

APLIKASI : PENINGKATAN PENGELOLAAN SURAT MASUK MELALUI E-LOLA SURMA DI INSPEKTORAT UMUM ITDAM II/SRIWIJAYA

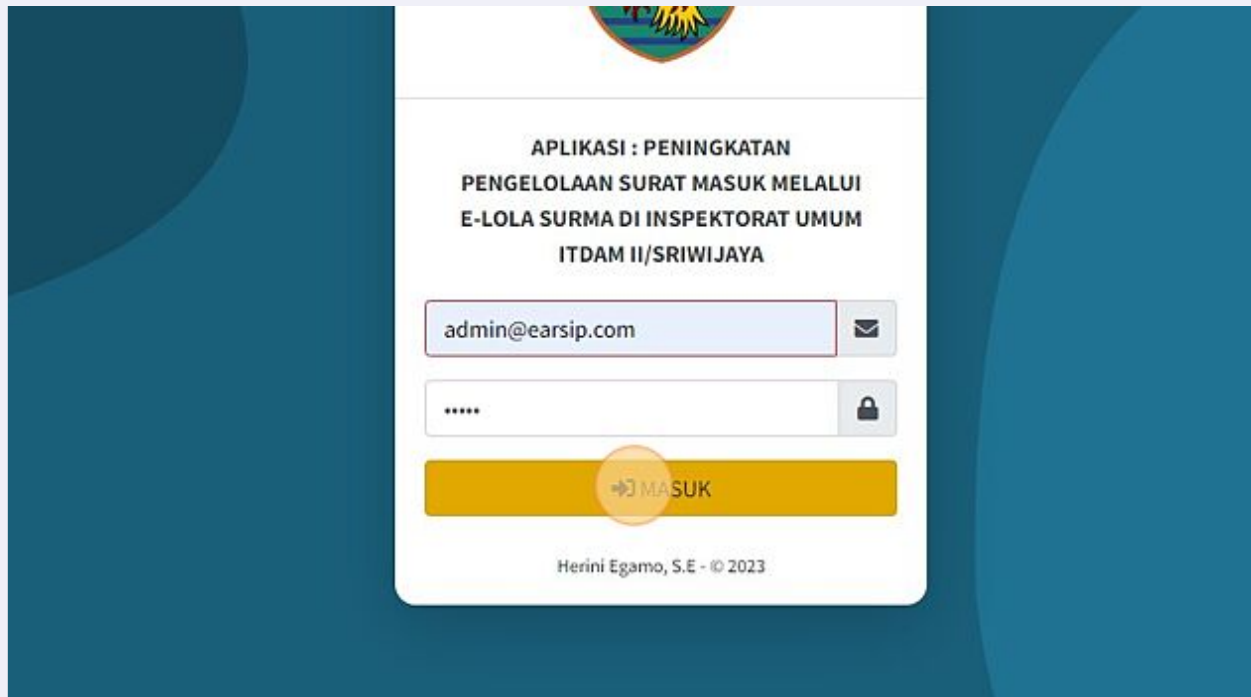


username : admin@earsip.com
passwrod : 12345

1

Navigate to kaporlappusziad.online/earsip

2 Click "MASUK"

