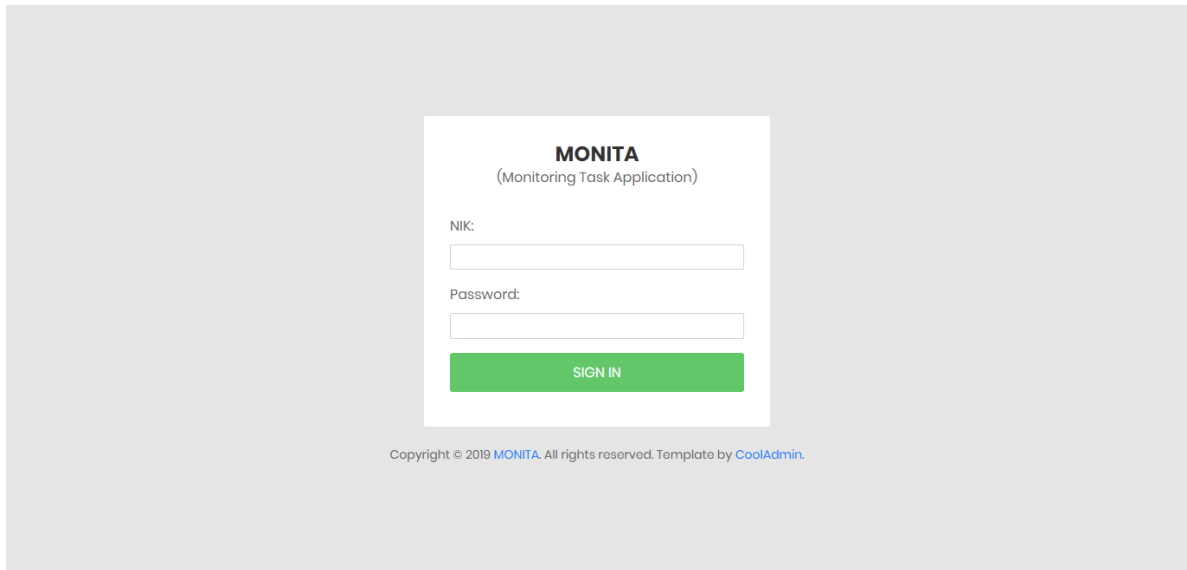


MONITA USER GUIDE

Monitoring Task Application

A. Login



The login form is centered on a light gray background. It features a white box with the title 'MONITA (Monitoring Task Application)'. Below the title are two input fields: 'NIK:' and 'Password:'. A green 'SIGN IN' button is positioned below the password field. At the bottom of the page, a small copyright notice reads: 'Copyright © 2019 MONITA. All rights reserved. Template by CoolAdmin.'

Sebelum menggunakan aplikasi monita diharuskan login terlebih dahulu, masukan NIK dan password yang telah terdaftar pada HRMS kemudian klik login atau tekan enter.

B. Dashboard

1. Chart

Pertama kali yang ditampilkan pada halaman dashboard adalah diagram tentang tugas dan request dari user yang sedang login.

