

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.

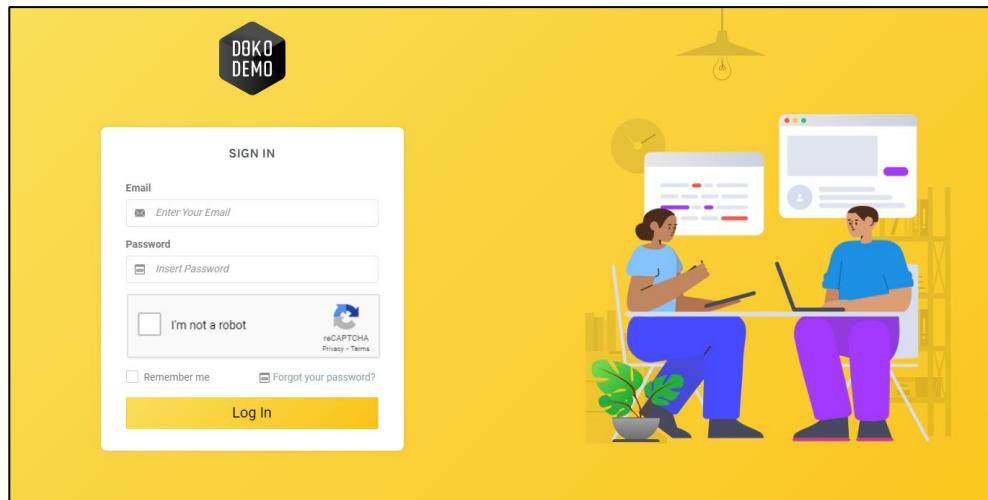
By adopting the application, companies can implement systems of remote work for their employees, so that they can remain productive wherever they are. By doing so, employees are freed from the saturation and tight working atmosphere of the office.

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

1.1. Login

Enter your registered email and password and then check the captcha box.
(See Figure 1.1)



Gambar 1.1 Login Page

1.2. Remember Me

Selecting this feature stores your email and password data.

1.3. Forgot your Password?

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

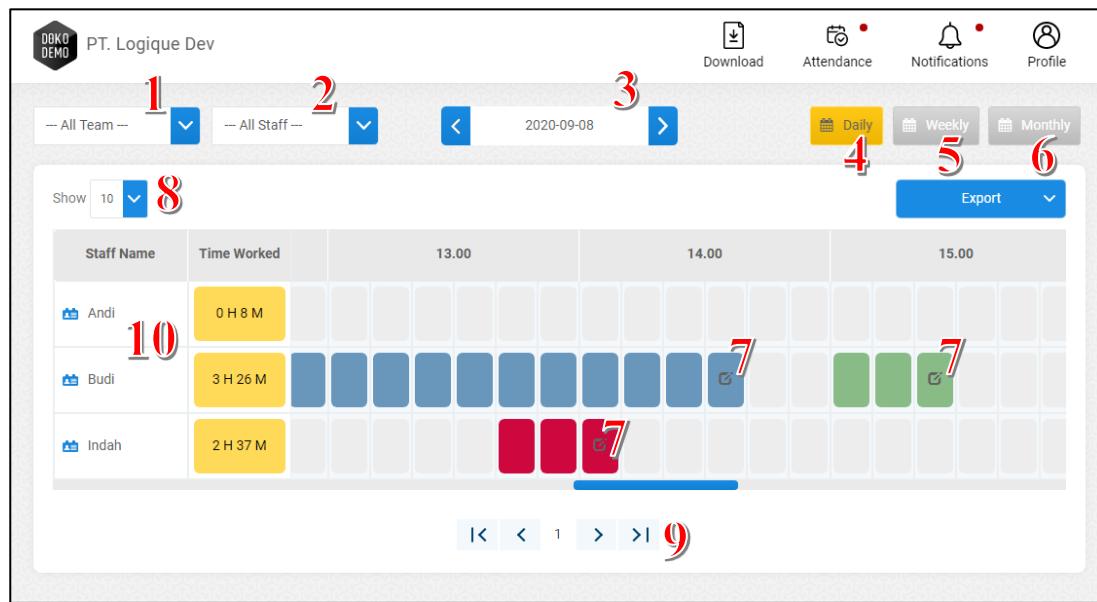
- Click on the 'forgot your password?' option in the login page.
(See Figure 1.3.1)
- Enter your email address.
- A password reset link will be sent to the user's email.

A screenshot of a web browser showing a 'Reset Password' form. It asks the user to enter their email address to receive password reset instructions. There is a 'Send' button and links to 'Return to Sign In page'.

Gambar 1.2 Forgot Password Page

Homepage – Admin

This is Dokodemo-Kerja's main admin page. This page cannot be accessed by regular staff, and contains the various features described below.



Gambar 2.1 Homepage – Admin

1. **Filter by Team:** This enables users to filter through data by Team.
2. **Filter by Staff Name:** This enables users to filter through data by names of staff.
3. **Filter by Date:** This enables users to filter through data by date.
4. **Daily:** This feature displays employee working hours per day.
5. **Weekly:** This page displays employee total working hours for 7 days / 1 week.
6. **Monthly:** This feature displays employee working hours for up to 1 month.
7. **Edit Time Tracking:** This feature allows the user to edit the time recorded within the time tracking menu.
8. **Show Data:** This feature comprehensively displays employee data shown on each page
9. **Pagination:** This feature moves the user to the next page.
10. **Detail Staff:** This feature displays time tracking data, allowing the admin to view notes, edit the time history, screenshots, session, and location of staff members

2.1. 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 2.2)

Time Worked	00.00	01.00	02.00
0 H 8 M			
3 H 26 M			
2 H 37 M			

Gambar 2.2 Filter by Team

2.2. 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 2.3)

Time Worked	00.00	01.00	02.00
0 H 0 M			
3 H 0 M			
2 H 0 M			

Gambar 2.3 Filter by Staff Name

2.3. 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.

The blue coloured date (on the calendar) shows the chosen date, while yellow shows the current date. (See Figure 2.4)

Staff Name	Time Worked	
Mimin 5	0 H 8 M	00.00
Sa Mairma Yes	3 H 26 M	02.00

Gambar 2.4 Filter by Date

2.4. 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 2.5)

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

Staff Name	Time Worked	00.00	01.00	02.00
Mimin 5	0 H 8 M			
Sa Mairma Yes	3 H 26 M			
Sta Irma	2 H 37 M			

Gambar 2.5 Daily Work Hour

2.5. 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 2.6)

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

The screenshot shows a weekly time tracking interface. At the top, there are dropdown menus for 'All Team' and 'All Staff', date range 'September 7 - September 13 2020', and navigation arrows. Below this is a toolbar with 'Daily', 'Weekly' (highlighted with a red box), and 'Monthly' buttons, along with an 'Export' button. A dropdown menu 'Show 10' is also present. The main area is a table with columns for 'Staff Name' and 'Time Worked' (07-09-2020 to 13-09-2020). The data is as follows:

Staff Name	Time Worked	07-09-2020	08-09-2020	09-09-2020	10-09-2020	11-09-2020	12-09-2020	13-09-2020
Andi		2 H 18 M	0H 8M		2H 9M			
Budi		24 H 37 M	6H 36M	0H 8M		7H 31M	10H 21M	
Indah		3 H 26 M		3H 26M				
Rita		2 H 53 M	0H 16M	2H 37M				

At the bottom, there are navigation icons for page control.

Gambar 2.6 Weekly Work Hour

2.6. 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 2.7)

- **Staff Name:** The column that contains the names of staff members who have activated Dokodemo-Kerja.
- **Time Worked:** Total working hours for 1 month.
- **Tanggal:** Displays the total hours worked each day for 1 month.
- : To move pages to the previous month.
- : To move pages to the next month.

