Sub Section: Crab Product Process
- Team: Peeling Kata
- Unit: Peeling Kata
- Level: Operator
- Grade: 882 - Operator Output Base
- Type PTK: Mengganti Karyawan Keluar
- Pendidikan: SMA/SMK
- Kualifikasi Jurusan: SMA IPA/IPS/PERIKANAN
- Pengalaman Kerja (tahun): Fresh Graduate / Non Pengalaman
- Jumlah Pengajuan: 20
- Tanggal Dibutuhkan: 07/25/2022
- Penempatan Karyawan: Under PT
- Basis Penggajian: Output Base
- Type Penggajian: Payroll / BRI
- Type Pekerja: Direct (Produksi) - Operator
- Type APD: Direct (Produksi) - Operator
- Lokasi Kerja: Produksi Operator
- Type MCU: Basic
- Hari Kerja: 5 Hari
- Jam Kerja: (Bisa pilih lebih dari 1)
04.00-15.00 | 15.00-00.00

Ubah data PTK sesuai yang diinginkan, klik **Save**. PTK hanya bisa diedit oleh user yang membuat atau user dengan akses MD.

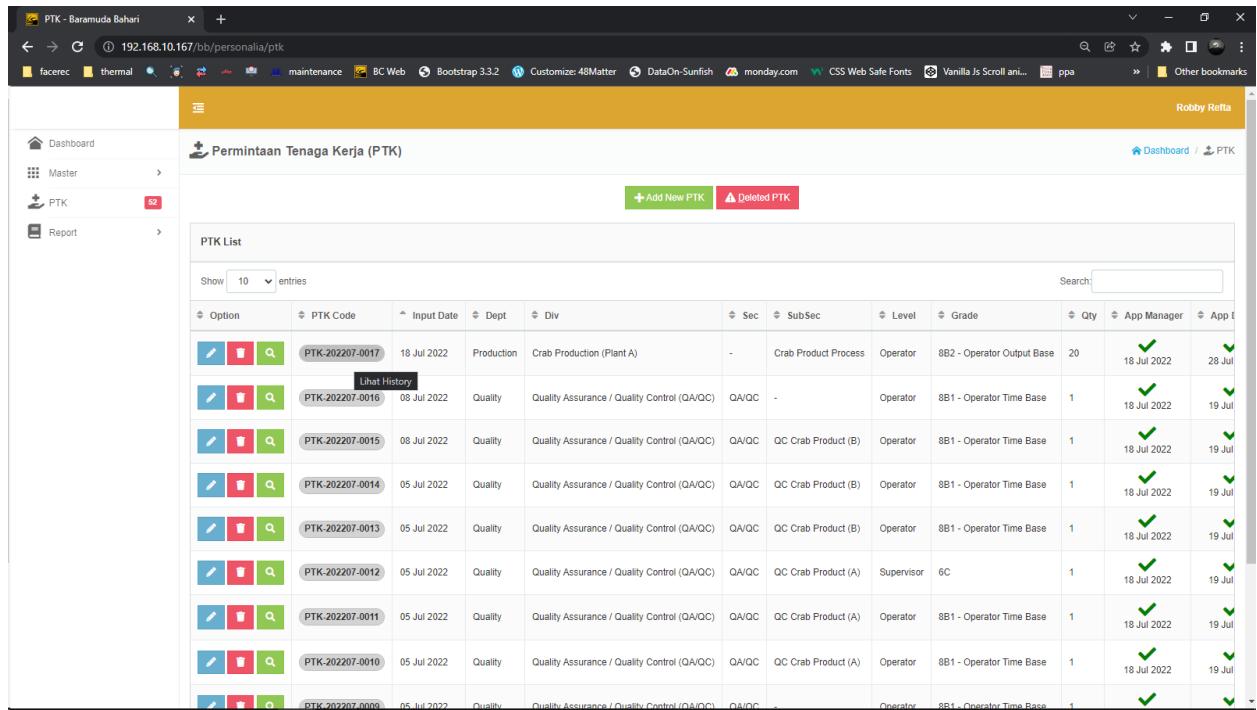
4. Delete PTK

The screenshot shows a web browser window for the 'PTK - Baramuda Bahari' application at the URL 192.168.10.167/bb/personalia/ptk. The main page displays a list of PTK records with columns for Option, PTK Code, Input Date, Dept, Div, Sec, SubSec, Level, Grade, Qty, App Manager, and App I. A modal dialog box is overlaid on the page, asking 'Delete this PTK?' with 'OK' and 'Cancel' buttons. The background page shows a navigation menu on the left with options like Dashboard, Master, PTK, and Report. On the right, there are user profile details for 'Robby Refta' and links to 'Dashboard' and 'PTK'.

