DOKO DEMO

“Flexible Work Solutions for Enhanced Productivity”

Table of Contents

Introduction

Dokodemo-Kerja is a professional work system created to increase the productivity of independent and flexible workers. This system is an effective solution for companies to better understand, in detail, the overall performance of their employees.

Through Dokodemo-Kerja, companies can implement remote working software for their employees, facilitating their work anywhere and at anytime. Employees are also freed from the tight working atmosphere experienced within the confines of the office.

Currently, Dokodemo-kerja is available through a desktop version for Windows, iOS & Linux users, and a mobile version for Android users. Both versions of course utilize several different functions and features.

The desktop version of the Dokodemo-Kerja application can be used to monitor employee productivity within the office by taking advantage of the screenshot feature and calculating overall working hours. In addition to monitoring work, these features can be used by the HR and management teams as a variable for evaluating employee performances.

The mobile version of Dokodemo-Kerja can be used to monitor employees who are often required to operate outside of the office, for example in regards to the sales team, who often meet with clients.

The mobile application provides a GPS feature that records the user's location history and utilizes features for calculating working hours. The company can take advantage of these features to calculate employee work schedules and apply suitable rules.

Installation

1. Downloading Dokodemo-Kerja (Desktop & Mobile)

You can download the Dokodemo-Kerja Desktop Application through Dokodemo's website; similarly, Dokodemo-Kerja's mobile app can be downloaded via the Play store or the Dokodemo website. If you want to download the Dokodemo-Kerja Mobile App using an Android device, you can search for it via the Play Store, then press the “Download” button.

If you want to download the Dokodemo-Kerja Desktop or Mobile App via the website, access your company's Dokodemo-Kerja main page. Enter the registered email and password then check the captcha box.

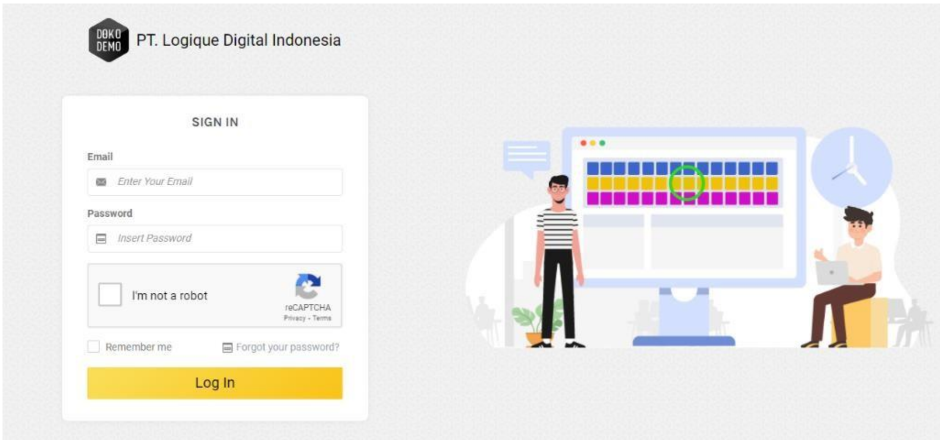

Figure 1

After successfully accessing the website, please press the download button at the bottom left corner, then select an application corresponding to the device you are using as shown below. (Figure 1.2)

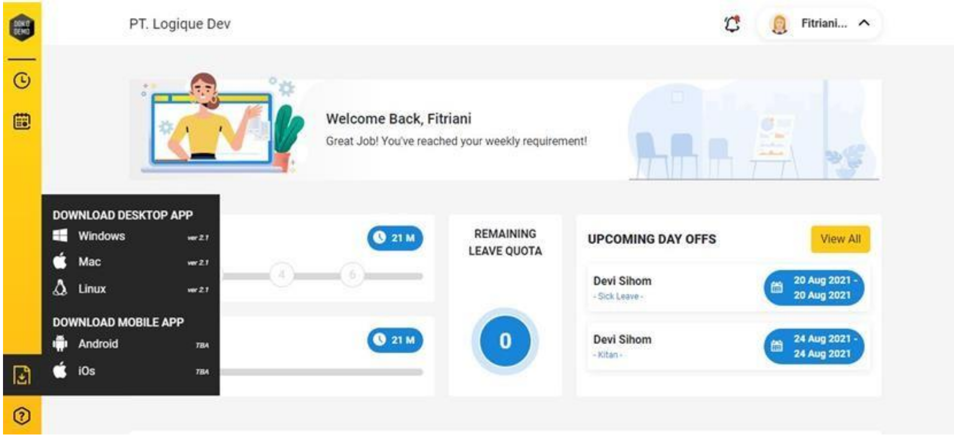

Figure 1.2

Login

2. Login

Enter the Company Code, Email and Password accompanying the registration process. Then press the Login button.

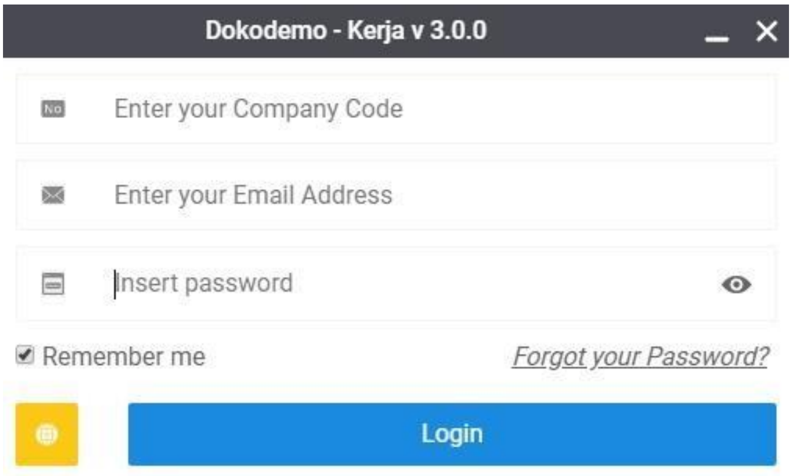

Figure 2

2.1 Forgot Password

This feature is used to retrieve a password that has been forgotten by the user. Here's how to get a new password:

- Select the “Forgot your password?” options on the login screen.
- Enter your e-mail address.
- The password reset link will be sent to the user's email address.

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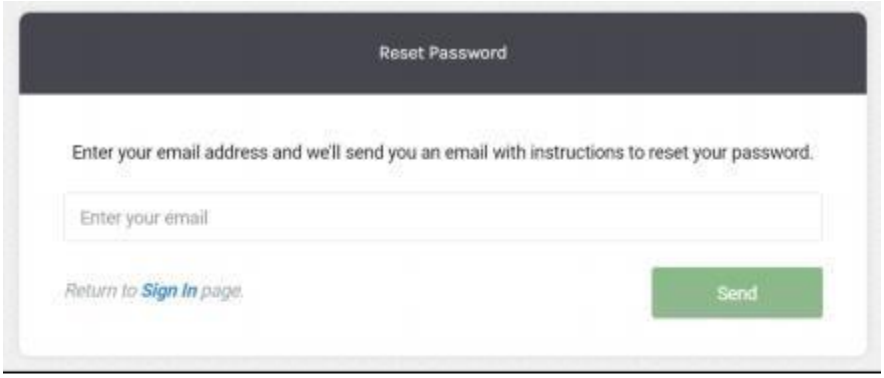


Figure 2.1

Home Screen

3. The Dokodemo-Kerja Home Screen

After successfully logging in by entering the Company Code, Email and Password that were previously registered, the user will be asked to select a task.

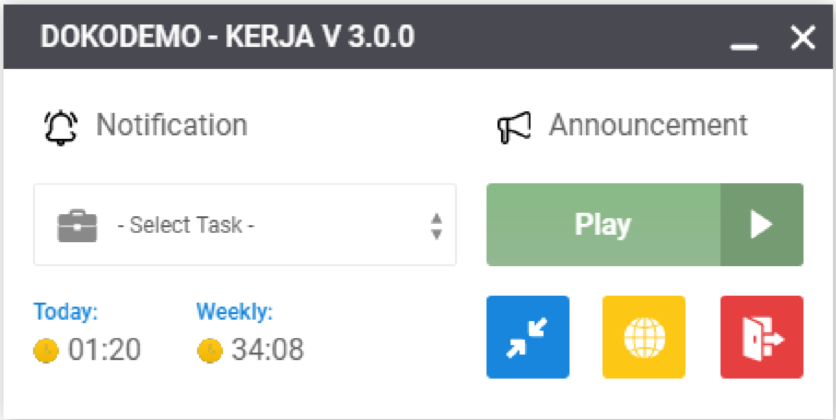
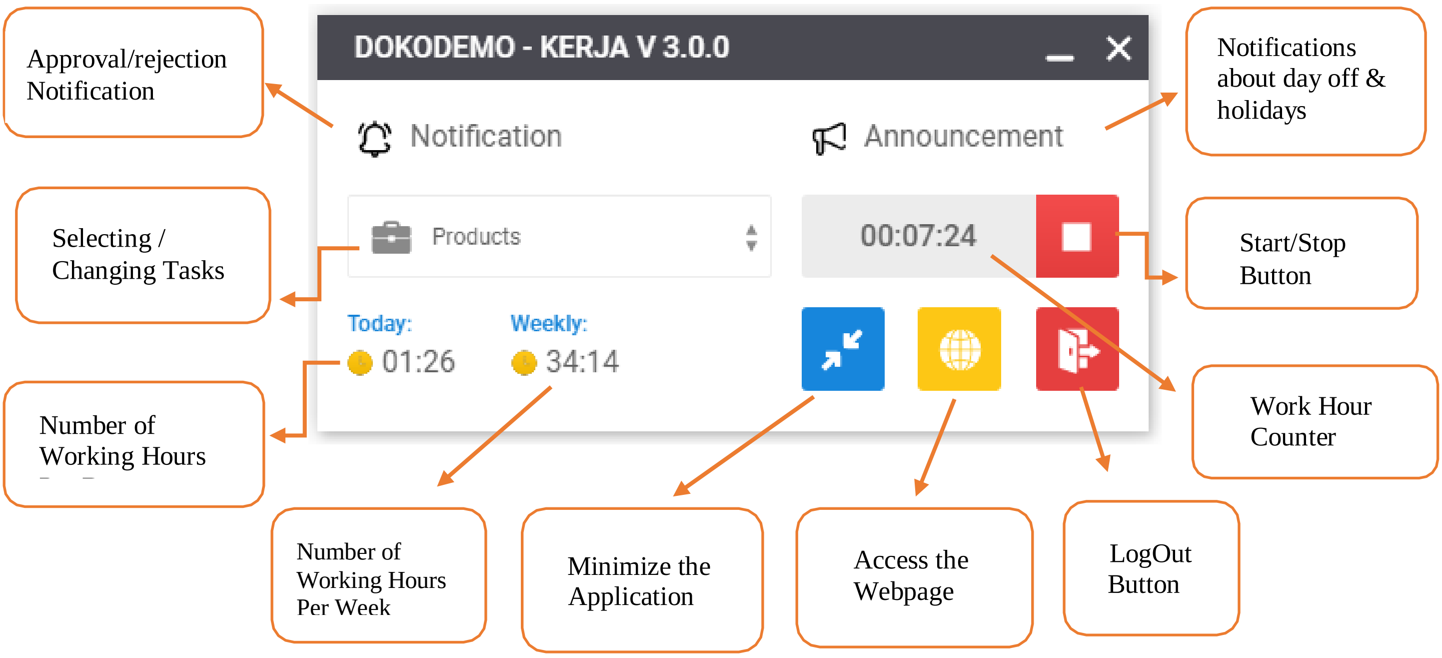


Figure 3

After selecting the task and pressing the play button, the user screen will change as shown below. The following shows some of the features available through the Dokodemo-Kerja application.

Figure 3.1



Website Desktop Revamp Details

There are several new features and designs that have been incorporated within the website, namely the Dashboard, Day Off, History Record, Desktop Screenshot, and Session Details features. The functions of each of these are listed below:

4. Dashboard

The dashboard page contains information about the user. This info includes working hours that have been spent per day and per week, the remaining leave days the user has left, and any upcoming day offs.

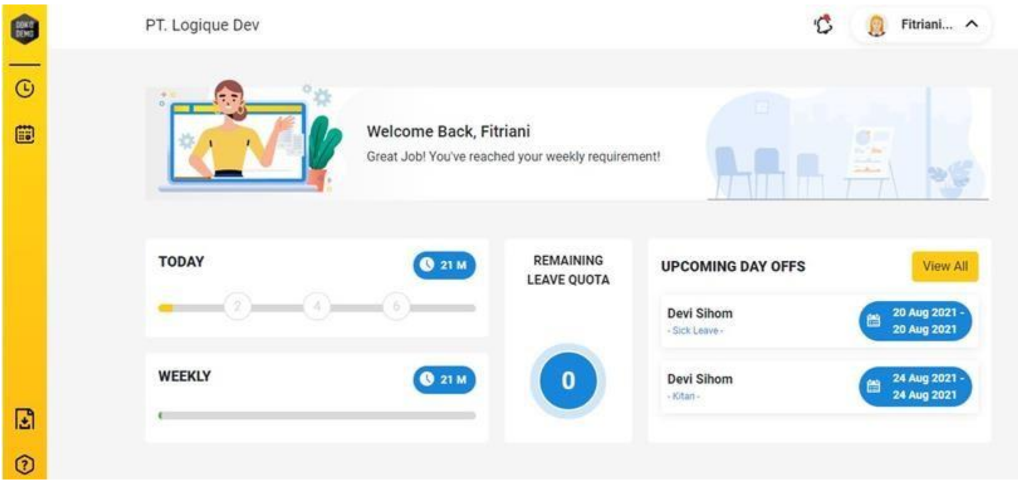


Figure 4

When the user selects the 'View All' button on the upcoming day offs section, a calendar display will appear containing a list of co-workers' leave days and national holidays.

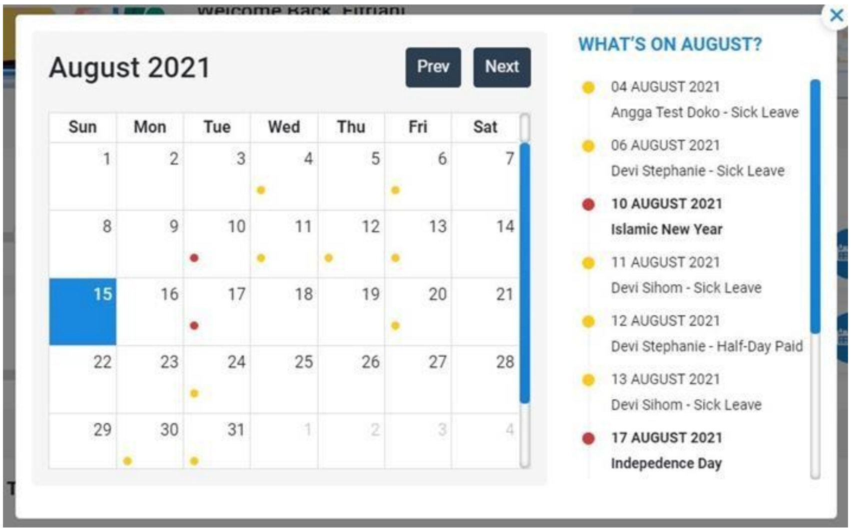


Figure 4.1

4.1 Requesting a Day Off

Users can request days off or leave by selecting the calendar icon menu, then by selecting the “Day Off/Leave” sub-menu. Users can then click the request day off option to continue the leave application process

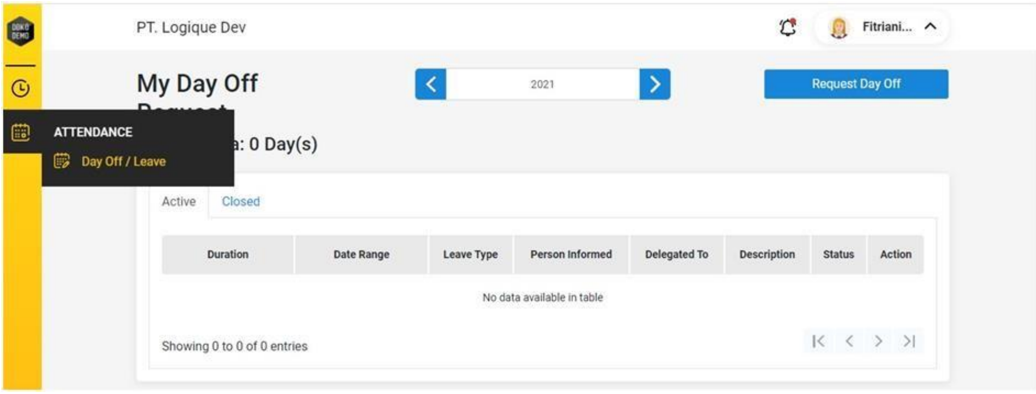


Figure 4.2

4.2 History Records

This page displays the number of recorded working hours; first, select the menu with the clock icon, then select the “My Work Session” sub-menu. Users can view their work hours according to the selected date. Users can also view their daily, weekly and monthly working hours.

