

Contact List

Tujuan : Membuat dan memberikan informasi data seluruh kontak yang ada.





Hak Akses : Logistik, Web Admin , dan CEO

The screenshot shows the 'CONTACT LIST' page in the ANGZCOMMERSH system. The sidebar on the left contains navigation links: Dashboard, Administration, HRD, Master Data, Manage Contact (expanded), Manage Product, Finance, Accounting, and Transaction. The 'Manage Contact' section is active, showing a list of contacts. The table has columns for ID, Name, Phone Number, and Address. A search bar is located at the top right of the table area. The table displays 10 entries, with a total of 10,186 entries. The pagination bar at the bottom right shows 'Previous', '1', '2', '3', '4', '5', '...', '1019', and 'Next'.

ID	Name	Phone Number	Address
1	WEB ADMIN		
101	Tulus Tri Tunggal, PT	+62 (31) 3990000	Jl. Kapten Darmo Sugondo 232, Gresik, Jawa Timur, INDONESIA
102	Tulus Agro, PT	031 3990001	Jl. Kapten Darmo Sugondo 232, Gresik, Jawa Timur, INDONESIA
103	Tulus Door	+62 (31) 3990001,	Jl. Kapten Darmo Sugondo 232, Gresik, Jawa Timur, INDONESIA
104	Agung Kaca		Jl. Simo Pomahan 29P, Surabaya Pusat, , Surabaya, Jawa Timur, INDONESIA
105	Kantor Pelayanan Bea dan Cukai Indonesia		
106	PT Laut Selatan Semesta	+62 (31) 3544716, +62 (31) 3552323	Jl. Demak No. 323, Surabaya, Jawa Timur, INDONESIA
107	Freight Liner Indonesia	+62 (31) 5670338, +62 (31) 5670358,	
108	Upah Kuli		
109	Birotika Semesta (DHL Express)		

(Gambar 1. Contact List)

Keterangan :

- kolom *search* Search:   digunakan untuk mencari data secara spesifik, setelah diisi maka tekan tombol *search*  untuk memulai, sedangkan untuk membatalkan tekan tombol silang .

Cara menambah *contact* :

1. Klik tombol *add contact* [+ Add Contact](#)
2. Muncul *form add contact* pada halaman baru. Isikan seluruh data karyawan tersebut, jika terdapat tanda * maka kolom harus diisi tidak boleh dikosongi.

The screenshot displays the 'ADD/EDIT CONTACT' form in the ANGHALUZ system. The interface features a blue header with the 'angzcommerz' logo and a user profile for 'Tiara Nuzulia'. A dark sidebar on the left contains navigation links such as 'Dashboard', 'Administration', 'HRD', 'Master Data', 'Manage Contact', 'Manage Product', 'Finance', 'Accounting', 'Transaction', 'Approval', and 'Report'. The main content area is titled 'ADD/EDIT CONTACT' and contains two primary form sections: 'Contact Information' and 'Address'. The 'Contact Information' section includes a 'Status Customer' selector (radio buttons for 'Company' and 'Personal'), a 'Full Name' field with sub-inputs for 'First Name', 'Middle Name', and 'Last Name', and fields for 'Shop Name', 'Gender', 'Religion', 'ID Card Number', and 'NPWP Number'. The 'Address' section includes a 'Phone Number' field with a placeholder 'Ex: 08xxxxx', an 'Email' field with a placeholder 'example@gmail.com', and an 'Address' section with a 'Title Address' field, a 'Full Address' field, and a dropdown menu for 'INDONESIA'. A 'Submit' button is positioned at the bottom right of the form.