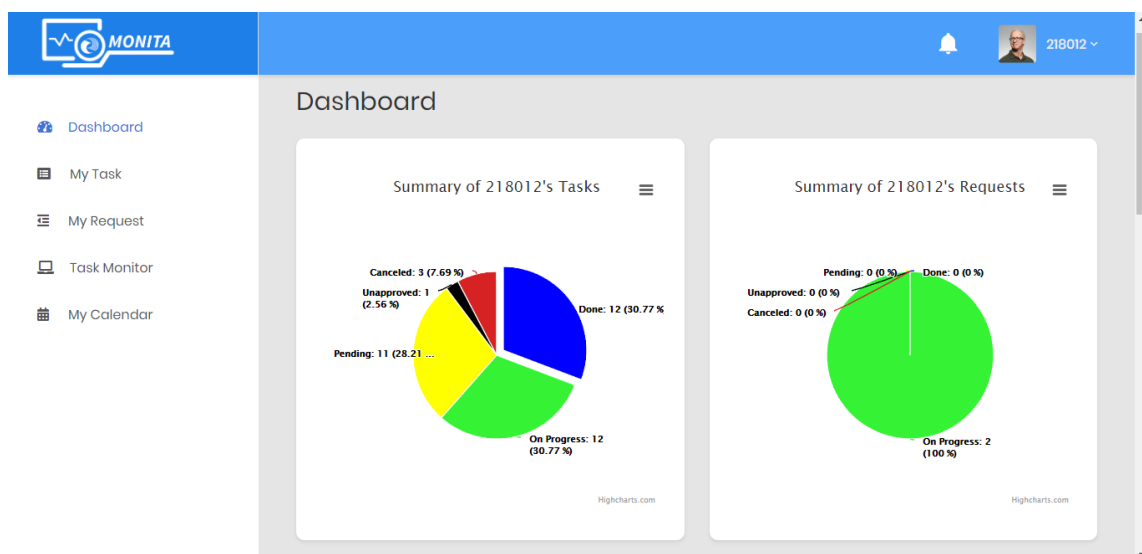
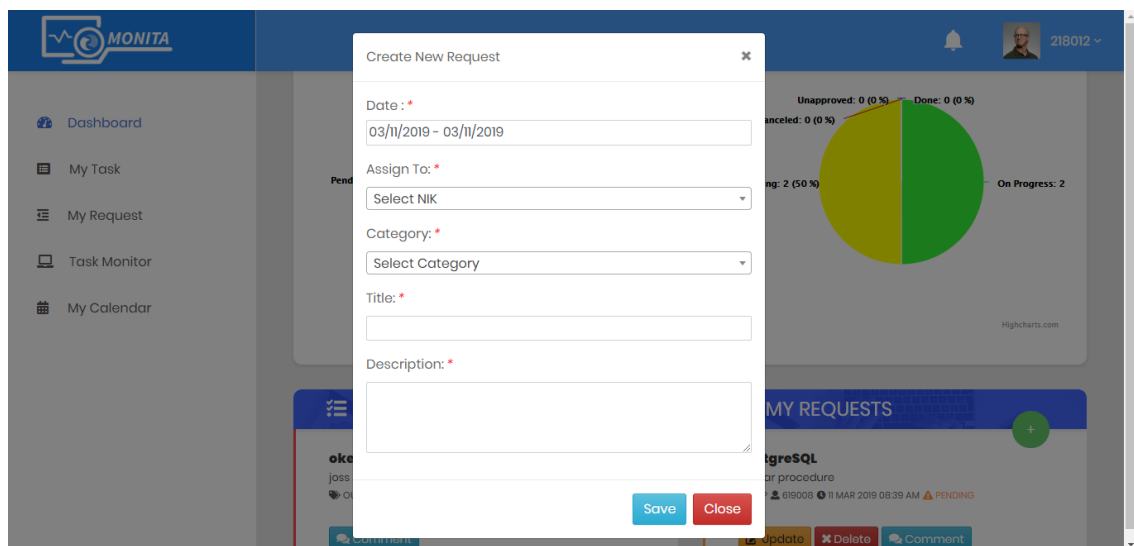
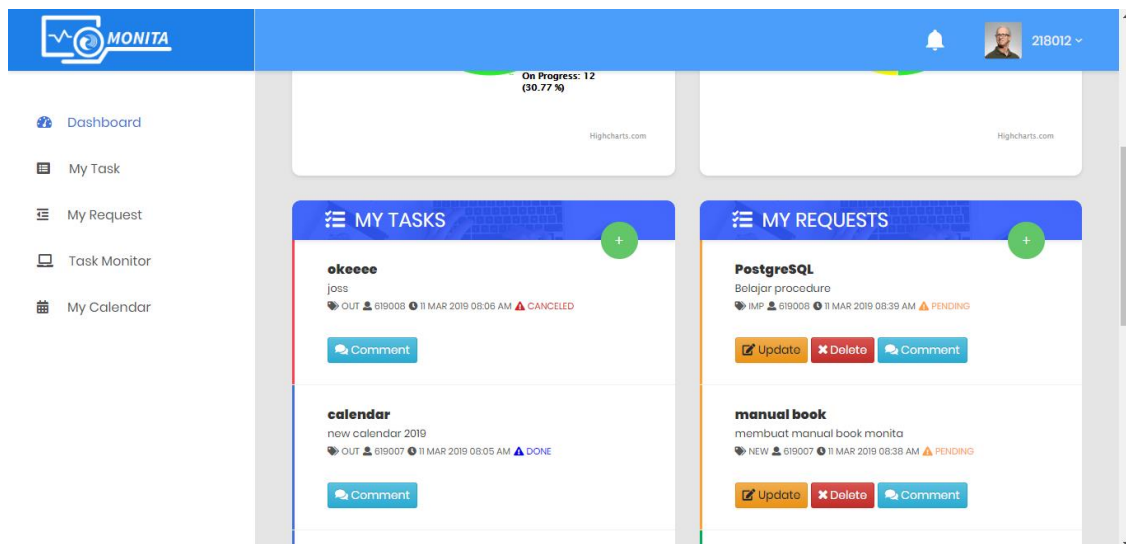


Diagram sebelah kiri merepresentasikan tugas, sedangkan sebelah kanan untuk request.

