



**DOKO  
DEMO**

**“Flexible Work Solutions for  
Enhanced Productivity”**

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# Introduction

Dokodemo-Kerja is a professional work system created for independent and flexible workers, who aim to expand their levels of productivity. The Application presents an efficient solution for companies to find out, in detail, the performances of all their employees.

By adopting the application, companies can implement systems of remote work for their employees, so that they can remain productive wherever they are. By doing so, employees are freed from the saturation and tight working atmosphere of the office.

Employers can also use Dokodemo-Kerja to monitor employee productivity within the office, and can be used by HR and Managers as a requirement in determining employee performance.

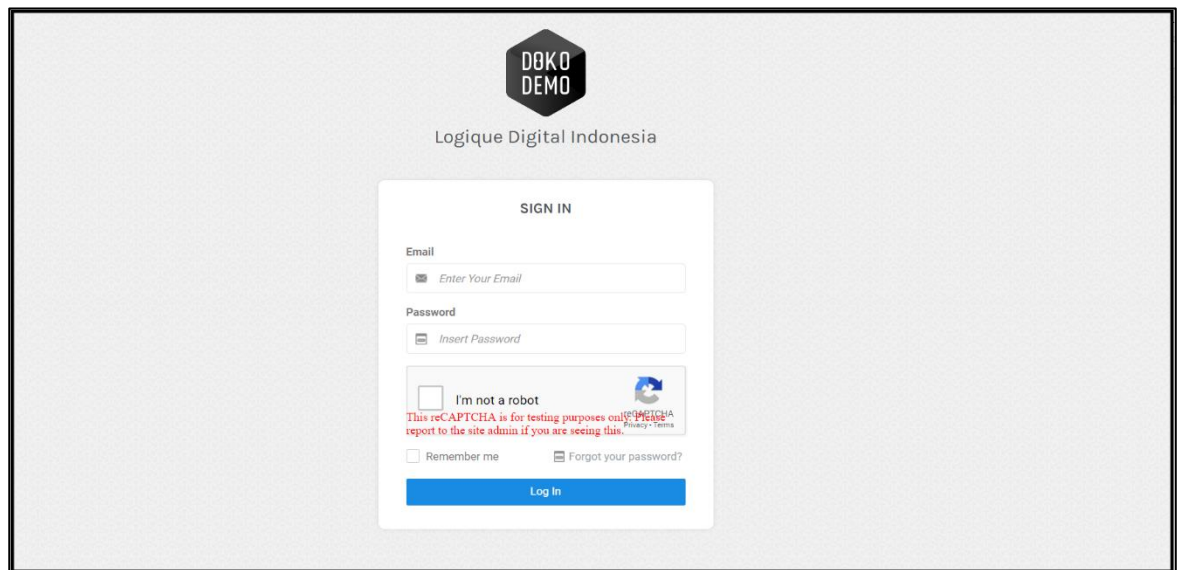
# Login Page

## 1. Login

Enter your registered email and password and then check the captcha box. (See Figure 1.1.0)

## 2. Remember me

Selecting this feature stores your email and password data.



The screenshot shows a login page for 'Logique Digital Indonesia'. At the top center is the 'DOKO DEMO' logo. Below it, the text 'Logique Digital Indonesia' is displayed. The main content is a white 'SIGN IN' form. The form contains the following elements:

- Email:** A text input field with a placeholder 'Enter Your Email'.
- Password:** A text input field with a placeholder 'Insert Password'.
- reCAPTCHA:** A box with the text 'I'm not a robot' and a small image of a robot. Below this, a red warning message states: 'This reCAPTCHA is for testing purposes only. Please report to the site admin if you are seeing this.' To the right of the text is a small 'reCAPTCHA' logo.
- Remember me:** A checkbox labeled 'Remember me'.
- Forgot your password?:** A link labeled 'Forgot your password?'.
- Log In:** A blue button labeled 'Log In'.

Figure 1.1.0



### 3. Retrieving your password

This feature is used to retrieve a user's password if it has been forgotten. Here's how to recover your password.

- Click on the 'forgot your password?' option in the login page. (See Figure 1.3.0)
- Enter your email address.
- A password reset link will be sent to the user's email.

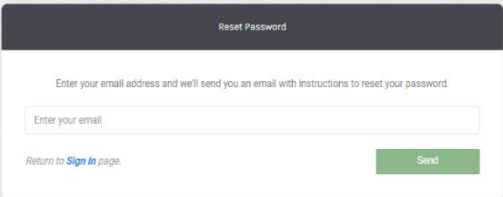


Figure 1.3.0



# Homepage – Admin

This is Dokodemo-Kerja's main admin page. This page contains the various features described below.

## **C.1 Filter by Team**

This enables users to filter through data by Team.

## **C.2 Filter by Staff Name**

This enables users to filter through data by names of staff.

## **C.3 Filter by Date**

This enables users to filter through data by date.

## **C.4 Daily**

This feature displays employee working hours per day.

## **C.5 Weekly**

This page displays employee working hours for 7 days / 1 week.

## **C.6 Monthly**

This feature displays employee working hours for up to 1 month.

## **C.7 Edit Time Tracking**

This feature allows the user to edit the time recorded within the time tracking menu.

## **C.8 Paging**

This feature moves the user to the next page.

## **C.9 Data Display**

This feature comprehensively displays employee data shown on each page.

## **C.10 Notification**

This feature displays the collected notification received by the admin.

## C.11 Staff Details

This feature displays time tracking data, allowing the admin to view notes and edit the time history and screenshots of staff members.

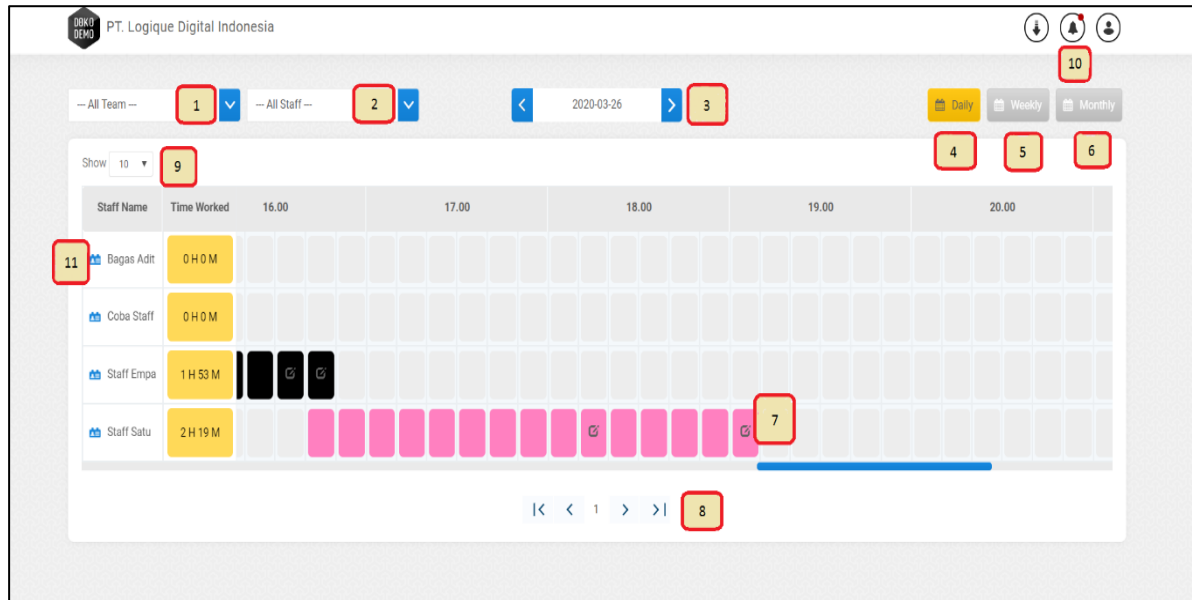


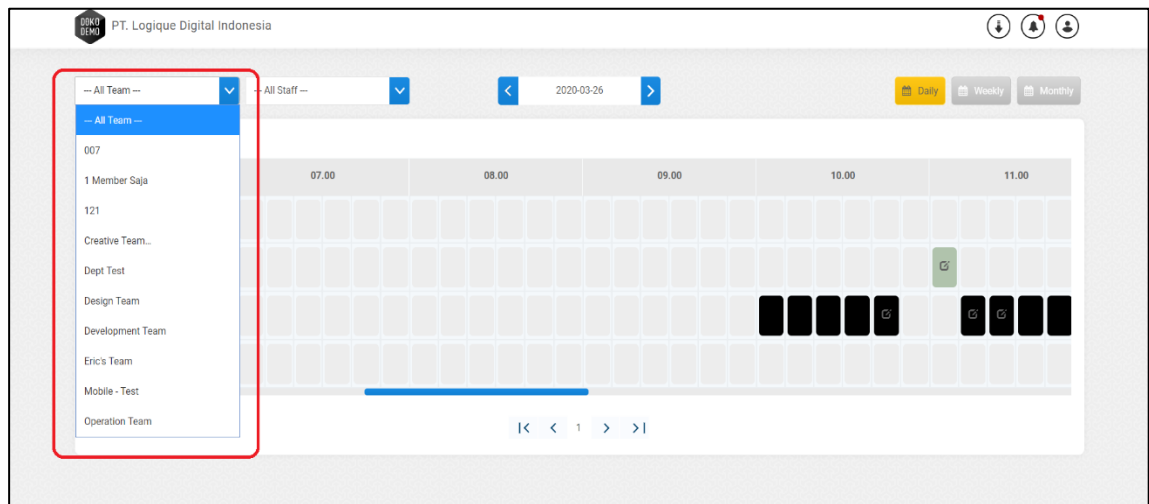
Figure 3.0



## C.1 Filter by Team

This allows the Admin to filter through time tracking data by Team. After selecting the Team name, the website will display the time tracking data of all employees within that Team. (See Figure 3.1)

Figure 3.1



## C.2 Filter by Staff Name

Through this feature, Admins can filter through time tracking records based on employee names. After selecting an employee's name, the website will display the selected employee's time tracking data. (See Figure 3.2)

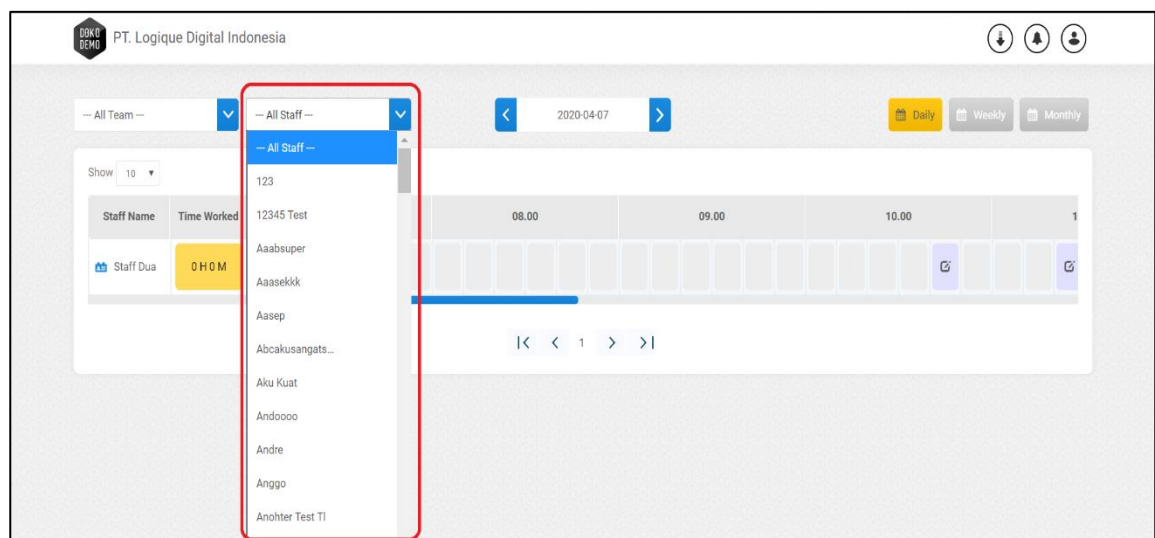


Figure 3.2

## C.3 Filter by Date

Through this feature, Admins can filter through time tracking records based on a specified date. After selecting a date, the website will then display the time tracking data of all employees within the chosen date. (See picture 3.3)

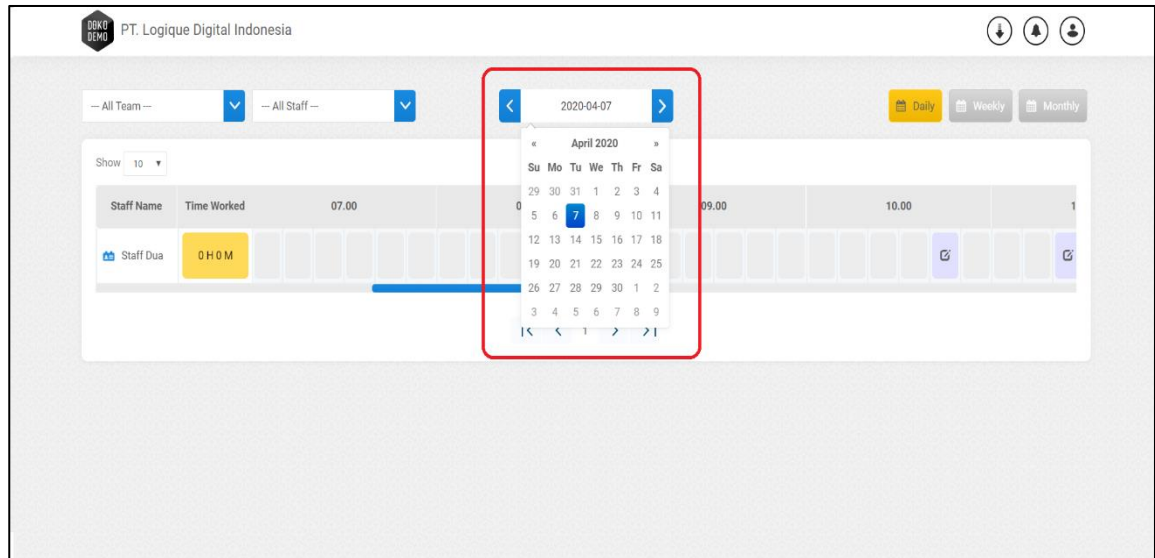


Figure 3.3

## C.4 Daily

This feature allows the admin to see the amount of hours each employee has put in per day. On this page there are columns displaying staff names, working periods, and dates per day. (See Figure 3.4)

- **Staff Name:** This column displays the names of staff members who have activated Dokodemo-Kerja.
- **Time Worked:** The number of hours worked per day.
- **Date:** This displays the total number of hours worked for up to 1 day.