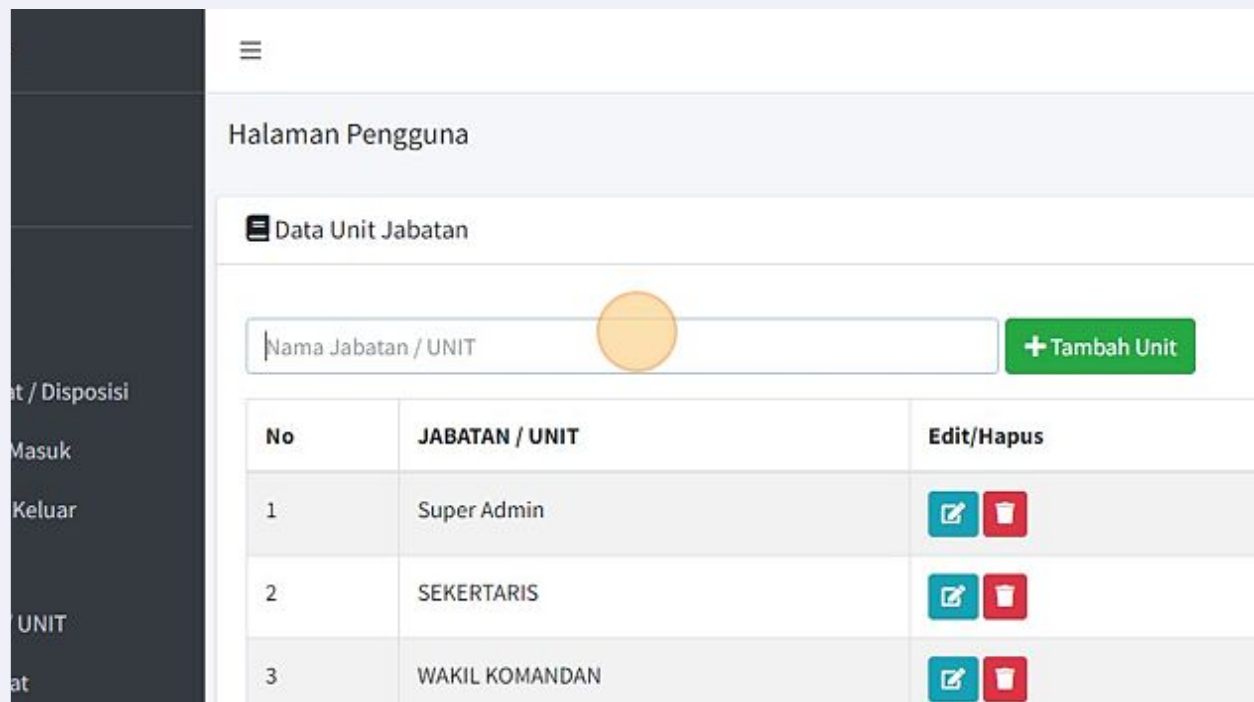








3 Click "Jabatan / UNIT" untuk menambah Jabatan atau department



4

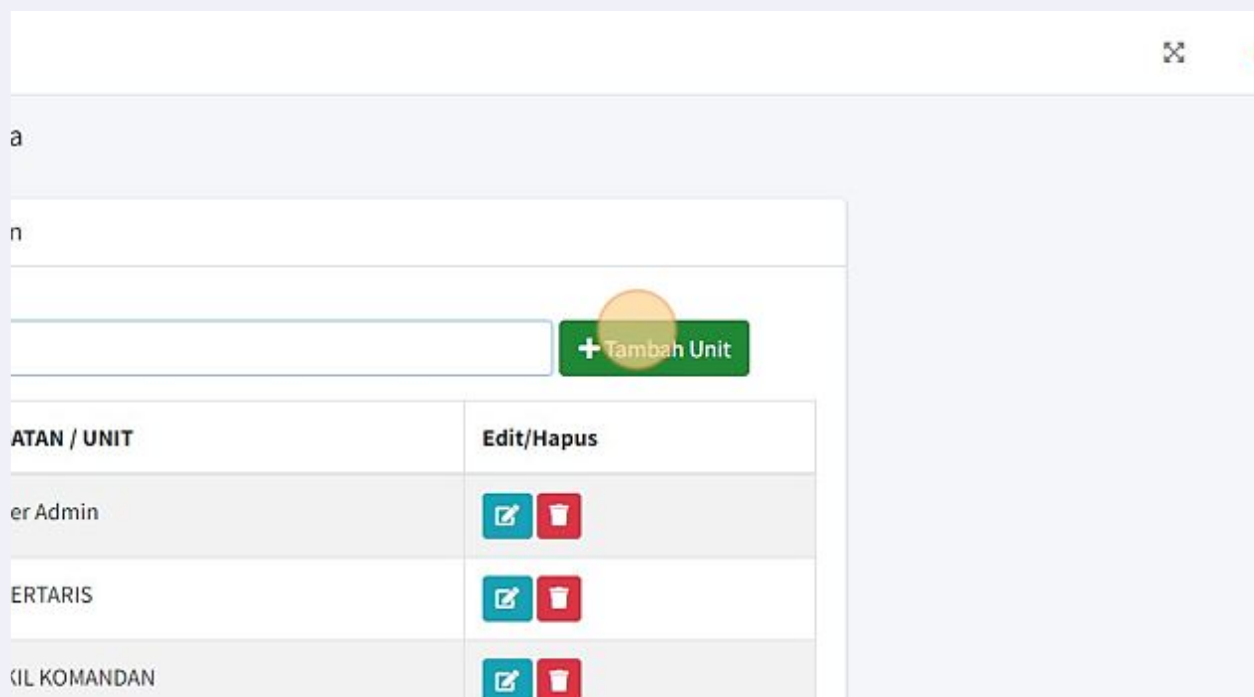
Click the "Nama Jabatan / UNIT" field. pada kolom ini ketikan jabatan yang ingin di tambahkan dan klik tambah Unit