The screenshot shows a monthly work hour dashboard. At the top, there are dropdown menus for 'All Team' and 'All Staff', a date selector set to 'September, 2020', and three tabs: 'Daily', 'Weekly', and 'Monthly'. The 'Monthly' tab is highlighted with a red box. Below the tabs is a search bar with 'Show 10' and an 'Export' button. The main area is a grid table with columns for 'Staff Name', 'Time Worked', and dates from 1 to 12. Each row represents an employee's work hours for that month. The 'Time Worked' column shows the total hours for each day, such as '2 H 30 M' for Andi on day 1. The 'Monthly' tab is highlighted with a red box.

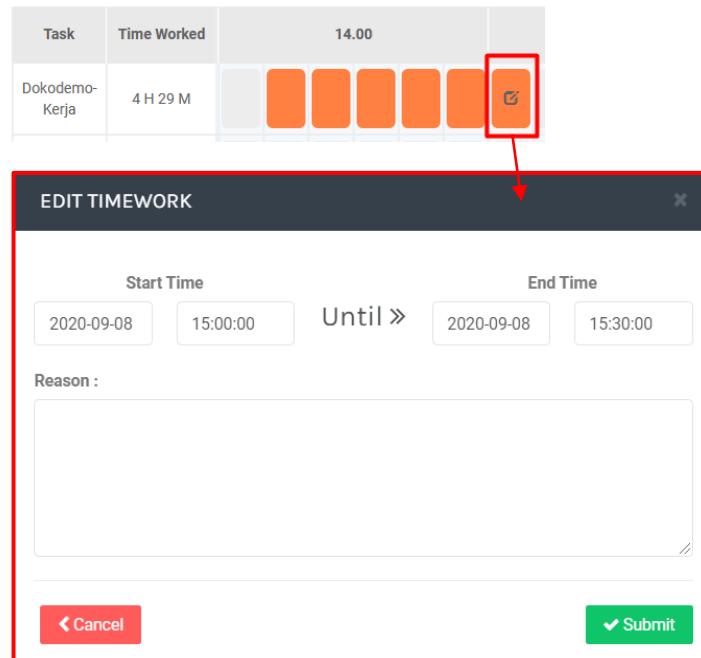
Staff Name	Time Worked	1	2	3	4	5	6	7	8	9	10	11	12
Andi	2 H 30 M	0H12M						0H8M			2H9M		
Budi	32 H 22 M				2H56M			6H36M	0H8M		7H31M	10H21M	
Indah	3 H 26 M								3H26M				
Rita	18 H 4 M	7H59M	4H4M	3H2M	0H3M			0H16M	2H37M				
Kenji	0 H 58 M	0H58M											

Gambar 2.7 Monthly Work Hour

2.7. 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. (Gambar 2.8)

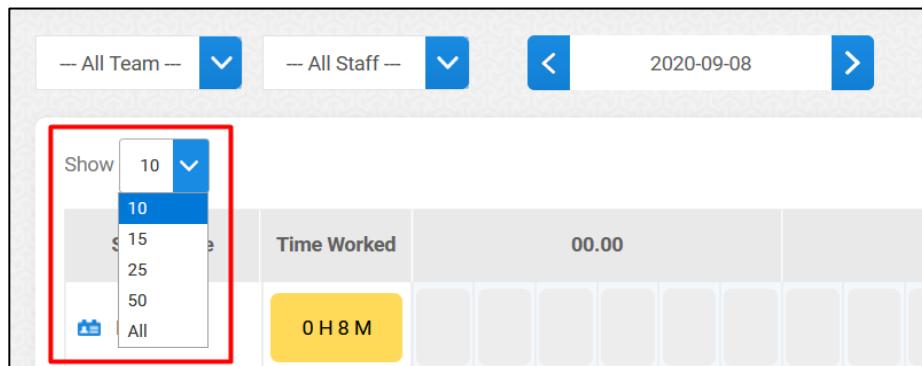
- **Start time:** The time Dokodemo-Kerja had been activated.
- **End time:** The time Dokodemo-Kerja was stopped.
- **Reason:** A reason must be written down in the appropriate box, and is required to be able to edit the time.



Gambar 2.8 Edit Time Tracking

2.8. Show Data

This feature comprehensively lists employee data. Admin can choose to display 10, 15, 25, 50, or all employee data. (See Figure 2.9)



Gambar 2.9 Data Show

2.9. Pagination

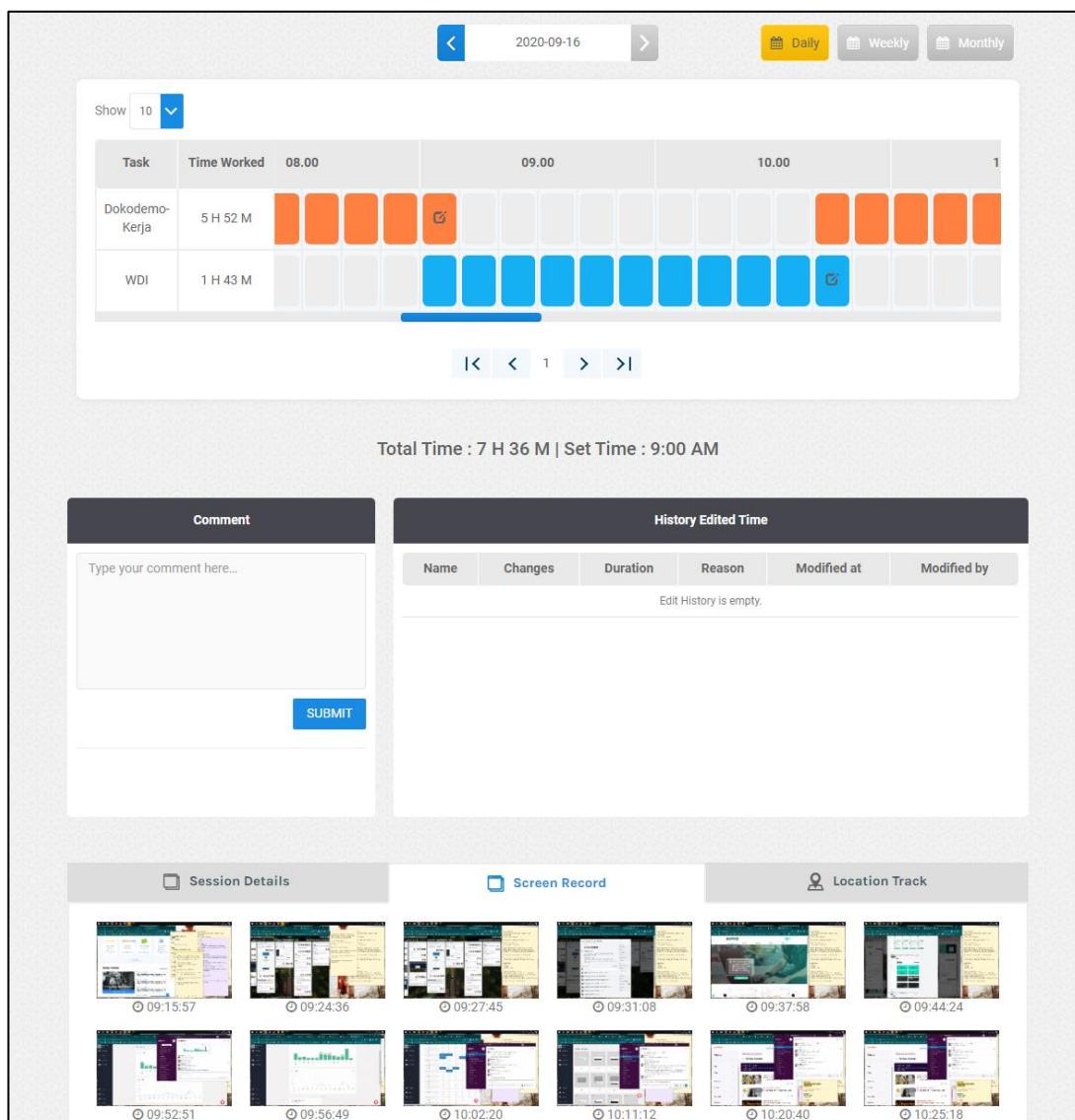
This feature is used to shift to the next page. When clicked, the system will display the appropriate page require. (See Figure 2.10)