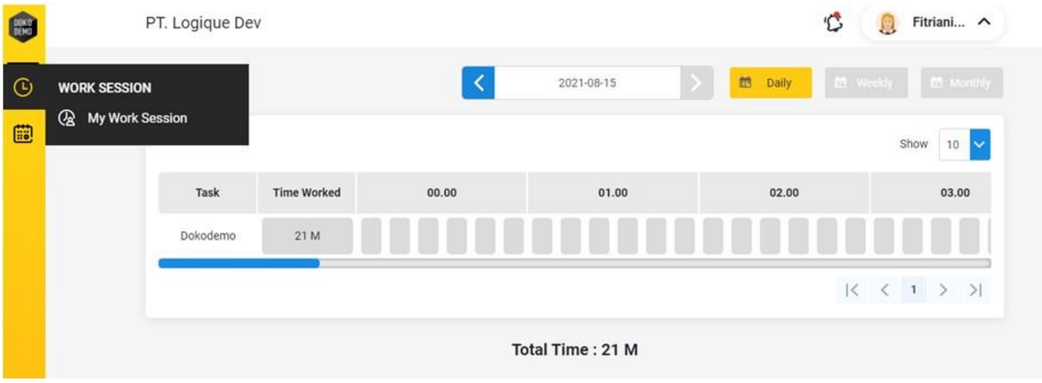


Figure 4.3

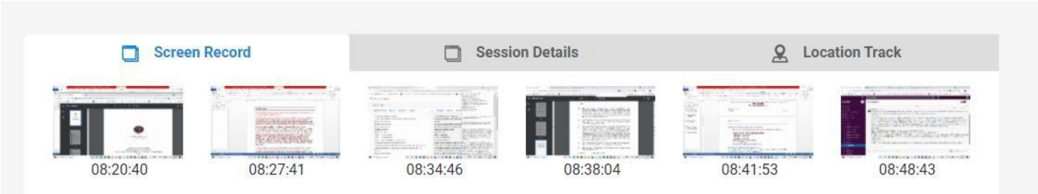


Figure 4.4

4.4 Session Details

This feature is used as a daily work session audit. A session will appear when the staff presses the Start then the Stop button. Even if the selected tasks are the same, the sessions will be split. The "Edit" button is used to fill in the session description.

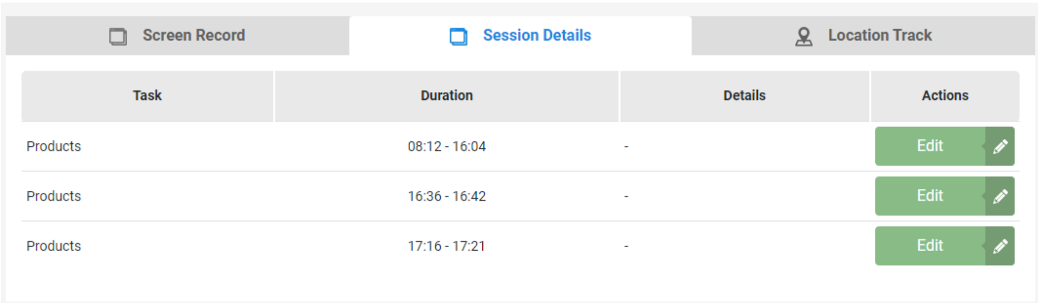


Figure 4.5

5. Auto Update

This is the new auto update feature which functions to perform automatic updates in the case there is a newly released version of the app. The user will not be able to ignore this update as the user will not be able to login using the old version.

Figure 5

The update process will be done automatically by the system. A progress bar and countdown will appear to update Dokodemo-Kerja to its latest version. After that, the user should wait for the update process to finish.

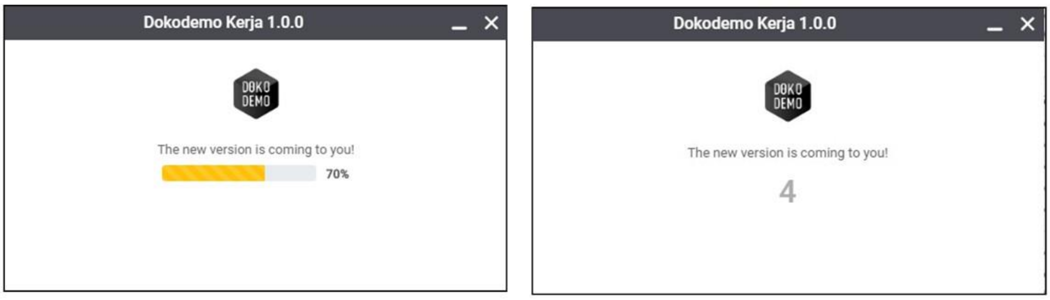


Figure 5.1

If the update process is experiencing an unstable connection, then the download process will not be able to continue. Therefore, the user must check their internet connection and try to reinstall the application, this time with a stable internet.

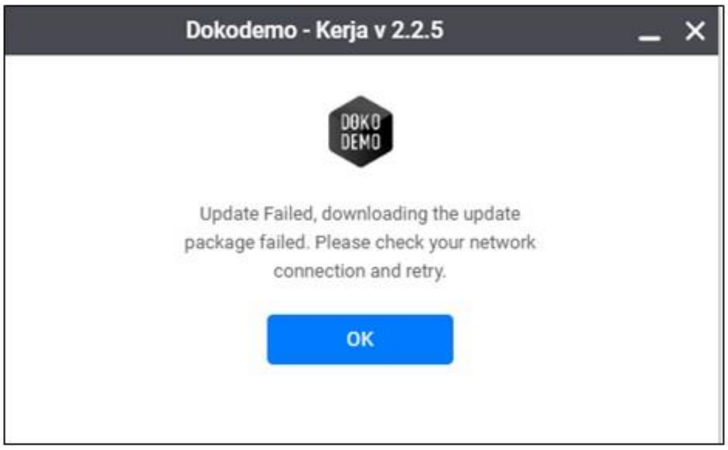


Figure 5.2

Work Session – Admin

6. All

This makes up the main page for the admin's side of Dokodemo-Kerja. To access this page, click on the “Work Session” menu, then select “All”. This page can only be accessed by Admins and cannot be accessed by ordinary staff.

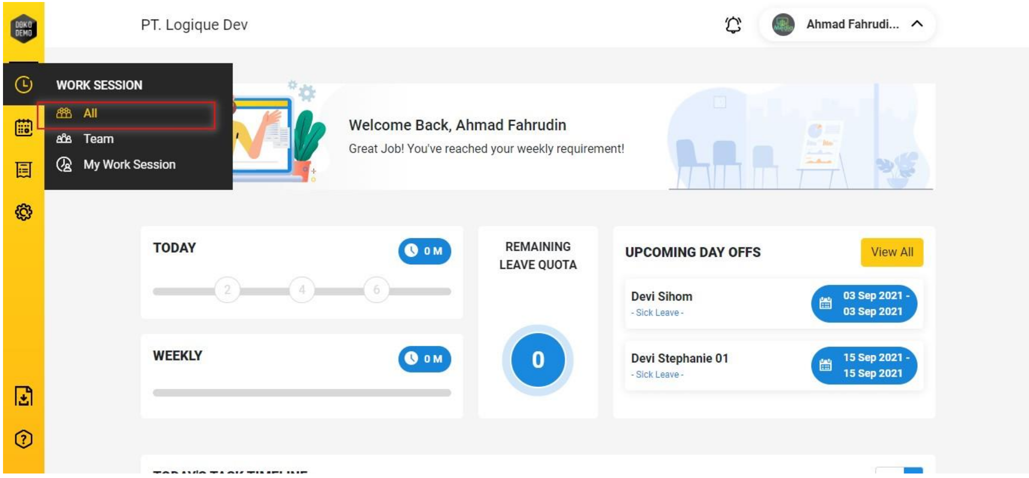


Figure 6

After the All Work Session page opens, the following features will be available:

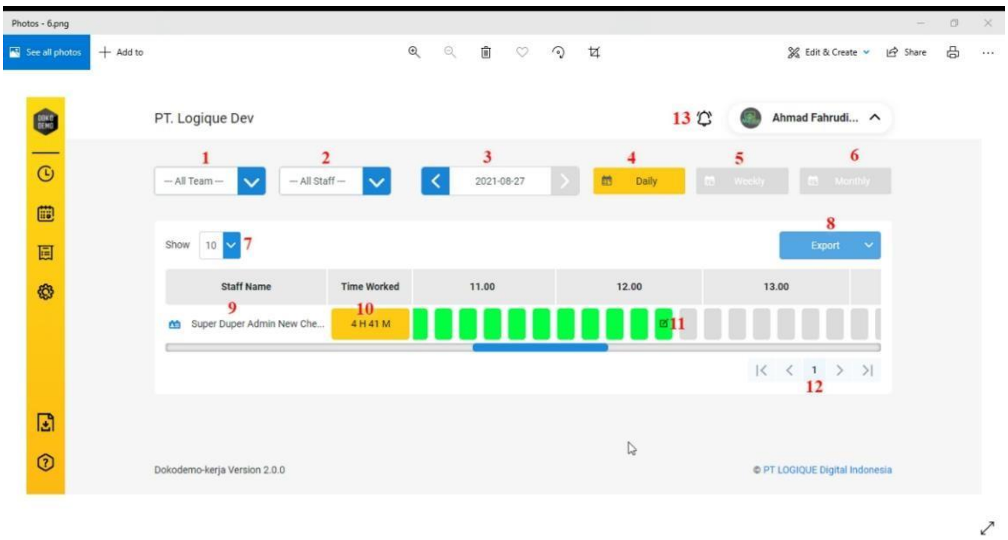


Figure 6.1

1. **Filter by Team**: This feature arranges out the table by team.
2. **Filter by Staff Name**: This feature arranges the table by staff name.
3. **Filter by Date**: This feature arranges the table by date.
4. **Daily**: This button is used to display an employee's total number of working hours for 1 day.
5. **Weekly**: This button is used to display an employee's total number of working hours for 7 days / 1 week.
6. **Monthly**: This button is used to display an employee's total number of working hours for 1 month.
7. **Show Data**: This feature regards the specific amount of employee data that will then be shown on each page.
8. **Export**: This button to exports data in an Excel or CSV format.
9. **Staff Details**: By selecting the employee displayed within this column, the admin can then see the employee's time tracking data, notes, edited timelines, screenshots, location, and session details.
10. **Time Work**: Number of hours worked per day.
11. **Edit Time Tracking**: This feature allows the user to alter the time recorded within the tracking menu.
12. **Pagination**: This feature allows the user to move to the next page so as to view data that cannot be seen because it exceeds the number limit selected in Show.
13. **Notifications**: Allows the user to view incoming notifications regarding new users, duplicate screenshots, status changes, etc.

6.1. Filter by Team

Admins can filter time tracking data based on Team through this feature. After selecting the Team option, the website will then display the time tracking data of all employees who are included within the selected Team.

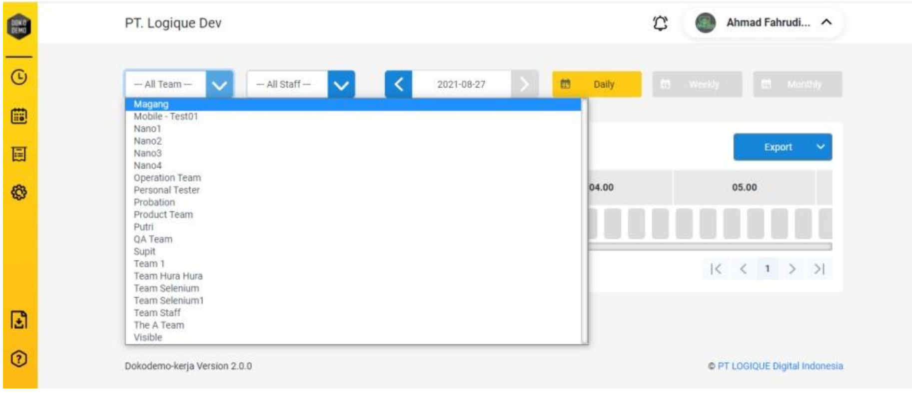


Figure 6.2

6.2 Filter by Staff Name

Admins can filter time tracking data based on employee names through this feature. After selecting an employee's name, the website will then display the time tracking data for the employee in question.

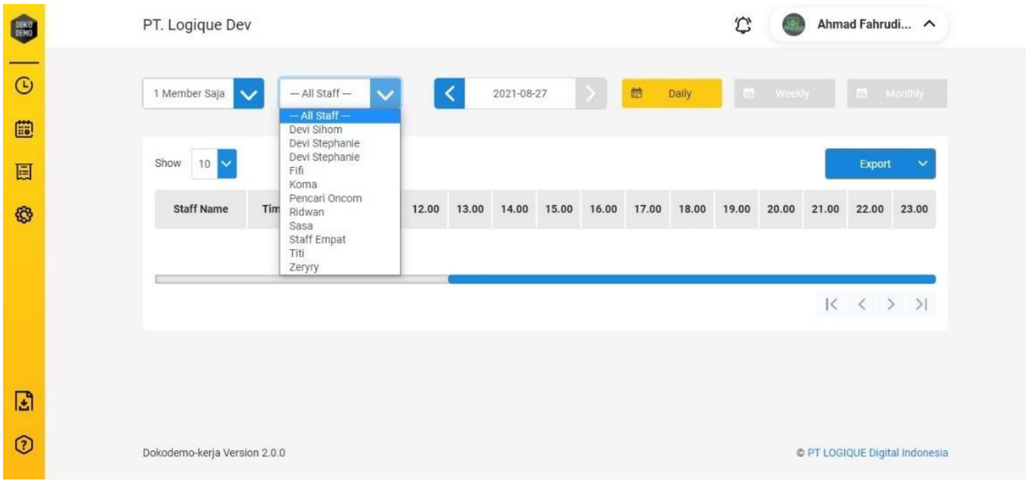


Figure 6.3

6.3. Filter by Date

Admins can filter time tracking data by date through this feature. After choosing and selecting a date, the website will display the time tracking data for all employees on the specified date. The blue color indicates the selected date, while the yellow color indicates today's date.

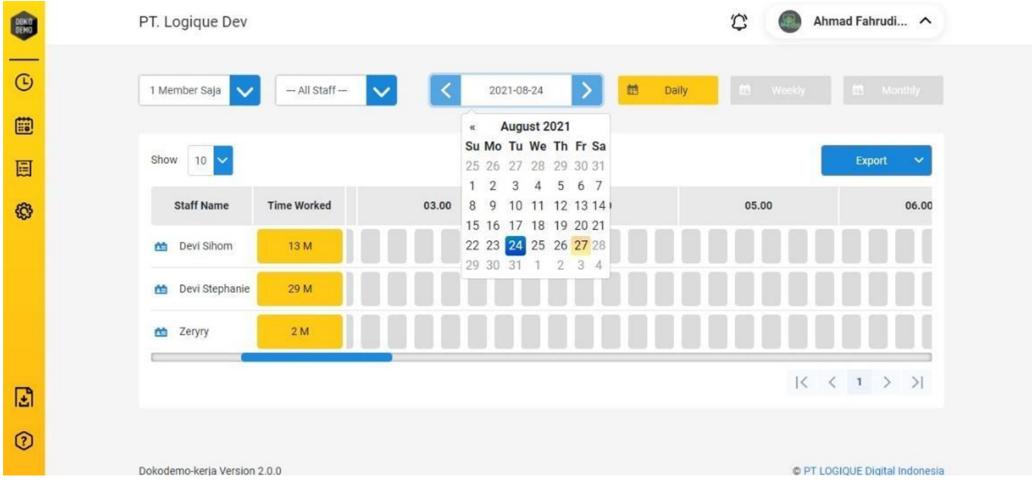


Figure 6.4

6. 4 Daily

This page is used to display the working hours of employees per day. Through this feature, the admin can see the daily time tracking data for employees. On this page there is a column showing staff names, times worked, and dates.

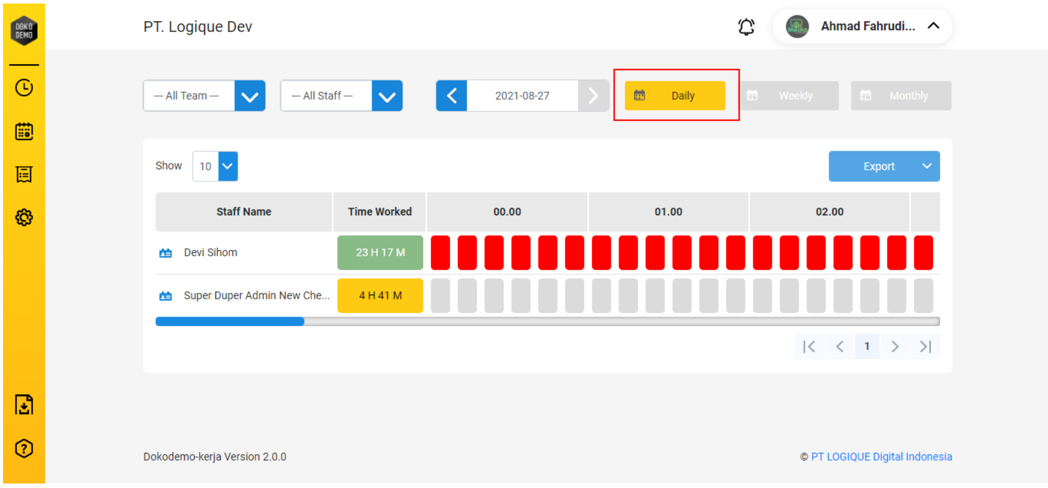


Figure 6.5

- **Staff Name**: This column contains the names of employees who have activated the Dokodemo-Kerja app.
- **Time Work**: Number of hours worked per day.
- **Dates:** Displays the total number of hours worked each day for a total of 1 day.
-  : Moves the page to the previous day.
-  : Moves the page to the next day.

6. 5 Weekly

This page is used to display employee working hours for 7 days / 1 week. Through this feature, the admin can view each employee's weekly time tracking data. On this page there are columns showing staff members, the amount of time worked, and the dates for 1 week.