No	JABATAN / UNIT	Edit/Hapus
1	Super Admin	 
2	SEKERTARIS	 
3	WAKIL KOMANDAN	 

5

Click "Tambah Unit"



JABATAN / UNIT	Edit/Hapus
er Admin	 
ERTARIS	 
IL KOMANDAN	 

- 6 Click "Jenis Surat" prinsip manajemen data sama seperti fungsi di atas











E-ARSIP

- Buat Surat / Disposisi
- Disposisi Masuk
- Disposisi Keluar

PENGATURAN













- Jabatan / UNIT
- Jenis Surat**
- Perihal Surat
- Data Pengguna
- Hak Akses Pengguna

Nama Jabatan / UNIT + Tambah

No	JABATAN / UNIT	Edit/Hapus
1	Super Admin	 
2	SEKERTARIS	 
3	WAKIL KOMANDAN	 
4	TEST 3 4	 
5	TEST	 

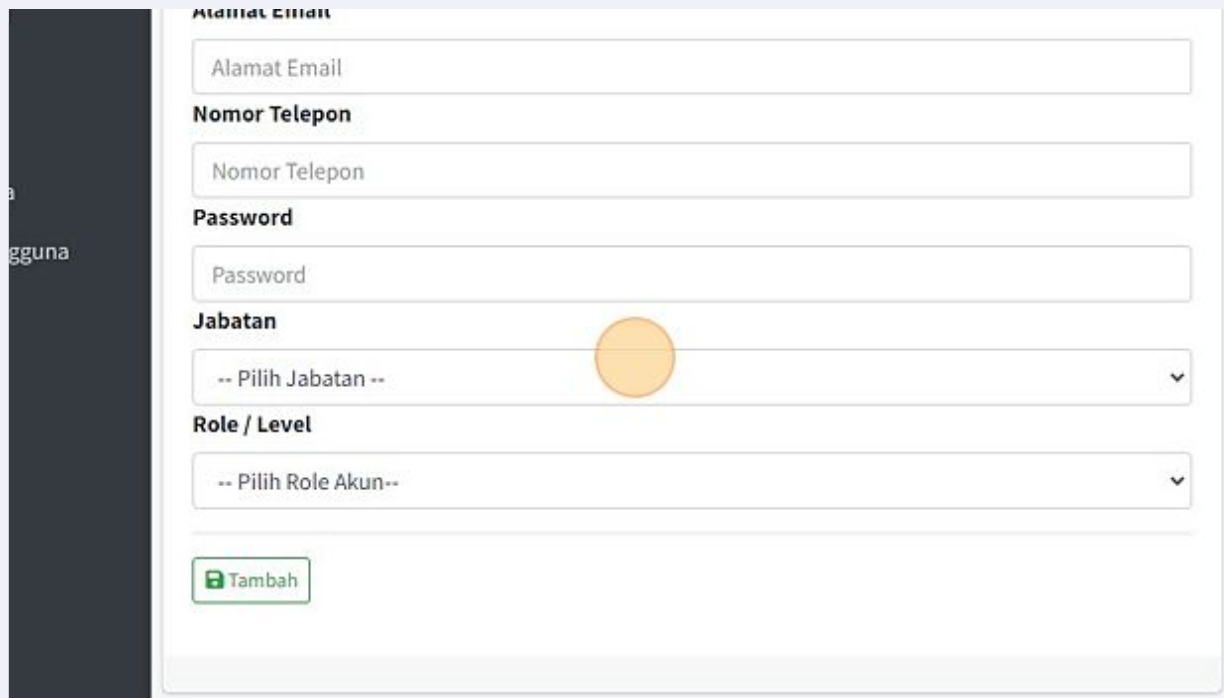
- 7 Click "Tambah Pengguna" pada data pengguna terdapat fungsi penting ketika menambah data :

+ Tambah Pengguna

	Email	Nomor Telepon	Jabatan	Role	Edit/Hapus
Admin	admin@earsip.com	81343316898	Super Admin	 ADMIN	 Edit  Hapus
Garuda	bimagaruda@earsip.com	081343169311	SEKERTARIS	 UMUM / PEGGAWAI	 Edit  Hapus
Kaca na	gatotkaca@earisp.com	123456	WAKIL KOMANDAN	 UMUM / PEGGAWAI	 Edit  Hapus
	superadmin@mail.com	11111111111111109	WAKIL KOMANDAN	 KOMANDAN	 Edit  Hapus