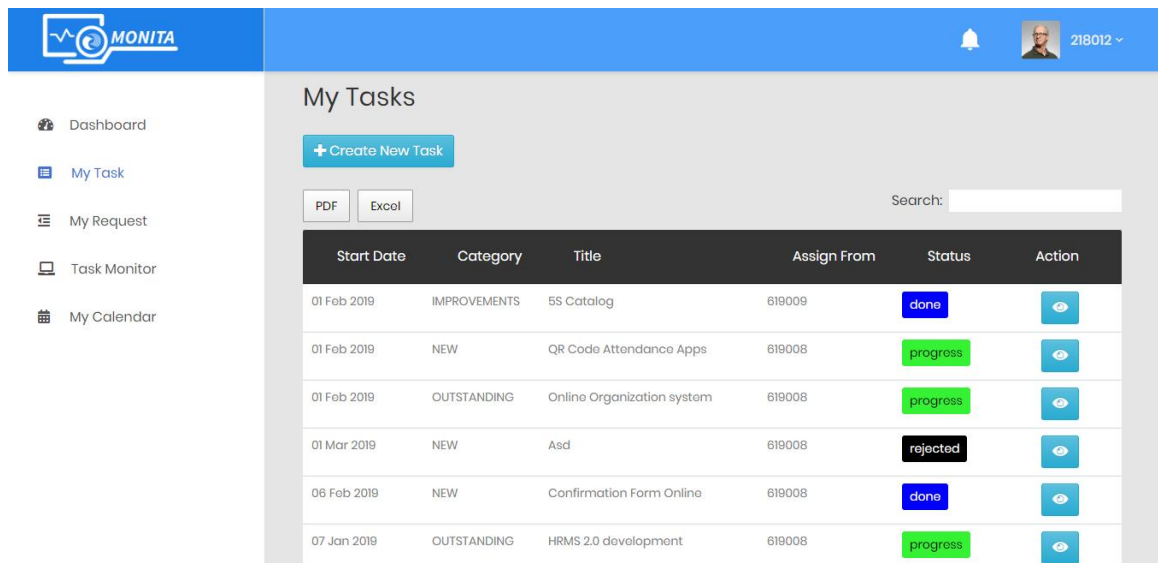
2. Timeline

Dibagian bawah diagram terdapat timeline yang menampilkan tugas serta request dimana masing masing 10 data, disini juga bias melakukan aksi terhadap tugas seperti membuat request atau tugas baru, approve, reject dan sebagainya.