Option	PTK Code	Input Date	Dept	Div	Sec	SubSec	Level	Grade	Qty	App Manager	App I
[Edit]	PTK-202207-0017	18 Jul 2022	Production	Crab Production (Plant A)	-	Crab Product Process	Operator	8B2 - Operator Output Base	20	✓	18 Jul 2022
[Edit]	PTK-202207-0016	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	Operator	8B1 - Operator Time Base	1	✓	18 Jul 2022
[Edit]	PTK-202207-0015	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1	✓	18 Jul 2022
[Edit]	PTK-202207-0014	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1	✓	18 Jul 2022
[Edit]	PTK-202207-0013	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1	✓	18 Jul 2022
[Edit]	PTK-202207-0012	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Supervisor	6C	1	✓	18 Jul 2022
[Edit]	PTK-202207-0011	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1	✓	18 Jul 2022
[Edit]	PTK-202207-0010	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1	✓	18 Jul 2022

Tekan **OK** konfirmasi penghapusan data PTK. PTK hanya bisa dihapus oleh user yang membuat.

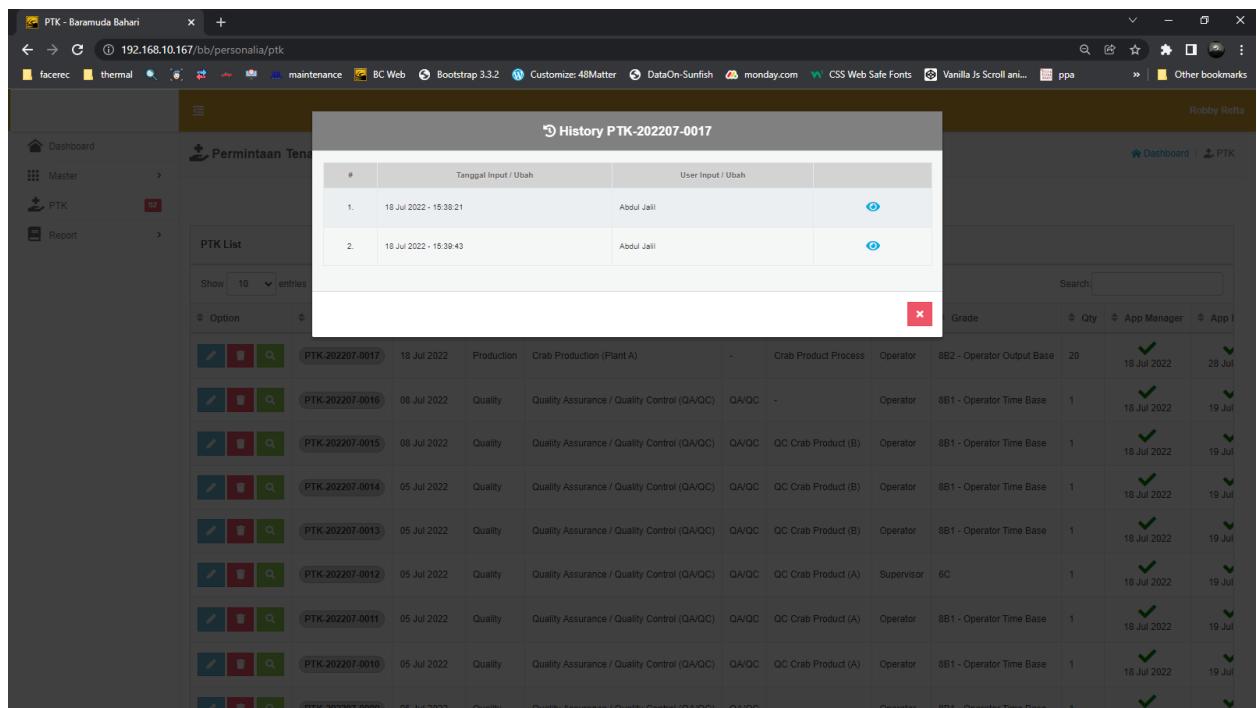
5. Lihat History PTK (history edit sebelumnya)



The screenshot shows the 'PTK List' page with a modal window titled 'History PTK-202207-0017'. The modal contains two entries:

#	Tanggal Input / Ubah	User Input / Ubah
1.	18 Jul 2022 - 15:38:21	Abdul Jalil
2.	18 Jul 2022 - 15:39:43	Abdul Jalil

Klik pada Kode Transaksi / Nomor PTK. Maka akan muncul tampilan seperti berikut :



The screenshot shows the 'PTK List' page with a modal window titled 'History PTK-202207-0017' displayed prominently. The modal contains two entries:

#	Tanggal Input / Ubah	User Input / Ubah
1.	18 Jul 2022 - 15:38:21	Abdul Jalil
2.	18 Jul 2022 - 15:39:43	Abdul Jalil

Klik pada icon mata untuk melihat detail history perubahan PTK, maka akan muncul tampilan seperti berikut :

The screenshot shows a browser window titled "PTK - Baramuda Bahari" with the URL "192.168.10.167/bb/personalia/ptk". The main content is a "History" page for PTK-202207-0017, submitted by Abdul Jallil on 18 Jul 2022 at 15:38:21. The page is divided into sections: "Struktur" and "Spesifikasi Pekerjaan".