- : Moves the page to the previous week.



- : Moves the page to the following week.

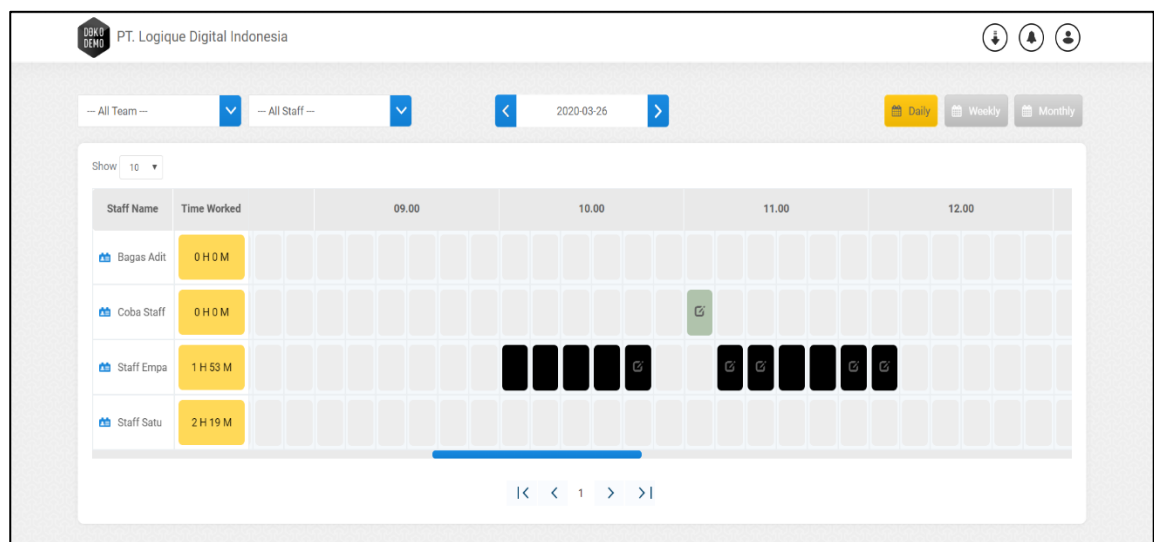


Figure 3.4

## C.5 Weekly

The page displays employee working hours for 7 days / 1 week, enabling the admin to see the weekly time tracking data for each employee. On this page there are columns for staff names, working times, and dates for up to 1 week. (See Figure 3.5)

- **Staff Name:** This column contains the names of staff members who have activated Dokodemo-Kerja.
- **Time Worked:** Total working hours for 1 week.
- **Date:** Displays the total hours worked each day for 1 week.



: To move pages to the previous week.



- : To move pages to the following week.

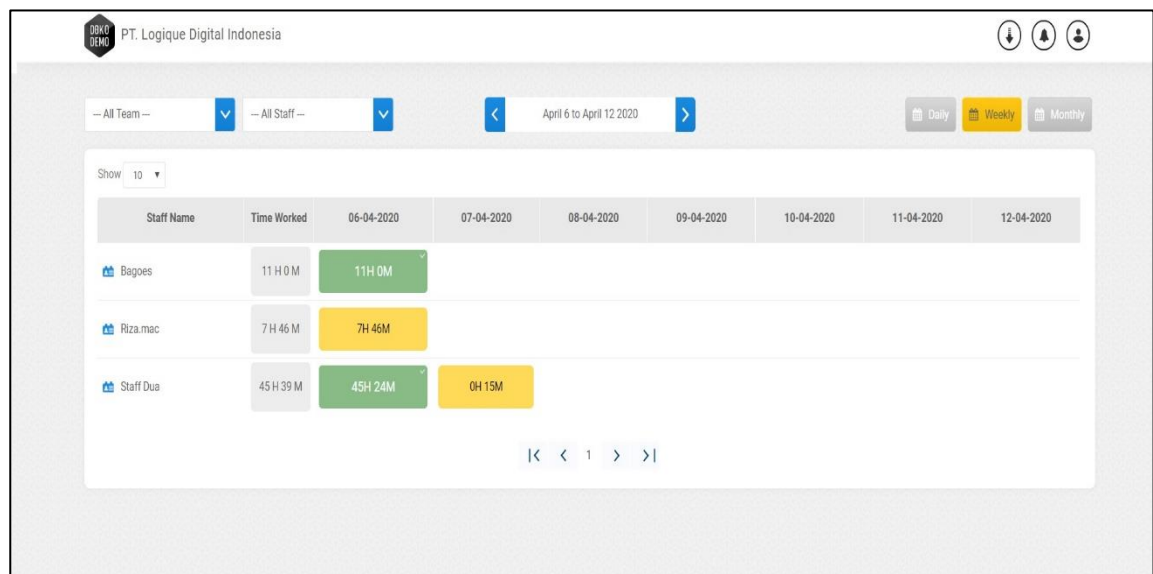




Figure 3.5

## C.6 Monthly

The page displays employee working hours for 1 month, enabling the admin to see the employee time tracking data based on each individual month. On this page there are columns for staff names, working times, and dates for 1 month (see Figure 3.6).

- **Staff Name:** The column that contains the names of staff members who have activated Dokodemo-Kerja.
- **Time Worked:** Total working hours for 1 week.
- **Date:** Displays the total hours worked each day for 1 week.

-  : To move pages to the previous month.
-  : To move pages to the next month.

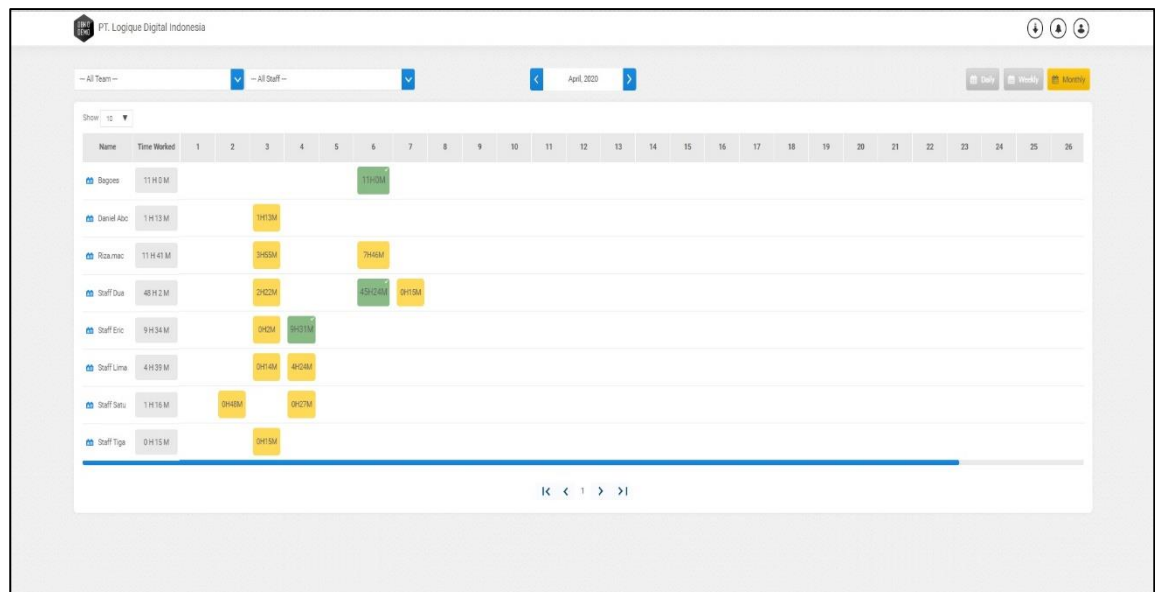


Figure 3.6

## C.7 Edit time tracking

This feature replaces / changes the time stored in the time tracking menu. This feature consists of three parts: start time, end time, and reason. (See Figure 3.7)

- **Start time:** The time Dokodemo-Kerja had been activated.
- **End time:** The time Dokodemo-Kerja was stopped.
- **Reason:** A reason must be written down in the appropriate box, and is required to be able to edit the time.

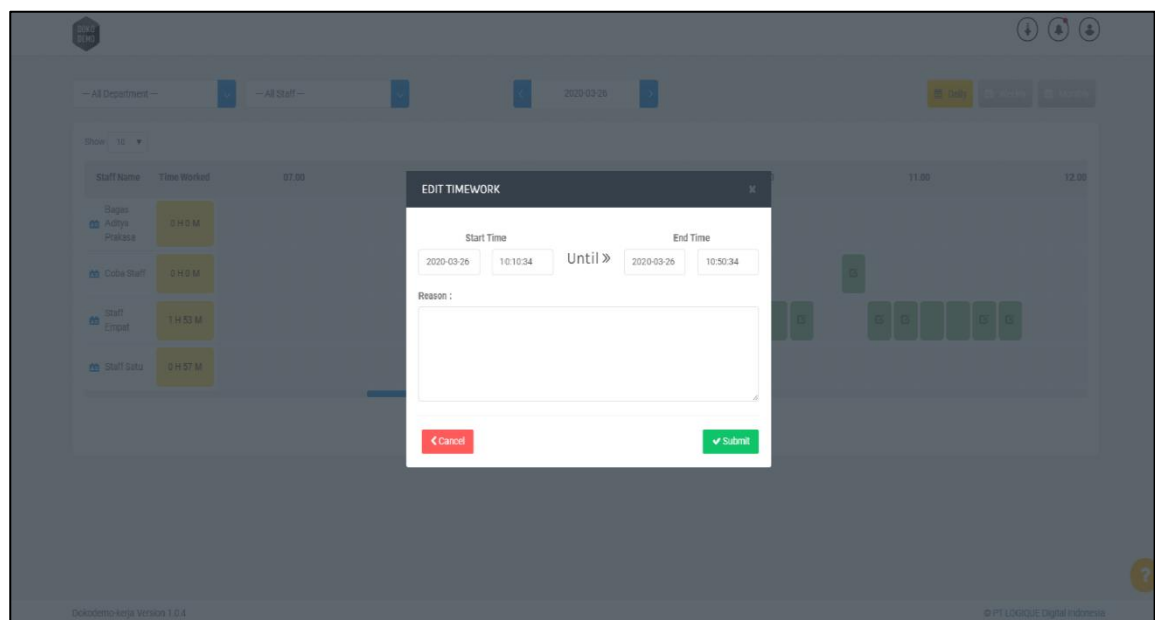


Figure 3.7



## C.8 Paging

This feature is used to shift to the next page. When clicked, the system will display the appropriate page required. (See Figure 3.8)

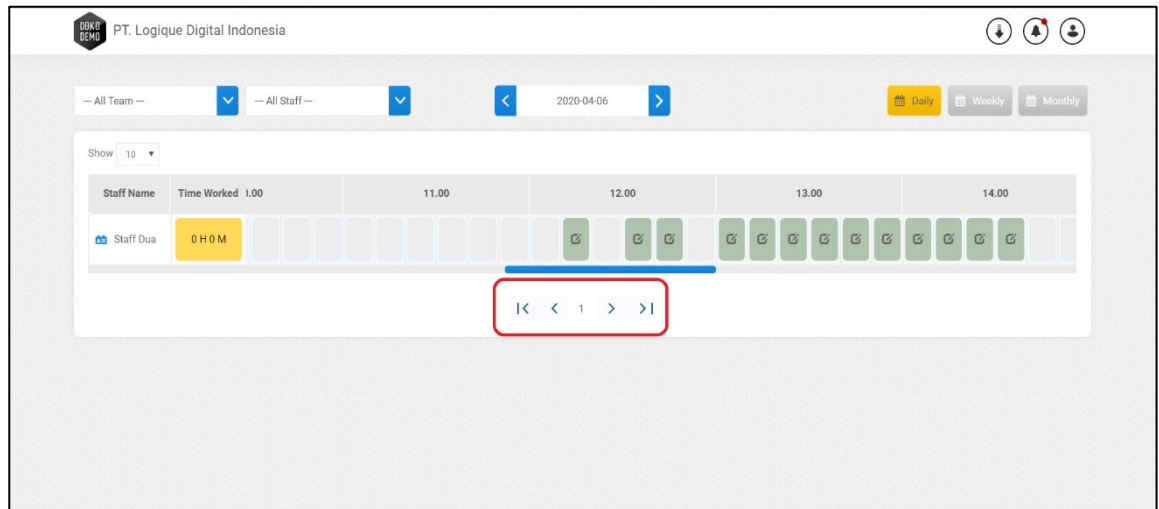


Figure 3.8

## C.9 Data Display

This feature comprehensively lists employee data. Admin can choose to display 10, 15, 25, 50, or all employee data. (See Figure 3.9).