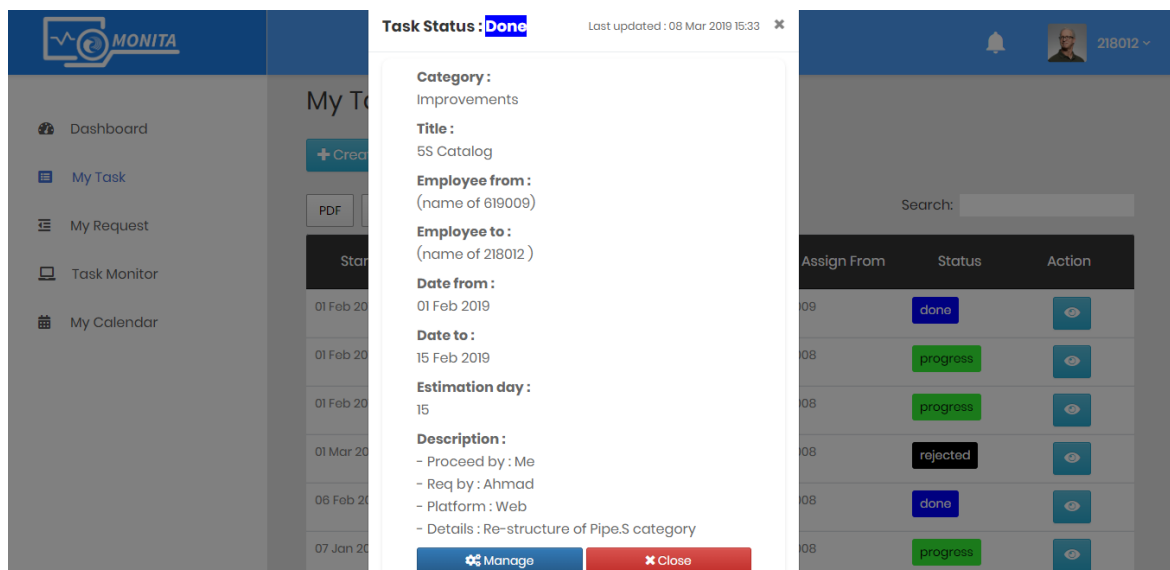
C. My Task

Halaman My Task menampilkan semua list tugas



Start Date	Category	Title	Assign From	Status	Action
01 Feb 2019	IMPROVEMENTS	5S Catalog	619009	done	
01 Feb 2019	NEW	QR Code Attendance Apps	619008	progress	
01 Feb 2019	OUTSTANDING	Online Organization system	619008	progress	
01 Mar 2019	NEW	Asd	619008	rejected	
06 Feb 2019	NEW	Confirmation Form Online	619008	done	
07 Jan 2019	OUTSTANDING	HRMS 2.0 development	619008	progress	

Untuk melihat detail pada tugas tertentu klik button info, maka akan muncul jendela baru yang menampilkan detail tugas.



Task Status: Done Last updated : 08 Mar 2019 15:33

Category :
Improvements

Title :
5S Catalog

Employee from :
(name of 619009)

Employee to :
(name of 218012)

Date from :
01 Feb 2019

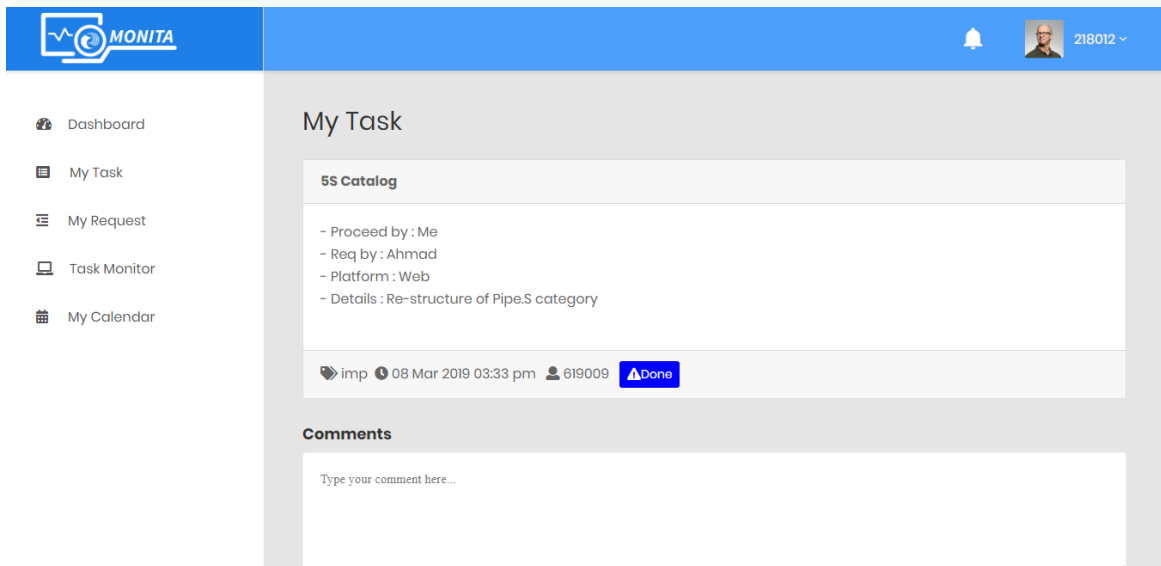
Date to :
15 Feb 2019

Estimation day :
15

Description :
- Proceed by: Me
- Req by: Ahmad
- Platform: Web
- Details: Re-structure of Pipe.S category