(Gambar 2. Add contact personal)

anghaluz ≡ 🔔 👤 Tiara Nuzulia ⚙️

ADD/EDIT CONTACT 📖 Help

Dashboard

Administration <

HRD <

Master Data >

Manage Contact >

 Contact List

 Customer List

 Supplier List

 Expedition List

 Sales List

Manage Product <

Manage Administration <

Finance <

Accounting <

Transaction <

Approval <

Report <

Contact Information

Status Customer ☒ Company ☐ Personal

Company Name *

Shop Name

NPWP Number

Contact Person

Search Contact +

Address

Phone Number

Head Office, FAX + -

Email

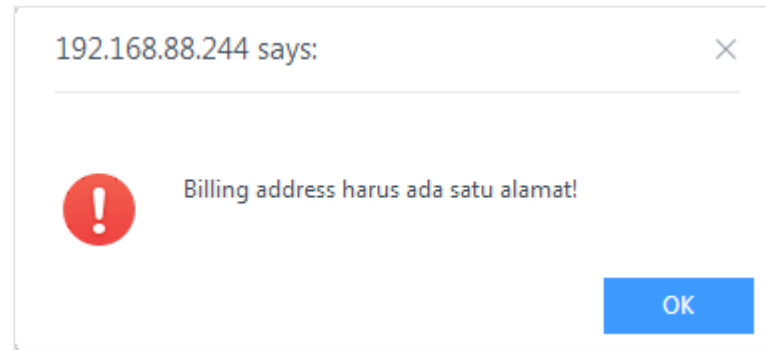
Head Office, Official + -

Address + - ☐ **Billing address**

Submit

(Gambar 3. Add contact company)

- Pilih *status customer* sebagai personal, jika kontak ditujukan untuk perorangan. Sedangkan untuk perusahaan maka *status customer* sebagai *company*
- Telepon dan email bisa lebih dari satu dengan menekan tombol + + untuk menambah, sedangkan untuk mengurangi menekan tombol - -
- Address* atau alamat harus di *checkboxlist* pada kotak *billing address*, untuk alamat lebih dari satu harus di *checkboxlist* pada salah satu alamat (alamat utama).
Jika tidak akan muncul peringatan seperti berikut :



(Gambar 4. Pemberitahuan peringatan pengisian kolom)


6. Pengisian alamat harus dipilih negara terlebih dahulu, baru bisa mencari provinsi dll.
7. Jika muncul pemberitahuan peringatan berikut maka kolom harus diisi.

A form titled "Full Name *" with three input fields: "First Name", "Middle Name", and "Last Name". A tooltip with an orange exclamation mark icon and the text "Harap isi bidang ini." points to the "Middle Name" field.

(Gambar 5. Pemberitahuan peringatan pengisian kolom)

8. Klik *submit* **Submit** untuk menyetujui seluruh data yang telah diisi.
9. Selesai.

Cara melihat data kontak :

1. Klik tombol *view*  pada sebelah kanan daftar kontak
2. Maka akan membuka halaman *detail contact* sebagai kontak yang terpilih.

Detail Contact

WEB ADMIN

Gender

:

Male

Religion

:

Islam

ID Card Number

:

123456789

NPWP Number

:

987654321

Contact Person

:

Edit Contact

Edit

View in Employee

View

Set as Customer

Setup

Set as Supplier

Setup

Set as Expedition

SetUP

Set as Sales

SetUP

Phone :

()

Email :

bo.system@angzdna.net ()

Location :

Rumah

Dukuh Kupang barat bx 19

Dukuh Pakis, Surabaya, Jawa Timur

INDONESIA, 60225

(Gambar 6. *Detail Contact*)

3. Selesai.

Cara merubah data kontak :

1. Klik tombol *edit contact* **Edit** pada *form detail contact*,
2. Muncul *form add/edit contact*, diperbolehkan merubah semua informasi yang telah ada.

angzcommers ≡ 🔔 👤 Tiara Nuzulia ⚙️ 🆘 Help

ADD/EDIT CONTACT

Contact Information

Status Customer ☐ Company ☒ Personal

Full Name *

WEB

Middle Name

ADMIN

Shop Name

Shop Name

Gender

Male

Religion

Islam

ID Card Number

123456789

NPWP Number

987654321

Address

Phone Number

Ex: 08xxxxxx

Head Office, FAX

Email

bo.system@angzdna.net

Head Office, Official

Address ☒ ☐ **Billing address**

Rumah

Dukuh Kupang barat bx 19

INDONESIA

Jawa Timur

Surabaya

Dukuh Pakis

60225

Submit


(Gambar 7. Add/Edit Contact)

3. Klik *submit* **Submit** untuk menyetujui seluruh data yang telah diisi.
4. Selesai.

Cara melihat data kontak pada daftar karyawan :


1. Klik tombol *view* [View](#) pada *form detail contact* kolom *view in employee*
2. Maka akan membuka halaman baru *form user profile* kontak yang terpilih.