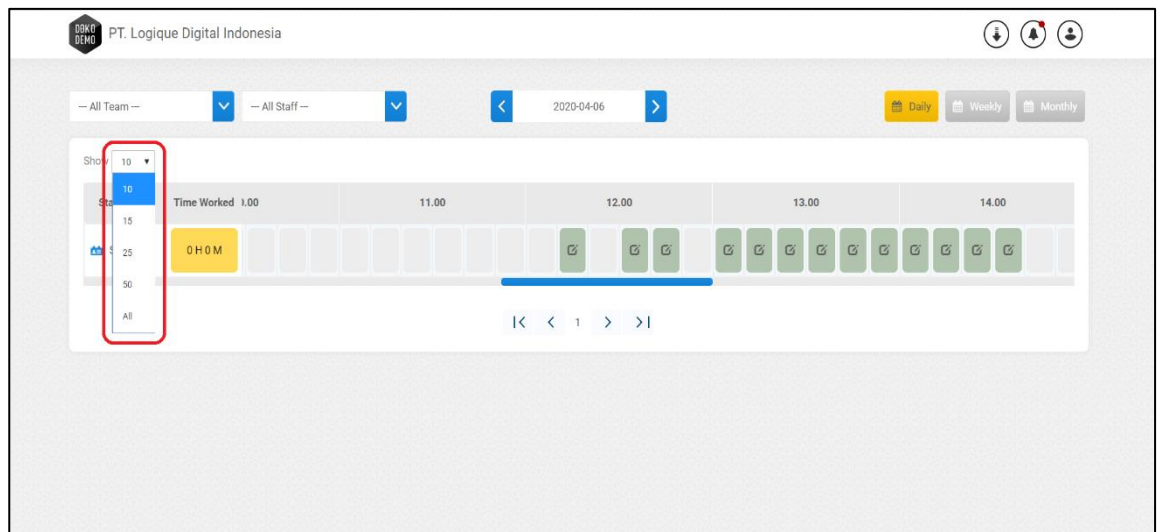


Figure 3.9

## C.10 Notification

This feature is used to see notifications submitted to the user. (See Figure 3.10)

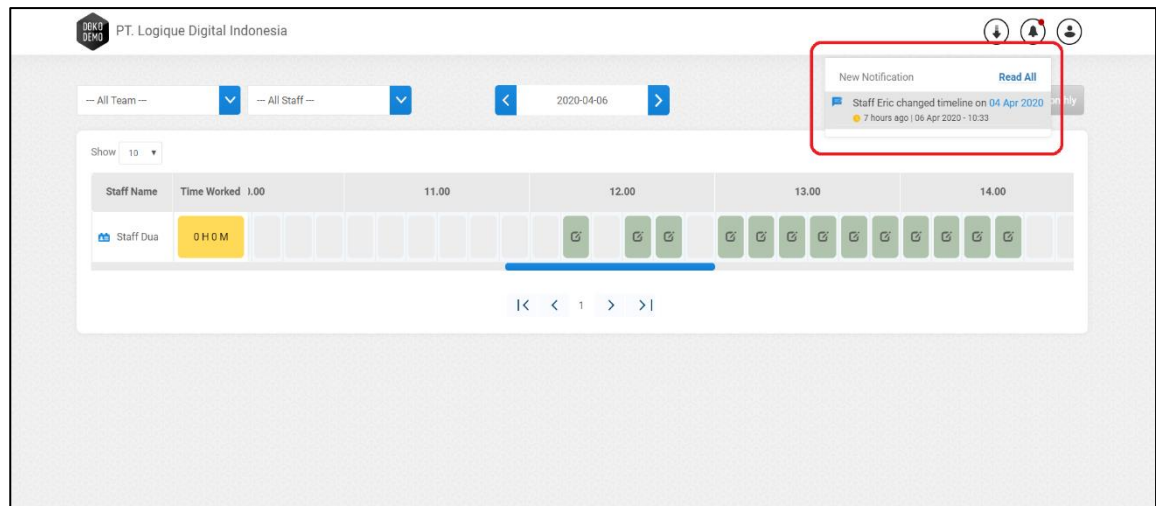


Figure 3.10

## C.11 Staff Details

This feature displays the time tracking details and screenshots of all members of staff. On this page the admin can see the total range of work hours concerning each employee, submit comments to staff members, and can see the screenshots taken from every employees' computer screens during certain times. This feature also displays the time tracking editing history of each employee (see Figure 3.11)

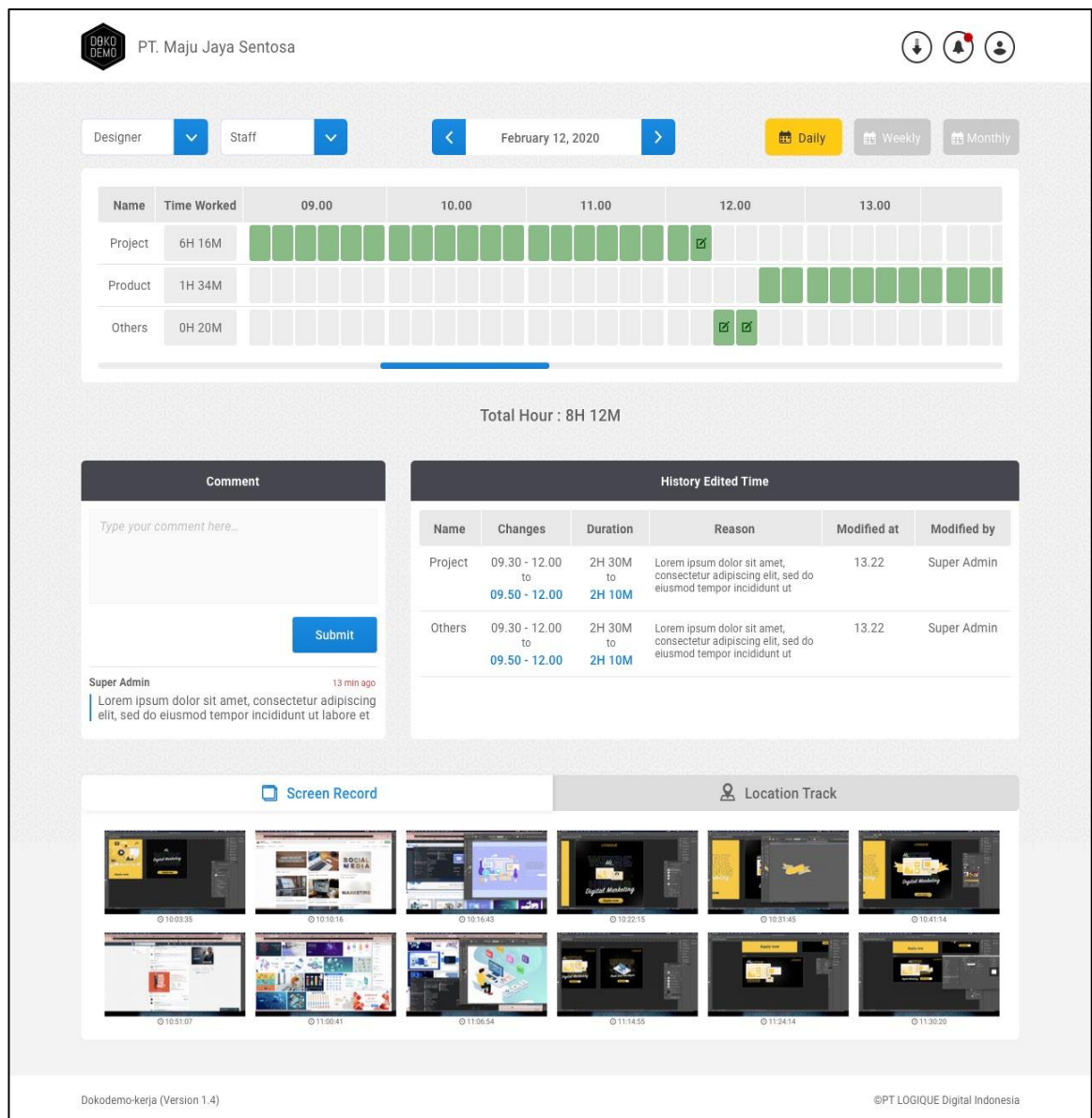
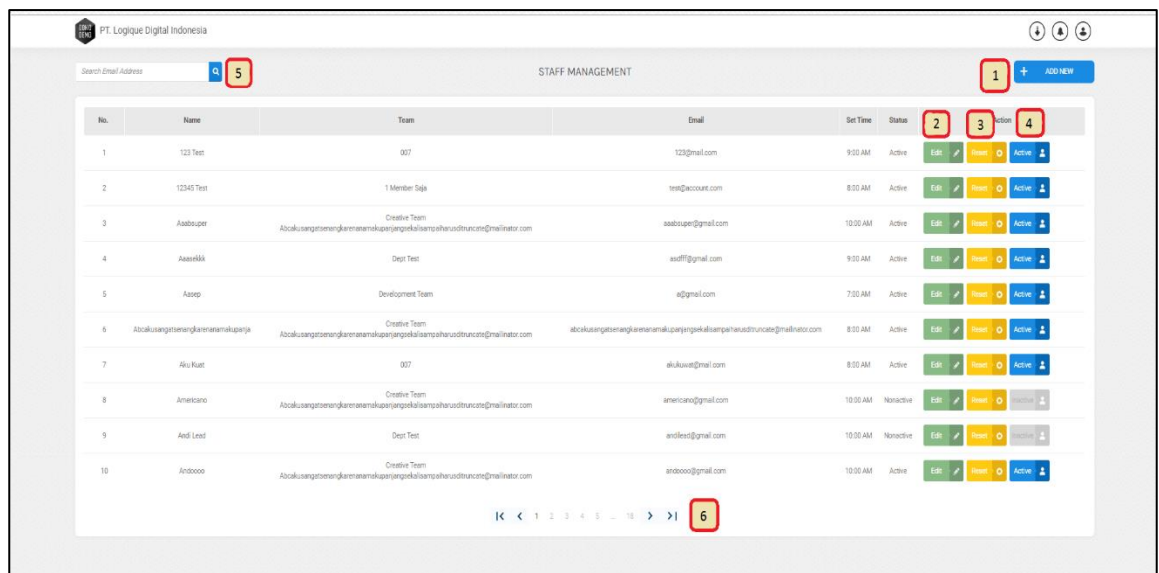


Figure 3.11

## Staff

The staff page contains information about registered staff members using Dokodemo-Kerja. This page clarifies several features described below. (See Figure 4.0)

- **Add Staff:** This feature allows you to add new staff data.
- **Name:** Contains the names of registered staff members.
- **Team:** Contains team staff information.
- **Email:** Contains the e-mail addresses of staff members using Dokodemo-Kerja.
- **Set time:** Contains the set times of every staff member.
- **Status:** Displays information regarding the active/inactive status of every employee.
- **Action:** Contains an edit button that changes staff data, a password reset button that changes user passwords, and an active button to enable/disable staff members.
- **Filter by:** A search feature that locates the word typed into it.
- **Paging:** A feature that switches to the next page.



The screenshot shows the 'STAFF MANAGEMENT' page. At the top, there is a search bar (5) and an 'ADD NEW' button (1). The main table lists staff members with columns for No., Name, Team, Email, Set Time, Status, and Action. The Action column contains buttons for Edit (2), Password Reset (3), and Active/Inactive toggle (4). At the bottom, there is a pagination bar (6) showing the current page and navigation options.

No.	Name	Team	Email	Set Time	Status	Action
1	123 Test	007	123@gmail.com	9:00 AM	Active	Edit, Password Reset, Active
2	12345 Test	1 Member Saja	12345@gmail.com	8:00 AM	Active	Edit, Password Reset, Active
3	AaBcDeF	Creative Team	AaBcDeF@gmail.com	10:00 AM	Active	Edit, Password Reset, Active
4	AaaBbbKk	Dept Test	aaBbb@gmail.com	9:00 AM	Active	Edit, Password Reset, Active
5	AaBcD	Development Team	aa@gmail.com	7:00 AM	Active	Edit, Password Reset, Active
6	AbcdEfgHijklmnopqrstu	Creative Team	abdefghijklmnopqrstu@gmail.com	8:00 AM	Active	Edit, Password Reset, Active
7	Aku Raut	007	aku@gmail.com	8:00 AM	Active	Edit, Password Reset, Active
8	Americano	Creative Team	americano@gmail.com	10:00 AM	Nonactive	Edit, Password Reset, Inactive
9	Andi Lest	Dept Test	andilest@gmail.com	10:00 AM	Nonactive	Edit, Password Reset, Inactive
10	Andooo	Creative Team	andooo@gmail.com	10:00 AM	Active	Edit, Password Reset, Active

Figure 4.0

## D.1 Add Staff

This feature adds new users to Dokodemo-Kerja, and contains several fields, including email, full name, access level, team, and set time selection. (See Figure 4.1)

Access Level terbagi menjadi 4:

1. **Super Admin:** Has the privilege to manage Billing, Staff, Task, Team, and view the work hours and screenshot records of all employees.
2. **Admin:** Has the privilege to manage Staff, Task, Team, and view the work hours and screenshot records of all employees.
3. **Team Leader:** Has the privilege to view the work hours and screenshot records of all employees in the same team.
4. **Staff:** Are only able to view their own work hours and screenshot records.