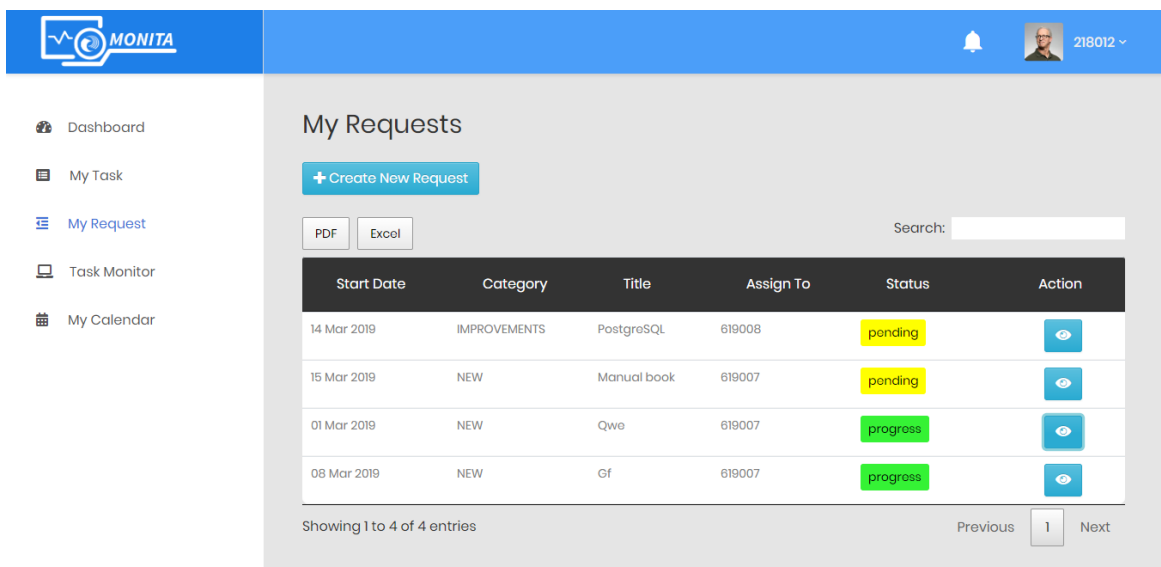
Manage Close

Selanjutnya untuk melakukan action pada tugas tersebut klik button manage, maka akan diarahkan kehalaman tugas.



D. My Request

Pada halaman My Request menampilkan semua list request.



1. Membuat request baru

Klik button 'Create New Requests' maka akan muncul jendela form untuk request yang diperlukan

MONITA

Dashboard

My Task

My Request

Task Monitor

My Calendar

My Request

+ Create New Request

PDF

Star

14 Mar 2019

15 Mar 2019

01 Mar 2019

08 Mar 2019

Showing 1 to 4 of 4 entries

Create New Request

Date: *

03/11/2019 - 03/11/2019

Assign To: *

Select NIK

Category: *

Select Category

Title: *

Description: *

Save

Close

Search:

To

Status

Action

pending

pending

progress

progress

Previous

1

Next

Pastikan semua form terisi dengan benar, kemudian klik save. Maka user yang diberi request akan menerima pemberitahuan berupa email tentang tugas yang baru saja diterima.

2. Memberikan action pada tugas

MONITA

Dashboard

My Task

My Request

Task Monitor

My Calendar

My Requests

+ Create New Request

PDF

Excel

Search:

Start Date	Category	Title	Assign To	Status	Action
14 Mar 2019	IMPROVEMENTS	PostgreSQL	619008	pending	
15 Mar 2019	NEW	Manual book	619007	pending	
01 Mar 2019	NEW	Qwe	619007	progress	
08 Mar 2019	NEW	Gf	619007	progress	

Showing 1 to 4 of 4 entries

Previous

1

Next

Klik button info, maka akan tampil jendela baru yang menampilkan detail dari tugas tersebut, kemudian klik button manage untuk memberikan action pada tugas tersebut

- Dashboard
- My Task
- My Request
- Task Monitor
- My Calendar

My Request

PDF

Star

14 Mar 20

15 Mar 20

01 Mar 20

08 Mar 20

Showing

Task Status : Pending

Last updated : 11 Mar 2019 08:39

Category :
Improvements

Title :
PostgreSQL

Employee from :
(name of 218012)

Employee to :
(name of 619008)

Date from :
14 Mar 2019

Date to :
21 Mar 2019

Estimation day :
8

Description :
Belajar procedure

Manage

Close

Search:

To	Status	Action
	pending	
	pending	
	progress	
	progress	

Previous

1

Next

- Dashboard
- My Task
- My Request
- Task Monitor
- My Calendar

My Request

PostgreSQL

Belajar procedure

Update

Delete

imp

11 Mar 2019 08:39 am

619008

Pending

Comments

Type your comment here...