Gambar 2.10 Pagination

2.10. Staff Detail

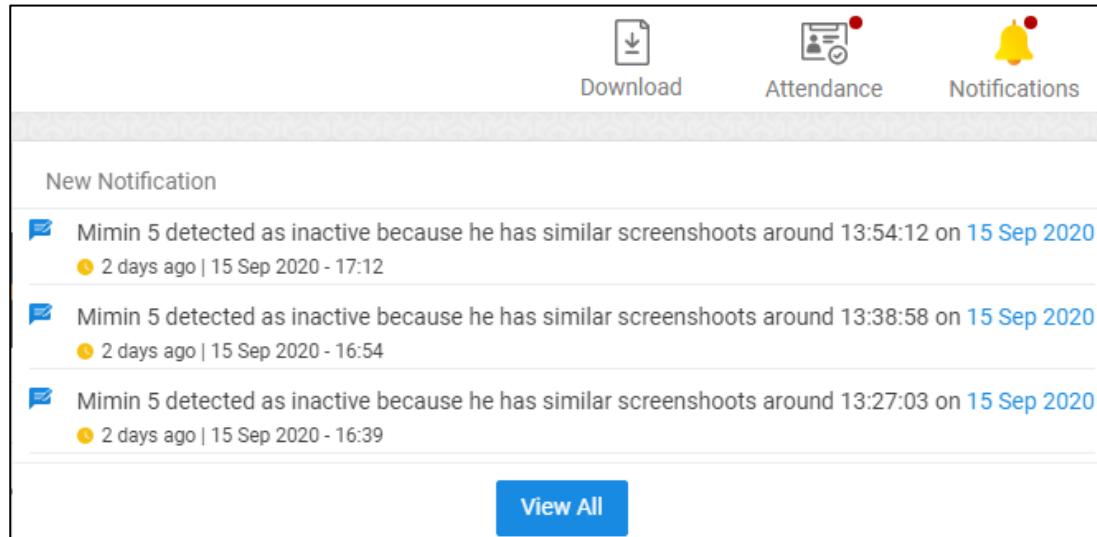
This feature displays the time tracking details and screenshots of all members of staff. On this page the admin can see the total range of work hours concerning each employee, submit comments to staff members, and can see the screenshots taken from every employees' computer screens during certain times. This feature also displays the time tracking editing history of each employee. (See Figure 2.13)



Gambar 2.13 Staff Detail

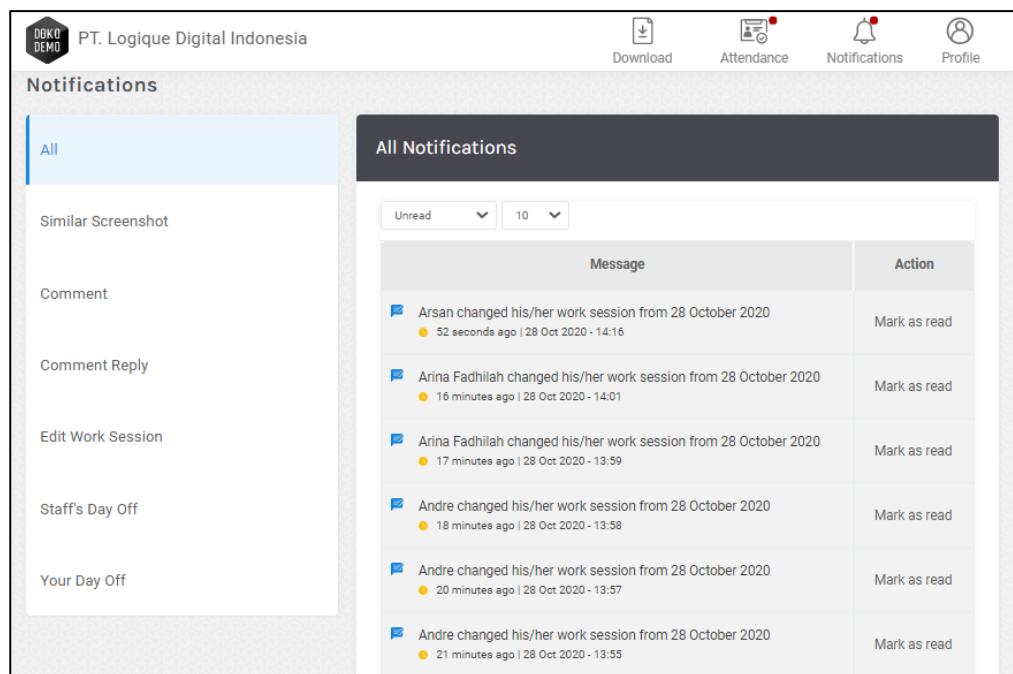
2.11. Notification

This feature is used to see notifications submitted to the user, such as user addition, inactivity or duplicated screenshots, (Gambar 2.12), status changes, etc. (See Figure 2.11)



Gambar 2.11 Notifikasi Admin

The “View All” button will lead users to a new page that displays the notification history which has been categorised. The ‘Mark as read’ text can be clicked to remove the notification.



Message	Action
Arsan changed his/her work session from 28 October 2020 52 seconds ago 28 Oct 2020 - 14:01	Mark as read
Arina Fadhilah changed his/her work session from 28 October 2020 16 minutes ago 28 Oct 2020 - 14:01	Mark as read
Arina Fadhilah changed his/her work session from 28 October 2020 17 minutes ago 28 Oct 2020 - 13:59	Mark as read
Andre changed his/her work session from 28 October 2020 18 minutes ago 28 Oct 2020 - 13:58	Mark as read
Andre changed his/her work session from 28 October 2020 20 minutes ago 28 Oct 2020 - 13:57	Mark as read
Andre changed his/her work session from 28 October 2020 21 minutes ago 28 Oct 2020 - 13:55	Mark as read

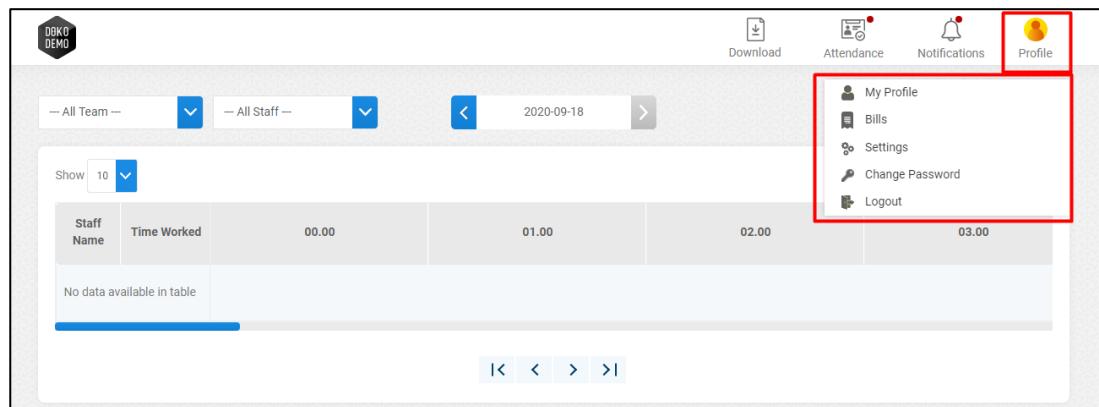
Gambar 2.12 Screenshot Duplikat

- **All:** To view all notification history
- **Similar Screenshot:** Shows staffs with idle screens.
- **Comment:** Shows the comments made by staffs in their work details page
- **Comment Reply:** Shows the reply to comments made by staff in their work details page
- **Edit Work Session:** Shows the names of staffs who change/edit their work hours
- **Staff's Day Off:** Shows the staffs who request for a day off
- **Your Day Off:** Shows the status of our own day off request

Profile

The profile menu is located on the top right of the Dokodemo-Kerja website. This menu consists of several features described below. (See Figure 3.1)