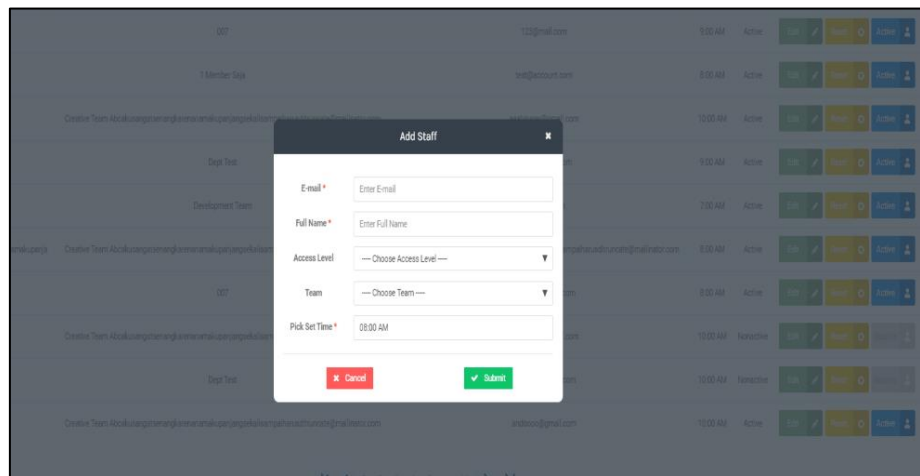


Figure 4.1

## D.2 Edit Staff

This feature changes registered staff information, and contains several fields, such as email, full name, access level, team, and set time selection. (See Figure 4.2)

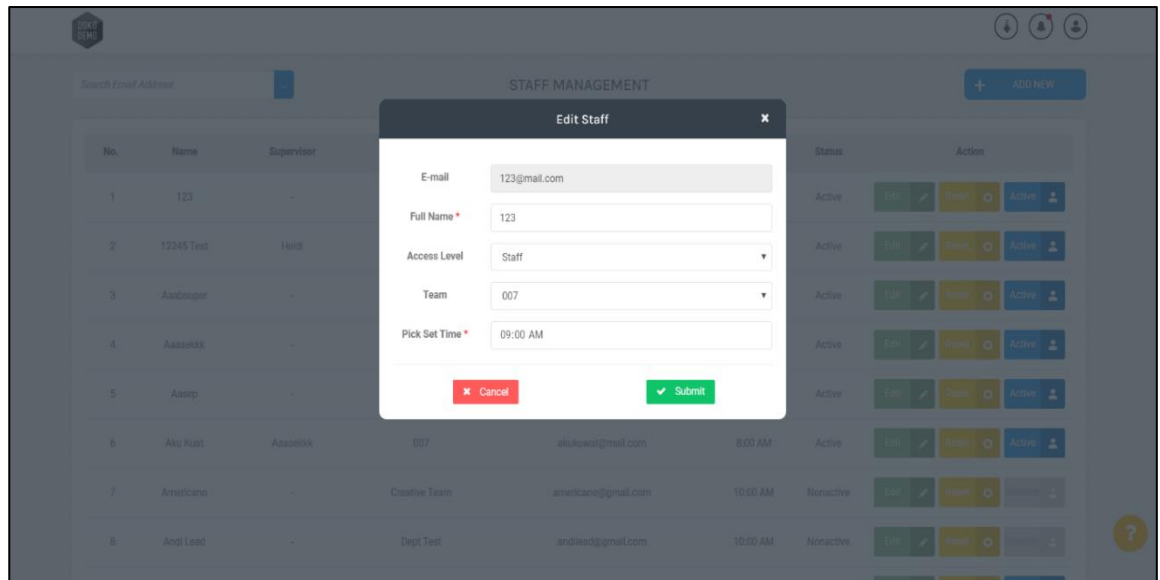


Figure 4.2

## D.3 Reset Password

This feature changes the user's password. The new password is then sent to the staff's email address. (See Figure 4.3)

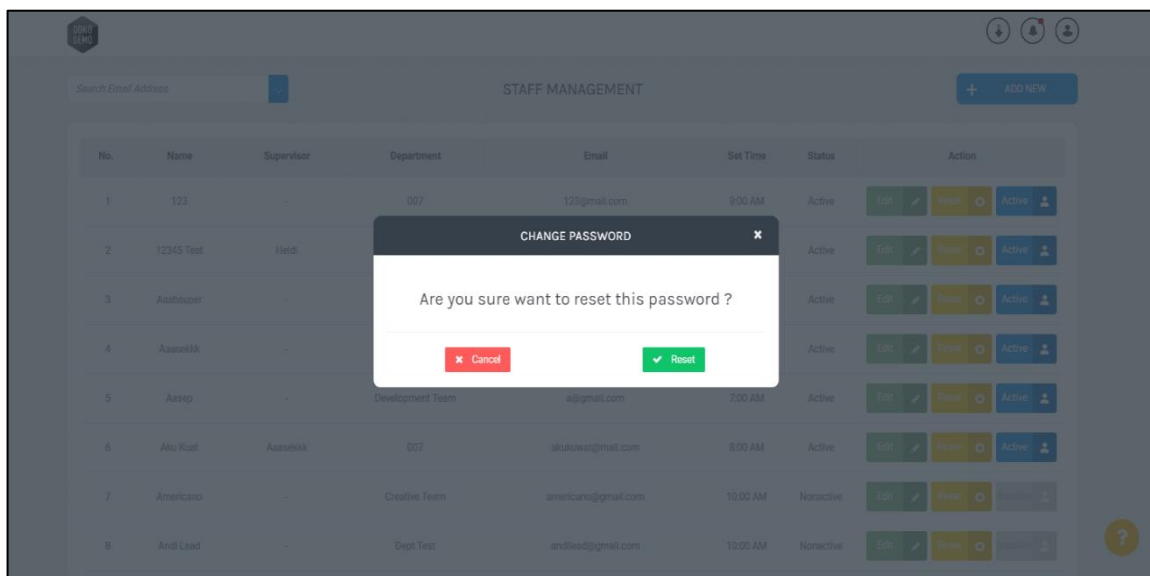


Figure 4.3



## D.4 Change Status

This feature changes a staff member's status to active or inactive. (See Figure 4.4)

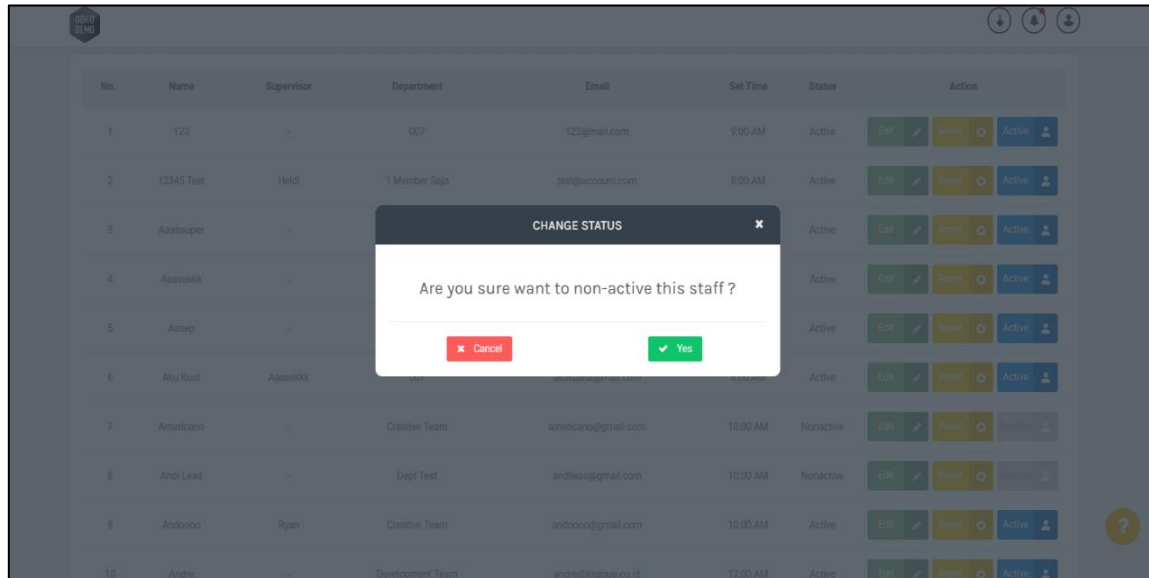


Figure 4.4

## D.5 Filter By / Data Searching

This filter is used to search for and find the email addresses of staff members. (See Figure 4.5)

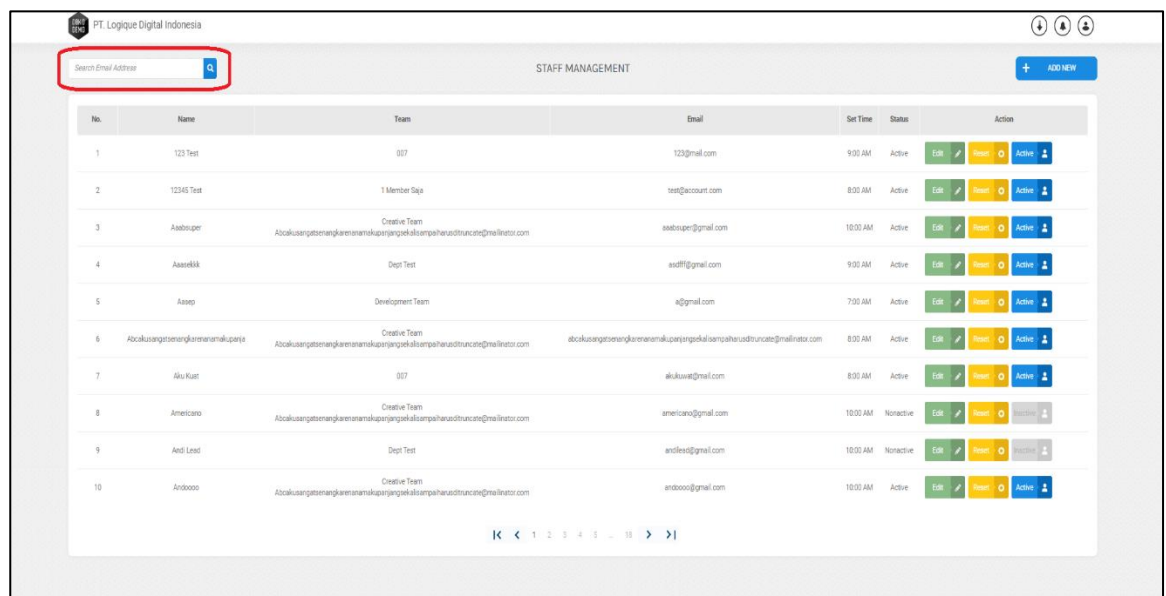
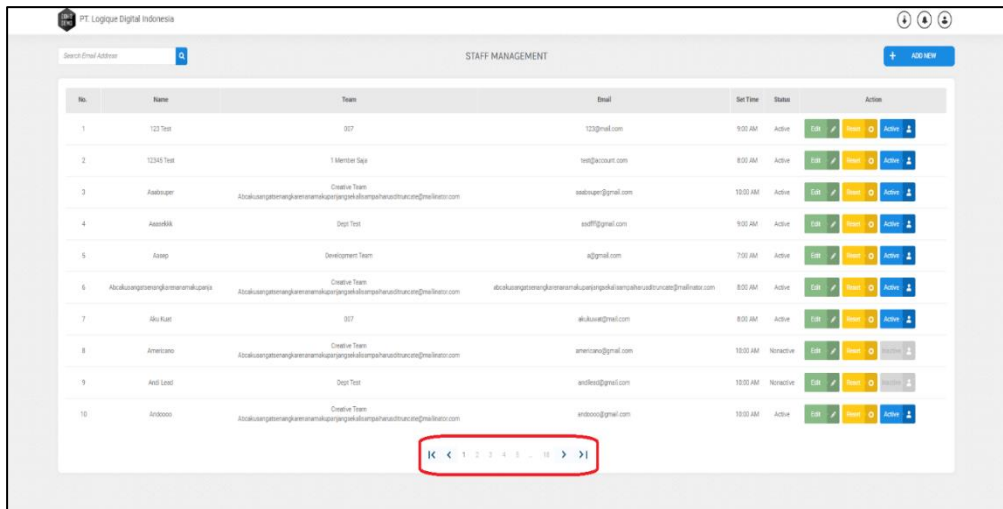


Figure 4.5

## D.6 Paging

This feature switches to the next page. (See Figure 4.6)



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STAFF MANAGEMENT

Search Email Address

+ ADD NEW

No.	Name	Team	Email	Set Time	Status	Action
1	123 Test	SD	123@gmail.com	9:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
2	12345 Test	1 Member Saja	test@court.com	8:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
3	Andriyana	Creative Team	andriyana@gmail.com	10:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
4	AspekRiki	Design Team	aspek@gmail.com	9:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
5	Aspek	Development Team	aspek@gmail.com	7:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
6	Alukuangtongkumamamkupa	Creative Team	alukuangtongkumamamkupa@gmail.com	8:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
7	Aluku Ruti	SD	alukuruti@gmail.com	8:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
8	Ameritani	Creative Team	ameritani@gmail.com	10:00 AM	Nonactive	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
9	Andi Lendi	Design Team	andilendi@gmail.com	10:00 AM	Nonactive	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>
10	Androso	Creative Team	androso@gmail.com	10:00 AM	Active	<a href="#">Edit</a> <a href="#">Reset</a> <a href="#">Deactive</a>

1 < 1 2 3 4 5 ... 11 > >>

Figure 4.6

# Task

The project page contains information that is available on Dokodemo-Kerja, and is comprised of several features described below. (see Figure 5.0)

- **Task Name:** Contains the name of the registered task.
- **Team Name:** Contains the name of the team member who is registered in regards to the task in question.
- **Action:** Contains a colour tag button to add a desired colour, an edit button to edit a registered task and an active button to activate or deactivate the task.