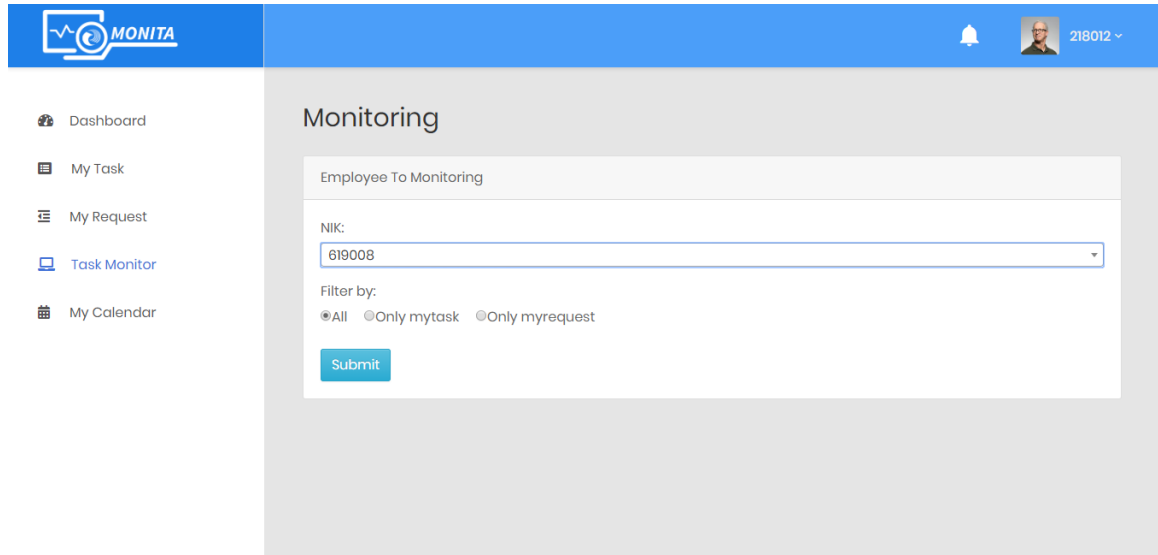
Choose File

No file chosen

Submit

E. Task Monitor

Pada halaman task monitor ini akan menampilkan tugas maupun request yang berstatus done dan progress dari user tertentu