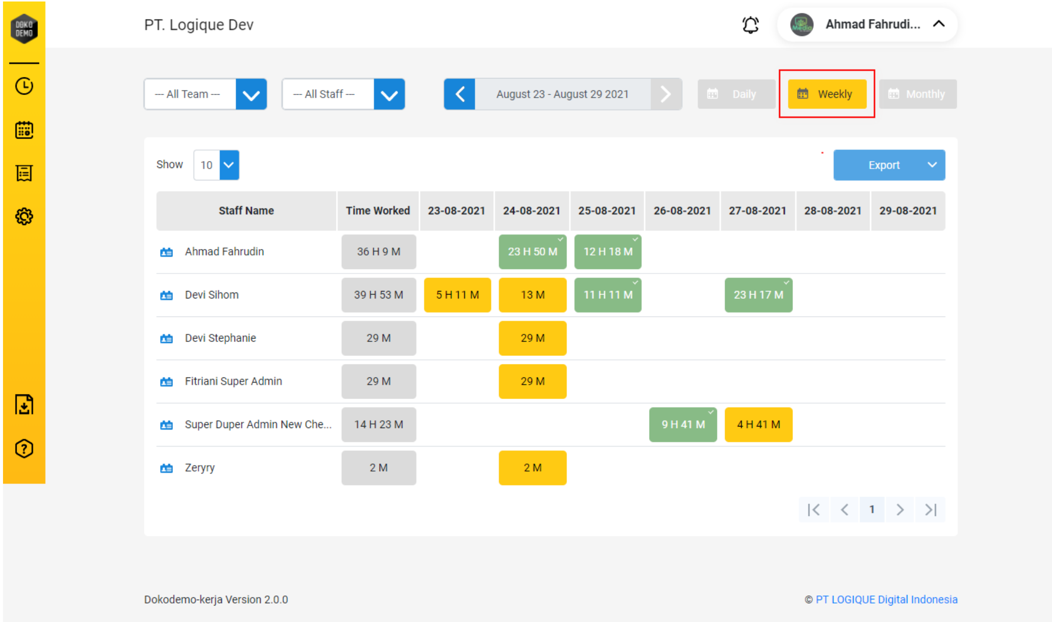


Figure 6.6

- **Staff Name**: This column contains the names of staff that have activated the Dokodemo-Kerja app.
- **Time Work**: Number of hours worked for 1 week.
- **Date**: Displays the total number of hours worked each day for 1 week.
-  : Moves the page to the previous week.
-  : Moves the page to the next week.

6.6 Monthly

This page is used to display employee working hours for 1 month. Through this feature, the admin can see every employee's monthly time tracking data. On this page there are columns showing staff members, the amount of time worked, and the date for 1 month.

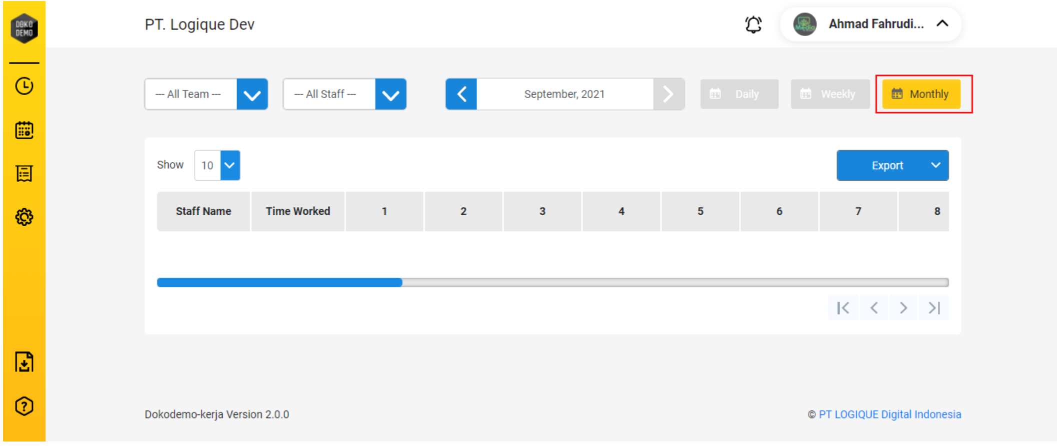


Figure 6.7

- **Staff Name**: Column containing the names of staff that have activated the Dokodemo-Kerja app.
- **Time Work**: Number of hours worked for 1 month
- **Date**: Displays the total hours worked each day for 1 month.
-  : Moves the page to the previous month.
-  : Moves the page to the next month.

6.7 Show Data

This feature serves to display employee data displayed on each page. Admins can choose to display 10, 15, 25, 50, or all data at once.

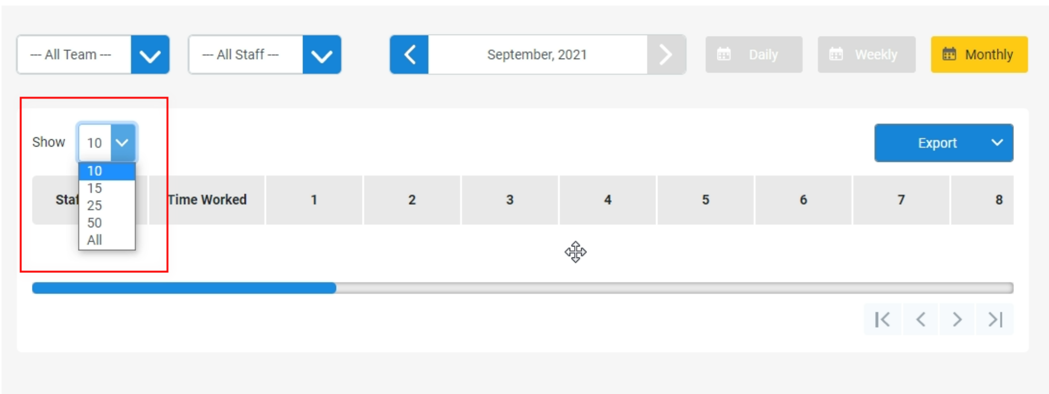


Figure 6.8

6.8 Export

This button is used to export employee data in Excel or CSV format.

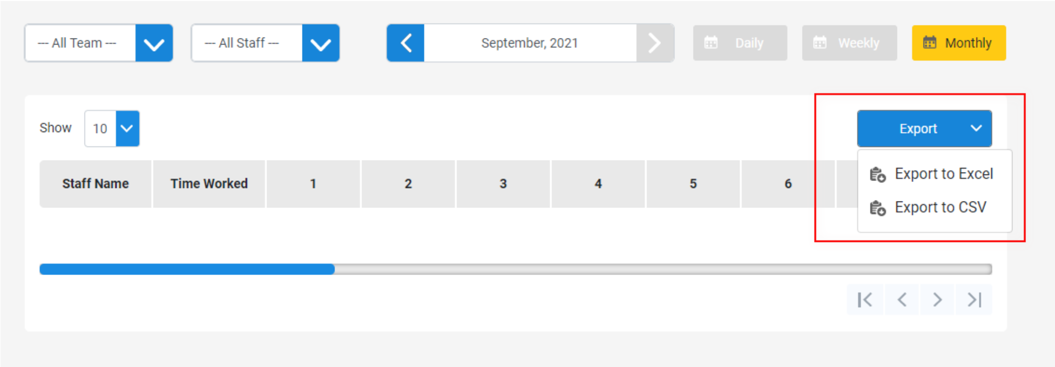


Figure 6.9

6.9 Staff Details

This feature shows the time tracking details and screenshots of certain staff. On this page, the admin can view the total number of working hours of each employee, provide comments, view work sessions and screenshots, view employee locations during certain times, as well as view the time tracking editing history made by the employee in question.

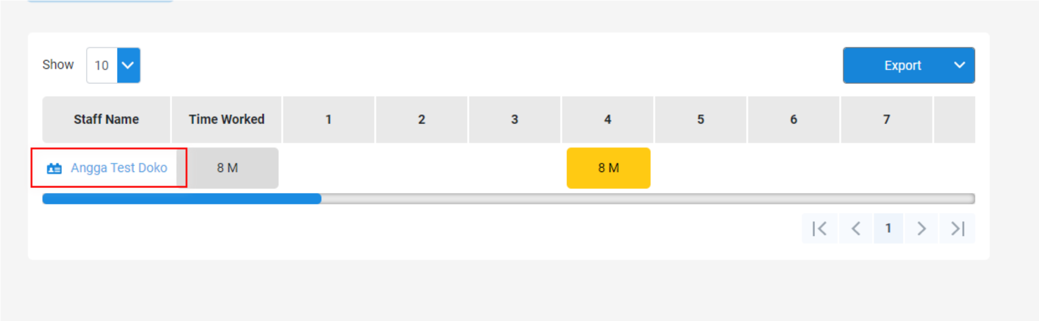


Figure 6.9

6. 10 Time Work

Time Worked is a feature that allows the user to view the number of total hours worked daily, weekly, or monthly.

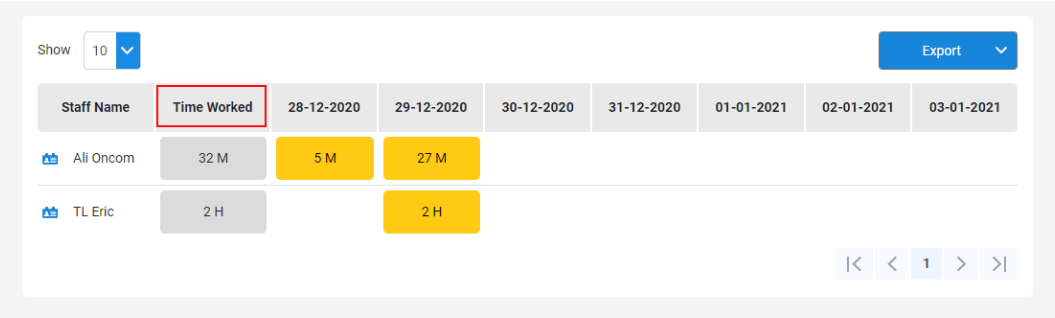


Figure 6.10

6.11 Edit Time Tracking Data

This feature changes the time stored within the time tracking menu. This feature displays the start time, end time, and reason sections.

- **Start time**: The time the user had started Dokodemo-Kerja.
- **End time**: The time Dokodemo-Kerja ended.
- **Reason**: The reason field is required in order to be able to edit the time time tracking section.

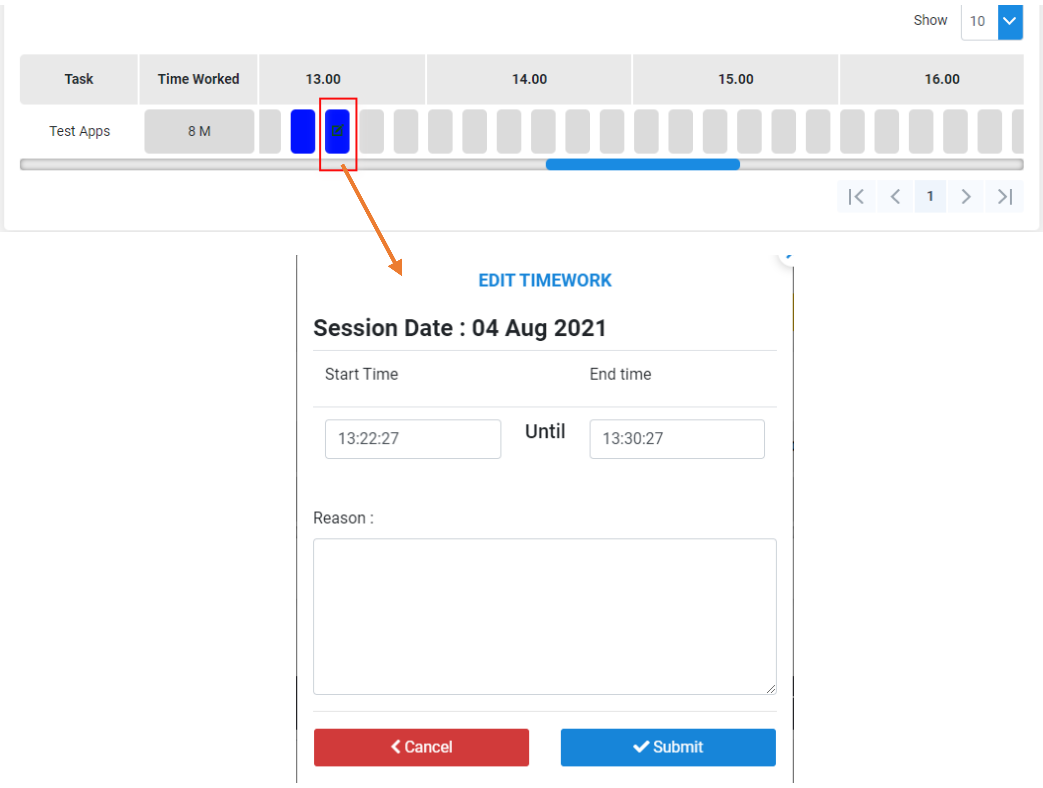


Figure 6.11

6.12 Pagination

This feature moves the user to the next page in order to view the data exceeding the number limit selected in the Show Data section.

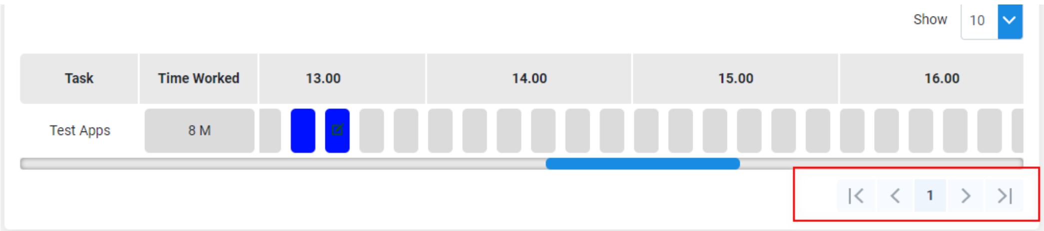


Figure 6.12

6.13 Notifications

This feature is used to view incoming notifications, such as the addition of new users, instances of duplicate screenshots, status changes, etc.

Figure 6.13

The "View All" button within the Notifications option takes the user to a new page that displays the notification history categorized by type. The option “Mark as read” can be selected to indicate that the notification has been read.

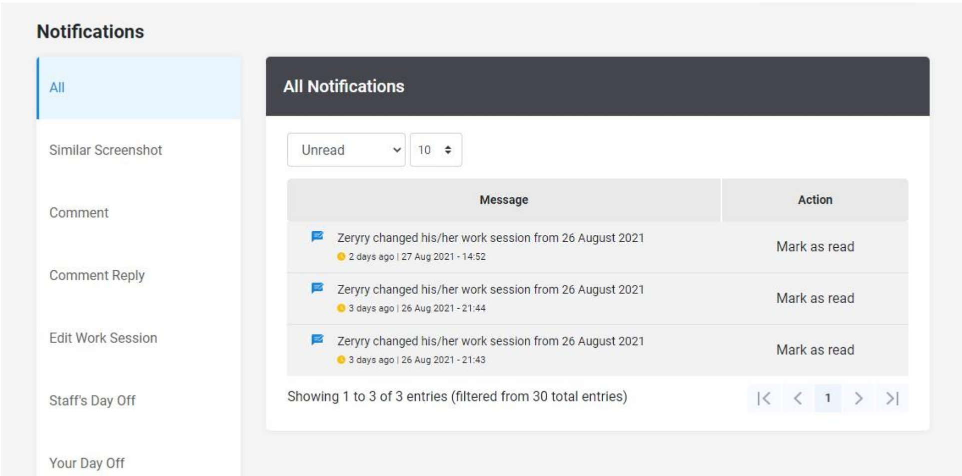


Figure 6.14

- **All**: History of all available notifications.
- **Similar Screenshots**: Indicates employees whose screen activities have been detected as inactive.
- **Comment**: Shows comments that employees have added to their work hour history.
- **Comment Reply**: Shows replies to added comments.
- **Edit Work Session**: Shows the names of employees who have changed their work sessions.
- **Staff's Day Off**: Shows employees who have applied for a day off.
- **Your Day Off**: Shows your own account's day off status.

7. Team

In addition to being able to see the Work Sessions of all staff, Admins can also view Work Sessions based on teams. Click the "Work Session" menu and then select the "Team" option.