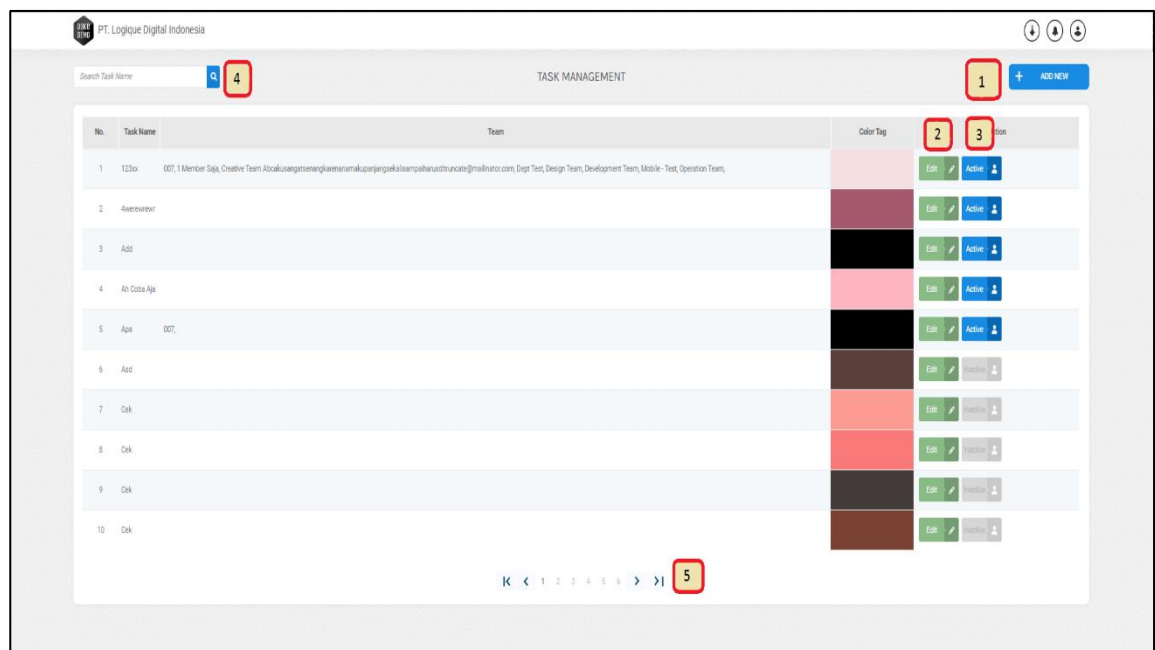


Figure 5.0

## E.1 Add New Task

This feature adds new task to Dokodemo-Kerja. Admins need to fill in the task's name, team, and colour tag to complete the process. (See Figure 5.1)

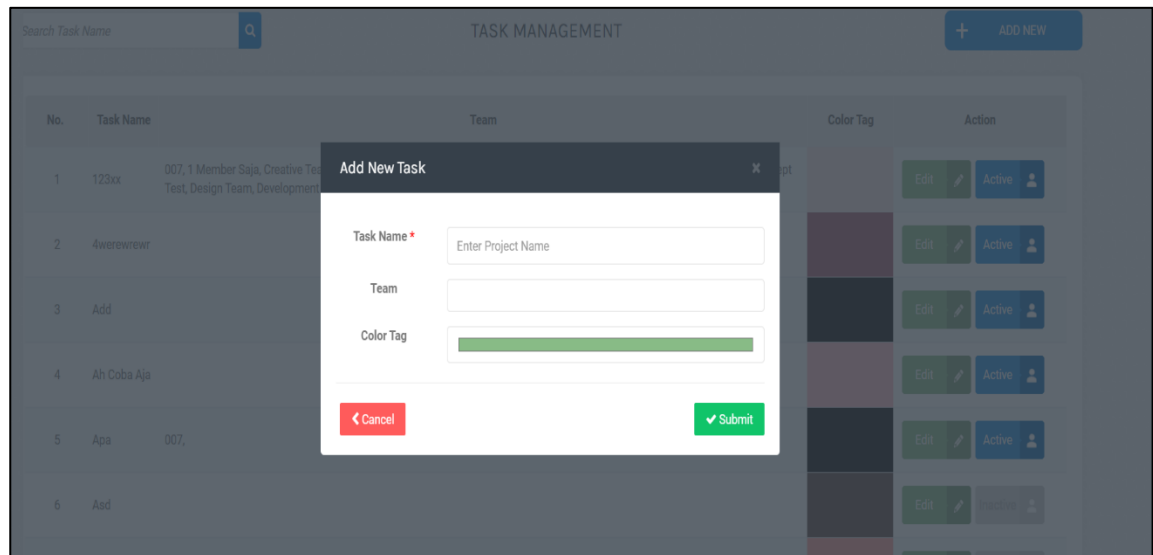


Figure 5.1

## E.2 Edit Task

This feature is used to change registered task data. Admins can change a task's name, team, and colour tags by using this feature. (See Figure 5.2)

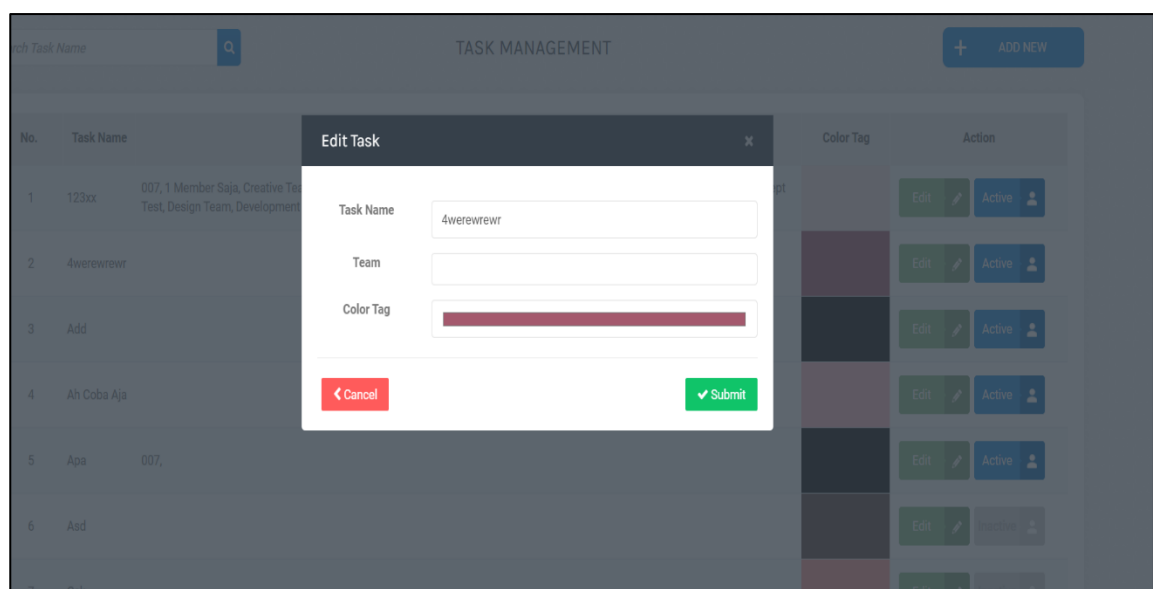


Figure 5.2

## E.3 Change Status

This feature changes the status of a task to active or inactive. (See Figure 5.3)

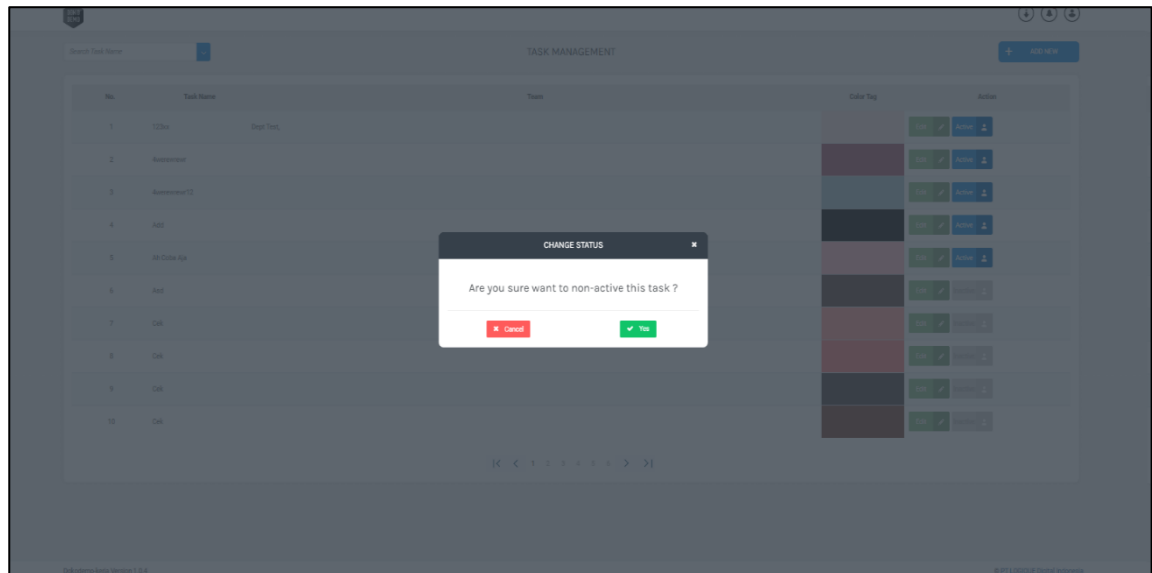


Figure 5.3

## E.4 Filter By / Data Searching

This feature searches and locates names within the task management page. (See Figure 5.4)

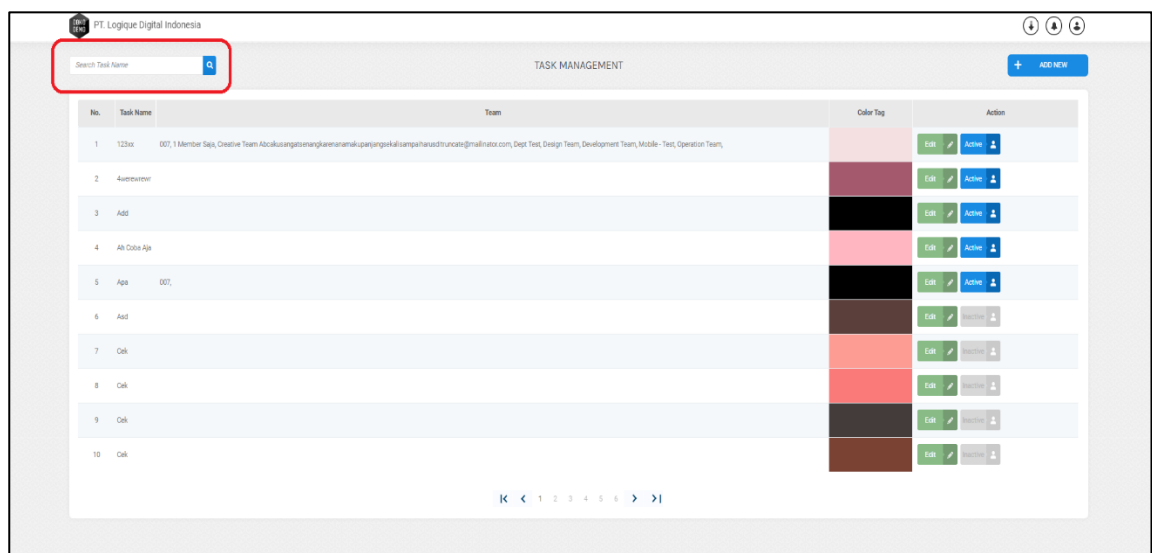


Figure 5.4

## E.5 Paging

This feature is used to switch to the next page or to any specific page that is required. (See Figure 5.5)