8

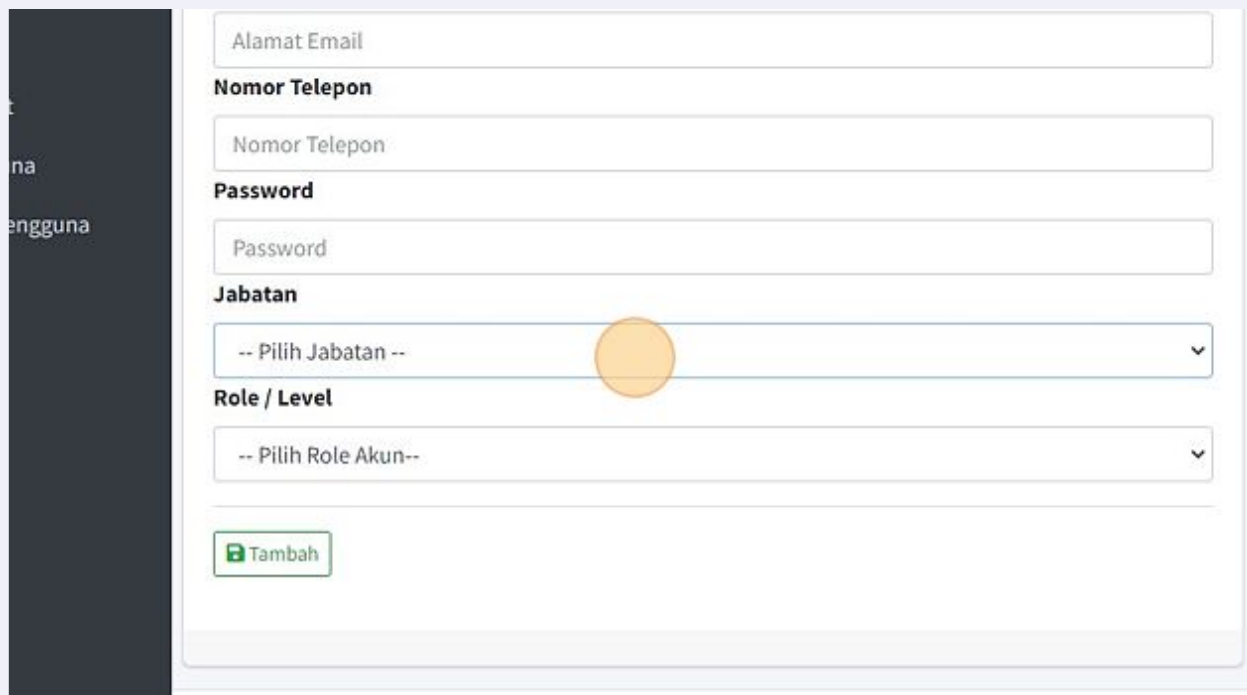
Click this dropdown. jabatan untuk menambahkan jabatan user atau dimana dia ditugaskan



The screenshot shows a user registration form with the following fields: 'Alamat Email', 'Nomor Telepon', 'Password', 'Jabatan', and 'Role / Level'. The 'Jabatan' dropdown menu is highlighted with an orange circle, indicating it should be clicked to add a job position. A 'Tambah' button is located at the bottom of the form.

9

Click this dropdown. role level berkaitan dengan usersiapa yang dapat memverifikasi atau membaca surat



The screenshot shows the same user registration form as in step 8. In this step, the 'Role / Level' dropdown menu is highlighted with an orange circle, indicating it should be clicked to select a role level. The 'Jabatan' dropdown is also visible but not highlighted. The 'Tambah' button is at the bottom.