User Profile




WEB ADMIN


About Me

 **Birthday**


2018-03-01


 **Gender / Age / Religion / Marital Status**

Male / 1 tahun / Islam / Single

 **Location**


Rumah
Dukuh Kupang barat bx 19
Dukuh Pakis, Surabaya, Jawa Timur
INDONESIA, 60225

 **Mobile Phone**


 **Email**

bo.system@angzdna.net
bo.system@angzdna.net


Employee Information

 **Join Date**


2018-03-01

 **ID Card Number**


123456789

 **NPWP**


987654321

 **NIP**

000001

 **BIO ID**

0000001

 **Employment Status:**

Active - Permanent//2018-03-01 <>

Company









PT. ANGZOFT INDONESIA//AOT-ID-SBY

Departement

ADMINISTRATOR

Job Titles

AOT SBY 01 / 2019-07-09 <>
MARKETING SBY 09 / 2019-09-16 <>
ADMINISTRATOR / 2019-09-16 <>

Family Information	Document Information	Asset Information
<div><div> Status</div><div> Name</div><div><div> Gender</div><div>Female</div></div><div><div> Job</div></div><div><div> Address</div></div><div><div> Phone</div></div><div><div> Email</div></div></div>	<div>CV</div> <div>Appraisal</div> <div>Certificate</div> <div>ID Card</div> <div>KSK</div> <div>SKCK</div> <div>Domicile</div> <div>Reference</div>	<div><div> Asset Name / Status / Date In</div><div>//</div></div>

(Gambar 8. *User Profile*)

3. Selesai.

Cara menambah daftar kontak ke *customer*/pelanggan:

1. Klik tombol *setup* **Setup** pada sebelah kanan kolom *set as customer form detail contact*,
2. Maka akan membuka halaman baru *add/edit customer* sebagai kontak yang terpilih. Koreksi kembali data dan isikan yang belum terisi untuk melengkapi data *customer*.

ADD/EDIT CUSTOMER

[Help](#)

Customer Information

Status Customer ☐ Company ☒ Personal

Full Name *

WEB

Middle Name

ADMIN

Shop Name

Shop Name

Gender

Male ▼

Religion

Islam ▼

ID Card Number

123456789

NPWP Number

987654321

File Upload (ID Card, NPWP, SIUP, Shop Picture)