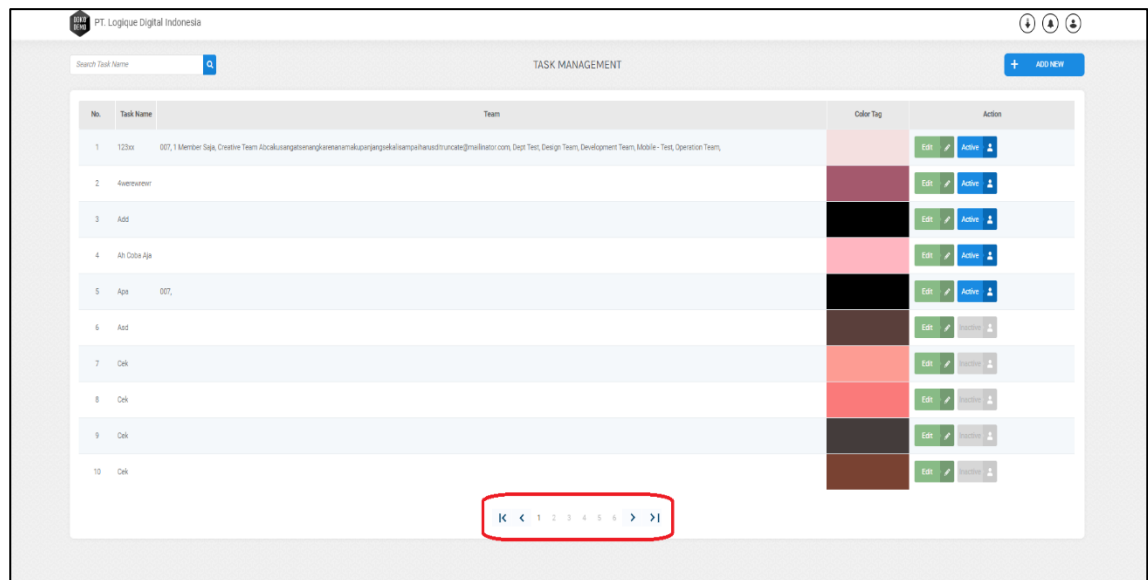


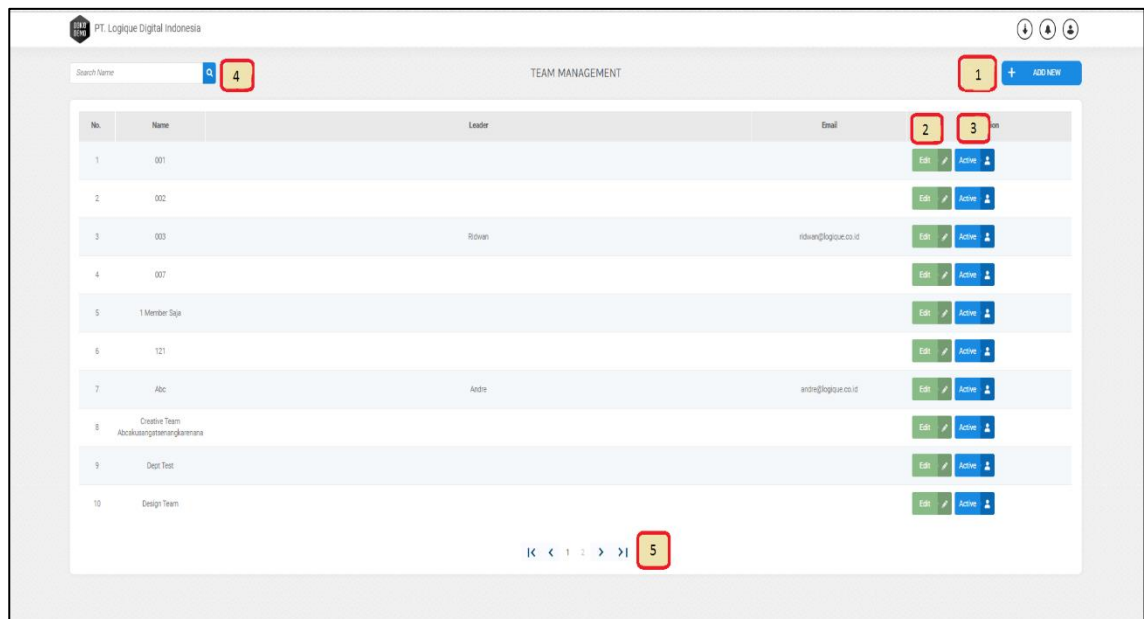
Figure 5.5



# Team

The team page displays information about the teams included within Dokodemo-Kerja, and contains several features as described below. (see Figure 6.0)

- **Add New Team:** This feature is used to add a New Team.
- **Filter by:** This feature searches for and locates names.
- **Paging:** This feature is used to navigate to a certain page.
- **Name:** This column displays the name of the team.
- **Leader:** Displays the name of the leader of a certain team.
- **Email:** Contains the email of the leader regarding the team concerned.
- **Action:** The column contains an edit button which changes registered team data, and an active button that activates and deactivates the registered team.



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TEAM MANAGEMENT

Search Name  **4** **1** + ADD NEW

No.	Name	Leader	Email	<b>2</b>	<b>3</b>
1	001			Edit	Active
2	002			Edit	Active
3	003	Ridwan	ridwan@logique.co.id	Edit	Active
4	007			Edit	Active
5	1 Member Saja			Edit	Active
6	121			Edit	Active
7	Abc	Andre	andre@logique.co.id	Edit	Active
8	Creative Team AbcKusangptemanglamanana			Edit	Active
9	Dept Test			Edit	Active
10	Design Team			Edit	Active

« < 1 > » **5**

Figure 6.0

## F.1 Add Team

This feature adds a new team to Dokodemo-Kerja. Filling in Team and Leader information is required to use this feature. (See Figure 6.1)

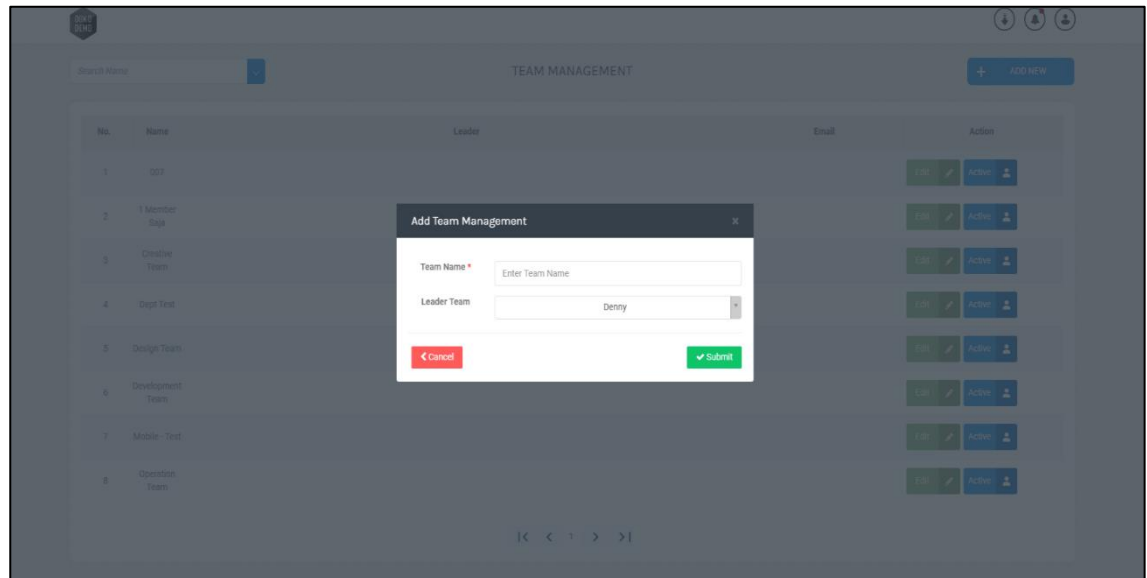


Figure 6.1

## F.2 Edit Team

This feature is used to edit information regarding registered team. (See Figure 6.2)

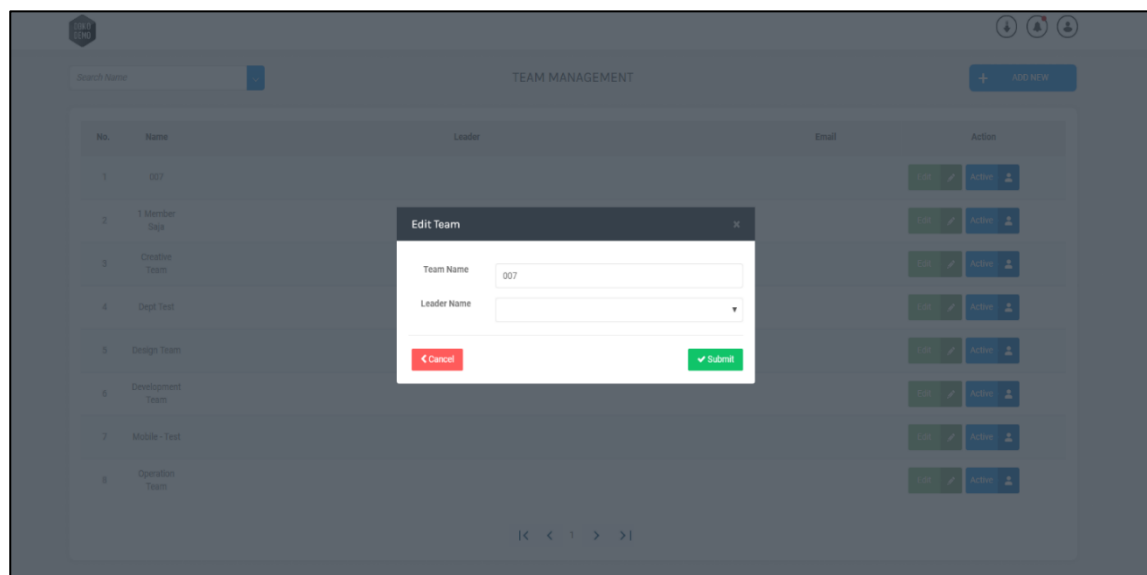


Figure 6.2

## F.3 Change Status

This Feature changes the status of a team to active or inactive. (See Figure 6.3)

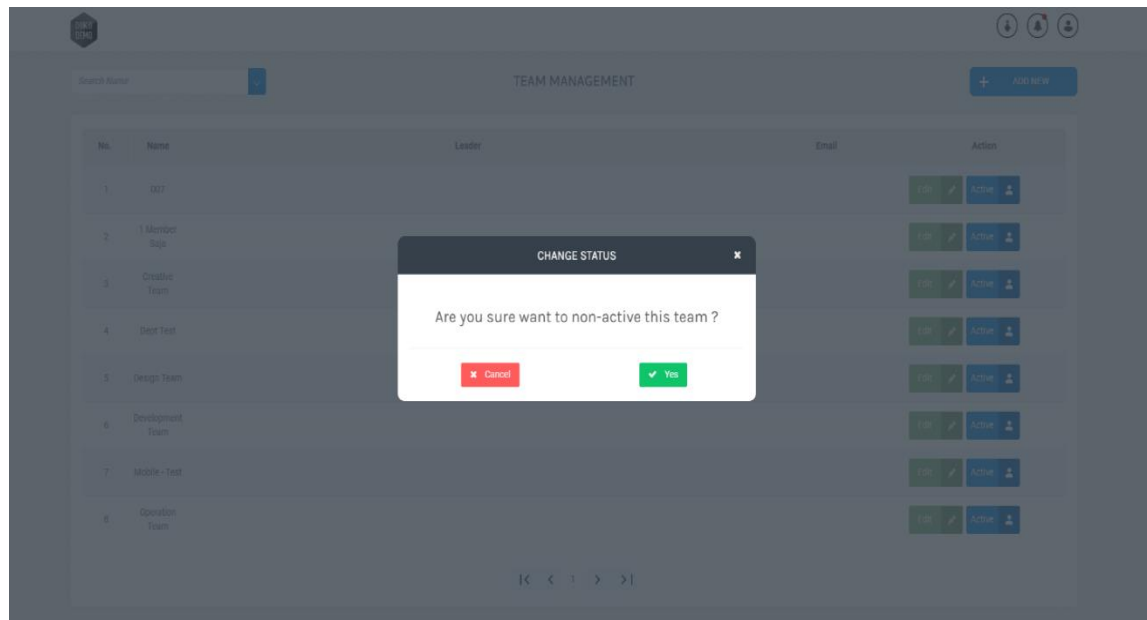


Figure 6.3

## F.4 Filter By / Data Searching

This filter searches for and locates names within a specific team. (See Figure 6.4)

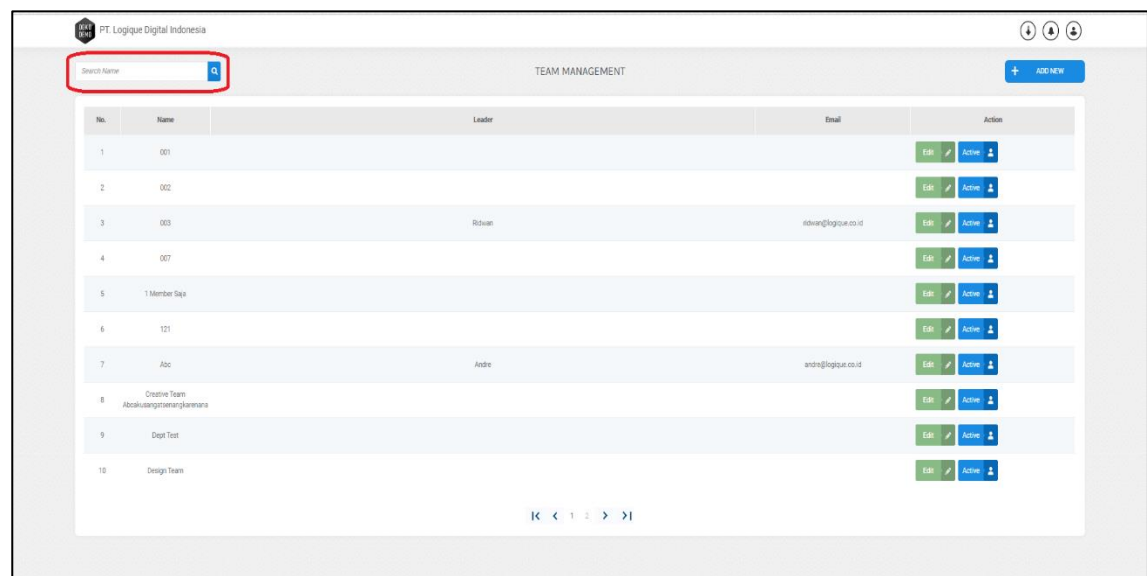
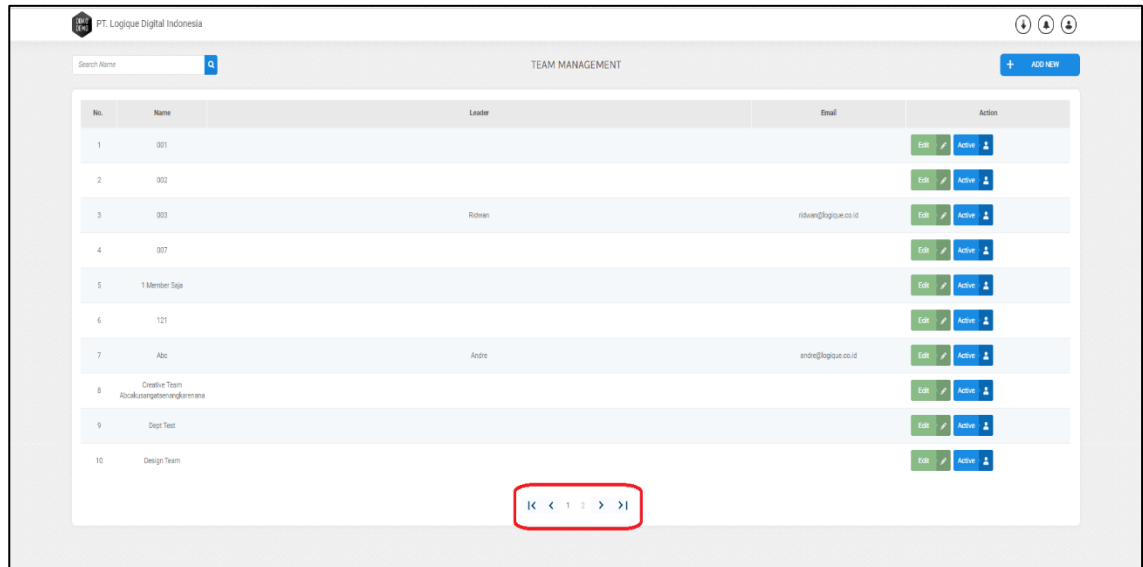