- 10 Click "Buat Surat / Disposisi" untuk membuat surat atau disposisi

Super Admin
(Super Admin)

Beranda

E-ARSIP

Buat Surat / Disposisi

Disposisi Masuk

Disposisi Keluar

PENGATURAN

Jabatan / UNIT

Jenis Surat

Perihal Surat

Halaman Tambah Pengguna

[Kembali](#)

Tambah Pengguna

NRP

123 450 345 003

Nama Lengkap

Nama Lengkap

Alamat Email

Alamat Email

Nomor Telepon

- 11 Lengkapi formulir yang ada

Perihal Surat

Data Pengguna

Hak Akses Pengguna

Perihal Surat

[SARAN](#)

Perihal Surat

PELAJARI/WASPADA/CERMATI

Deskripsi

Deskripsi Surat

Dikirim Ke

-- Pilih Penerima Surat --

File Surat

Choose Files No file chosen

12

Click "Previous
1
Next"

						Bersama	KOMANDAN)
2023-05-19	ST/020/V/2023	2023-05-01 02:31:49	SURAT ST	PELAJARI/WASPADA/CERMATI	Super Admin ke Bima Garuda	Bima Garuda (SEKERTARIS)	
2023-05-09	ST/021/V/2023	2023-05-02 01:29:37	SARAN	PELAJARI/WASPADA/CERMATI	Super Admin ke Bima Garuda	Bima Garuda (SEKERTARIS)	

Showing 1 to 3 of 3 entries

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13

Click here.

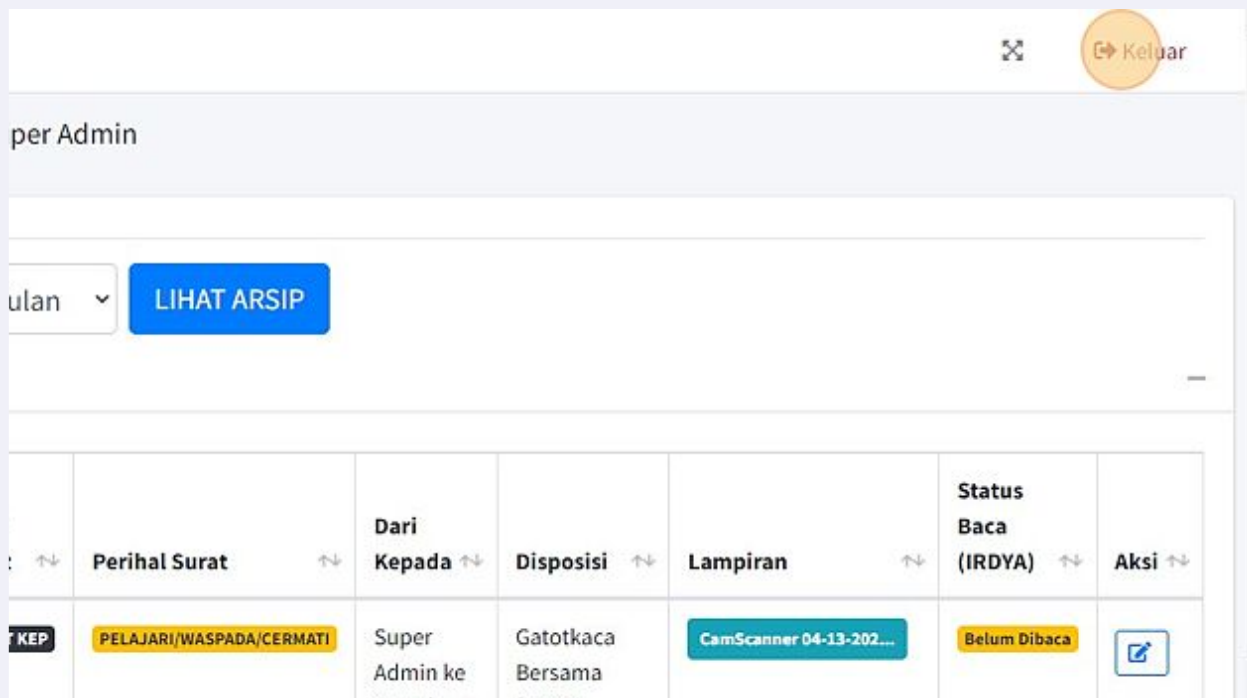
					Bersama	KOMANDAN)	
2023-05-09	ST/020/V/2023	2023-05-01 02:31:49	SURAT ST	PELAJARI/WASPADA/CERMATI	Super Admin ke Bima Garuda	Bima Garuda (SEKERTARIS)	SAM
2023-05-09	ST/021/V/2023	2023-05-02 01:29:37	SARAN	PELAJARI/WASPADA/CERMATI	Super Admin ke Bima Garuda	Bima Garuda (SEKERTARIS)	SAM