Struktur:

Departement	Production	Divisi	Crab Production (Plant A)
Section	-	Sub Section	Crab Product Process
Team	Peeling Kata	Unit	Peeling Kata
Level	Operator	Grade	8B2 - Operator Output Base

Spesifikasi Pekerjaan:

Type PTK	Mengganti Karyawan Keluar
Nomor Usulan SO	
Pendidikan	SMA/SMK
Kualifikasi Jurusan	SMA IPA/IPS/PERIKANAN
Pengalaman Kerja (tahun)	Fresh Graduate / Non Pengalaman
Jumlah Pengajuan	20
Tanggal Dibutuhkan	25 Jul 2022
Penempatan Karyawan	Under PT
Basis Penggajian	Output Base
Type Penggajian	Payroll / BRI
Type Pekerja	Direct (Produksi) - Operator
Lokasi Kerja	Produksi Operator
Type APD	Direct (Produksi) - Operator
Type MCU	Basic

On the right side of the history page, there is a table showing a list of changes made to the PTK application, with columns for Type, Description, Date, and Time.

6. Deleted PTK

The screenshot shows a browser window titled "PTK - Baramuda Bahari" with the URL "192.168.10.167/bb/personalia/ptk". The main content is a "Permintaan Tenaga Kerja (PTK)" page. At the top, there are buttons for "+ Add New PTK" and "Deleted PTK".

The "PTK List" section displays a table of deleted PTK applications. The table includes columns for Option, PTK Code, Input Date, Dept, Div, Sec, SubSec, Level, Grade, Qty, App Manager, and App I.

Option	PTK Code	Input Date	Dept	Div	Sec	SubSec	Level	Grade	Qty	App Manager	App I			
			PTK-202207-0017	18 Jul 2022	Production	Crab Production (Plant A)	-	Crab Product Process	Operator	8B2 - Operator Output Base	20		18 Jul 2022	
			PTK-202207-0016	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	Operator	8B1 - Operator Time Base	1		18 Jul 2022	
			PTK-202207-0015	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1		18 Jul 2022	
			PTK-202207-0014	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1		18 Jul 2022	
			PTK-202207-0013	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1		18 Jul 2022	
			PTK-202207-0012	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Supervisor	6C	1		18 Jul 2022	
			PTK-202207-0011	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1		18 Jul 2022	
			PTK-202207-0010	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1		18 Jul 2022	
			PTK-202207-0009	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	Operator	8B1 - Operator Time Base	1		18 Jul 2022	

#	PTK Code	Input Date	Department	Division	Grade	Level	Deleted By	Deleted Date			
1.	PTK-202204-0005	22 Nov 2021	HRM / GA - HSE	HSE	7A	Asst Supervisor	Marco Oris	19 May 2022 / 10:09:27			
Option	PTK Code	Input Date	Dept	Div	Sec	SubSec	Level	Grade	Qty	App Manager	App I
			PTK-202207-0017	18 Jul 2022	Production	Crab Production (Plant A)	-	Crab Product Process	Operator	8B2 - Operator Output Base	20
			PTK-202207-0016	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	Operator	8B1 - Operator Time Base	1
			PTK-202207-0015	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1
			PTK-202207-0014	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1
			PTK-202207-0013	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	Operator	8B1 - Operator Time Base	1
			PTK-202207-0012	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Supervisor	6C	1
			PTK-202207-0011	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1
			PTK-202207-0010	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	Operator	8B1 - Operator Time Base	1

Digunakan untuk melihat list PTK yang telah dihapus. List yang keluar sesuai dengan View Access yang dimiliki user.

7. Lihat alasan penolakan

#	PTK Code	Input Date	Dept	Div	Sec	SubSec	Level	App Manager	App Director	App HRD	App MD	Status
				PTK-202203-0001	10 Mar 2022	Production	Custom Process	Custom Process	Crab Custom	B2 Operator Borongan		
				PTK-202202-0007	18 Feb 2022	IT	IT	IT	-	B Manager		
				PTK-202202-0006	17 Feb 2022	Exim	Export	Export		B General Manager		
				PTK-202202-0005	17 Feb 2022	IT	IT	IT		B General Manager		-
				PTK-202202-0004	17 Feb 2022	IT	IT	IT	Hardware / Networking	C Manager		
				PTK-202202-0003	17 Feb 2022	IT	IT	IT	Software	C Manager		
				PTK-202202-0002	17 Feb 2022	IT	IT			C Director		
				PTK-202202-0001	17 Feb 2022	IT	IT	IT	Software	C Manager		
				PTK-202202-0000	01 Sep 2021	IT	IT	IT Independent		B General Manager		

The screenshot shows a modal window titled "Alasan Penolakan PTK-202202-0005" with the message "Males ah, gak mood nge-approve :(".