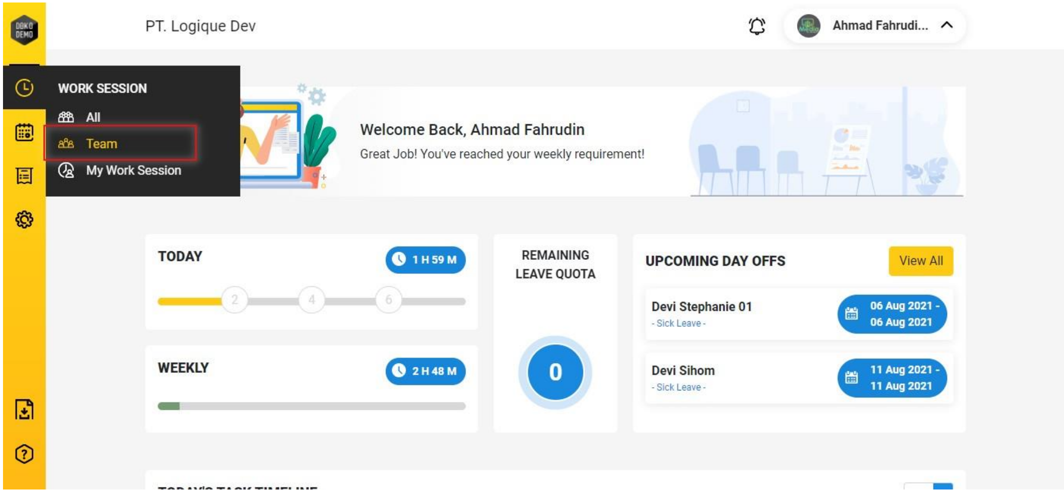


Figure 7

After the Work Session Team page opens, the User will then see the screen display the following:

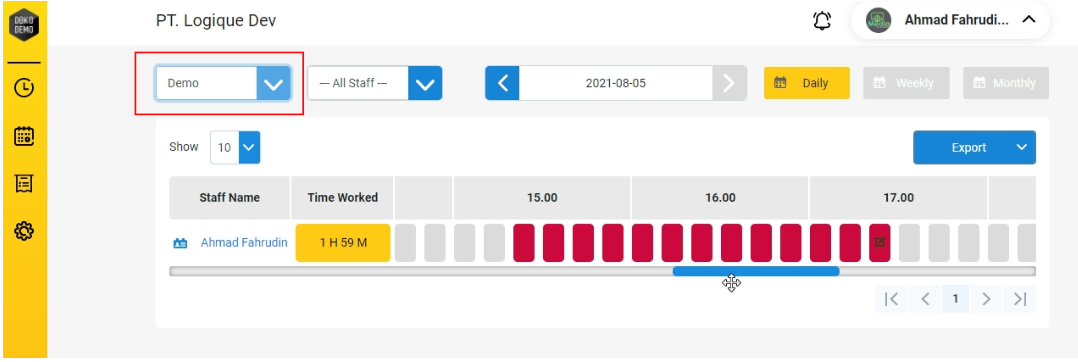


Figure 7.1

Through this page, Admins can view the Work Session details from workers by team.

8. My Work Session

The My Work Session option is a History Record that shows working hours according to the selected date. Admins can also see their working hours on a Daily, Weekly and Monthly basis. Select the "Work Session" menu and then click "My Work Session"

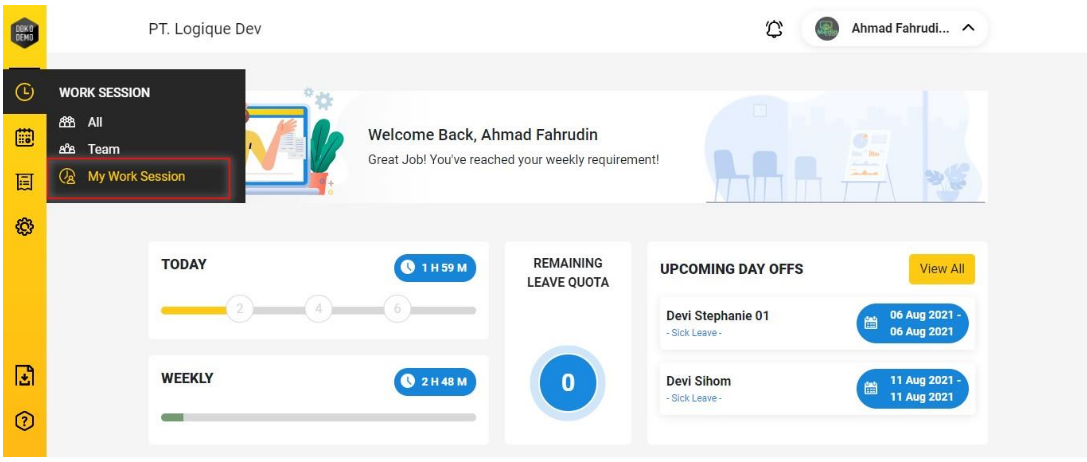


Figure 8

After selecting the “My Work Session” page, the Admin can then view the following:

8.1 Time Tracker

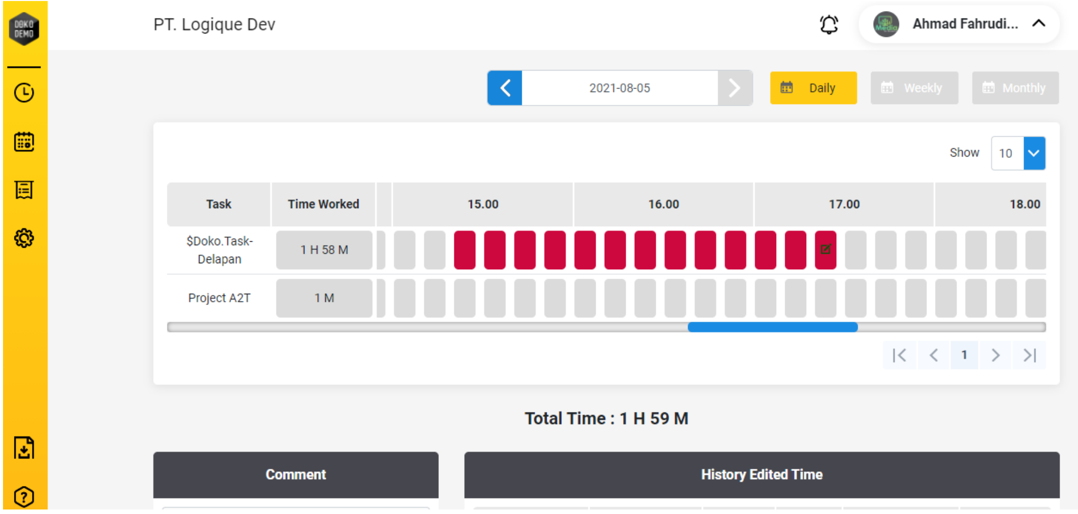


Figure 8.1

On this page, users can view their work sessions based on the tasks that they have selected through the Dokodemo-Kerja application. Admins can edit their work sessions through the Edit Time Tracking feature ().

8.2. History Edited Time

This feature is used to view the history of the changes made to the time tracking section made by the Admin.

History Edited Time

Name	Changes	Duration	Reason	Modified at	Modified by
Products	08:21:59 - 17:11:06 to 8:21:59 - 16:13:00	8 H 49 M to 7 H 51 M	Sorry forget to turn off dokodemo	2021-08-25 17:14:15	Fera

Figure 8.2

Some of the available information includes:

- **Name**: Name of task changed.
- **Change**: Time info that has been changed.
- **Duration**: Working hours that had been changed.
- **Reason**: Reason for the time adjustment.

- **Modified at**: Indicates what time the data was changed.
- **Modified by**: Shows the name of the person who requested the data change.

8.3 Screen Record

On the “My Work Session" page there is a "Screen Record" menu which is useful for viewing user desktop screenshots. These screenshots can be obtained from the desktop version of the Dokodemo-Kerja application when the application is being run. The resolutions of these images are very low, thereby maintaining the privacy of the staff.

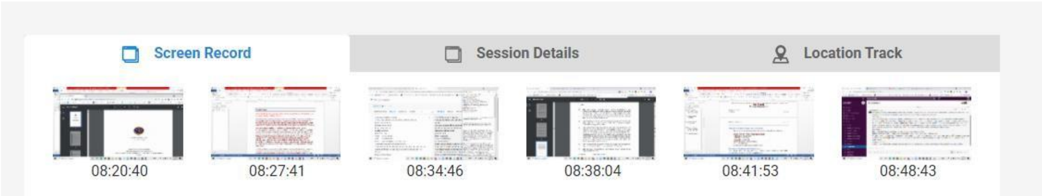


Figure 8.3

8.4 Session Details

Users can see the details of each selected project. The website will then display a list of session details.

Screen Record | Session Details | Location Track

Task	Duration	Details	Actions
Products	08:12 - 16:04	-	Edit
Products	16:36 - 16:42	-	Edit
Products	17:16 - 17:21	-	Edit

Figure 8.4

8.5 Location Track

Location Track: This feature can be used to track the location of staff if they had started Dokodemo-Kerja using the mobile version.

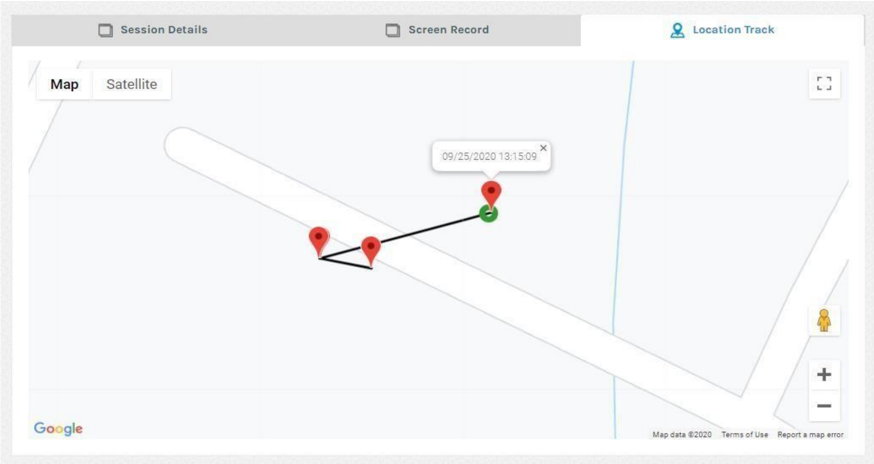


Figure 8.5

- Red pinpoints can be clicked to indicate the date and time an employee was at a particular location.
- The green circle icon can move from the start point to the end point in order to indicate the route taken by staff.

Attendance – Admin

9. Day Off/Leave

The Day Off/Leave feature can be accessed by Admins in order to manage the application for day offs or employee leave. Through this feature, Admins can also apply to leave themselves. Click the "Attendance" menu then select "Day Off/Leave".

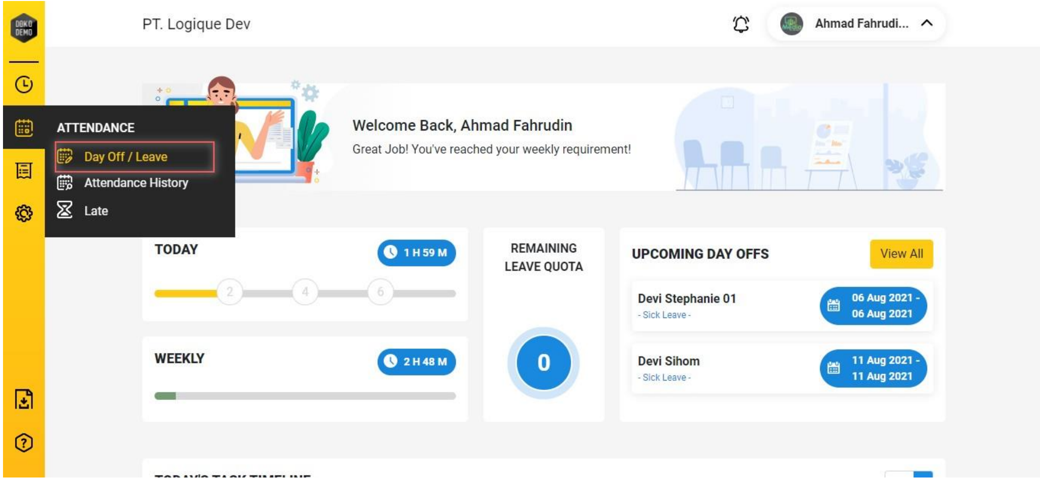


Figure 9

After the “Day Off / Leave” page opens, the User/Admin can see the following features:

9.1 My Day Off Request

This page can be used by the Admin so as to apply for day off or leave, see their remaining annual leave quota, and to find updates regarding their requested leave.

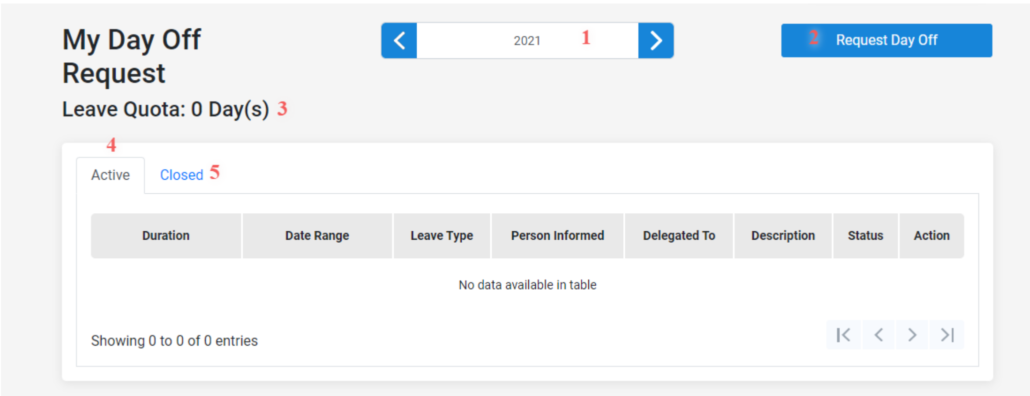


Figure 9.1

1. **Year**: Indicates the year that the leave / day off was applied for.
2. **Request Day Off**: Used to apply for leave. Through this feature, the page then displays a leave application form as follows (See Figure 9.2). Here's an explanation of each feature:

- Remaining Active Leave Quota: This section display's the user's remaining leave quotas. If the proposed day off date exceeds the stated number of leave quotas, provided that the selected day off type will reduce the number of leave quotas, the application will be rejected automatically.
- Day Off Type: Choice of day off type applied by the Admin.
- Date Range: Selection of day off submission date. The selected date may be more than one day, but may not be during a holiday.
- Person Informed: The Supervisor/Team Leader who will be notified of the request via dashboard notification.
- Attachment: A feature that allows the user to attach files or images concerning their day off. This can be used to attach a doctor's note or other supporting files.
- Description: The description column, which provides a short explanation regarding the circumstances of the day off, can be seen by the Team Leader and Admin and is used as a consideration for allowing a day off.

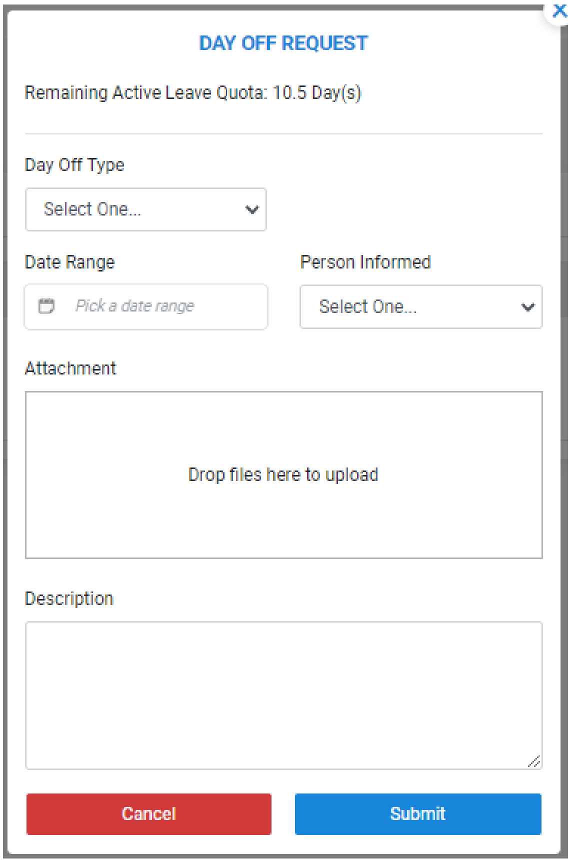


Figure 9.2

3. **Leave Quota**: Displays the remaining leave quotas for this year.
4. **Active:** The Active tab stores applications that are still pending, and those that have been approved.
5. **Closed**: The Closed tab stores applications that have been rejected and those that have already passed.

9.2 Day Off Request

This menu displays two tabs, namely the Day Off Request tab, which dispalys all leave applications submitted from all staff, and the Force Approval tab which contains a list of leave applications that can get a final approval without waiting for the approval from other admins. Force Approve can be done by pressing the View button, then selecting "Force Approve".

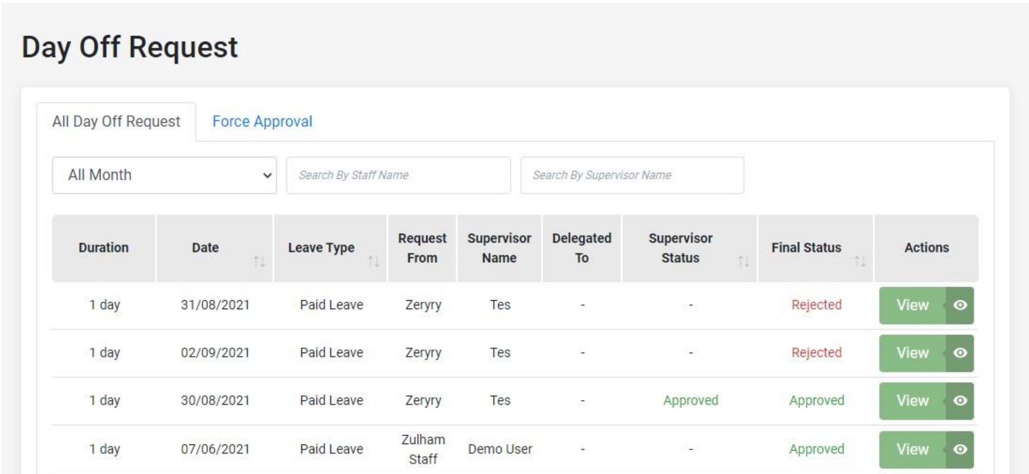


Figure 9.3

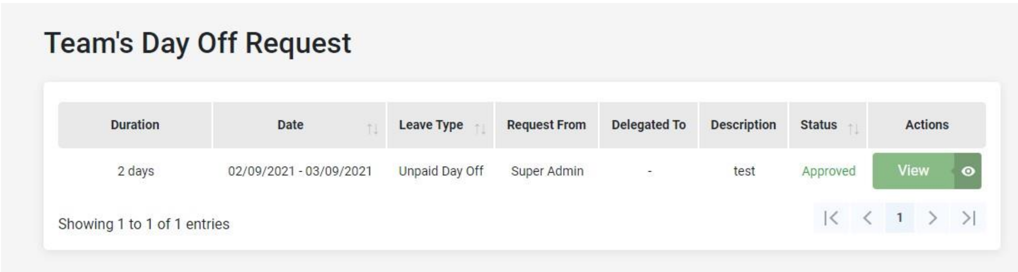
Here's a brief explanation of each feature:

- **Duration**: The duration of the day off.
- **Date**: Proposed day off dates.
- **Leave Type**: Selected day off types.
- **Request From**: The name of the staff who applied for the day off.