Showing 1 to 3 of 3 entries

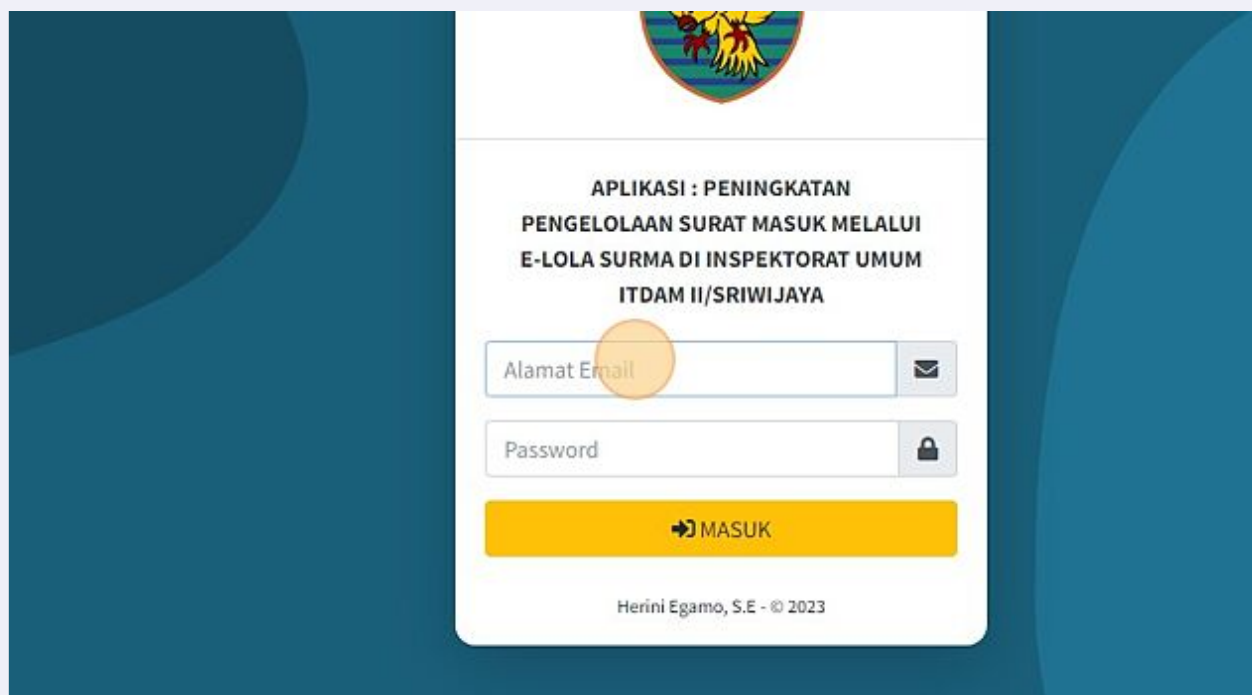
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14 Click "Keluar"



15 Gunakan user dengan level komandan atau wakil komandan



16 Click "MASUK"

APLIKASI : PENINGKATAN
PENGELOLAAN SURAT MASUK MELALUI
E-LOLA SURMA DI INSPEKTORAT UMUM
ITDAM II/SRIWIJAYA

bimagaruda@esurat.com

.....

MASUK

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17 Click "MASUK"

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PENGELOLAAN SURAT MASUK MELALUI
E-LOLA SURMA DI INSPEKTORAT UMUM
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bimagaruda@earsip.com

.....

MASUK

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18 Click "Disposisi Masuk"

Bima Garuda
(SEKERTARIS)

Dashboard

E-ARSIP

Disposisi Masuk

Disposisi Keluar

Halaman Dashboard

Notifikasi : Anda Memiliki 1 Surat/Disposisi Belum Dibaca/Verifikasi

Jumlah Pengguna
6 Users

Surat Masuk
2 Surat

Welcome, Bima Garuda di APLIKASI : PENINGKATAN PENG
SURMA DI INSPEKTORAT UMUM ITDAM II/SRIWIJAYA