PTK	Code	Date	Dept	Manager	Approver	Approve Date	Director	Approve Date	HRD	Approve Date	MD	Approve Date	Status
PTK-202203-0001	PTK-202202-0007	10 Mar 2022	Production	B Manager		18 Feb 2022		18 Feb 2022		18 Feb 2022		18 Feb 2022	Complete
PTK-202202-0006	PTK-202202-0005	18 Feb 2022	IT	IT	Export	Export	B General Manager	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	Penuhan
PTK-202202-0004	PTK-202202-0003	17 Feb 2022	IT	IT	IT	Hardware / Networking	C Manager	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	
PTK-202202-0002	PTK-202202-0001	17 Feb 2022	IT	IT	IT	Software	C Manager	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	
PTK-202202-0000		01 Sep 2021	IT	IT	IT Independent		C Director	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	18 Feb 2022	

8. Pemenuhan PTK

The screenshot shows a list of PTK requests with status markers indicating completion or fulfillment.

PTK	Code	Date	Dept	Manager	Approver	Approve Date	Director	Approve Date	HRD	Approve Date	MD	Approve Date	Status
Quality Assurance / Quality Control (QA/QC)				Operator	8A1 - Operator Kantor / Admin	1	18 Jan 2022	19 Jan 2022	19 Jan 2022	11 Feb 2022	11 Feb 2022	Complete	
Crab Production (Plant A)			-	Crab Product Process	Operator	8B2 - Operator Output Base	100	06 Jan 2022	11 Jan 2022	11 Jan 2022	19 Jan 2022	19 Jan 2022	Penuhan
HSE	HSE		HSE		Asst Supervisor	7A	1	01 Dec 2021	04 Dec 2021	01 Dec 2021	01 Dec 2021	06 Jan 2022	Proses Penuhan
HSE	HSE		HSE	Environment	Operator	8A1 - Operator Kantor / Admin	1	26 Nov 2021	04 Dec 2021	10 Dec 2021	06 Jan 2022	06 Jan 2022	Complete
HSE	HSE		HSE	Environment	Asst Supervisor	7A	1	26 Nov 2021	28 Nov 2021	01 Dec 2021	04 Dec 2021	04 Dec 2021	Penuhan
HSE	HSE		HSE	Health and Safety	Operator	8A1 - Operator Kantor / Admin	1	26 Nov 2021	04 Dec 2021	10 Dec 2021	06 Jan 2022	06 Jan 2022	Complete
HSE	HSE		HSE	Health and Safety	Asst Supervisor	7A	1	26 Nov 2021	28 Nov 2021	01 Dec 2021	04 Dec 2021	04 Dec 2021	Complete
Fish Production (Plant B)			-	Fish Semi Product Process	Asst Supervisor	7A	1	04 Nov 2021	08 Nov 2021	08 Nov 2021	10 Nov 2021	10 Nov 2021	Complete

PTK - Baramuda Bahari

192.168.10.167/bb/personala/ptk

Qty permintaan : 100 | Sudah diterima : 0 | Qty kekurangan : 100

Tanggal Alokasi : ID Karyawan : Jenis Kelamin : Nama Karyawan :

mm/dd/yyyy Input ID kary Choose Gen Input nama karyawan

Pemenuhan PTK-202204-0014

Qty permintaan : 100 | Sudah diterima : 0 | Qty kekurangan : 100

Tanggal Alokasi ID Karyawan Nama Karyawan Jenis Kelamin Submitted By Submitted Date Delete

Save Close

#	Tanggal Alokasi	ID Karyawan	Nama Karyawan	Jenis Kelamin	Submitted By	Submitted Date	Delete
1	19 Jan 2022	19 Jan 2022	11 Feb 2022	Complete			
2	11 Jan 2022	11 Jan 2022	19 Jan 2022	Pemenuhan			
3	04 Dec 2021	01 Dec 2021	06 Jan 2022	Pemenuhan			
4	04 Dec 2021	10 Dec 2021	06 Jan 2022	Complete			
5	28 Nov 2021	01 Dec 2021	04 Dec 2021	Pemenuhan			
6	04 Dec 2021	10 Dec 2021	06 Jan 2022	Complete			
7	28 Nov 2021	01 Dec 2021	04 Dec 2021	Complete			
8	08 Nov 2021	08 Nov 2021	10 Nov 2021	Complete			