Figure 6.4

## F.5 Paging

This feature switches to the next page or to a specific page required.  
(See Figure 6.5)



No.	Name	Leader	Email	Action
1	001			<a href="#">Edit</a> <a href="#">Active</a>
2	002			<a href="#">Edit</a> <a href="#">Active</a>
3	003	Roben	robent@logique.co.id	<a href="#">Edit</a> <a href="#">Active</a>
4	007			<a href="#">Edit</a> <a href="#">Active</a>
5	1 Member Saja			<a href="#">Edit</a> <a href="#">Active</a>
6	121			<a href="#">Edit</a> <a href="#">Active</a>
7	Abc	Andre	andre@logique.co.id	<a href="#">Edit</a> <a href="#">Active</a>
8	Creative Team AbcaLusungGanengKamarna			<a href="#">Edit</a> <a href="#">Active</a>
9	Dept Test			<a href="#">Edit</a> <a href="#">Active</a>
10	Design Team			<a href="#">Edit</a> <a href="#">Active</a>

Figure 6.5

# Desktop App

This page contains a link / URL that allows you to download the Dokodemo-Kerja Desktop Application. The App is available on 3 platforms, namely Linux, Mac, and Windows. Choose according to your platform. (See Figure 7.0)

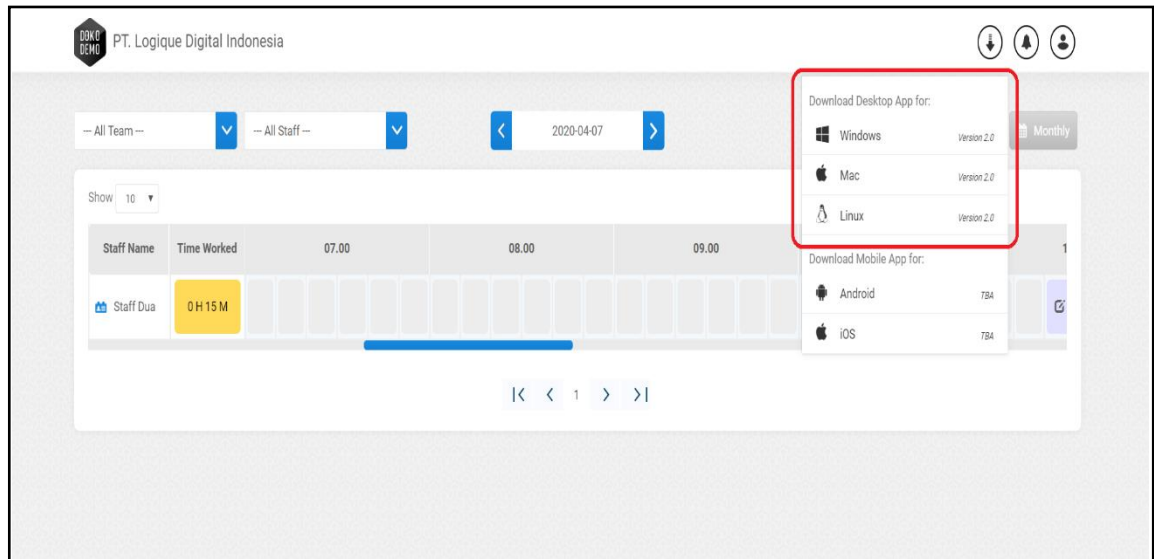



Figure 7.0

# Profile

This menu displays the symbol  located on the top right of the Dokodemo-Kerja website. This menu consists of several features described below. (see Figure 8.0)

- **My profile:** This page contains a description of the user's profile.
- **Settings:** This page is used to navigate to the Staff, Task dan Team sections of the website.
- **Change Password:** This page is used to change a user's password details.
- **Logout:** This feature is used to exit the Dokodemo-Kerja website.

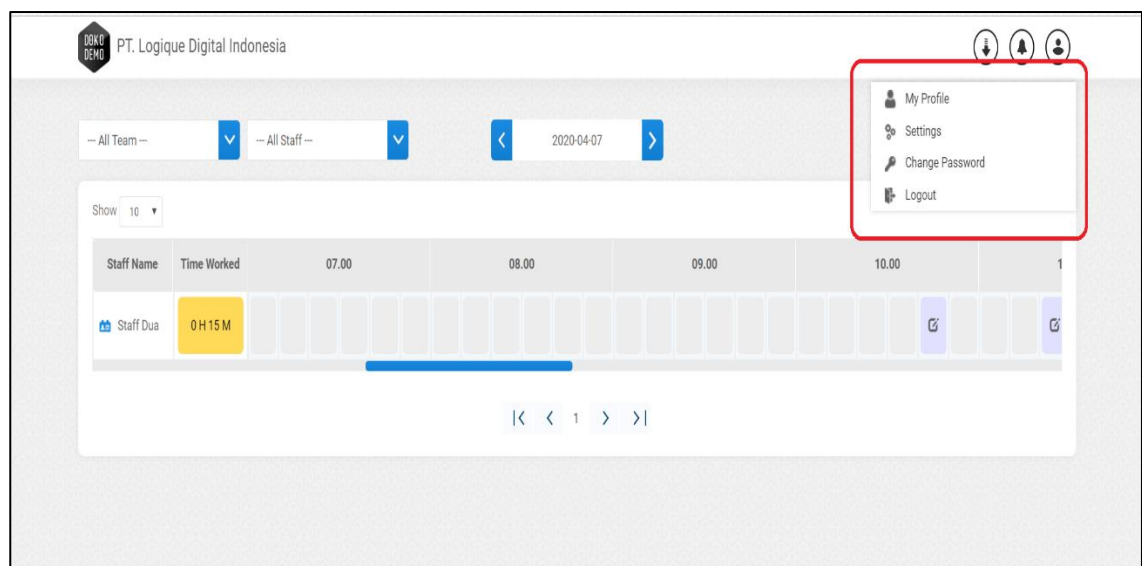


Figure 8.0



## H.1 My profile

This page contains a brief description of a user's profile. (See Figure 8.1)

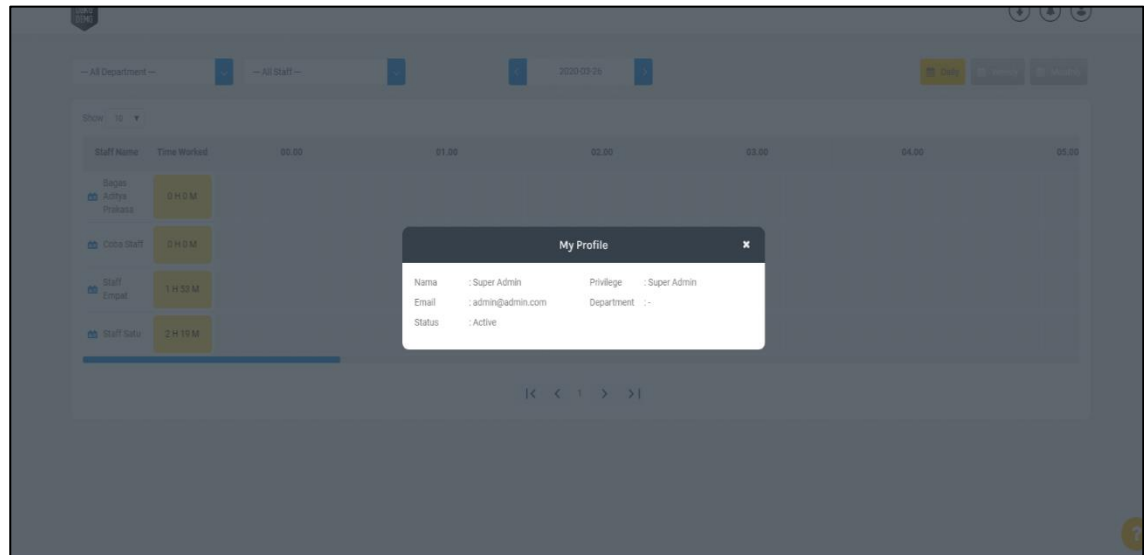


Figure 8.1

## H.2 Settings

This This page is used to navigate to the Staff, Task, and Team sections. (See Figure 8.2)

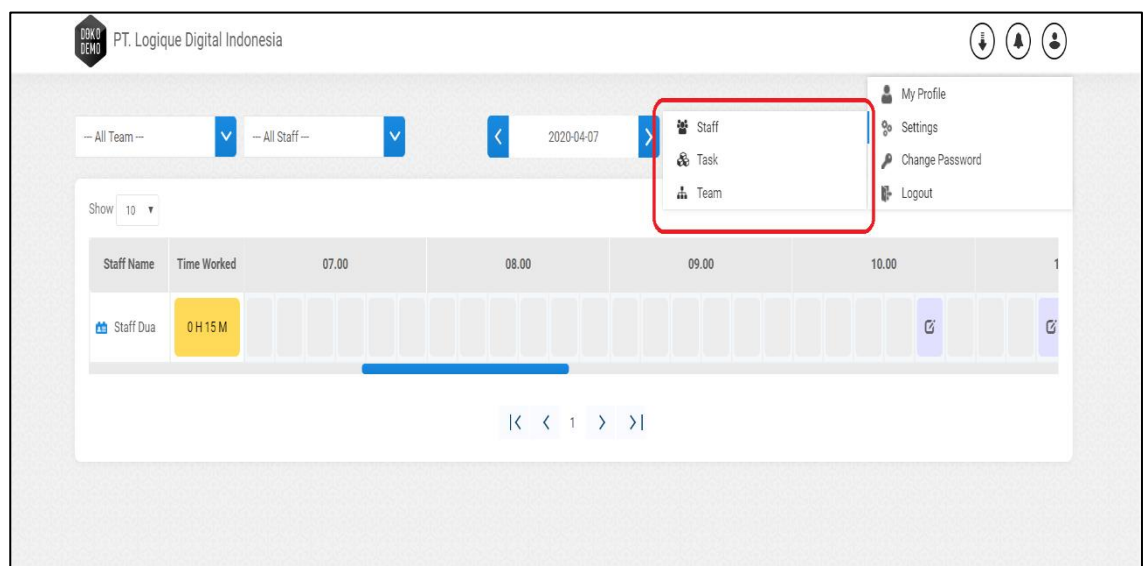
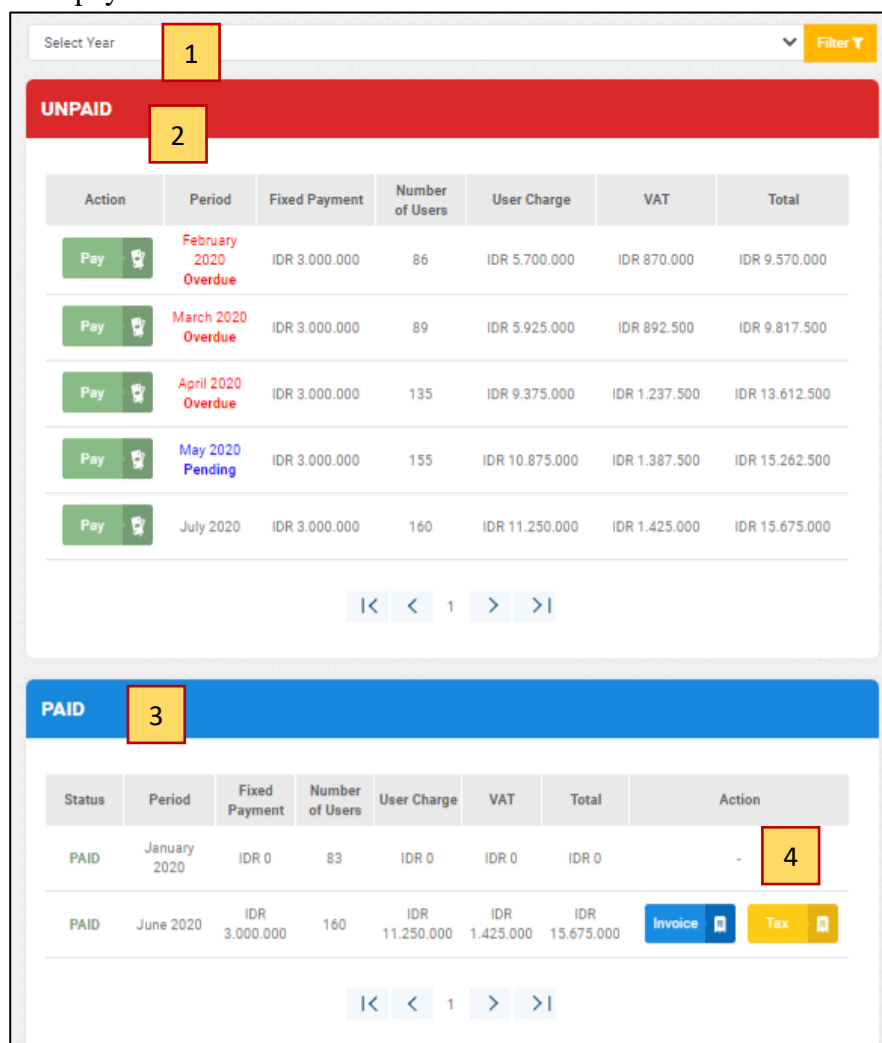


Figure 8.2

## H.3 Billing

This page is used to view the subscription and transaction histories which have/have not been completed. This page can also be used to upload payment proof and to view the Invoice and Tax files of a transaction.