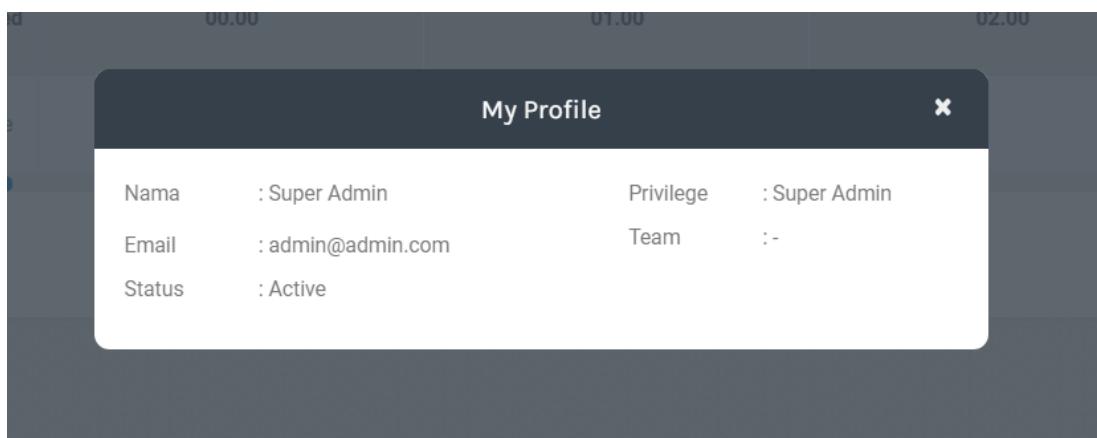
1. **My profile:** This page contains a description of the user's profile.
2. **Billing:** This page is used to view the subscription history and the transactions made through the website.
3. **Settings:** This page is used to configure the Staff, Task, Team, and the Attendance section of the website.
4. **Change Password:** This page is used to change a user's password details.
5. **Logout:** This feature is used to exit the Dokodemo-Kerja website.



Gambar 3.1 Profile Icon Dropdown

3.1. My Profile

This page contains a brief description of a user's profile. (See Figure 3.2)



Gambar 3.2 My Profile Pop Up

3.2. Bills

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.

1. **Select Year:** This filter can be used to view all the transactions which happened in the span of the selected year.
2. **UNPAID:** This table displays paid, unpaid, pending, and overdue bills.
3. **PAID:** This table displays bills which have been paid and confirmed.
4. **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 a web-based application interface for managing bills. At the top, there is a search bar labeled "Select Year" with a dropdown arrow and a "Filter" button. Below the search bar, the word "UNPAID" is displayed in a red header bar with a white "2". The main content area contains a table with columns: Action, Period, Fixed Payment, Number of Users, User Charge, VAT, and Total. The table lists five rows of data, each with a "Pay" button and a small icon. The first row is for February 2020, marked as "Overdue". The second row is for March 2020, also marked as "Overdue". The third row is for April 2020, marked as "Overdue". The fourth row is for May 2020, marked as "Pending". The fifth row is for July 2020. Navigation arrows at the bottom of the table allow for page navigation. Below the UNPAID section, there is a blue header bar with a white "3". The main content area contains a table with columns: Status, Period, Fixed Payment, Number of Users, User Charge, VAT, Total, and Action. The table lists two rows of data, both marked as "PAID". The first row is for January 2020, and the second row is for June 2020. To the right of the second row, there are two buttons: "Invoice" and "Tax", each with a small icon. Navigation arrows at the bottom of the table allow for page navigation.

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

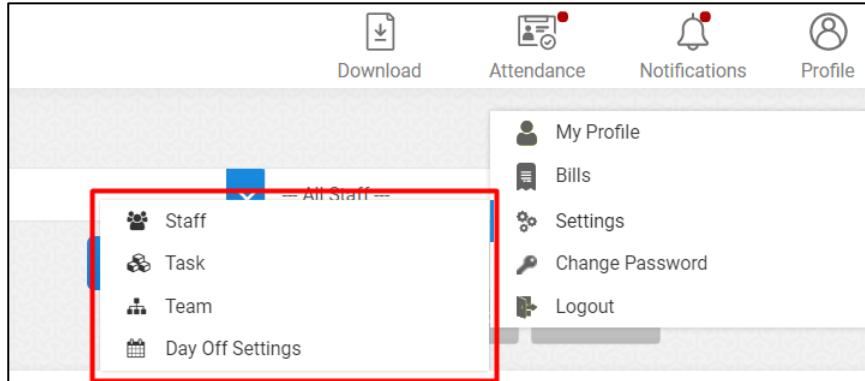
Status	Period	Fixed Payment	Number of Users	User Charge	VAT	Total	Action
PAID	January 2020	IDR 0	83	IDR 0	IDR 0	IDR 0	-
PAID	June 2020	IDR 3.000.000	160	IDR 11.250.000	IDR 1.425.000	IDR 15.675.000	

Gambar 3.3 Bills Page

3.3. Settings

This page is used to navigate to the Staff, Task, Team, and Day Off Settings.

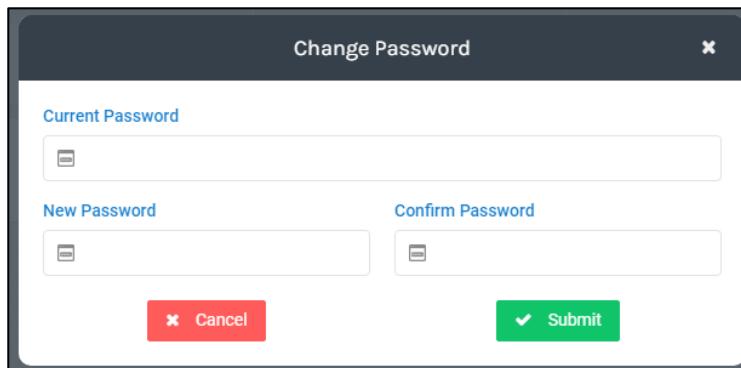
(See Figure 3.4) The usage detail of those pages can be viewed in the next chapter.



Gambar 3.4 My Profile Pop Up

3.4. Change Password

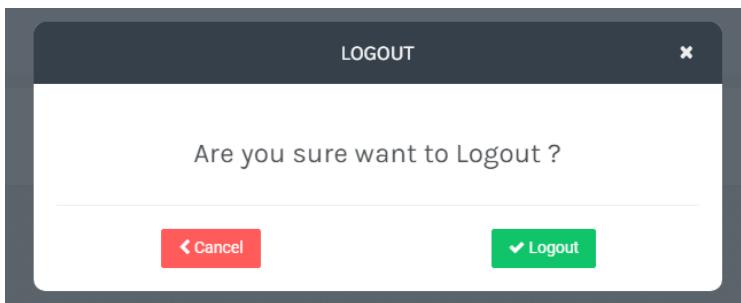
This page is used to change user passwords. Input the old password, the new password, and then confirm the change. (See Figure 3.5)



Gambar 3.5 Change Password

3.5. Logout

This feature is used to exit Dokodemo-Kerja. (See Figure 3.5)



Gambar 3.6 Logout Menu

Settings – Staff

The staff page contains information about registered staff members using Dokodemo-Kerja. This page clarifies several features described below. (See Figure 4.1)

1. **Add Staff:** This feature allows you to add new staff data.
2. **Name:** Contains the names of registered staff members.
3. **Team:** Contains team staff information.
4. **Email:** Contains the e-mail addresses of staff members using Dokodemo-Kerja.
5. **Set time:** Contains the set times of every staff member.
6. **Status:** Displays information regarding the active/inactive status of every employee.
7. **Action:** Contains an **edit** button that changes staff data, a password **reset** button that changes user passwords, an **active** button to enable/disable staff members, and a **delete** button to remove staff.
8. **Filter by:** A search feature that locates the word typed into it, based on user email.
9. **Active/Inactive:** These tabs separate the active staff account from the inactive ones.