- **Supervisor Name**: Name of the supervisor who had submitted the day off.
- **Supervisor Status**: The Team Leader's decision regarding the day off application. This status is only a consideration, and not a determinant.
- **Delegated To:**Transfer of responsibility. Can only be selected by the Team Leader.
- **Final Status**: Admin's decision regarding the day off application. This status is a determinant of the acceptance or rejection of the day off application.
- **Action**: The View button displays the details of the day off application to accept/reject the day off application.

9.3 Team's Day Off Request

This page contains a list of leave requests based on the Admin team.


Team's Day Off Request

Duration	Date	Leave Type	Request From	Delegated To	Description	Status	Actions
2 days	02/09/2021 - 03/09/2021	Unpaid Day Off	Super Admin	-	test	Approved	View

Showing 1 to 1 of 1 entries

.

Figure 9.4

10. Attendance History

The Attendance History page shows information regarding employee attendance and contains data about holidays, leaves, illnesses, and day offs. To access it, click the “Attendance” menu, and then click “Attendance History”.

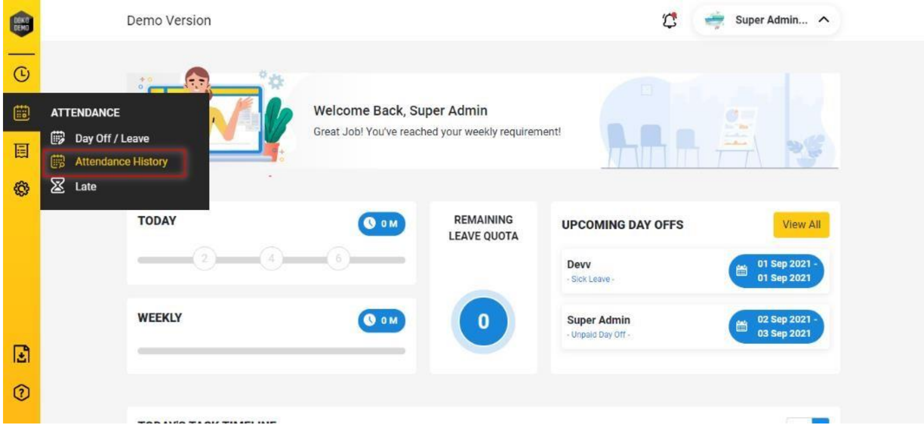


Figure 10

After the “Attendance History” menu opens, the page will display the following:

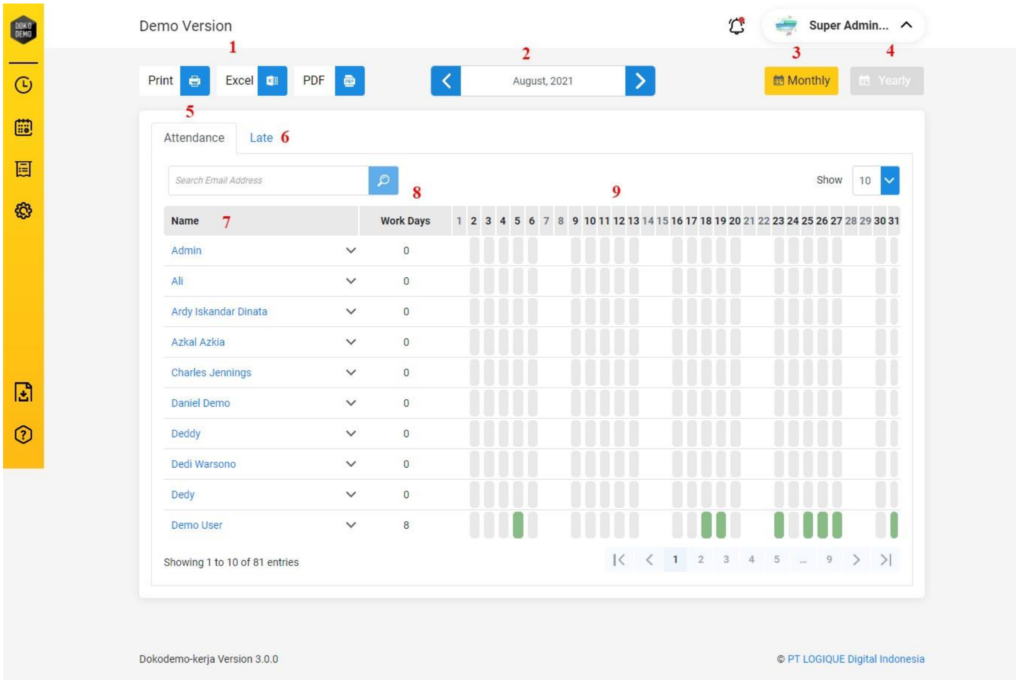


Figure 10.1

This page has features that can be used to manage existing employee attendance information. The following lists the functions of each feature (See Figure 10.1):

1. **Print, Excel, PDF:** This feature allows the user to print and download data in both Excel and PDF formats.

2. **Months, Years:** A feature used to select the Month and Year from the data that you intend to display.

3. **Monthly**: This button is used to display employee attendance data for 1 month.

4. **yearly**: This button is used to display employee attendance data for 1 year.

5. **Attendance**: Tab to display employee attendance list.

6. **Late:** Tab to display employee attendance list.

7. **Name:** Name of employee/staff.

8. **Work Days**: Number of working days.

9. **Date List:** Shows a list of dates. Within the “attendance” tab, the list will show a green color when employees or staff mambers are present, while red is used to indicate holidays or day offs. On the “Late” tab, the list will display a yellow color when an employee had arrived late.

Staff names can be clicked on to display their attendance history (See Figure 10.4)

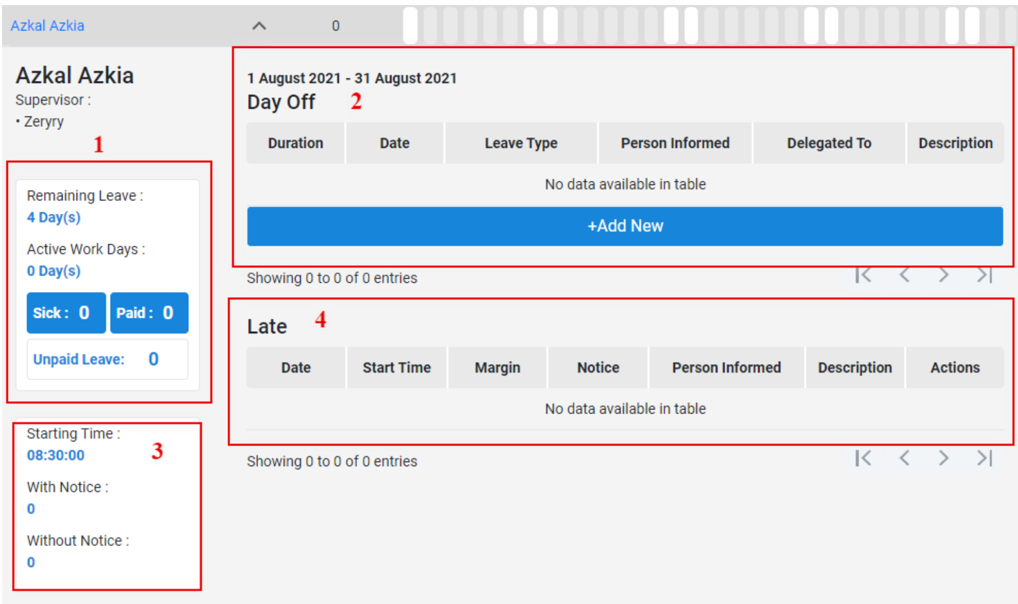


Figure 10.4

On this page, there are several features available, namely:

1. **Attendance & Leave**: This contains sections showing any remaining leave days, the number of active work days, sick leave, paid leave, and unpaid leave.
2. **Day Off**: Day offs that are not proposed by staff can be added by the Admin himself by pressing the "Add New" button. When the Add New button is selected, a form similar to the Day Off Request will appear.
3. **Starting Time**: This indicates the employee's starting time. With Notice is the number of delays that have happened but with a notification from the employee, while Without Notice is the number of late days that have occered without any notice from the employee.
4. **late**: The Late table shows the number of times the employee was late in 1 month. Data will be added automatically to this table, so there is no Add New button. If the edit button is pressed, an option will appear allowing the user to change the details of the delay.

11. Late

The Late page shows employees who have started late and who have not started the Dokodemo-Kerja application at all that day. Late details can be edited by HR if necessary. The delay history table is divided into 2.

11. 1 Start

This contains the names of people who have started late (See Figure 11). The Edit button is used to add an explanation for the delay (See Figure 11.1).

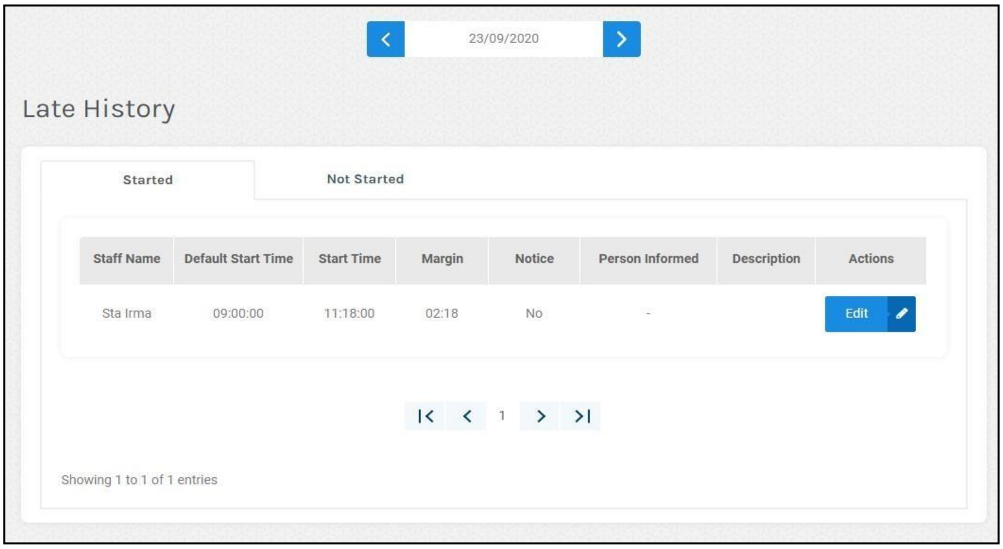


Figure 11

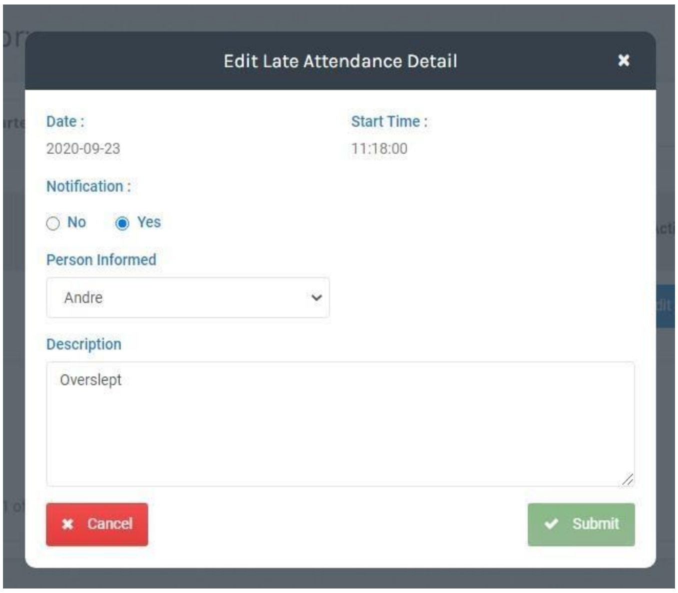


Figure 11.1

11.2 Started

This contains the names of people who are late, and have not started the application.

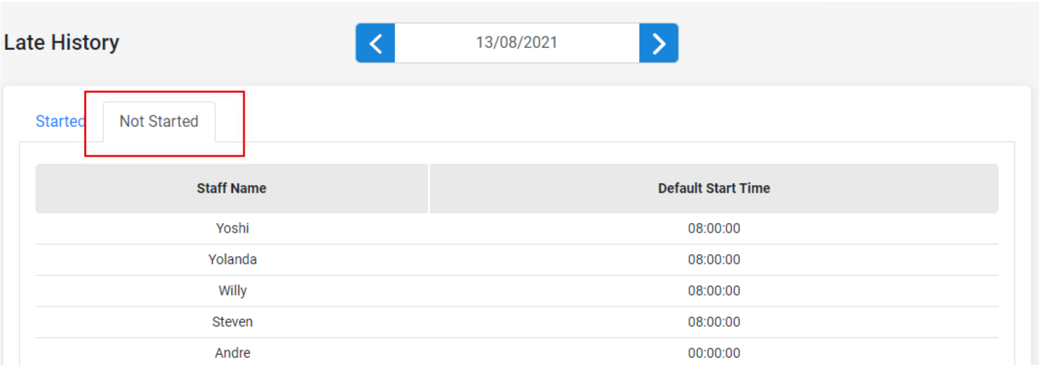


Figure 11.2

Bills – Admin

12. Bills

This page can be used to view the subscription history and transactions that have been conducted.

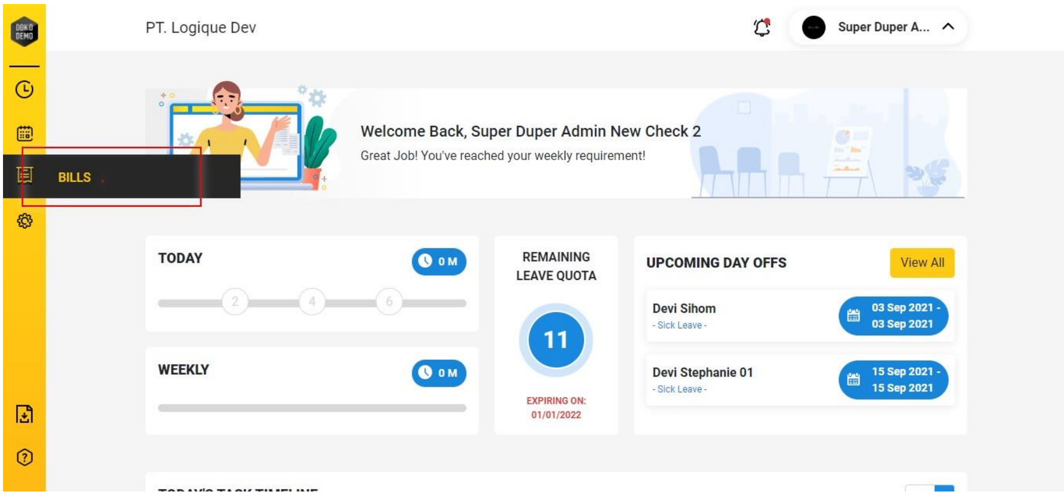


Figure 12

This screen will be displayed after the Bills menu appears. On this page there are features that can be used to upload any proof of transactions and can be used to view invoice and tax files. (See Figure 12.1)

1. **Select Years:**This filter can be used to view bills within a span of one year.
2. **UNPAID:**This table shows unpaid, pending and overdue invoices.
3. **PAID:**This table shows invoices that have been paid and confirmed.
4. **Invoices & Taxes:**These two buttons only appear when the payment has been confirmed. Invoice & Tax files can be downloaded, and will still be stored within the system. If the button does not appear, it means that the payment for that month is free.