Pilih File

Tidak ada f...ng dipilih

Credit Limit (Rp.) **any changes require approval*

5,000,000.00

Address

Phone Number

Ext: 08xxxx

Head Office, FAX

Email

bo.system@angzdna.net

Head Office, Official

Address

+

-

☐ Billing address

Rumah

Dukuh Kupang barat bx 19

INDONESIA ▼

Jawa Timur ▼

Surabaya ▼

Dukuh Pakis ▼

60225 ▼

Payment Term Allowed (day) **)any changes require approval*

30

Customer Category

End User

Sales Executive

Price List Category

Status Active

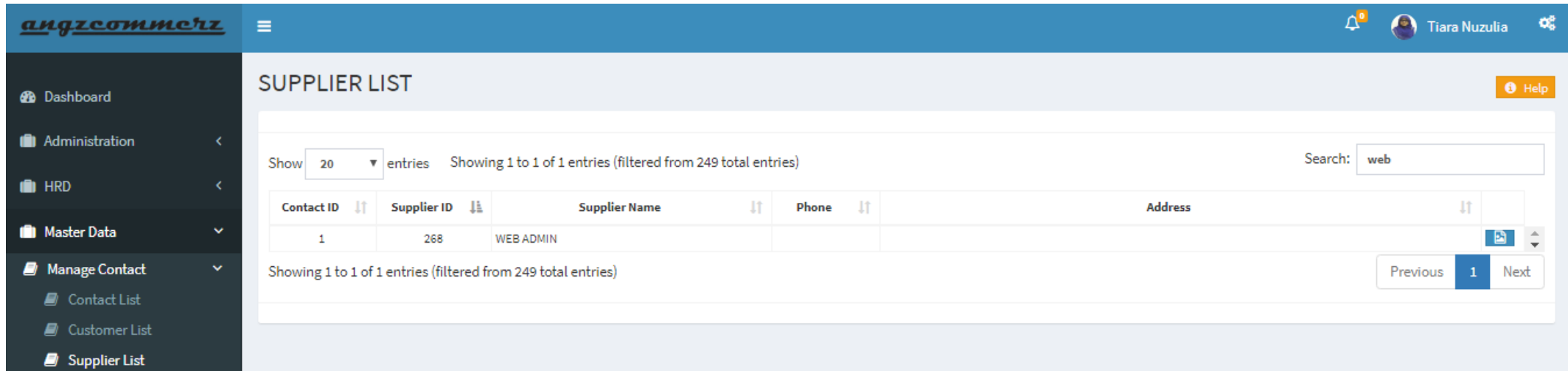
Submit

(Gambar 9. Add/Edit Customer)

3. Klik *submit* **Submit** untuk menyetujui seluruh data yang telah diisi.
4. Selesai.

Cara menambah daftar kontak ke *supplier*/pemasok:

1. Klik tombol *setup* **Setup** pada sebelah kanan kolom *set as supplier form detail contact*,
2. Maka akan membuka halaman baru *supplier list*, dimana kontak yang telah di pilih otomatis menambah menjadi *supplier*. Dapat dibuktikan dengan mencari nama yang terpilih pada kolom *search*.



angzcommertz ≡ 🔔 👤 Tiara Nuzulia ⚙️

SUPPLIER LIST 🔗 Help

Show 20 entries Showing 1 to 1 of 1 entries (filtered from 249 total entries) Search:

Contact ID	Supplier ID	Supplier Name	Phone	Address
1	268	WEB ADMIN		

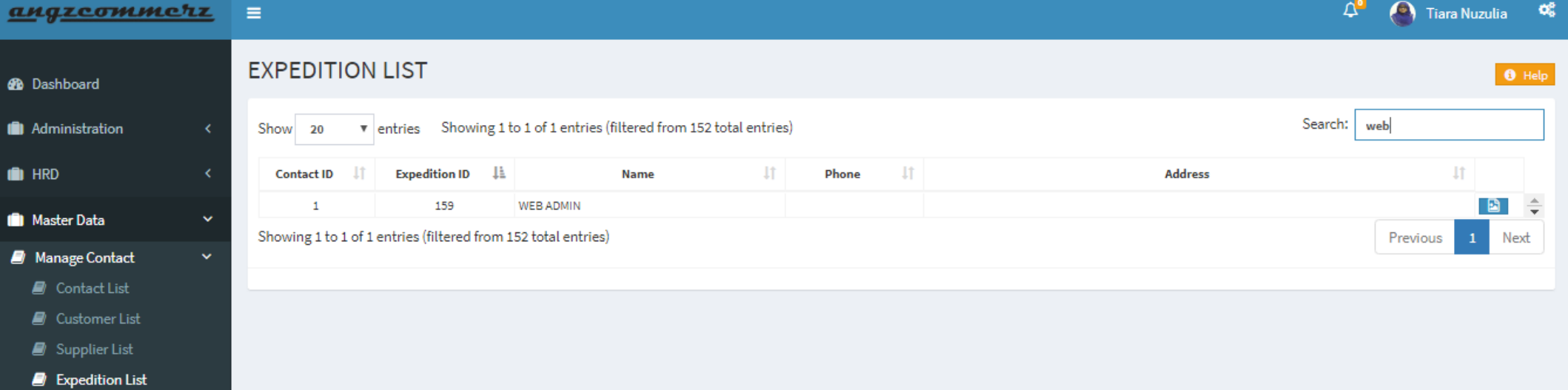
Showing 1 to 1 of 1 entries (filtered from 249 total entries) Previous 1 Next

(Gambar 10. *Supplier List*)

3. Selesai.

Cara menambah daftar kontak ke ekspedisi :

1. Klik tombol *setup* **Setup** pada sebelah kanan kolom *set as expedition form detail contact*,
2. Maka akan membuka halaman baru *expedition list*, dimana kontak yang telah di pilih otomatis menambah menjadi ekspedisi. Dapat dibuktikan dengan mencari nama yang terpilih pada kolom *search*.