No.	Name	Team	Email	Set Time	Status	Action			
1	\$Akun Dengan Nama Yang Cu...	\$Doko.Team	doko.panjang@spam4.me	8:00 AM	Active 24-05-2020	Edit	Reset	Active	Delete
2	\$Doko.Admin123131	\$Doko.Team	doko.admin@spam4.me	8:15 AM	Active 14-05-2020	Edit	Reset	Active	Delete
3	\$Doko.Staff	\$Doko.Team	doko.staff@spam4.me	8:20 AM	Active 29-05-2020	Edit	Reset	Active	Delete
4	\$Doko.SuperAdmin		doko.superadmin@spam4.me	8:00 AM	Active 14-05-2020	Edit	Reset	Active	Delete
5	\$Doko.TeamLeader	\$Doko.Team	doko.teamleader@spam4.me	8:15 AM	Active 14-05-2020	Edit	Reset	Active	Delete

Gambar 4.1 Staff Management Page

4.1. Add Staff

Fitur ini digunakan untuk menambahkan user staff pada Dokodemo-Kerja. Fitur ini berisikan field email, full name, access level, team, *set time* (jam mulai kerja), dan *join date* (tanggal mulai kerja). (See Figure 4.2)

Access Level terbagi menjadi 4:

1. Super Admin: Memiliki otoritas untuk mengelola Billing, Staff, Task, Team, dan melihat jam kerja serta tangkapan layar semua karyawan.
2. Admin: Memiliki otoritas untuk mengelola Staff, Task, Team, dan melihat jam kerja serta tangkapan layar semua karyawan.
3. Team Leader: Memiliki otoritas untuk dan melihat jam kerja serta tangkapan layar karyawan-karyawan yang ada di Team-nya.
4. Staff: Hanya bisa melihat jam kerja serta tangkapan layar mereka sendiri.

The screenshot shows a modal window titled 'Add Staff'. It contains six input fields: 'E-mail *' (with placeholder 'Enter E-mail'), 'Full Name *' (with placeholder 'Enter Full Name'), 'Access Level' (a dropdown menu showing '---- Choose Access Level ----'), 'Team' (a dropdown menu showing '---- Choose Team ----'), 'Pick Set Time *' (a text input showing '08:00' with a clock icon), and 'Join Date *' (a text input placeholder 'Pick Join Date'). At the bottom, there are two buttons: 'Cancel' (red background) and 'Submit' (green background).

Gambar 4.2 Form Add Staff

4.2. Edit Staff

This feature changes registered staff information, and contains several fields, such as email, full name, access level, team, set time selection, join date, device info, and their leave quota. (See Figure 4.3)

The screenshot shows a modal window titled "Edit Staff". It contains the following fields:

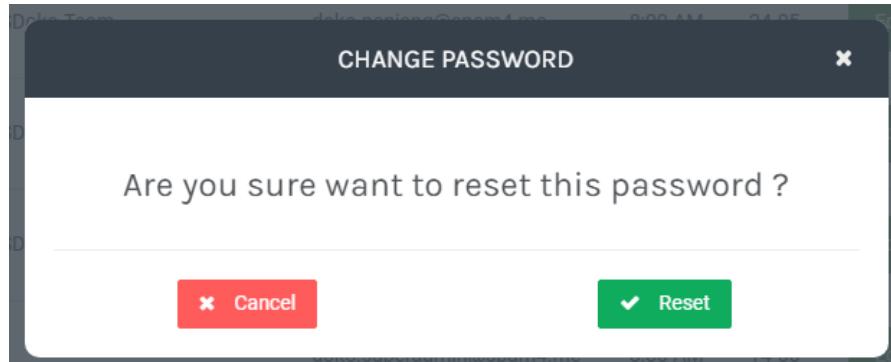
- E-mail: andre@logique.co.id
- Full Name *: Andre
- Access Level: Team Leader
- Team: Development Team
- Pick Set Time *: 08:00
- Join Date *: 2020-09-17
- Device Info: Windows
- Leave Quota: 12

At the bottom, there are two buttons: a red "Cancel" button and a green "Submit" button.

Gambar 4.3 Edit Staff

4.3. Reset Password

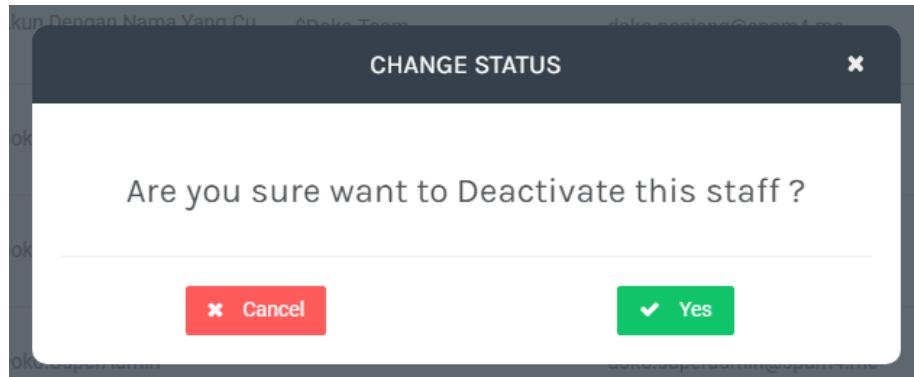
This feature changes the user's password. The new password is then sent to the staff's email address. (See Figure 4.4)



Gambar 4.4 Reset Password Staff

4.4. Change Status

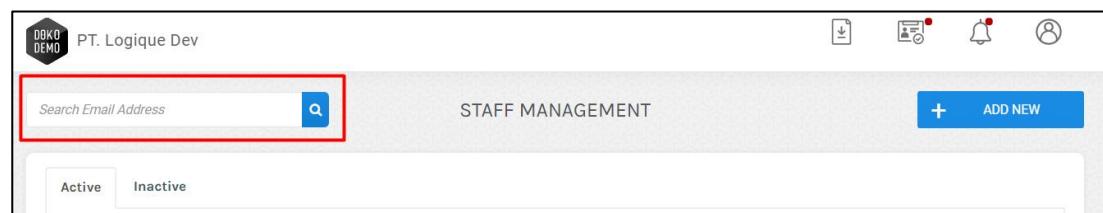
This feature changes a staff member's status to active or inactive.
(See Figure 4.5)



Gambar 4.5 Change Staff Status

4.5. Filter By or Search Data

This filter is used to search for and find the email addresses of staff members.
(See Figure 4.6)



Gambar 4.6 Email Filter

4.6. Pagination

This feature switches to the next page, or the previous page. (See Figure 4.7)



Gambar 4.7 Pagination Staff

Settings – Task

The project page contains information that is available on Dokodemo-Kerja, and is comprised of several features described below. (See Figure 5.1)

1. **Add New:** The button to add new tasks.
2. **Task Name:** Contains the name of the registered task.
3. **Team Name:** Contains the name of the team member who is registered in regards to the task in question.
4. **Color Tag:** The assigned colour of a task which will show up in the daily hour page.
5. **Action:** Contains a colour tag button to add a desired colour, an **edit** button to edit a registered task, an **active** button to activate or deactivate the task, and a **delete** button remove task.

No.	2 Task Name	3 Team	4 Color Tag	5 Action
1	\$Doko.Task-Delapan	\$Doko.Team, Demo, Dept Test, Designer, Development Team, Mobile - Test	Red	Edit Active Delete
2	\$Doko.Task-Dua	\$Doko.Team	Purple	Edit Active Delete
3	\$Doko.Task-Empat	\$Doko.Team	Magenta	Edit Active Delete
4	\$Doko.Task-Enam	\$Doko.Team	Blue	Edit Active Delete
5	\$Doko.Task-Lima	\$Doko.Team	Yellow	Edit Active Delete
6	\$Doko.Task-Satu	\$Doko.Team	Purple	Edit Active Delete

Gambar 5.1 Task Management

5.1. 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 5.2)

The screenshot shows a modal window titled "Add New Task". It contains three input fields: "Task Name *", "Team", and "Color Tag". The "Task Name" field has a placeholder "Enter Project Name". The "Team" field is empty. The "Color Tag" field is filled with a green color swatch. At the bottom, there are two buttons: a red "Cancel" button and a green "Submit" button.