19 Click "ST/021/V/2023"

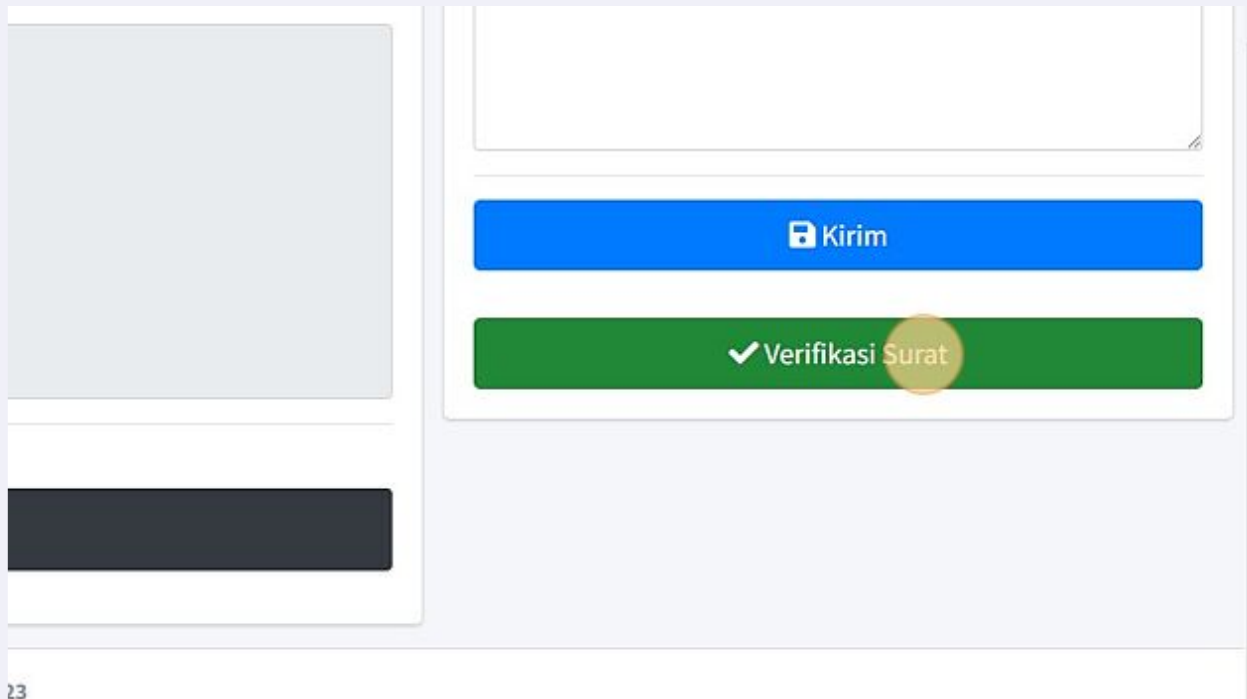
Disposisi Keluar

No	Tanggal Agenda	Nomor Surat	Tanggal	Tipe Surat	Perihal Surat
1	2023-05-19	ST/020/V/2023	2023-05-01 02:31:49	SURAT ST	PELAJARI/WASPADA/CERMAT
2	2023-05-09	ST/021/V/2023	2023-05-02 01:29:37	SARAN	PELAJARI/WASPADA/CERMAT