Search:

App Director App HRD App MD Status

19 Jan 2022 19 Jan 2022 11 Feb 2022 Complete

11 Jan 2022 11 Jan 2022 19 Jan 2022 Pemenuhan

04 Dec 2021 01 Dec 2021 06 Jan 2022 Pemenuhan

04 Dec 2021 10 Dec 2021 06 Jan 2022 Complete

28 Nov 2021 01 Dec 2021 04 Dec 2021 Pemenuhan

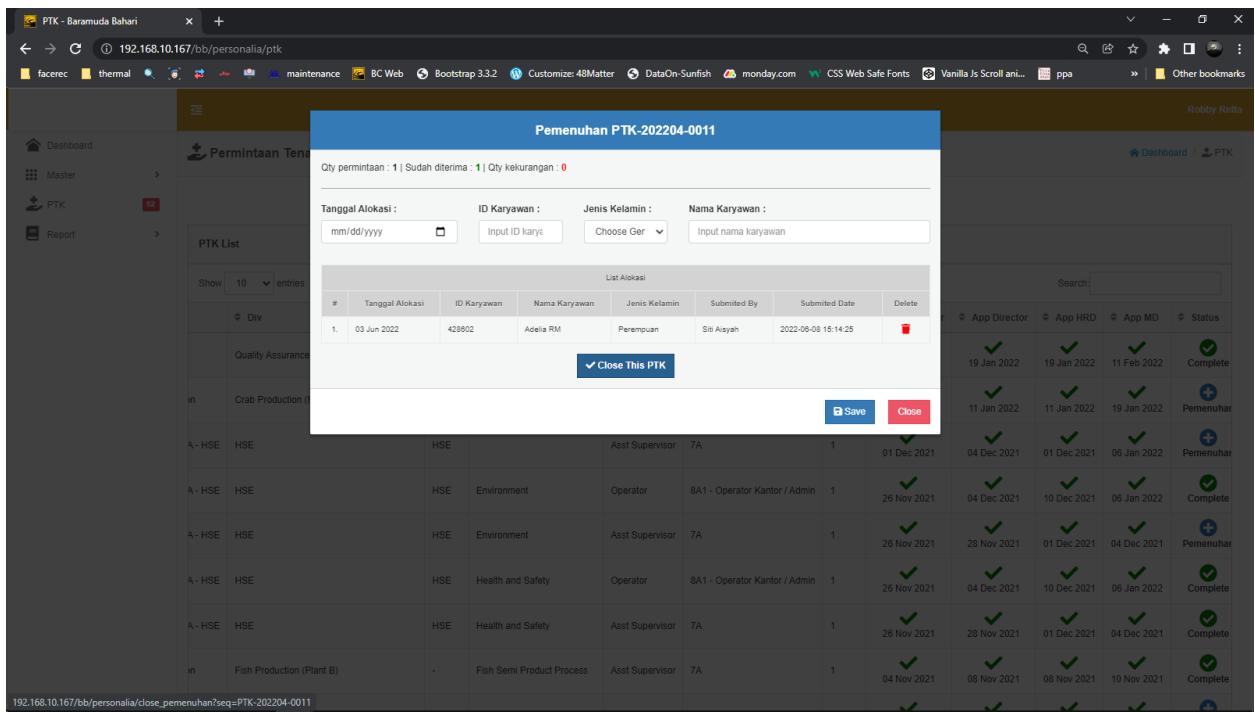
04 Dec 2021 10 Dec 2021 06 Jan 2022 Complete

28 Nov 2021 01 Dec 2021 04 Dec 2021 Complete

08 Nov 2021 08 Nov 2021 10 Nov 2021 Complete

Isikan **Tanggal Alokasi**, **ID Karyawan**, **Jenis Kelamin**, dan **Nama Karyawan** sesuai data karyawan yang didapatkan berdasarkan PTK. Pemenuhan PTK dilakukan oleh user dengan akses Recruitment.

9. Close PTK



Close PTK digunakan jika proses pemenuhan selesai, dan karyawan sudah dipastikan masuk. Proses ini dilakukan oleh user dengan akses Recruitment. Ketika PTK sudah diclose, maka PTK tidak lagi muncul di list.