Gambar 5.2 Add New Task

5.2. Edit Task

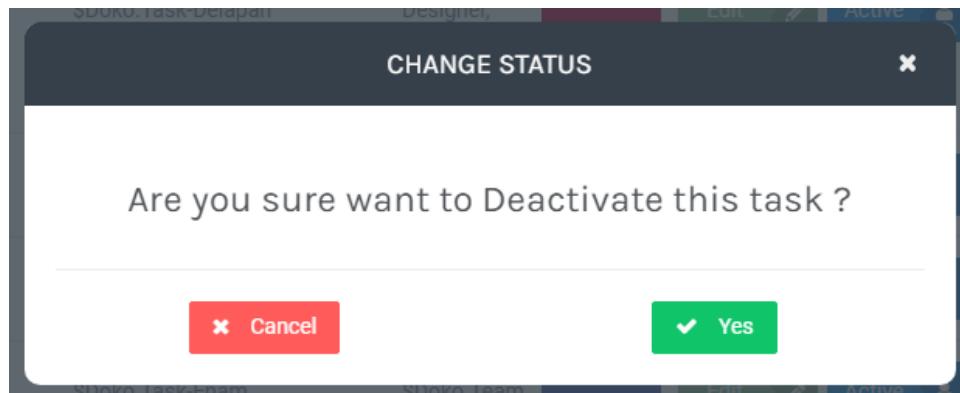
This feature is used to change registered task data. Admins can change a task's name, team, and colour tags by using this feature. (See Figure 5.3)

The screenshot shows a modal window titled "Edit Task". It contains three input fields: "Task Name", "Team", and "Color Tag". The "Task Name" field contains the value "\$Doko.Task-Delapan". The "Team" field displays a list of selected teams: "\$Doko.Team", "Demo", "Dept Test", "Designer", "Development Team", and "Mobile - Test". The "Color Tag" field is filled with a red color swatch. At the bottom, there are two buttons: a red "Cancel" button and a green "Submit" button.

Gambar 5.3 Edit Task

5.3. Change Status

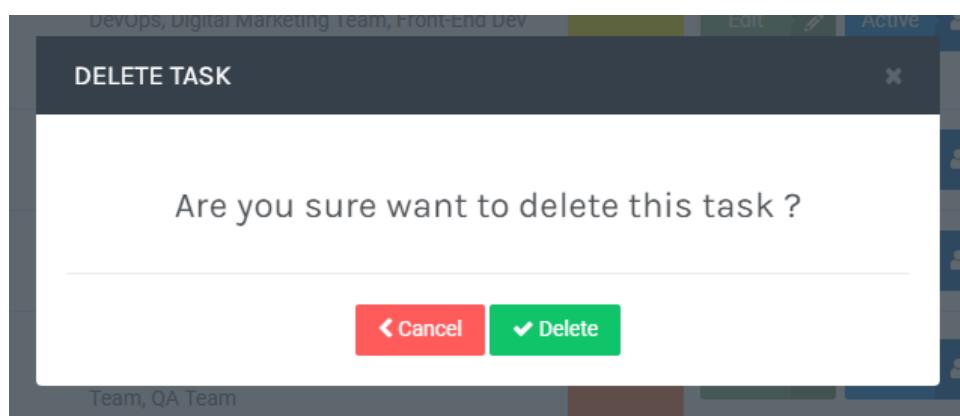
This feature changes the status of a task to active or inactive. (See Figure 5.4)



Gambar 5.4 Change Task Status

5.4. Delete Task

This feature removes the chosen task. (See Figure 5.5)



Gambar 5.5 Delete Task Menu

5.5. Filter By or Search Data

This feature searches and locates names within the task management page.
(See Figure 5.6)

TASK MANAGEMENT				
No.	Task Name	Team	Color Tag	Action
1	\$Doko.Task-Delapan	\$Doko.Team, Demo, Dept Test, Designer, Development Team, Mobile - Test	Red	<button>Edit</button> <button>Active</button> <button>Delete</button>
2	\$Doko.Task-Dua	\$Doko.Team	Purple	<button>Edit</button> <button>Active</button> <button>Delete</button>
3	\$Doko.Task-Empat	\$Doko.Team	Purple	<button>Edit</button> <button>Active</button> <button>Delete</button>
4	\$Doko.Task-Enam	\$Doko.Team	Blue	<button>Edit</button> <button>Active</button> <button>Delete</button>

Gambar 5.6 Task Filter Management

5.6. Pagination

This feature is used to switch to the next page or to any specific page that is required. (See Figure 5.7)

8	\$Doko.Task-Sepuluh	\$Doko.Team	Pink	<button>Edit</button> <button>Active</button> <button>Delete</button>
9	\$Doko.Task-Tiga	\$Doko.Team, Magang	Teal	<button>Edit</button> <button>Active</button> <button>Delete</button>
10	\$Doko.Task-Tujuh	\$Doko.Team	Orange	<button>Edit</button> <button>Active</button> <button>Delete</button>
< < 1 2 3 4 5 ... 9 > > 				

Gambar 5.7 Task Management Pagination

Settings – Team

The team page displays information about the teams included within Dokodemo-Kerja, and contains several features as described below. (See Figure 6.1)

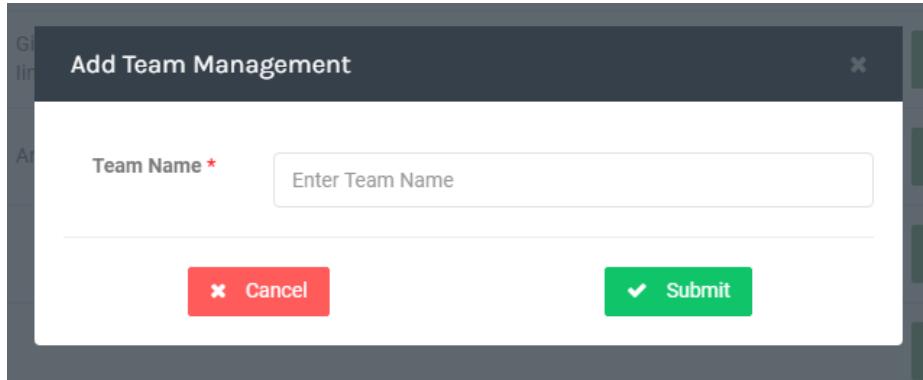
- **Add New Team:** This feature is used to add a New Team.
- **Filter by:** This feature searches for and locates names.
- **Paging:** This feature is used to navigate to a certain page.
- **Nama:** This column displays the name of the team.
- **Leader:** Displays the name of the leader of a certain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

Search Team Name		TEAM MANAGEMENT	+ ADD NEW	
No.	Name	Leader	Email	Action
17	Dept Test	Jhgjh Jomblo Ngenes Njajal Leader Rachel Ryan TLTLTLTLTLTLTLT	ferro@logique.co.id jones@gmail.com njajalleader@mail.com rachel@gmail.com ryan@logique.co.id testTL@mail.com	Edit Active Delete
18	Design Team	Angel Anohter Test Tl Gontang Prakasa Klkklklk Lllilideer Lklklklk Staff Tujuh Yusup	angel@logique.co.id anothertl@mail.com gontangprakasa02@gmail.com kkkkkkkk@mail.com ledder@email.com lkllklkk@mail.com staff7@mail.com yusup@gmail.com	Edit Active Delete
20	Development Team	Andre Daniel Dwi Leader Cek Jojo Star Leader Test Leader Ridwan Gmail Dwi Leader Team Leader Test Tl	andre@logique.co.id daniel@logique.co.id dwidminmail@gmail.com dwileader1@email.com irmayunita20691+5@gmail.com jojo@mail.com leader.baru@gmail.com leader.test@gmail.co leader@gmail.com ridwan.logique@gmail.com	Edit Active Delete