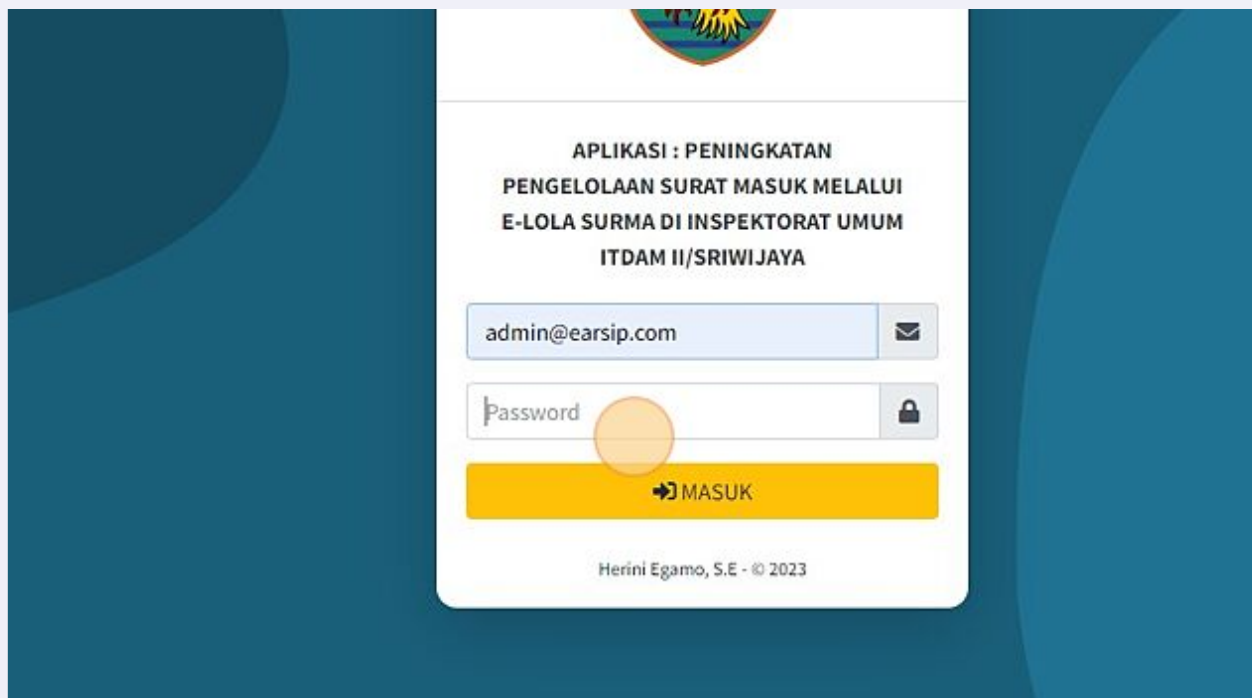
Showing 1 to 2 of 2 entries

Footer

20 Click "Verifikasi Surat"



21 Masuk dengan user yang mendiposisi pada awal



22 Click "Disposisi Masuk"

The screenshot shows a web application dashboard for a Super Admin. On the left is a dark sidebar menu with the following items: 'Beranda' (Home), 'E-ARSIP' (E-Archive), 'Buat Surat / Disposisi' (Create Letter / Disposition), 'Disposisi Masuk' (Disposition Incoming) - which is highlighted with a yellow circle, 'Disposisi Keluar' (Disposition Outgoing), and a 'PENGATURAN' (Settings) section containing 'Jabatan / UNIT' (Position / Unit), 'Jenis Surat' (Letter Type), 'Perihal Surat' (Letter Subject), and 'Data Pengguna' (User Data). The main content area is titled 'Halaman Dashboard' (Dashboard Page). It features a teal notification bar at the top stating 'Notifikasi : Anda Memiliki 1 Surat/Disposisi Belum Dibaca/Verifikasi' (Notification: You have 1 letter/disposition not read/verified). Below this are two summary cards: 'Jumlah Pengguna' (Number of Users) showing '6 Users' and 'Surat Masuk' (Incoming Letters) showing '0 Surat'. A large white box contains the welcome message: 'Welcome, Super Admin di APLIKASI : PENINGKATAN PENG SURMA DI INSPEKTORAT UMUM ITDAM II/SRIWIJAYA'. The user's name 'Super Admin (Super Admin)' is visible at the top of the sidebar.

23 Click "Disposisi Keluar"

The screenshot shows the 'Disposisi Keluar' (Disposition Outgoing) page. The sidebar menu is identical to the previous screenshot, but 'Disposisi Keluar' is now highlighted with a yellow circle. The main content area has a yellow header bar with the text 'Belum ada da' (No data yet). Below the header, there is a section titled 'Disposisi Masuk' (Disposition Incoming) with two dropdown menus for 'Pilih Tahun' (Select Year) and 'Pilih Bulan' (Select Month), and a blue button labeled 'LIHAT ARSIP' (View Archive). Below this is a table with the following columns: 'No' (with an up/down arrow), 'Tanggal Agenda' (with an up/down arrow), 'Nomor Surat' (with an up/down arrow), 'Tanggal' (with an up/down arrow), 'Tipe Surat' (with an up/down arrow), 'Perihal Surat' (with an up/down arrow), and 'D' (partially visible). The table is currently empty, and a message 'No data available in' is displayed at the bottom right of the table area. At the very bottom of the page, it says 'Showing 0 to 0 of 0 entries'. The user's name '(Super Admin)' is visible at the top of the sidebar.

24 Cek Status baca apakah sudah berubah

					Bersama	KOMANDAN)	
1-05-	ST/020/V/2023	2023-05-01 02:31:49	SURAT ST	PELAJARI/WASPADA/CERMATI	Super Admin ke Bima Garuda	Bima Garuda (SEKERTARIS)	SAMPLE
1-05-	ST/021/V/2023	2023-05-02 01:29:37	SARAN	PELAJARI/WASPADA/CERMATI	Super Admin ke Bima Garuda	Bima Garuda (SEKERTARIS)	SAMPLE

of 3 entries

Previous

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