T. Report PTK

The screenshot shows a web-based application titled "Report PTK". At the top, there is a search bar for "Input Period PTK" with two date fields: "05/01/2022" and "08/02/2022". Below the search bar are buttons for "Search", "Clear", and "Export". A blue button labeled "Report Penuhan" is also present. The main area displays a table with 10 rows of PTK data. The columns include: #, File, PTK Code, PTK Date, Department, Division, Section, Sub Section, Team, Unit, Grade, and Level. The data in the table is as follows:

#	File	PTK Code	PTK Date	Department	Division	Section	Sub Section	Team	Unit	Grade	Level
1.		PTK-202207-0017	18 Jul 2022	Production	Crab Production (Plant A)	-	Crab Product Process	Peeling Kata	Peeling Kata	Operator	8B2 - Operator Output Base
2.		PTK-202207-0016	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	-	QC Warehouse	Operator	8B1 - Operator Time Base
3.		PTK-202207-0015	08 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	-	QC Crab Product (B)	Operator	8B1 - Operator Time Base
4.		PTK-202207-0014	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	-	QC Crab Product (B)	Operator	8B1 - Operator Time Base
5.		PTK-202207-0013	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (B)	-	QC Crab Product (B)	Operator	8B1 - Operator Time Base
6.		PTK-202207-0012	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	-	-	Supervisor	6C
7.		PTK-202207-0011	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	-	QC Crab Product (A)	Operator	8B1 - Operator Time Base
8.		PTK-202207-0010	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	-	QC Crab Product (A)	Operator	8B1 - Operator Time Base
9.		PTK-202207-0009	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	-	-	-	Operator	8B1 - Operator Time Base
10.		PTK-202207-0008	05 Jul 2022	Quality	Quality Assurance / Quality Control (QA/QC)	QA/QC	QC Crab Product (A)	-	QC Crab Product (A)	Operator	8B1 - Operator Time Base

Setiap PTK yang masuk dan belum dihapus, akan masuk ke dalam module **Report PTK**. Disini user dapat melakukan pencarian berdasarkan rentang tanggal penginputan PTK. Pilih tanggal awal dan tanggal akhir periode, lalu klik **Search**.

Adapun tombol dengan icon kertas berwarna merah adalah menu untuk melakukan cetak dokumen PTK.

The screenshot shows a web-based application titled "print_ptk". The page displays a PDF document titled "Permintaan Tenaga Kerja PTK-202207-0017". The document includes the company logo and address: PT. BARAMUDA BAHARI, Ds. Wonokopo - Kec. Beli, Pasuruan 67514 Jawa Timur Indonesia, Phone (62-343) 656613 - 6566446 Fax: (62-343) 6561195, PO Box. 6135/SBSG, Surabaya 60061 - Indonesia. The form contains various fields with placeholder text describing the requirements for the job application, such as department, section, sub-section, team, unit, grade, level, and specific job details like shift work and no allergies to seafood.

User juga dapat melakukan **Export Laporan** ke dalam bentuk format **Excel** dan **PDF**.

Hasil PDF :