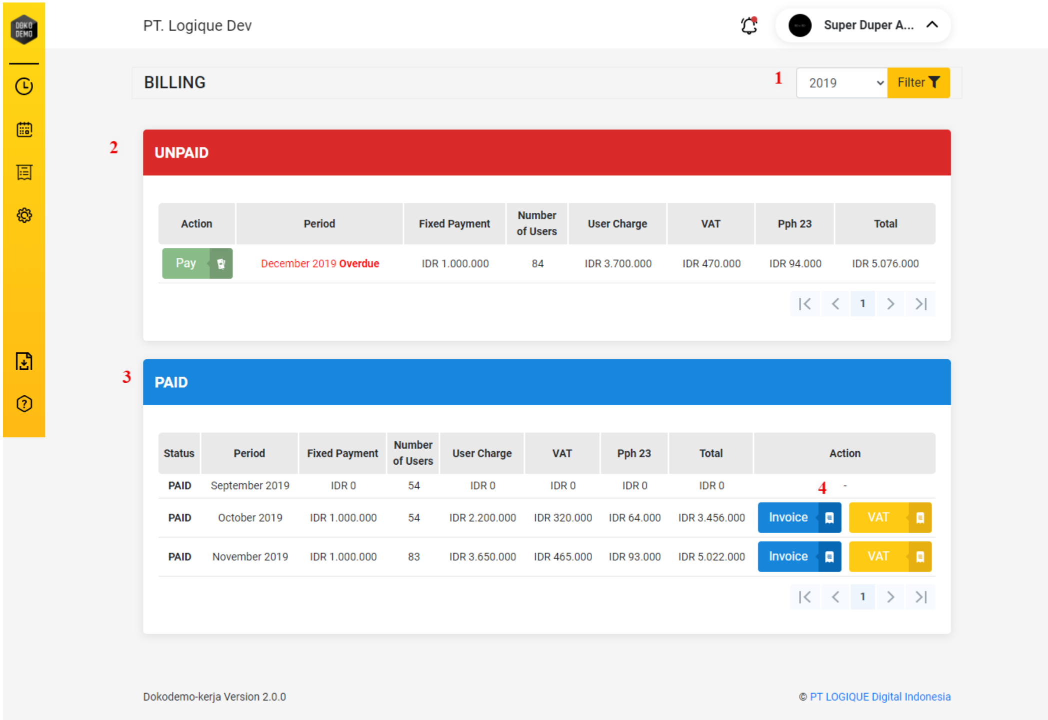


Figure: 12.1

Settings – Admin

13. Roles & Permissions

The Role and Permission section is a feature for management positions in your company. To access it, select the Settings menu, and then click "Role & Permission".

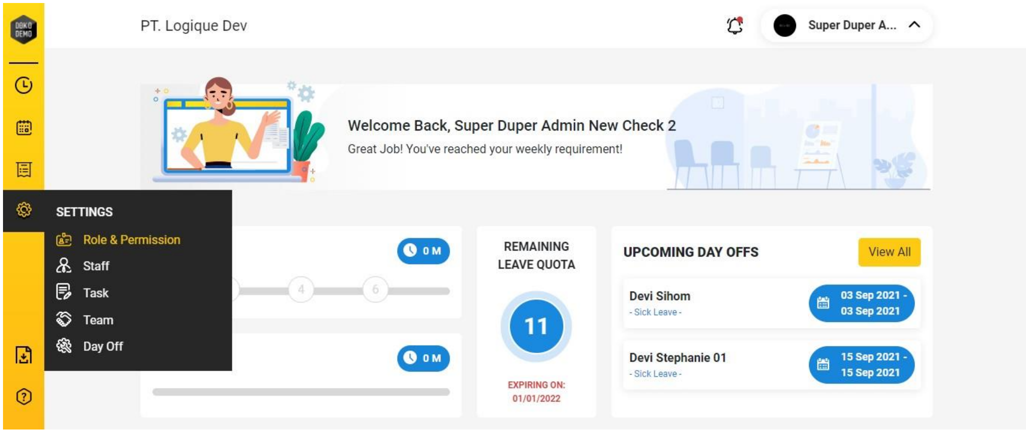


Figure 13

Here is what the page looks like when the “Role & Permission” menu is open. (See Figure 13.1)

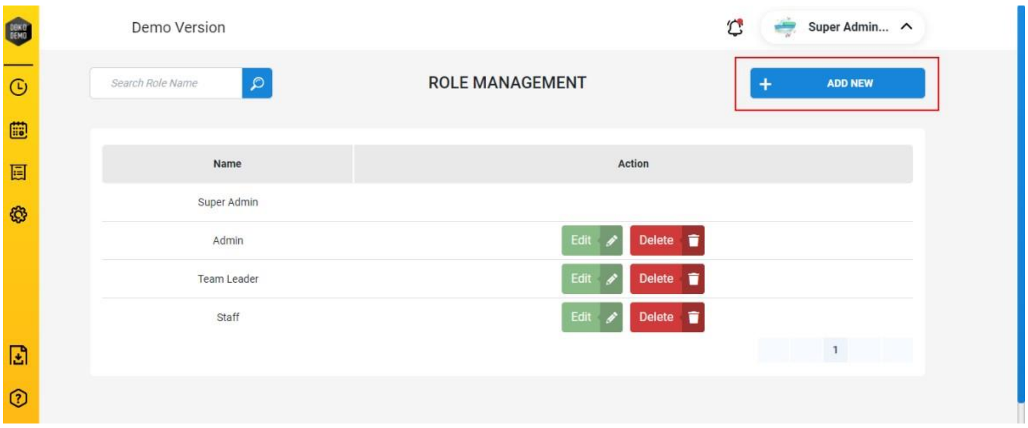


Figure 13.1

Users or Admins can use the "Add New" button to add a new role. After clicking the “Add New” button, the following menu will be displayed (See Figure 13.2)

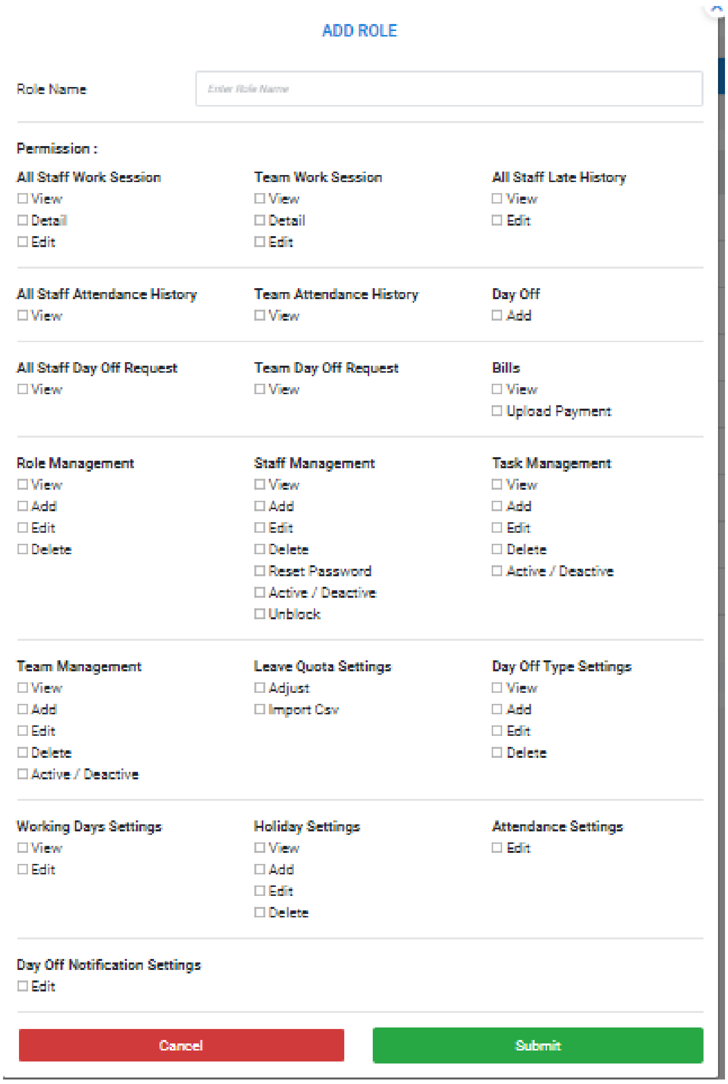


Figure 13.2

When adding a new role, the User or Admin can manage the permissions that the role can access. We suggest dividing this into 4 Access Levels, namely:

- Super Admin: Has the authority to manage Billing, Staff, Task, Team, and can view the working hours and screenshots of all employees.
- Admin: Has the authority to manage Staff, Task, Team, and can view the working hours and screenshots of all employees.
- Team Leader: Has the authority to view working hours and screenshots of employees within his team.
- Staff: Can only see their working hours as well as their own screenshots.

14. Staff

The staff page can be accessed via the navigation menu. This page contains information regarding any staff registered to Dokodemo-Kerja.

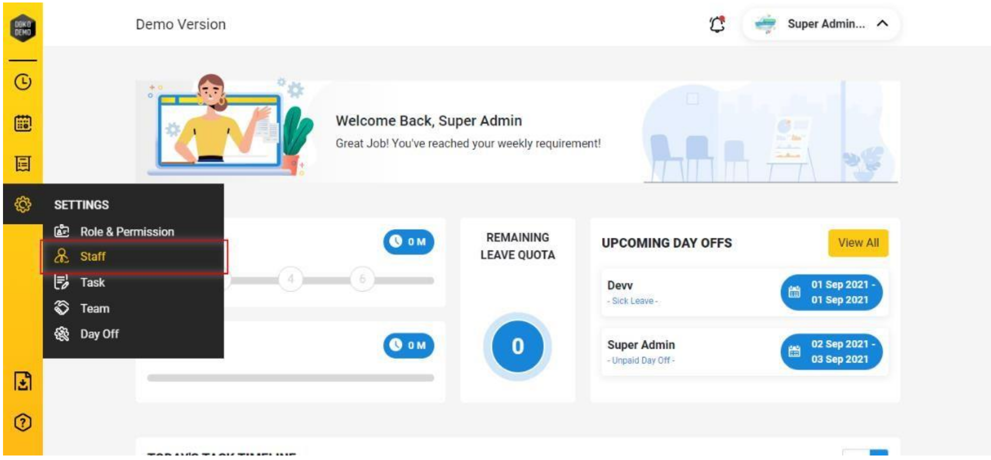


Figure 14

The following is a screenshot of the Settings-Staff page (See Figure 14.1).

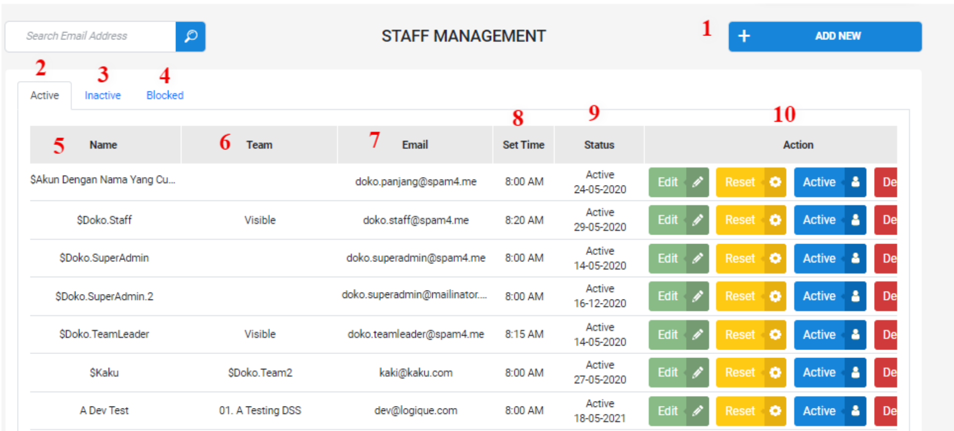


Figure 14.1

This contains various features that can be used for staff management:

1. **Add New**: A feature to add new staff.
2. **Active**: Shows a list of active staff.
3. **inactive**: Shows a list of staff who are currently active within the company.
4. **Blocked**: Shows a list of staff who have been blocked for entering the wrong password.
5. **Name**: Shows the name of registered staff.

6. **Team**: Contains information concerning teams.

7. **E-mail**: Contains the email of staff members who are registered with Dokodemo-Kerja.

8. **Set time**: Contains the set time of individual staff.

9. **Status**: Displays the work status' of staff, such as active or inactive.

10. **Action**: Contains an edit button that changes staff data, a reset password button to change user passwords, an active button to activate or deactivate staff, and a delete button to delete staff.

15. Task

The Task page contains task related information available on Dokodemo-Kerja.

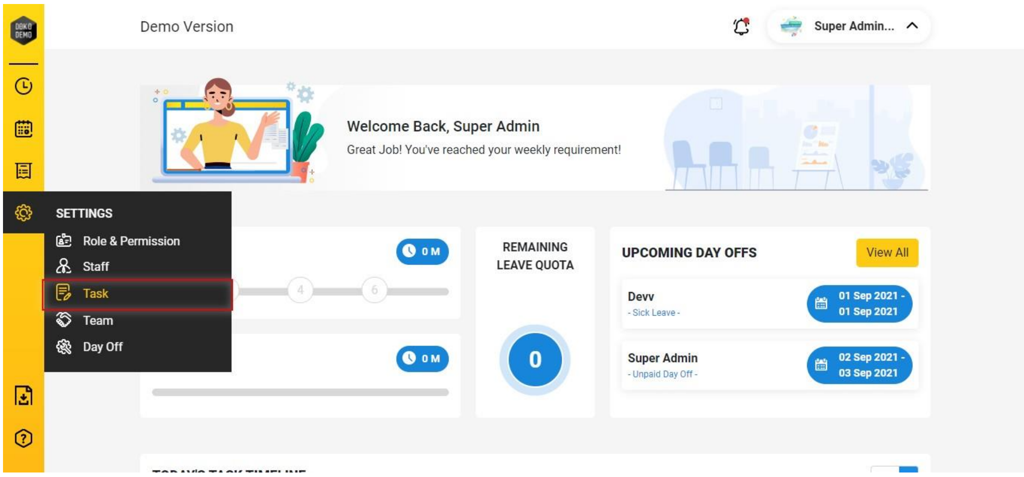
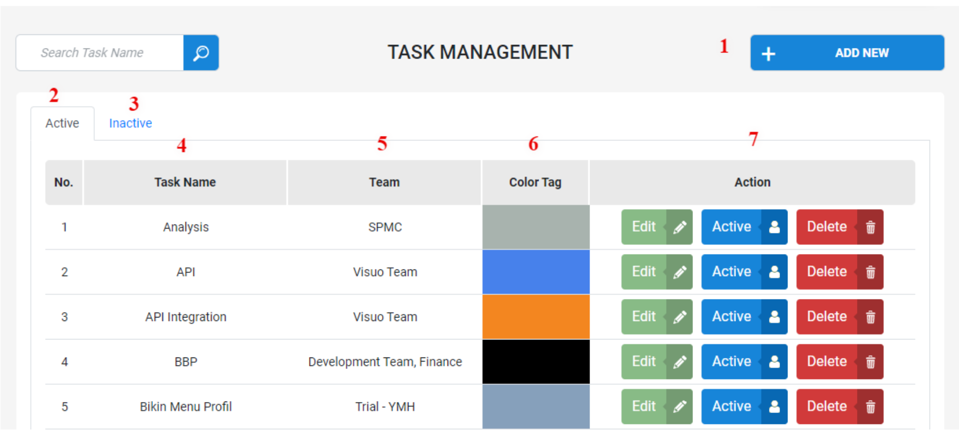


Figure 15

The Task page contains several features as shown below. (See Figure 15.1)



No.	Task Name	Team	Color Tag	Action
1	Analysis	SPMC		Edit Active Delete
2	API	Visuo Team		Edit Active Delete
3	API Integration	Visuo Team		Edit Active Delete
4	BBP	Development Team, Finance		Edit Active Delete
5	Bikin Menu Profil	Trial - YMH		Edit Active Delete

Figure 15.1

1. **Add New**: Button to add new task.
2. Active: Shows a list of active tasks.
3. **inactive**: Shows a list of inactive tasks.
4. **Task Name**: Displays the name of the task listed on the task in question.
5. **Team**: Filled with the name of the team members who are registered with the task in question.
6. **Color Tags**: The color of the task that will be visible on the daily work hour page.
7. **Action**: Contains the “edit” button to edit the registered task, the “active/inactive” button to activate or deactivate the task, and the “delete” button to delete the task.

15.1 Add New Task

This feature is used to add new tasks to Dokodemo-Kerja. Admins must fill in the task name, team, and color tag to add a task.

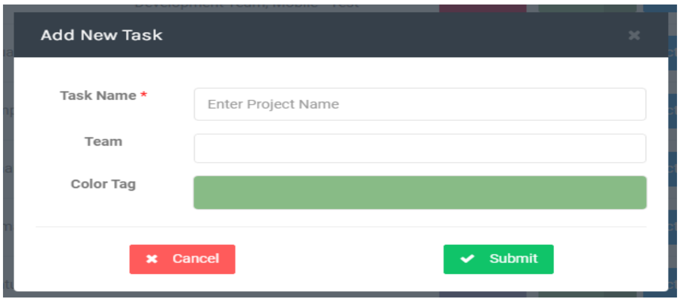


Figure 15.2

15.2 Edit Task

This feature is used to change the task details within Dokodemo-Kerja. Admin information that can be changed includes the task name, team, and color tag.

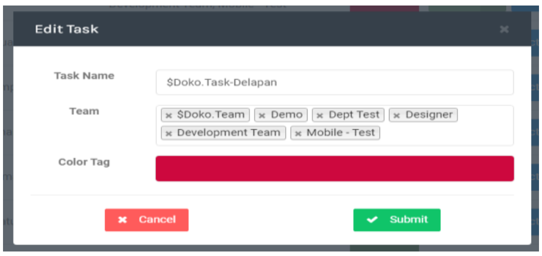


Figure 15.3

15.3 Change Status

This feature is used to change staff statuses to active or inactive.

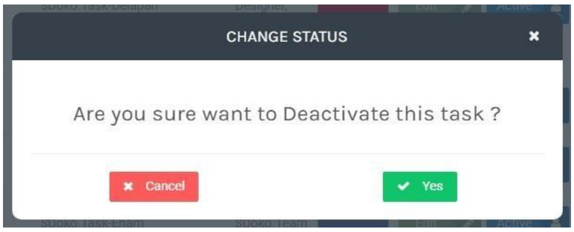


Figure 15.4

15.4 Delete Task

This feature is used to delete a task.