Gambar 6.1 Team Settings Page

6.1. Add Team

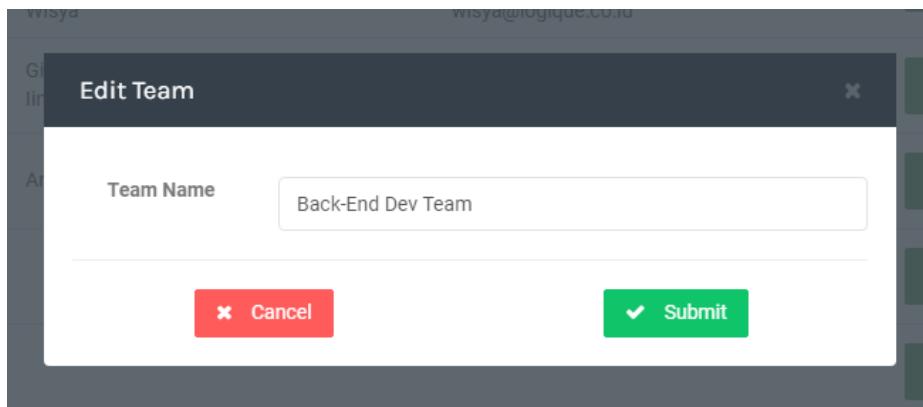
This feature adds a new team to Dokodemo-Kerja. Filling in the Team Name is required to use this feature. (See Figure 6.2)



Gambar 6.2 Add Team

6.2. Edit Team

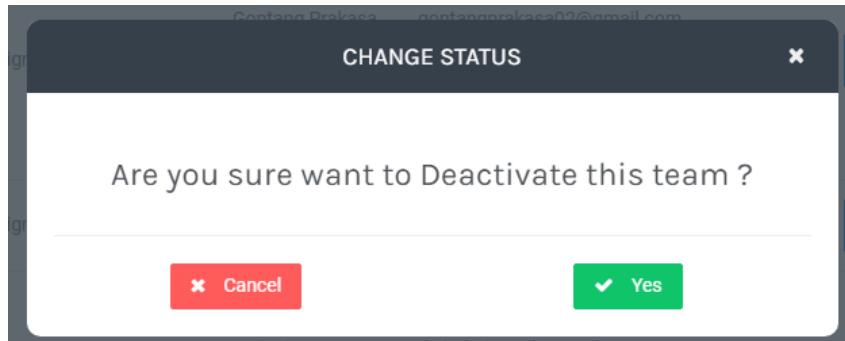
This feature is used to edit information regarding registered team. (See Figure 6.3)



Gambar 6.3 Edit Team

6.3. Change Status

This feature changes the status of a team to active or inactive.
 (See Figure 6.4)



Gambar 6.4 Change Team Status

6.4. Filter By or Search Data

This filter searches for and locates names within a specific team.
 (See Figure 6.5)

Search Team Name		TEAM MANAGEMENT			+ ADD NEW	
No.	Name	Leader	Email	Action		
17	Dept Test	Jhgjh Jomblo Ngenes Njajal Leader Rachel Ryan	ferro@logique.co.id jones@mail.com njajalleader@mail.com rachel@gmail.com ryan1@logique.co.id	Edit Active Delete		

Gambar 6.5 Team Filter

6.5. Pagination

This feature switches to the next page or to a specific page required.
 (See Figure 6.6)

20	Development Team	DWI Leader Cek Mimin 5 Jojo Star Leader Baru Leader Test Leader Ridwan Gmail Dwi Leader Team Leader Test TI	dwileader11@gmail.com irmayunita20691+5@gmail.com jojo@mail.com leader.baru@gmail.com leader.test@gmail.co leader@gmail.com ridwan.logique@gmail.com staffdwi@email.com teamleader.test@logique.co.id tl@gmail.com	Edit Active Delete
 < < 1 2 3 4 5 > >				

Gambar 6.6 Team Pagination

Settings – Day Off

The menus listed in this page can be used to adjust the data displayed in the Attendance page

7.1. Update Leave

The menu on the left is used to update the leave quota of a chosen team or to update everyone's leave quota at once. Meanwhile, the one on the right is for updating individual quotas which have been converted into a csv form. (See Figure 7.1) The csv form can be downloaded through the link provided in the instruction.

DAY OFF SETTINGS

Update Leave

Mass Adjust Leave Quota

Import Day Off Data

Custom Day Off

Working Days / Holidays

Attendance

Team: All

Leave Quota: 0 / Year

Add/Reset: Choose One...

Choose File: No file chosen

Import

Import csv file by clicking the button above. Before importing data, please make sure all data are correctly formatted as shown on the example here.

By importing the data, leave quota will be "added" or "reset" based on the chosen mode.

Gambar 7.1 Update Leave Settings

1. Mass Adjust Leave Quota

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

- **Team:** If the update is not limited by team, select All from the dropdown
- **Staff:** This option will only appear after a Team is picked. Otherwise, it remains hidden.
- **Leave Quota:** There is no limit to the addition of the leave quota, note that the field can only be filled with numbers. The added leave will be forfeited in the following year.
- **Add/Reset:** Add is to increase the leave quota, while Reset is to replace the leave quota.

2. Import Day Off Data

This feature is used to update the leave quota based on the uploaded csv file. Download sample / data format from [this link](#).

- **Add/Reset:** Add is to increase the leave quota, and reset is to replace the leave quota.
- **Import:** After downloading and completing the leave quota based on the template embedded above, upload the appropriate file by pressing the Choose File button, then press the Import button.

7.2. Custom Day Off

This page is used to add types of day off and leave. There are several buttons on this page, namely; Add New, Edit, and Delete. (See Figure 7.2)

1. **Add New:** functions to add 1 new type of day off.
2. **Edit:** functions to change the details of registered day off
3. **Delete:** functions to delete the registered day off

The screenshot shows a user interface titled 'DAY OFF SETTINGS'. On the left, there's a sidebar with options: 'Update Leave', 'Custom Day Off' (which is selected and highlighted in blue), 'Working Days / Holidays', and 'Attendance'. The main area is titled 'Day Off Type' and contains a table with four rows of data:

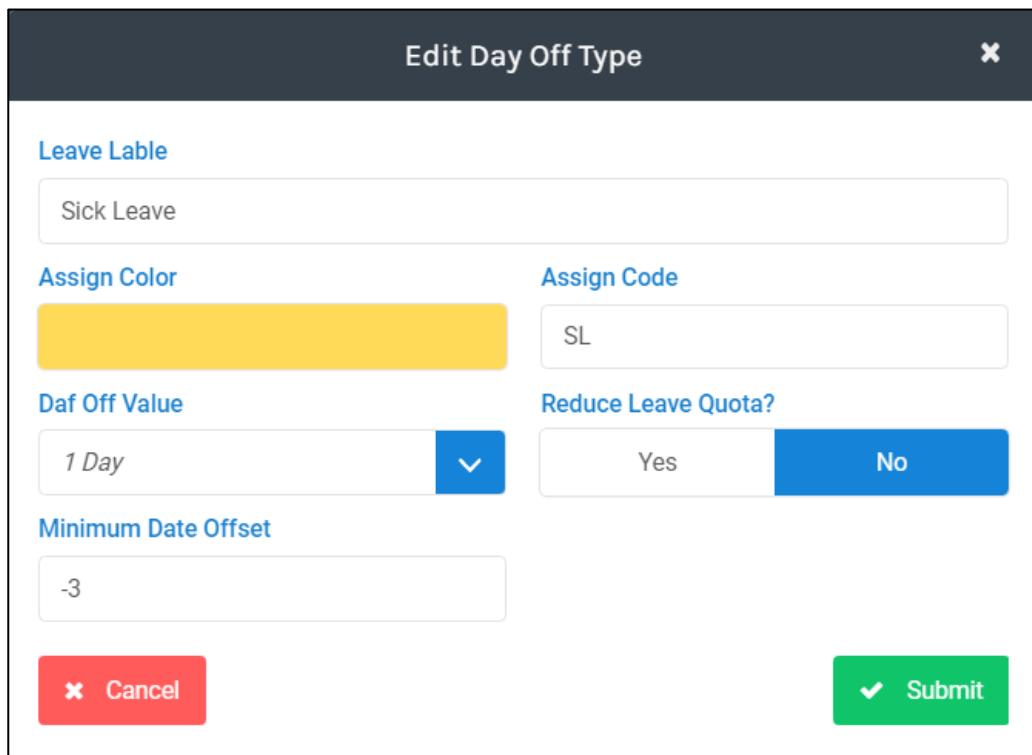
Leave Name	Code	Edit	Delete
Half-Day Paid	HP	<button>Edit</button>	<button>Delete</button>
Pregnancy Leave	PL	<button>Edit</button>	<button>Delete</button>
Regular	RG	<button>Edit</button>	<button>Delete</button>
Sick Leave	SL	<button>Edit</button>	<button>Delete</button>

A yellow button labeled '+ Add New' is located at the top right of the table area.