The screenshot shows the 'EXPEDITION LIST' page in the ANGZCOMMERZ system. The left sidebar contains navigation links: Dashboard, Administration, HRD, Master Data, and Manage Contact (with sub-links for Contact List, Customer List, Supplier List, and Expedition List). The main content area has a title 'EXPEDITION LIST' and a search bar with the text 'web'. Below the search bar, there is a table with the following data:

Contact ID	Expedition ID	Name	Phone	Address
1	159	WEB ADMIN		

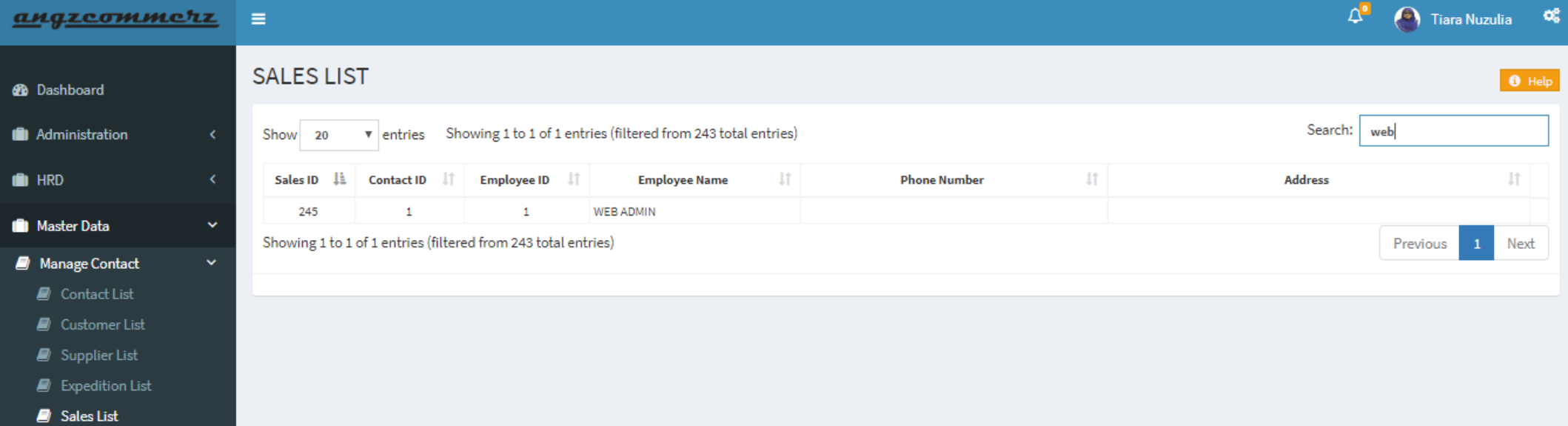
Below the table, it says 'Showing 1 to 1 of 1 entries (filtered from 152 total entries)'. There are also pagination controls: 'Previous', '1' (selected), and 'Next'. A 'Help' button is visible in the top right corner.

(Gambar 11. *Expedition List*)

3. Selesai.

Cara menambah daftar kontak ke *sales* :

1. Klik tombol *setup* **Setup** pada sebelah kanan kolom *set as sales form detail contact*,
2. Maka akan membuka halaman baru *sales list*, dimana kontak yang telah di pilih otomatis menambah menjadi *sales*. Dapat dibuktikan dengan mencari nama yang terpilih pada kolom *search*.



The screenshot displays the 'SALES LIST' interface. On the left is a sidebar with navigation options: Dashboard, Administration, HRD, Master Data, and Manage Contact (expanded). The 'Manage Contact' section includes links to Contact List, Customer List, Supplier List, Expedition List, and Sales List. The main content area shows a table with the following data:

Sales ID	Contact ID	Employee ID	Employee Name	Phone Number	Address
245	1	1	WEB ADMIN		

Below the table, it states 'Showing 1 to 1 of 1 entries (filtered from 243 total entries)'. The search bar at the top right contains the text 'web'. Navigation buttons 'Previous', '1', and 'Next' are visible at the bottom right of the table area.

(Gambar 12. *Sales List*)

3. Selesai.