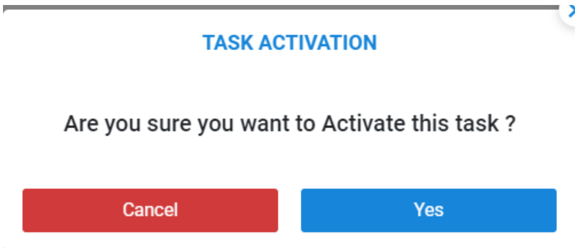


Figure 15.5

16. Team

The Team section contains information about the existing teams currently utilizing Dokodemo-Kerja.

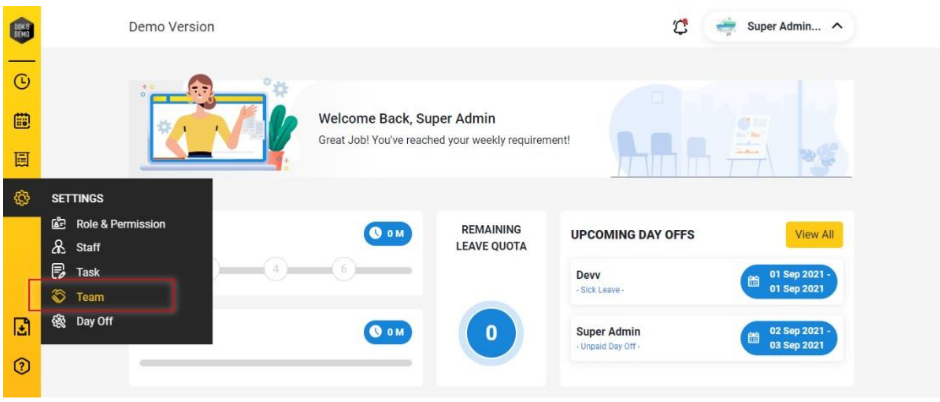


Figure 16

This page can be used to manage teams. Here are the features found on this page.

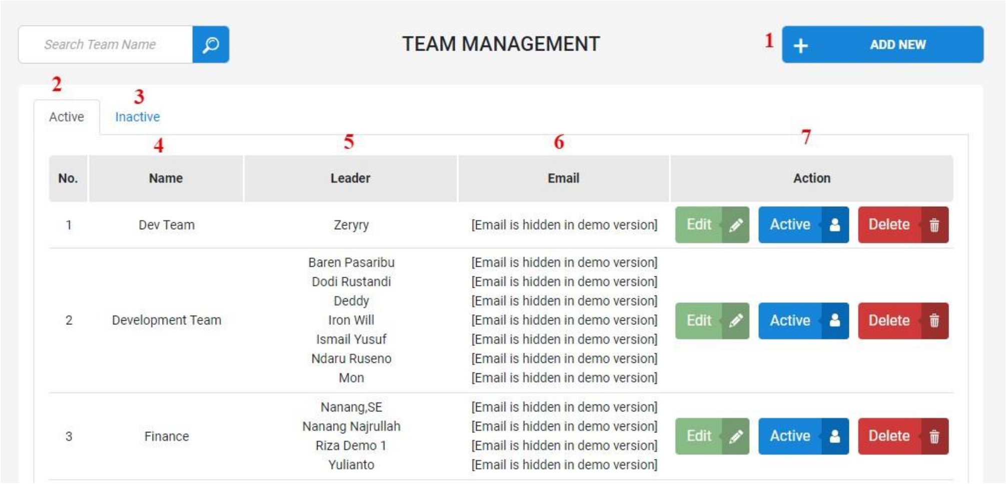


Figure 16.1

1. **Add New Team:** This feature is used to add a new team to the team management section.
2. **Active**: This contains a list of active teams.
3. **Inactive**: This contains a list of inactive teams.
4. **Name**: This column shows the name of the team.
5. **Leader**: This shows the name of the team leader.
6. **E-mail**: This shows the relevant team leader's email.
7. **Action**: The column contains the edit button which can change the registered team data, the active button is to activate and deactivate the registered team, and the delete button to delete the team.

17. Day Off

The Day Off page can be used to manage data on the Attendance page.

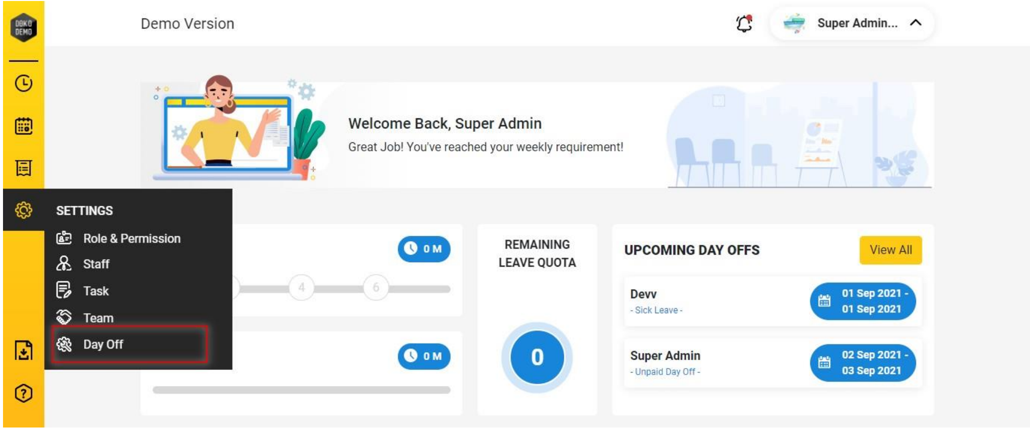


Figure 17

Once the Day Off page opens, you will see various features displayed. The following provides an explanation for each feature.

17.1 Update Leave

The menu on the left is used to update leave quotas per team or all at once, while the one on the right is used for updating individual quotas which have been described in the csv form.

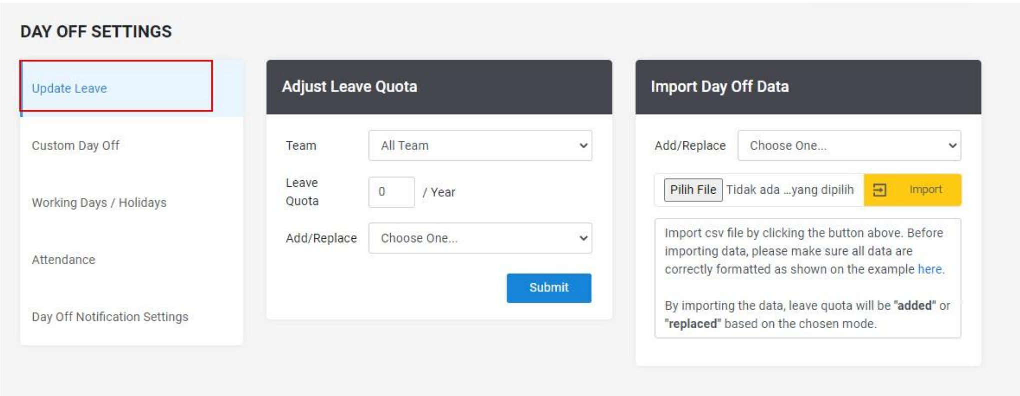


Figure 17.1

In the “Update Leave” feature there are two main columns:

A. Adjust Leave Quota

This feature is used to update leave quotas per team or all at once. The additional leave quota is valid for 1 year.

- **Team**: If the update is not limited by the team, select the All option within the dropdown selection.
- **Staff**: This option will only appear after a team is selected. Otherwise, this option will not be visible.
- **Leave Quota**: There is no limit to additional leave quotas, and they can only be filled in with numbers. The added leave amount will be forfeited in the following year.
- **Add/Replace:** This option increases the leave quota, while Reset is to replace the leave quota.

B. Import Day Off Data

This feature is used to update the leave quota based on the uploaded csv file.

- **Add/Replace**: Add is to increase the leave quota, and reset is to replace the leave quota.
- **Import**: After downloading and completing the leave quota format above, upload the correct file by pressing the Select File button, then pressing the Import button.

17.2 Custom Day Off

The Cutsom Day Off setting is used to add a specific type of day off and leave. There are several buttons on this page, namely; Add New, Edit, and Delete.

- **Add New**: serves to add 1 new type of day off.
- **Edit**: this is to change registered day off details.
- **Delete**: serves to delete registered day offs.

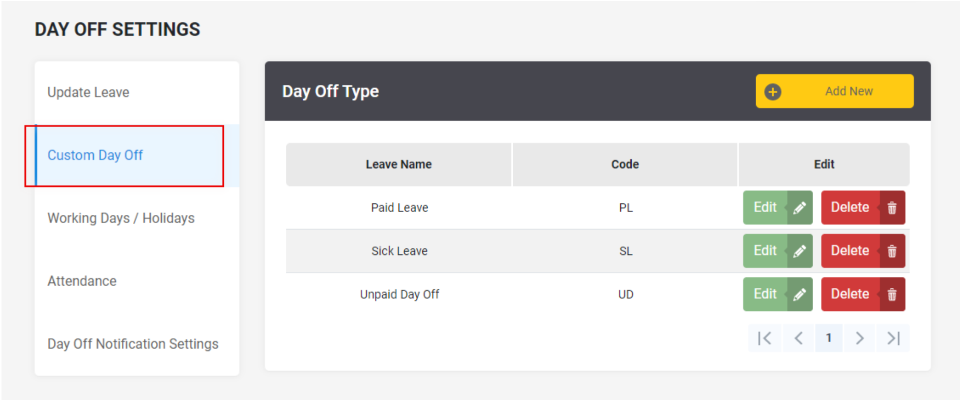


Figure 17.2

Here are the details of the day off settings.

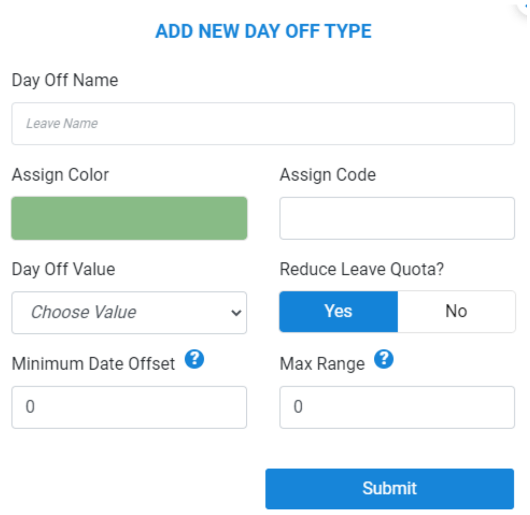


Figure 17.3

1. Day Off Name: Name of day off.

2. Assign Color: The day off color will be visible on the attendance history page.

3. Assign Code: The day off code will be visible on the attendance history page.

4. Day Off Values:

- 1 Day: The day off value is 1 day.
- ½ Day: The day off value is ½ day.

5. Reduce Leave Quota:

- Yes: Day off will reduce the leave quota.
- No: Day off does not reduce the leave quota.

6. **Minimum Date Offset**: Minimum day off submission day. The number entered may be reduced if the employee was allowed to request a day off during a past date (backdate). For example:
   - 10 days: Staff can only choose a day off 10 days from now.
   - 14 days: Staff can choose a day off from 14 days ago.
7. **Max Range:**This is the maximum range limit that leave-days can be used.

17.3 Working Days / Holidays

This page is used to set weekdays and holidays.

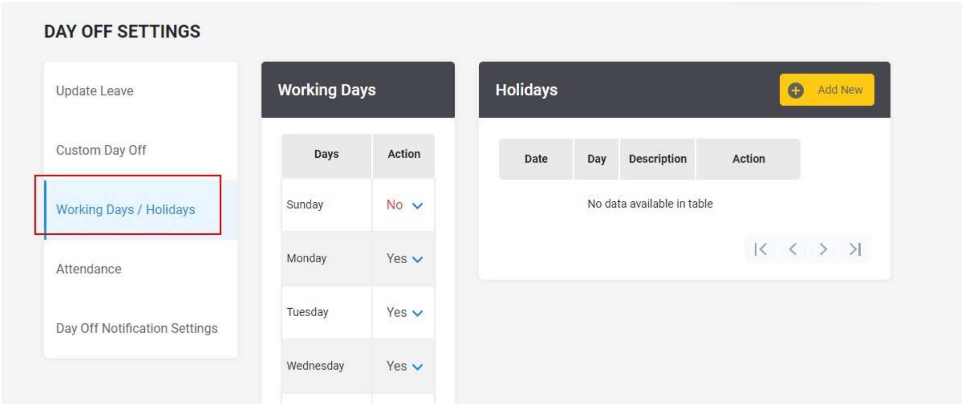


Figure 17.4

In the “Working Days/Holidays” feature there are two main columns:

A. Working Days

This menu is used to determine working days per week. Press the blue arrow in the Action column, select Yes for weekdays, and No for holidays.

B. Holidays

This menu is used to add, change, and delete specific holidays. The following describes the Holidays settings when a User or Admin selects the “Add New” button:

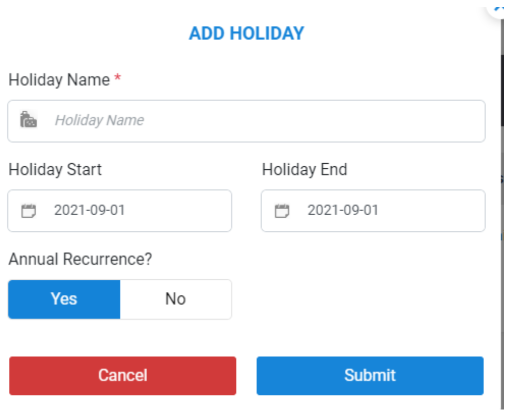


Figure 17.5

- Holiday Name: holiday name
- Holiday Start: vacation start date
- Holiday End: holiday end date
- Annual Occurrence: Do holidays appear on the same date every year?

17.4 Attendance

This menu is used to determine the specifics regarding lateness tolerance and is used to set notifications regarding working hours that will be sent directly via email.

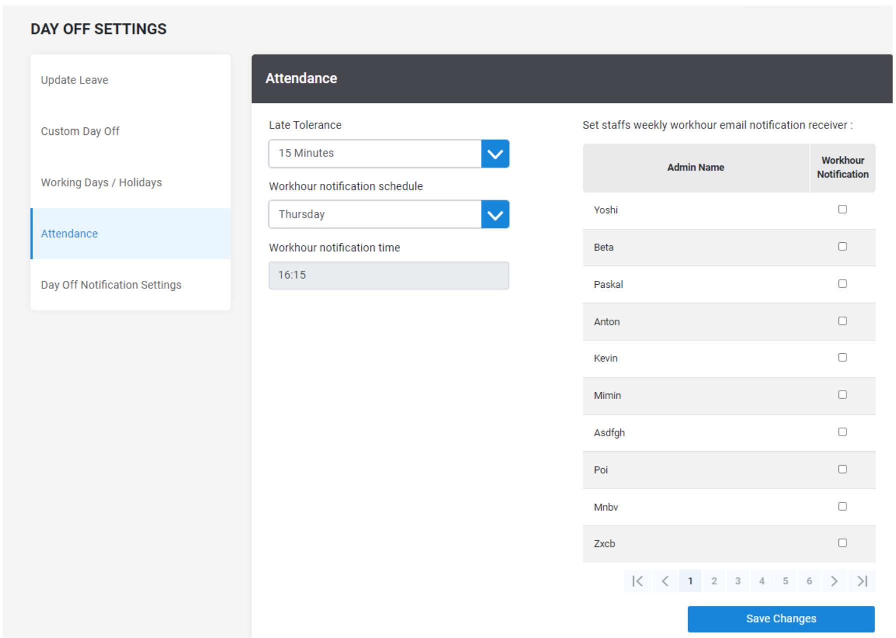


Figure 17.6

The following provides a brief explanation for each feature:

1. **Late Tolerance:**

Select the Late Tolerance dropdown, select a time, and then click the Save Changes button. Example: If the selected dropdown is set at 15 minutes, and the employee has started the program at 16 minutes, this exceeds the Starting Time that has been applied, and then the calculated late time will be set at 16 minutes, and not 1 minute.

2. **Workhour notification schedule:**

This feature allows the user to choose whether the super admin/admin will receive a notification email containing a list of employees who have not met the minimum working hours of 40 hours a week.

Dropdowns are used to select days, or to not receive emails at all.

3. **Work hour notification time**: This feature is used to determine what time the email will be sent.

4. **Set Staff weekly workhour email notification receiver:**

This table shows a list of admins and super admins who are able to receive notification emails during business hours. Press the checkbox to determine who will receive the email. After finishing the data change, click "Save Change" to save these changes.

17.5 Day Off Notification

This menu is used to determine the super admin / admin who will receive an email notification of all staff's day off submissions. Even though the team leader's name is not listed in the table, they will still receive an email, but only when they are selected as the person to be informed on the application form.