MONITA

Monitoring

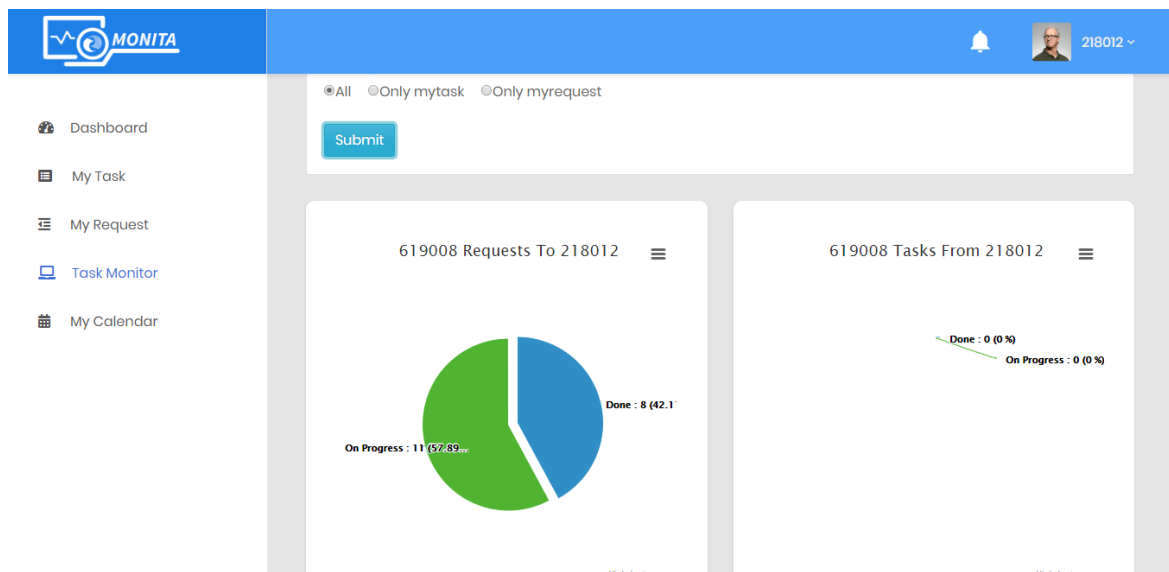
Employee To Monitoring

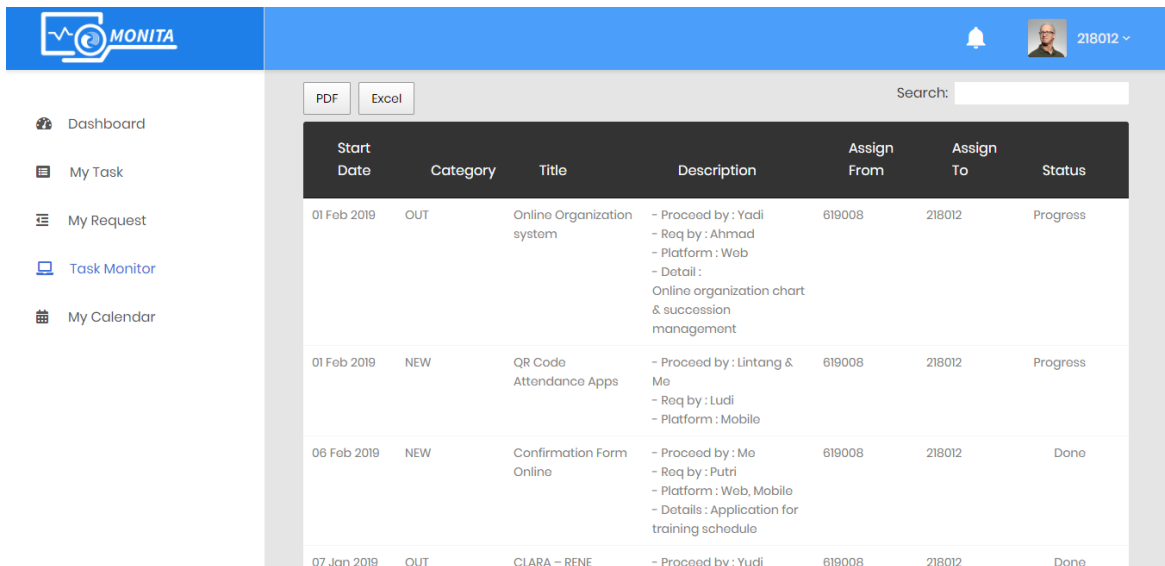
NIK: 619008

Filter by: ☒ All ☐ Only mytask ☐ Only myrequest

Submit

Pilih NIK serta filter yang dibutuhkan kemudian klik submit, maka akan tampil grafik serta table yang berisi list tugas atau request.



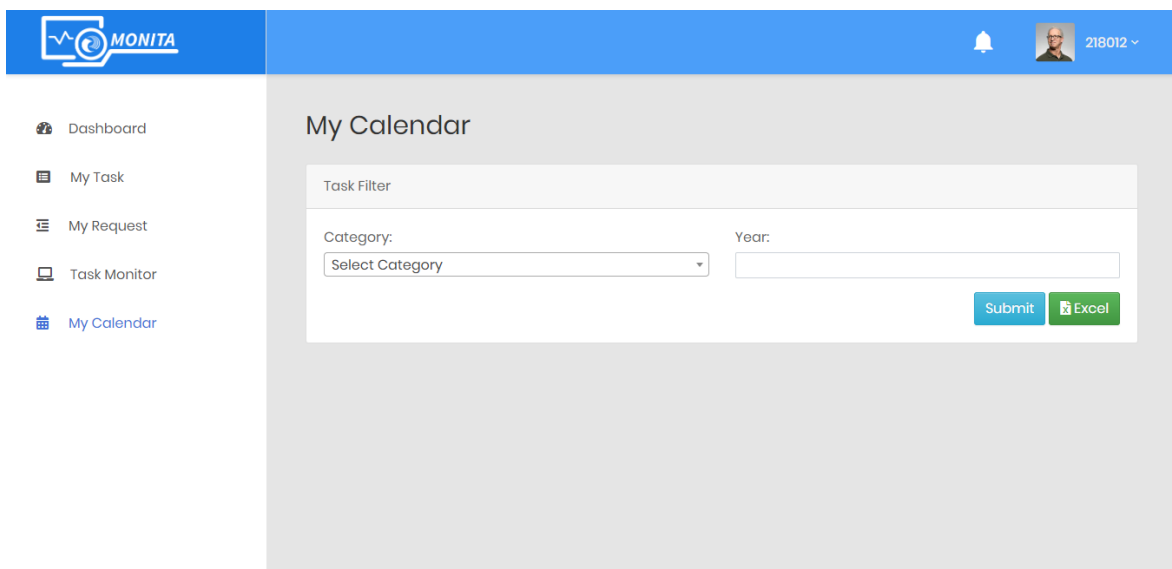


The screenshot shows the MONITA dashboard with a sidebar menu on the left containing: Dashboard, My Task, My Request, Task Monitor, and My Calendar. The main content area displays a table of tasks with columns: Start Date, Category, Title, Description, Assign From, Assign To, and Status. There are also buttons for PDF and Excel export, and a search bar.