- Select Year:** This filter can be used to view all the transactions which happened in the span of the selected year.
- UNPAID:** This table displays unpaid, pending, and overdue bills.
- PAID:** This table displays bills which have been paid and confirmed.
- Invoice & Tax:** These buttons will only appear after payments have been confirmed. The files will always be saved in the system, and can be downloaded whenever. If there are no buttons, it means that the payment is free.



The screenshot shows the Billing interface. At the top, there is a 'Select Year' dropdown (labeled 1) and a 'Filter' button. Below this is a red header for the 'UNPAID' section (labeled 2). The UNPAID table has columns: Action, Period, Fixed Payment, Number of Users, User Charge, VAT, and Total. It lists five transactions for February, March, April, May, and July 2020, all marked as 'Overdue' or 'Pending'. Below the UNPAID section is a blue header for the 'PAID' section (labeled 3). The PAID table has columns: Status, Period, Fixed Payment, Number of Users, User Charge, VAT, Total, and Action. It lists two transactions: January 2020 (Status: PAID) and June 2020 (Status: PAID). The June 2020 transaction has 'Invoice' and 'Tax' buttons in the Action column (labeled 4). Navigation arrows are present at the bottom of both tables.

Action	Period	Fixed Payment	Number of Users	User Charge	VAT	Total
Pay	February 2020 Overdue	IDR 3.000.000	86	IDR 5.700.000	IDR 870.000	IDR 9.570.000
Pay	March 2020 Overdue	IDR 3.000.000	89	IDR 5.925.000	IDR 892.500	IDR 9.817.500
Pay	April 2020 Overdue	IDR 3.000.000	135	IDR 9.375.000	IDR 1.237.500	IDR 13.612.500
Pay	May 2020 Pending	IDR 3.000.000	155	IDR 10.875.000	IDR 1.387.500	IDR 15.262.500
Pay	July 2020	IDR 3.000.000	160	IDR 11.250.000	IDR 1.425.000	IDR 15.675.000

Status	Period	Fixed Payment	Number of Users	User Charge	VAT	Total	Action
PAID	January 2020	IDR 0	83	IDR 0	IDR 0	IDR 0	-
PAID	June 2020	IDR 3.000.000	160	IDR 11.250.000	IDR 1.425.000	IDR 15.675.000	<a href="#">Invoice</a> <a href="#">Tax</a>

Figure 8.3

## H.4 Change password

This page is used to change user passwords. Input the old password, the new password, and then confirm the change. (See Figure 8.4)

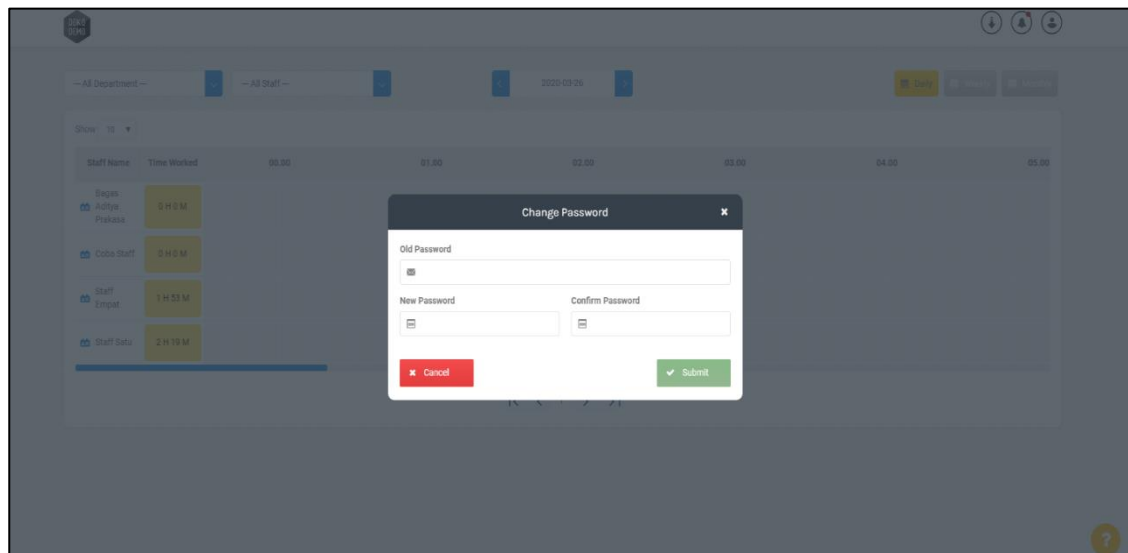
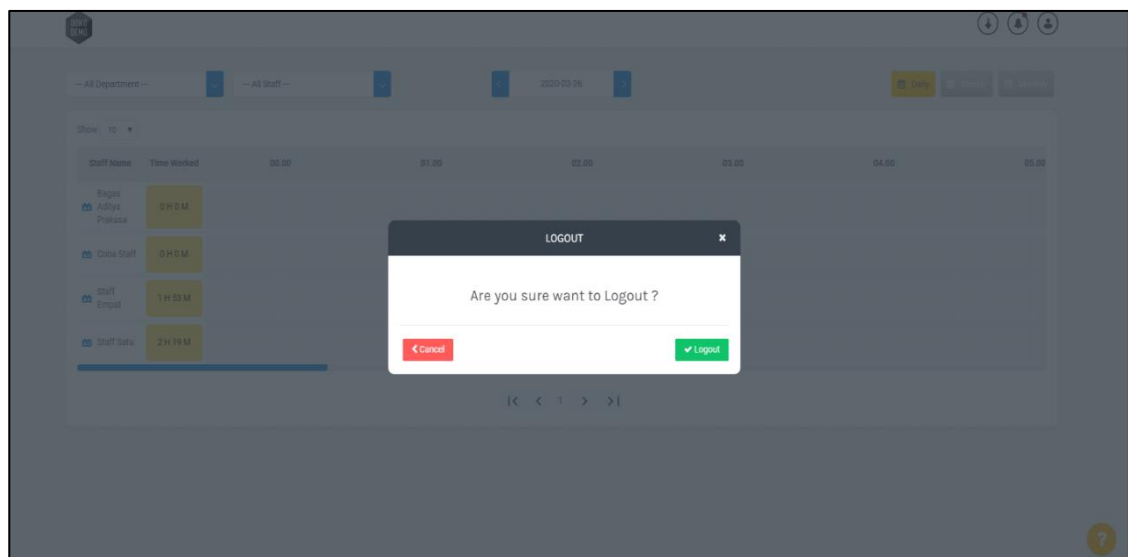


Figure 8.4

## H.5 Logout

This feature is used to exit Dokodemo-Kerja. (see Figure 8.5)



Gambar 8.5

# Homepage – Staff

## G.1 Website

This is the home page for staff members registered with Dokodemo-Kerja. Staff can see their own screenshots which have been taken by the application. This page contains the following features (see Figure 9.0):

- **Task:** Staff can see the name of the task.
- **Time Worked:** Staff can view the total number of hours worked on the specific task.
- **Time Column:** Staff can see details related to the minutes and hours spent on work.

This page also contains the following features as described below.

### 1. Filter by Date

Through this feature, staffs are able to filter through their time tracking records by data. Simply select the desired date and the appropriate time tracking record will then be displayed.

### 2. Daily

This feature allows staff to view their daily time tracking record.

### 3. Weekly

This feature allows staff to view time tracking records for up to 7 days / 1 week.

### 4. Monthly

This feature allows staff to view time tracking records for up to 1 month.

### 5. Comment

This feature allows staff to post comments on the Dokodemo-Kerja website.



## G.2 Desktop App

This is the desktop application for staff members who are already registered in the Dokodemo-Kerja system. It contains the following features.

### 1. Login

Login by using the correct email address and password. An internet connection is needed to login. (See Figure 9.1)

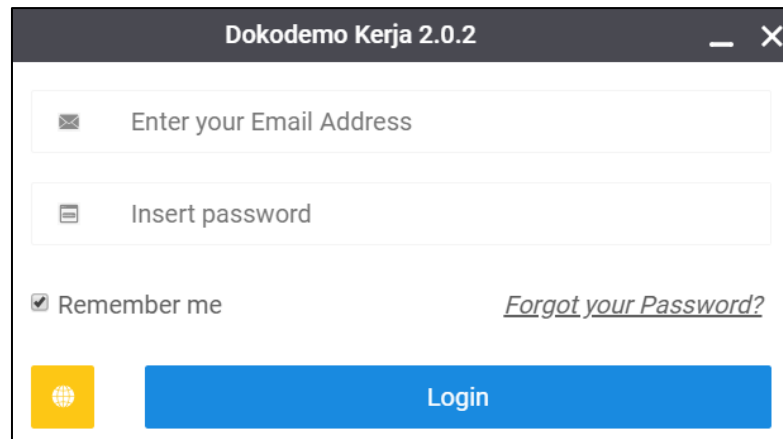


Figure 9.1

### 2. Start/Stop Task

To start the time counter, press the “Play” button. (See Figure 9.2)

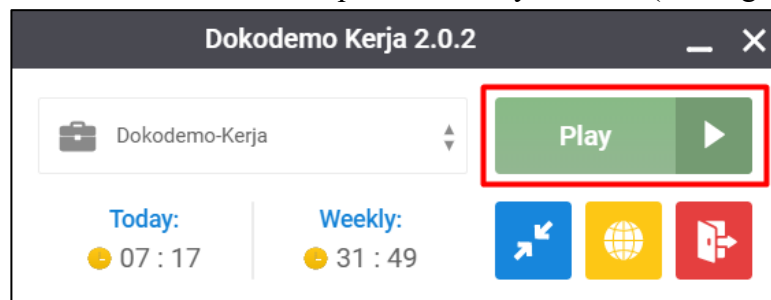


Figure 9.2

To stop the time counter, press the Stop button. (See Figure 9.3)

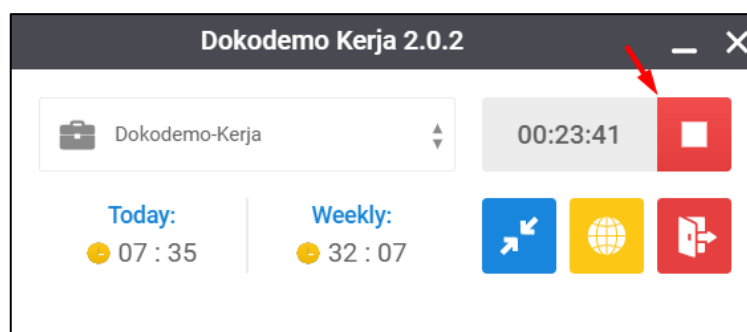


Figure 9.3

### 3. Other Features

**Today:** Shows today's accumulative work hours

**Weekly:** Shows this week's accumulative work hours

**Blue button:** To minimize the layout

**Yellow button:** To access the main website dashboard

**Red button:** To Logout

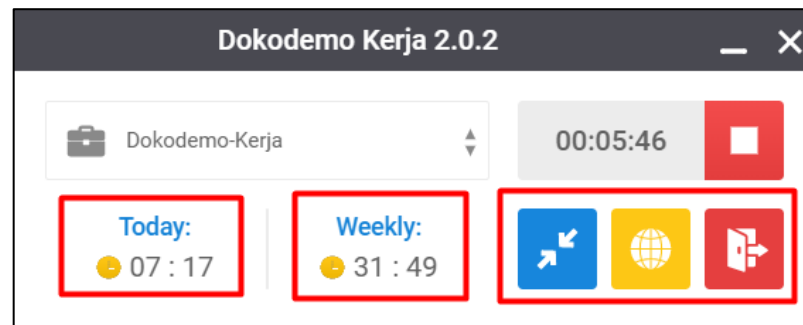


Figure 9.4