No	PTK Code	Input Date	Department	Division	Section	Sub Section	Team	Unit	Grade	Alpha	Level	Qty	Status
1	PTK-202202-0017	18 Jul 2022	Production	Crab Production (Plant A)	-	Crab Product Process	Operator	BB2 - Operator Output Base	20	orang	Accepted		
2	PTK-202202-0016	08 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	-	Operator	BB1 - Operator Time Base	1	orang	Waiting		
3	PTK-202202-0015	08 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Crab Product (B)	Operator	BB1 - Operator Time Base	1	orang	Waiting		
4	PTK-202202-0014	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Crab Product (B)	Operator	BB1 - Operator Time Base	1	orang	Waiting		
5	PTK-202202-0013	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Crab Product (B)	Operator	BB1 - Operator Time Base	1	orang	Waiting		
6	PTK-202202-0012	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Crab Product (A)	Supervisor	6C	1	orang	Waiting		
7	PTK-202202-0011	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Crab Product (A)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
8	PTK-202202-0010	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Crab Product (A)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
9	PTK-202202-0009	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	-	Operator	BB1 - Operator Time Base	1	orang	Accepted		
10	PTK-202202-0008	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Crab Product (A)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
11	PTK-202202-0007	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Fish Product (A)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
12	PTK-202202-0006	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Fish Product (A)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
13	PTK-202202-0005	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Fish Product (B)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
14	PTK-202202-0004	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Fish Product (B)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
15	PTK-202202-0003	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Fish Product (A)	Supervisor	6C	1	orang	Accepted		
16	PTK-202202-0002	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Fish Product (A)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
17	PTK-202202-0001	05 Jul 2022	Quality	Quality Assurance / Quality Control	QA/QC	GQC Fish Product (A)	Operator	BB1 - Operator Time Base	1	orang	Accepted		
18	PTK-202202-0027	29 Jun 2022	Production	Fish Production (Plant B)	-	Fish Semi Product Process	Asst Supervisor	7A	1	orang	Complete		
19	PTK-202202-0026	29 Jun 2022	Production	Fish Production (Plant B)	-	Fish Semi Product Process	Supervisor	6A	1	orang	Accepted		
20	PTK-202202-0025	28 Jun 2022	Production	Coldstorage	-	CS Plant A	Operator	BB1 - Operator Time Base	1	orang	Accepted		
21	PTK-202202-0024	28 Jun 2022	HRM / GA - HSE	GA	GA	GA	Operator	BB1 - Operator Time Base	2	orang	Accepted		
22	PTK-202202-0023	24 Jun 2022	HRM / GA - HSE	HSE	HSE	Health and Safety	Operator	BA1 - Operator Kantor / Admin	1	orang	Accepted		
23	PTK-202202-0022	24 Jun 2022	Production	Crab Production (Plant A)	-	Crab Fresh Product Packing	Asst Supervisor	7A	1	orang	Complete		
24	PTK-202202-0021	24 Jun 2022	Production	Crab Production (Plant A)	-	Crab Produt Process	Asst Supervisor	7A	1	orang	Complete		
25	PTK-202202-0020	24 Jun 2022	Production	Crab Production (Plant A)	-	Crab Produt Process	Asst Supervisor	7A	1	orang	Complete		
26	PTK-202202-0019	24 Jun 2022	Production	Crab Production (Plant A)	-	Crab Produt Process	Asst Supervisor	7A	1	orang	Complete		
27	PTK-202202-0018	23 Jun 2022	Production	Crab Production (Plant A)	-	Crab Produt Process	Asst Supervisor	7A	1	orang	Complete		
28	PTK-202202-0017	20 Jun 2022	HRM / GA - HSE	GA	GA	House Keeping	Operator	BB1 - Operator Time Base	1	orang	Accepted		
29	PTK-202202-0016	20 Jun 2022	HRM / GA - HSE	GA	GA	House Keeping	Operator	BB1 - Operator Time Base	1	orang	Accepted		
30	PTK-202202-0015	20 Jun 2022	HRM / GA - HSE	GA	GA	House Keeping	Operator	BB1 - Operator Time Base	1	orang	Accepted		
31	PTK-202202-0014	20 Jun 2022	HRM / GA - HSE	GA	GA	House Keeping	Operator	BB1 - Operator Time Base	1	orang	Accepted		

Hasil Excel :

No	PTK Code	Input Date	Department	Division	Section	Sub Section	Team	Unit	Grade	Alpha	Level	Status
1	PTK-202202-0001	10/03/2022	Production	Custom Process	Custom Process	Crab Custom	Crab Finish Product (A)	Crab Finish Product (A)	8 B2	Operator Borongan	Waiting	
2	PTK-202202-0002	18/02/2022	IT	IT	-	-	IT Documentation & Warehouse	IT Administration	4 B	Manager	Accepted	
3	PTK-202202-0003	17/02/2022	Exim	Export	Export	-	-	-	3 B	General Manager	Accepted	
4	PTK-202202-0005	17/02/2022	IT	IT	IT	-	-	-	3 B	General Manager	Rejected	
5	PTK-202202-0004	17/02/2022	IT	IT	IT	Hardware / Networking	-	-	3 C	Manager	Waiting	
6	PTK-202202-0002	17/02/2022	IT	IT	IT	Software	-	-	3 C	Manager	Waiting	
7	PTK-202202-0001	17/02/2022	IT	IT	IT	-	-	-	2 C	Director	Waiting	
8	PTK-202202-0001	17/02/2022	IT	IT	IT	Software	-	-	3 C	Manager	Waiting	
9	PTK-202202-0001	17/02/2022	IT	IT	IT	-	-	-				

Ada juga tombol **Report Pemenuhan** yang akan menampilkan data pemenuhan yang telah dilakukan oleh user Recruitment.

The screenshot shows a web-based application interface for 'Report Pemenuhan / Fulfillment'. At the top, there are date filters for 'Fulfillment Period PTK' (08/01/2022 to 08/02/2022) and a dropdown for 'Section Name'. Below these are search, clear, and export buttons. The main area displays a table with two rows of data:

No	PTK Code	PTK Date	Fulfillment Date	Fulfillment By	ID Kary	Name	Gender	Department	Division	Section	Sub Section	Team
1.	PTK-202206-0020	24 Jun 2022	01 Aug 2022	Siti Aisyah	430069	Ita Mutmainah	P	Production	Crab Production (Plant A)	-	Crab Product Process	Peeling Leg
2.	PTK-202206-0018	23 Jun 2022	01 Aug 2022	Siti Aisyah	430070	Olivia Agustin	P	Production	Crab Production (Plant A)	-	Crab Product Process	Peeling Namban

At the bottom, there are navigation buttons for 'Previous', 'Next', and a note indicating 'Showing 1 to 2 of 2 entries'.

