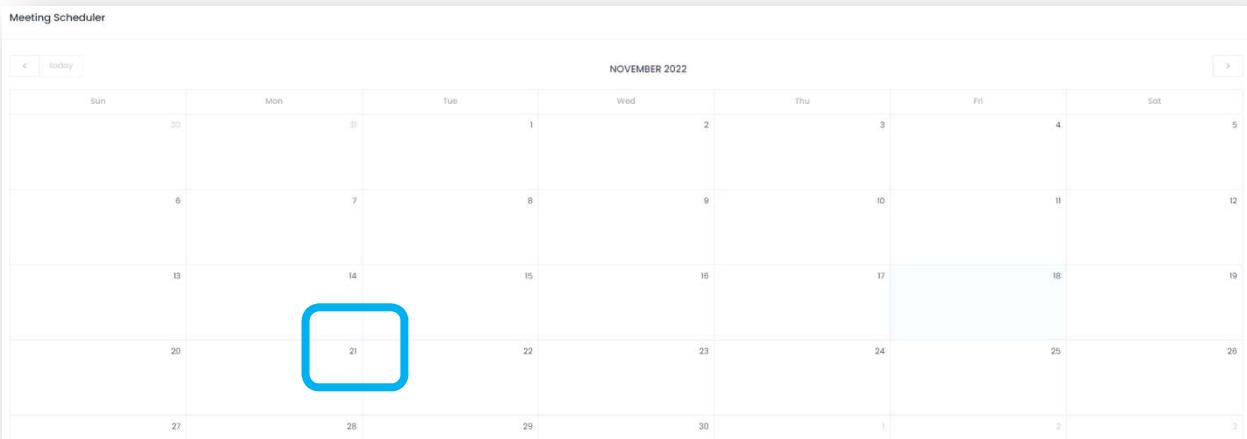
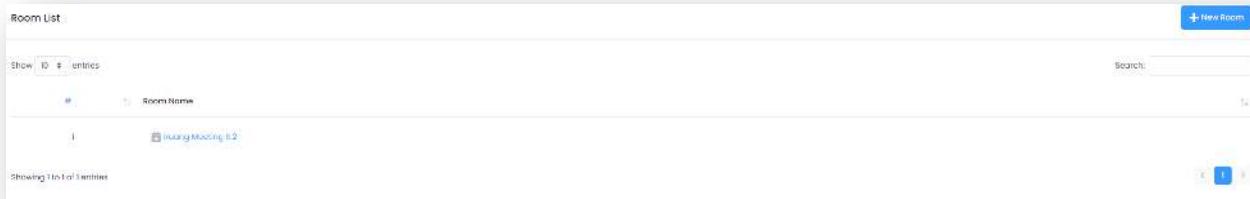


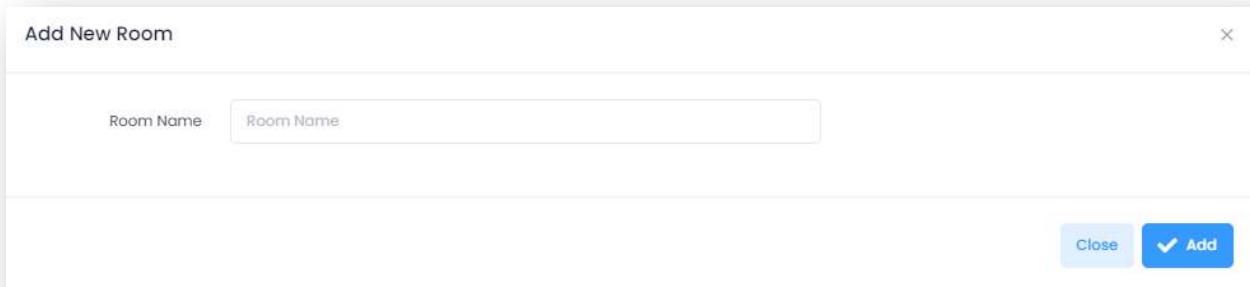
# MEETING SCHEDULER



Pengguna dapat mengatur jadwal meeting dengan menu Meeting Scheduler. Klik salah satu tanggal, kemudian akan muncul form berikut;



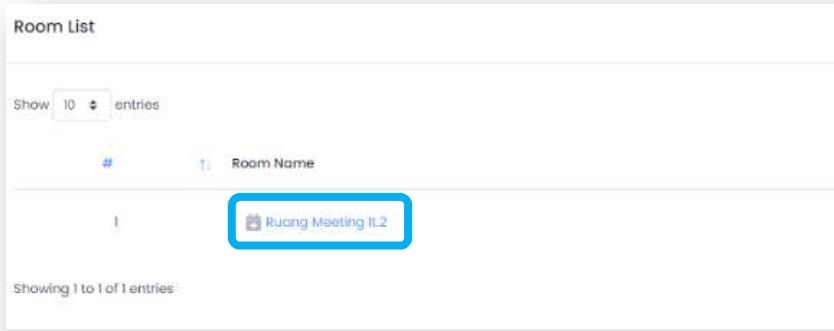
Akan ditampilkan halaman daftar ruang meeting. Untuk menambah ruang meeting, klik tombol “+New Room”.



Isi nama ruangan kemudian klik tombol “Add”.