Start Date	Category	Title	Description	Assign From	Assign To	Status
01 Feb 2019	OUT	Online Organization system	- Proceed by : Yadi - Req by : Ahmad - Platform : Web - Detail : Online organization chart & succession management	619008	218012	Progress
01 Feb 2019	NEW	QR Code Attendance Apps	- Proceed by : Lintang & Me - Req by : Ludi - Platform : Mobile	619008	218012	Progress
06 Feb 2019	NEW	Confirmation Form Online	- Proceed by : Me - Req by : Putri - Platform : Web, Mobile - Details : Application for training schedule	619008	218012	Done
07 Jan 2019	OUT	CLARA – RENE	- Proceed by : Yudi	619008	218012	Done

F. My Calendar

Halaman My Calendar akan menampilkan laporan tahunan dari semua tugas.



The screenshot shows the 'My Calendar' page in the MONITA application. It features a sidebar menu on the left with options: Dashboard, My Task, My Request, Task Monitor, and My Calendar. The main content area is titled 'My Calendar' and contains a 'Task Filter' section. This section includes a 'Category' dropdown menu with 'Select Category' as the current selection, and a 'Year' input field. Below these fields are two buttons: 'Submit' and 'Excel'.

Lengkap filter kategori dan tahun yang diinginkan, kemudian klik submit atau tampilkan berupa excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
4															
5															
6		No	Category	Title	Description	Start Date	End Date	Status	2019						
7									JAN	FEB	MAR	APR	MEI	JUN	JUL
8		1	out	okeeee	joss	13 Mar 2019	15 Mar 2019	canceled							
9		2	out	calendar	new calendar 2019	14 Mar 2019	22 Mar 2019	done							
10		3	new	asd	asd	22 Mar 2019	29 Mar 2019	done							
11		4	out	dsa	dsa	08 Mar 2019	22 Mar 2019	canceled							
12		5	out	dsa	qwewe	13 Mar 2019	15 Mar 2019	done							
13		6	out	tugas lama	diperbaiki	12 Mar 2019	15 Mar 2019	progress							
14		7	new	lagi	lagi lagi lagi	09 Mar 2019	29 Mar 2019	done							
15		8	new	asd	dsa	01 Mar 2019	21 Mar 2019	rejected							
16		9	new	HR System Integration	- Proceed by : Suroto, Aswin, Me-	18 Feb 2019	11 Mar 2019	canceled							
17		10	imp	SS Catalog	- Proceed by : Me- Req by : Ahma	01 Feb 2019	15 Feb 2019	done							
18		11	new	QR Code Attendance Apps	- Proceed by : Lintang & Me-	01 Feb 2019	15 Feb 2019	progress							
19		12	new	Confirmation Form Online	- Proceed by : Me- Req by : Putri-	06 Feb 2019	08 Feb 2019	done							
20		13	new	Front desk HR System	- Proceed by : Me- Req by : Kiky- F	11 Feb 2019	15 Feb 2019	progress							
21		14	new	LMB System	- Proceed by : Me- Req by : Kiky- F	18 May 2019	29 May 2019	progress							
22		15	new	Task monitoring system	- Proceed by : Viery- Req by : Inda	21 Jan 2019	11 Mar 2019	progress							
23		16	out	HRMS 2.0 development	- Proceed by : Yadi- Req by : HR- P	07 Jan 2019	10 May 2019	progress							
24		17	out	Employee Position Info	- Proceed by : Me- Req by : Zuhri-	21 Jan 2019	31 Jan 2019	progress							
25		18	out	Conference Room	- Proceed by : Arifin & GS- R	14 Jan 2019	16 Jan 2019	done							
26		19	out	Custom filter for Pantry It. 3	- Proceed by : GS- Req by : Ludi- D	08 Jan 2019	08 Jan 2019	done							
27		20	out	PC for Security	- Proceed by : Me- Req by : Ludi- C	09 Jan 2019	11 Jan 2019	progress							
28		21	out	CLARA - RENE	- Proceed by : Yudi- Req by : Ahma	07 Jan 2019	08 Feb 2019	done							
29		22	out	Online Room Booking	- Proceed by : Sulis- Req by : Ahma	07 Jan 2019	22 Feb 2019	progress							