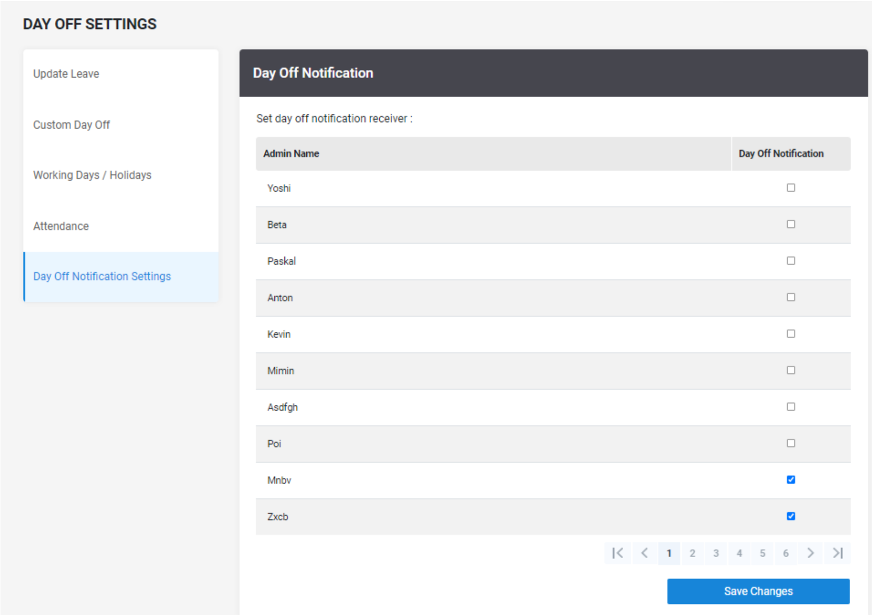


Figure 17.7

Profile – Admin & Staff

18. Profile

To open the Profile Menu, click on the profile name in the upper right corner of the website. Here are some of the features that can be accessed from this menu:

- Change Profile Picture: A feature used to change the profile picture of the Dokodemo-Kerja account.
- Change Password: This feature is used to change the user's password.
- Logout: This feature is used to exit the Dokodemo-Kerja website.

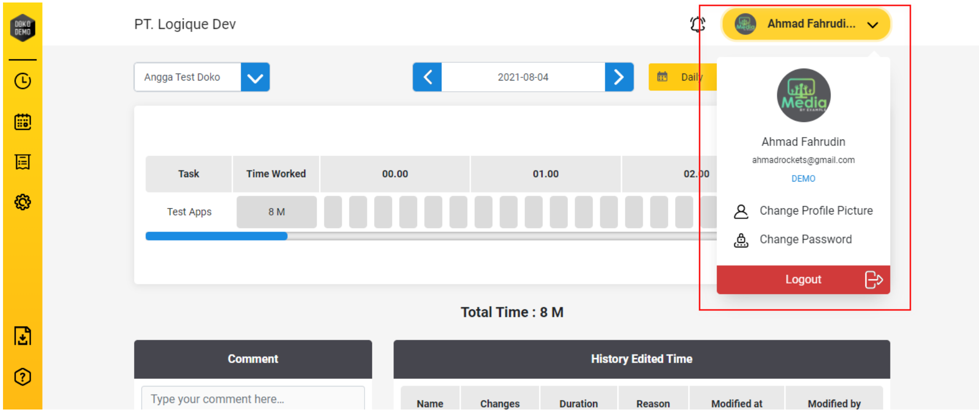


Figure 18

18.1 Change Profile Picture

To change one's profile picture click the "Change Profile Picture" option, then click "Open Gallery" and upload the desired photo or image. Users can also use the available camera icon to take pictures directly from their webcam.

Figure 18.1

18.2 Change Password

This menu is used to change the user's password. Enter the new password in the "New Password" field and re-confirm the new password in the "Confirm Password" field, then click "Submit".

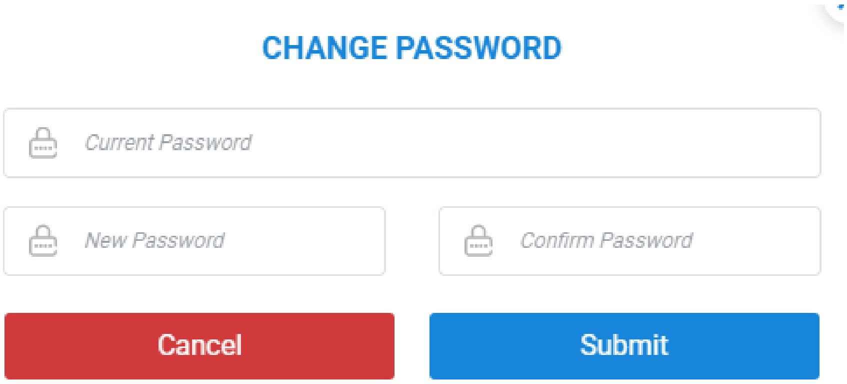


Figure 18.2

18.3 logout

This feature is used to exit Dokodemo-Kerja.

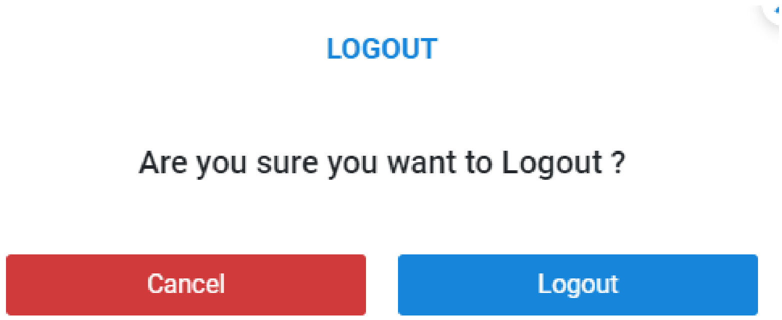


Figure 18.3

Work Session – Staff

This is comprised of a web settings page for Dokodemo-Kerja staff.

19. My Work Session

My Work Session is a feature allowing users to view their session details when Staff members are working. To access it, select the "Work Session" menu, then click "My Work Session".

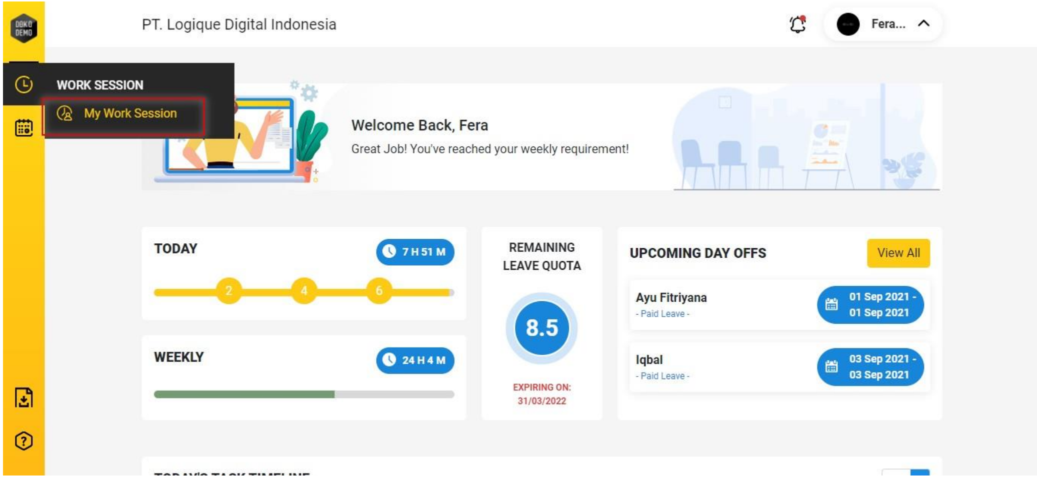


Figure 19

After clicking the "My Work Session" menu, there are various features within it. The following provides an explanation for each feature.

19.1 Time Tracker

On this page, Staff can view their work sessions based on tasks or tasks selected from the Dokodemo-Kerja application. Staff can also edit their work sessions through the Edit Time Tracking feature ().

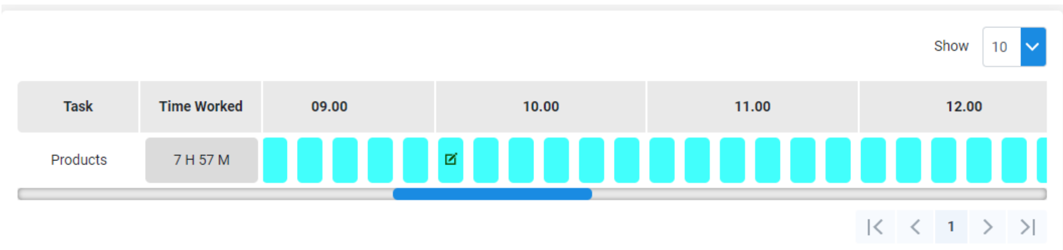


Figure 19.1

19.2 History Edited Time

This feature is used to view the time tracking changes made by Staff.

History Edited Time

Name	Changes	Duration	Reason	Modified at	Modified by
Edit History is empty.					

Figure 19.2

Some of the available information is as follows:

- Name: Name of the changed task.
- Change: Info regarding the changed time.
- Duration: The duration of the changed time.
- Reason: Reason for the time change.
- Modified at: Indicates what time the data was changed.
- Modified by: Shows the name of the person who requested the data change.

19.3 Screen Record

The "Screen Record" menu is useful for viewing the desktop screenshots of users at certain times while working. This screenshot is obtained from the desktop version of the Dokodemo-Kerja application when it is running. The resolutions of the images are set to very low, maintaining the privacy of staff.

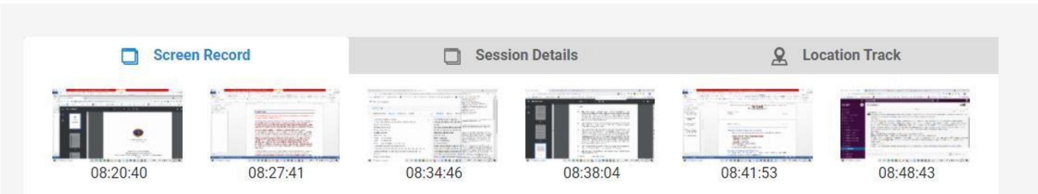
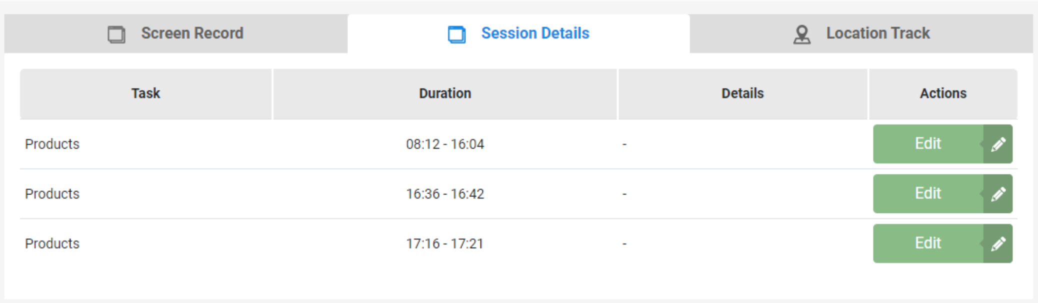


Figure 19.3

19.4 Session Details

This feature is used as a daily work record. A session will appear when the staff press the Start and Stop buttons. Even if the selected tasks are the same, the sessions will be split. The Edit button is used to fill in the session description.



Screen Record | Session Details | Location Track

Task	Duration	Details	Actions
Products	08:12 - 16:04	-	Edit
Products	16:36 - 16:42	-	Edit
Products	17:16 - 17:21	-	Edit

Figure 19.4

19.5 Location Track

This feature can be used to track the location of staff if they have started Dokodemo-Kerja through the mobile version.

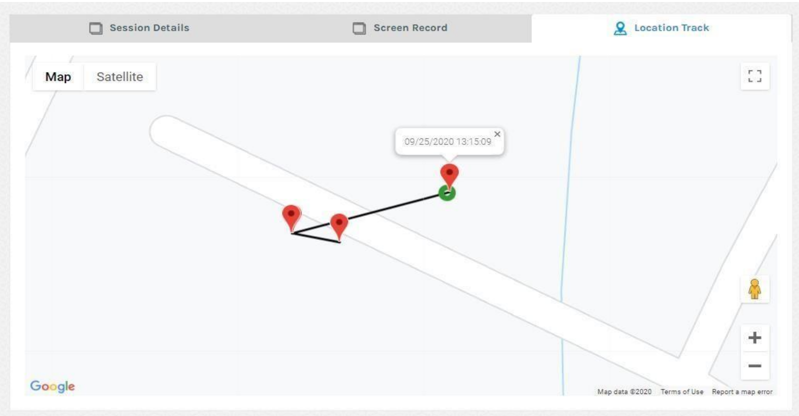


Figure 19.5

- Red pinpoints can be clicked on to indicate the date and time an employee was at a particular location.
- The green circle icon can move from the start point to the end point to show the route taken by the staff

20. Day Off / Leave

The Day Off / Leave feature can be used by Staff to apply for day off or employee leave. Click the "Attendance" menu then select "Day Off / Leave".

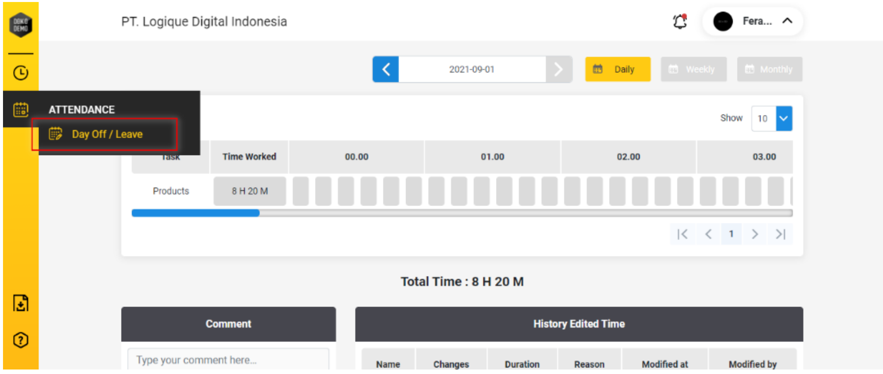


Figure 20

After clicking the "Day Off / Leave" menu, a page with the "My Day Off Request" feature will appear which can be used by staff to apply for day offs or leave, view the remaining annual leave quota, and find out updates regarding the requested leave.

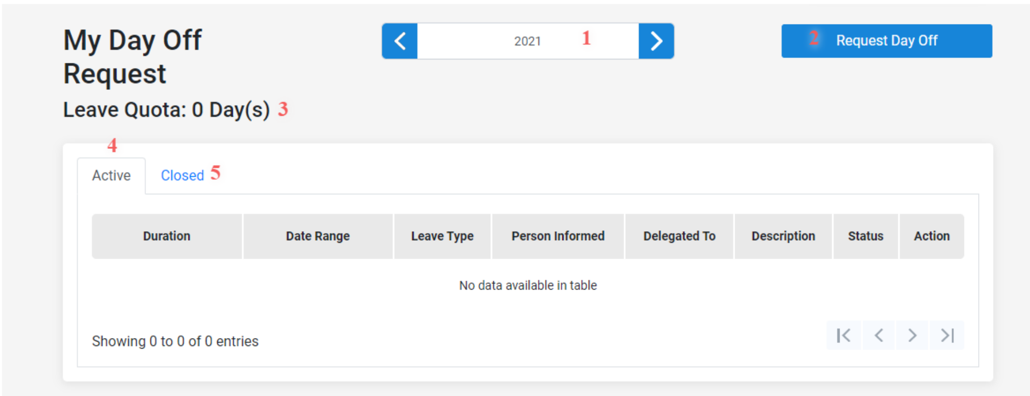


Figure 20.1

The following features are provided in it (See Figure 20.1):

1. **Years:** Indicates the year the leave / day off was applied on.
2. **Request Day Off**: Used to apply for leave. When the User opens this feature, the page will display a leave application form as seen in Figure 20.2.

Here's an overview of each feature:

- Remaining Active Leave Quota: This shows the remaining active leave quotas. If the proposed day off date exceeds the stated leave quota, provided that the selected day off type will reduce the leave quota, the application will be rejected automatically.
- Day Off Type: Choice of day off type applied by the Admin.
- Date Range: Selection of day off submission date. The selected date may be more than one day, but may not be a holiday.
- Person Informed: The Supervisor/Team Leader who will receive a notification regarding the day off request via their dashboard.
- Attachment: A feature that allows the user to attach files regarding their day off application in both pdf and image formats. Can be used to attach a doctor's note or other relevant files.
- Description: The description given in the day off explanation column which can be seen by the Team Leader and Admin is used as a consideration when approving a day off.

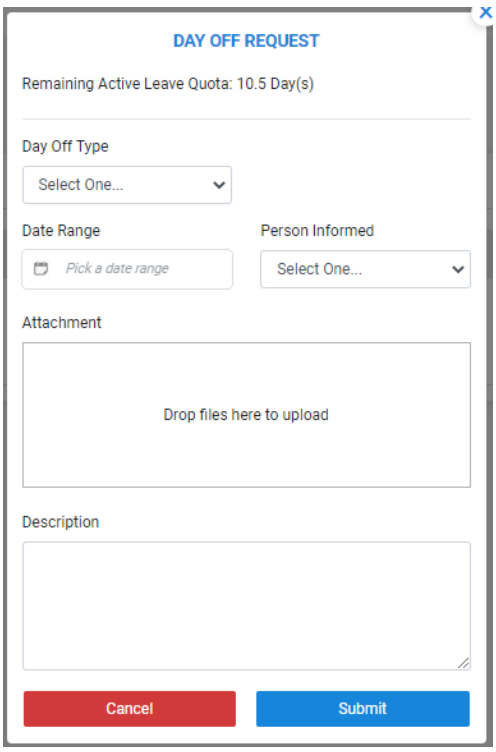


Figure 20.2