Pada menu ini juga disediakan filter periode pemenuhan, dengan filter Section, juga tombol untuk search dan export ke Excel dan PDF.

Hasil PDF :

The screenshot shows a PDF document titled 'Report Pemenuhan II 01 Aug 2022 - 02 Aug 2022'. It includes the company logo and address at the top. The main content is a table with the same data as the previous screenshot:

No	PTK Code	PTK Date	Fulfill Date	ID Kary	Name	L/P	Department	Division	Section	Sub Section	Level	Grade
1	PTK-202206-0020	14 Jun 2022	01 Aug 2022	430069	Ita Mutmainah	P	Production	Crab Production (Plant A)	-	Crab Product Process	Asst Supervisor	TA
2	PTK-202206-0018	23 Jun 2022	01 Aug 2022	430070	Olivia Agustin	P	Production	Crab Production (Plant A)	-	Crab Product Process	Asst Supervisor	TA

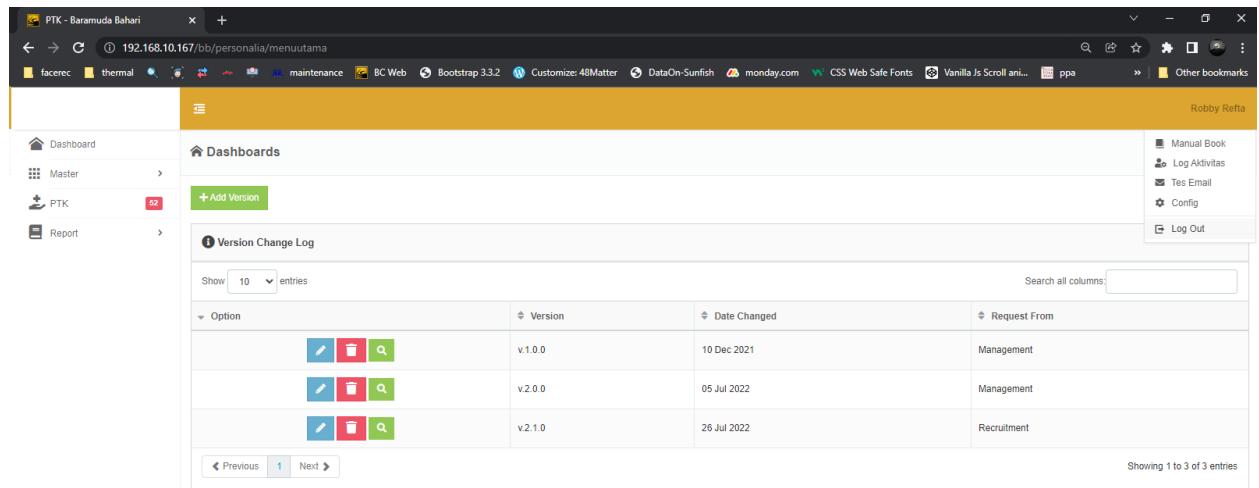
Hasil Excel :

The screenshot shows an Excel spreadsheet with the title 'Report Pemenuhan.xlsx - Excel'. The data is presented in a table with the following columns:

No	PTK Code	PTK Date	Fulfill Date	ID Kary	Name	L/P	Department	Division	Section	Sub Section	Level	Grade
1	PTK-202206-0014	2022-06-29	2022-07-21	429957	Fitriz Azhari	P	Quality	QC	QC Raw Commodity Product	QC Japan Product	Asst Supervisor	7C
2	PTK-202205-0035	2022-05-31	2022-07-15	429874	Titia Mufilah	P	Quality	QC	QC Raw Commodity Product	QC FP Raw Commodity Product (B)	Asst Supervisor	7C
3	PTK-202205-0034	2022-05-31	2022-06-23	429207	Qurotul Aeni	P	Quality	QC	QC Raw Commodity Product	QC FP Raw Commodity Product (A)	Asst Supervisor	7A

U. LOGOUT

Untuk melakukan logout, klik nama user di kanan atas, lalu pilih **Log Out**.



The screenshot shows a web browser window with the URL 192.168.10.167/bb/personalia/menuutama. The page displays a sidebar with navigation items: Dashboard, Master, PTK, and Report. On the right, there's a 'Dashboards' section with a '+ Add Version' button and a 'Version Change Log' table. The table has three entries:

Option	Version	Date Changed	Request From
	v.1.0.0	10 Dec 2021	Management
	v.2.0.0	05 Jul 2022	Management
	v.2.1.0	26 Jul 2022	Recruitment

A user menu in the top right corner includes options like Manual Book, Log Aktivitas, Tes Email, Config, and Log Out. The 'Log Out' option is highlighted.

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