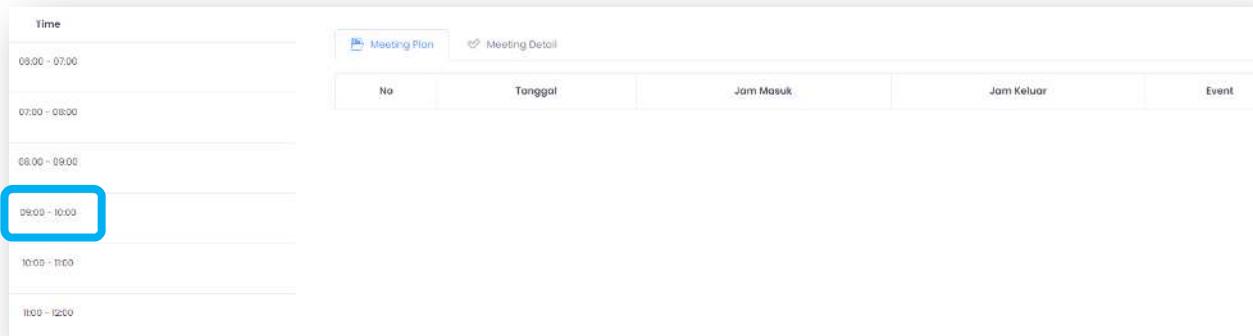
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## Scheduling



The screenshot shows a 'Room List' interface. At the top, there is a search bar with the placeholder 'Show 10 entries'. Below the search bar is a table header with columns: '#', 'Room Name', and 'Room Status'. A single row is listed below the header, showing a room named 'Ruang Meeting Lt.2' with a status icon. The entire row is highlighted with a blue border. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'.

Untuk melakukan penjadwalan, klik pada nama ruang meeting.



The screenshot shows a 'Meeting Planner' interface. On the left, a vertical timeline lists time intervals: 08:00 - 07:00, 07:00 - 08:00, 08:00 - 09:00, 09:00 - 10:00 (this slot is highlighted with a blue border), 10:00 - 11:00, and 11:00 - 12:00. To the right of the timeline is a table with columns: 'No.', 'Tanggal', 'Jam Masuk', 'Jam Keluar', and 'Event'. There are no data rows in the table.

Klik pada salah satu jam dimulainya meeting, kemudian isi semua rincian meeting yang akan diselenggarakan di form berikut ini;



The screenshot shows a 'Reservation - Meeting Schedule' form. It includes fields for 'Tanggal' (21/11/2022), 'Jam Masuk' (09:00), 'Jam Keluar' (--:--), and a 'Save' button. The 'Save' button is highlighted with a blue border.

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## Meeting Plan

The screenshot shows a 'Meeting Plan' interface. At the top, there's a header with 'Time' and two tabs: 'Meeting Plan' (selected) and 'Meeting Detail'. Below this is a calendar grid from 06:00 to 11:00. A yellow box highlights the time range 09:00 - 10:00. In the bottom right corner of the grid, there's a search bar with a magnifying glass icon and the word 'Plan'.

Jika sudah membuat penjadwalan, akan tampil data meeting seperti pada gambar. Klik tombol “Plan” untuk melakukan planning.

The screenshot shows the 'Meeting Detail' form. It has sections for 'Meeting Component' (Date: 21/11/2022, Topic: Meeting, Project: JARGAR SMG BLORA - Jawa Tengah dan Kalimantan Timur - Konstruksi), 'Meeting Participants' (Leader: [empty], Notulen: [empty]), and 'Attendees' (Attendees: type attendees and press enter, Remove Attendees). A blue arrow points to the 'Save' button at the bottom right.

Isi topik meeting, projek, pemimpin meeting, notulen, dan peserta yang hadir. Kemudian klik tombol “save”.

The screenshot shows a table under the 'Meeting Detail' tab. It lists two entries:

No	Meeting Topic	Project	Notulen	Meeting Date	Event
1	tes	JARGAR SMG BLORA - Jawa Tengah dan Kalimantan Timur - Konstruksi	Aditya Fathurachman	21-11-2022	Absensi
2	test	JARGAR SMG BLORA - Jawa Tengah dan Kalimantan Timur - Konstruksi	Dedy Ermadi	21-11-2022	Absensi

A blue arrow points to the second row of the table.

Planning yang sudah dibuat akan dimuat pada tab Meeting Detail.

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## Absensi

No	Meeting Topic	Project	Notulen	Meeting Date	Event
1	tes	JARGAR SMG BLORA - Jawa Tengah dan Kalimantan Timur - Konstruksi	Aditya Fathurachman	21-11-2022	Absensi
2	test	JARGAR SMG BLORA - Jawa Tengah dan Kalimantan Timur - Konstruksi	Dedy Ermadi	21-11-2022	Absensi

Untuk melakukan absensi, klik absensi pada kolom event.

Meeting Presence							
Meeting Leader & Notulen							
Role As	Nama	Meeting Topic	Meeting Hour	Meeting Date	Location	Kehadiran	Action
Muti Engineer	Dio Reval Putra	tes1	11:00 - 12:00	21 November 2022	Ruang Meeting IL2		
HOD	Dedy Ermadi	test	11:00 - 12:00	21 November 2022	Ruang Meeting IL2		

Meeting Participants							
No	Nama	Meeting Topic	Meeting Hour	Meeting Date	Location	Kehadiran	Action
1	rio indra	tes1	11:00 - 12:00	21 November 2022	Ruang Meeting IL2		
2	Iraunih	test	11:00 - 12:00	21 November 2022	Ruang Meeting IL2		
3	ardiansyah	test	11:00 - 12:00	21 November 2022	Ruang Meeting IL2		
4	deey	test	11:00 - 12:00	21 November 2022	Ruang Meeting IL2		

Klik tombol hadir atau tidak hadir sesuai kehadiran peserta.

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