Gambar 7.2 Custom Day off Settings

Here are the details of the day off settings.

1. **Day Off Name:** The name of the day off
2. **Assign Color:** The assigned day off colour that will be visible on the Attendance History page
3. **Assign Code:** The day off code that will be visible on the Attendance History page
4. **Day Off Value:**
 - a. 1 Day: The value of the day off is 1 day
 - b. ½ Day: The value of the day off is half a day
5. **Reduce Leave Quota:**
 - a. Yes: Day off will reduce the leave quota
 - b. No: Day off will not reduce the leave quota
6. **Minimum Date Offset:** The minimum day off for submission. The field can be filled with negative numbers, if employees are allowed to request a day off on a past date (backdate). For example:
 - a. 10 days: Staff can only select a day off date 10 days from now
 - b. -14 days: Staff can select a day off date from 14 days ago



The screenshot shows a modal window titled "Edit Day Off Type". The "Leave Label" field contains "Sick Leave". The "Assign Color" field is yellow, and the "Assign Code" field contains "SL". The "Day Off Value" dropdown is set to "1 Day". The "Reduce Leave Quota?" section has "Yes" as the selected option. The "Minimum Date Offset" input field contains "-3". At the bottom, there are "Cancel" and "Submit" buttons.

Gambar 7.3 Custom Day off Settings

7.3. Working Days / Holidays

This page is used to set apart the weekdays from the weekends.
(See Figure 7.4)

The screenshot shows a 'DAY OFF SETTINGS' interface. On the left, there's a sidebar with 'Update Leave', 'Custom Day Off', and 'Working Days / Holidays' (which is selected and highlighted in blue). The main area has two tables.

Working Days	
Days	Action
Sunday	No
Monday	Yes
Tuesday	Yes
Wednesday	Yes
Thursday	Yes
Friday	Yes
Saturday	No

Date	Day	Description	Action
31st July	Friday	Eid al-Adha	<button>Edit</button> <button>Delete</button>
17th August	Monday	Independence day	<button>Edit</button> <button>Delete</button>
28th October	Wednesday	Prophet's Birthday	<button>Edit</button> <button>Delete</button>
29th October	Thursday	Prophet's Birthday	<button>Edit</button> <button>Delete</button>
24th December	Thursday	Natal	<button>Edit</button> <button>Delete</button>
25th December	Friday	Natal dan Tahun Baru	<button>Edit</button> <button>Delete</button>

Gambar 7.4 Working Days / Holidays Page

1. Working Days

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

2. Holidays

This menu is used to add, change, and delete specific holidays. Here are the details of the Holidays settings.

- **Holiday Name:** the name of the vacation
- **Holiday Start:** the start date of the holiday
- **Holiday End:** the end date of the holiday (choose the same date if the holiday is only 1 day)
- **Annual Occurrence:** Does the holiday fall on the same date every year?

The screenshot shows a modal dialog titled 'Add Holiday'. It contains the following fields:

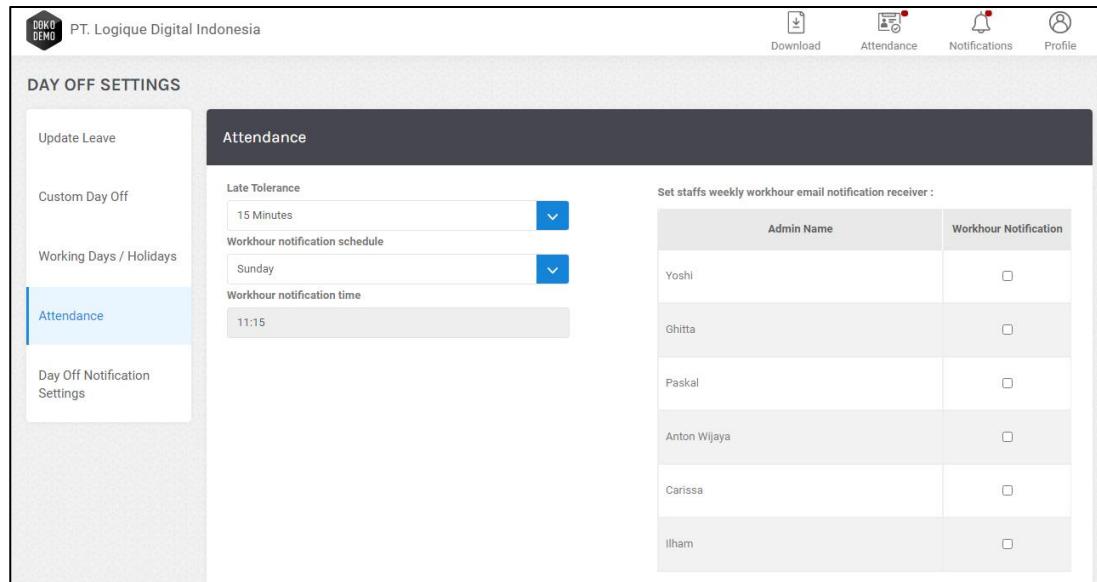
- Holiday Name ***: A text input field with placeholder 'Holiday Name'.
- Holiday Start**: A date input field showing '2020-11-09'.
- Holiday End**: A date input field showing '2020-11-09'.
- Annual Occurrence?**: A radio button group with 'Yes' (selected) and 'No' options.

At the bottom of the modal are 'Cancel' and 'Submit' buttons.

Gambar 7.5 Add Holiday Form

7.4. Attendance

This menu is used to determine late tolerance, or tardiness. Hit the Late Tolerance dropdown, choose a time, and click the Save Changes button.



Gambar 7.6 Halaman attendance settings

1. Late Tolerance

Click the Late Tolerance dropdown, choose a time, and click the Save Changes button.

For example: If the selected dropdown is 15 minutes, and the employee starts the program 16 minutes exceeding the chosen Starting Time, the staff will be considered 16 minutes late, and not 1 minute.

2. Workhour notification schedule

This feature is to choose whether the super admin / admin will receive an email notification containing a list of employee names who have not met the minimum working hours, which is 40 hours.

The dropdown is used to select days, or to not receive any emails at all.

3. Workhour notification time

This feature is used to determine what time the email is sent each week.

4. Set Staff weekly workhour email notification receiver

This table shows a list of admins and super admins who can receive work hour notification emails. Click the checkbox to determine who will receive the email.

7.5. Day Off Notification

This menu is used to determine the super admin / admin who will receive an email notification whenever a staff requests for a day off regardless of the department. (See Figure 7.7)

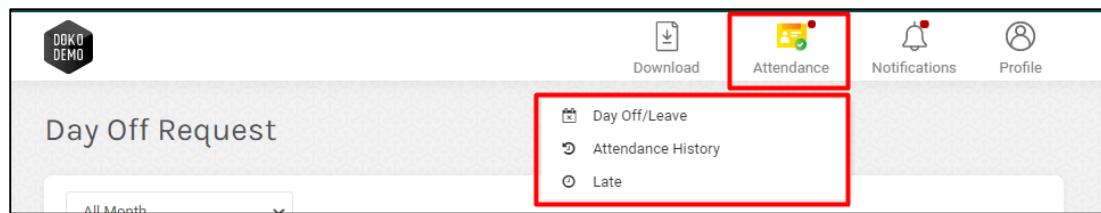
Even though the team leader name is not listed in the table, they will still receive an email, but only when they are selected as the Person Informed on the application form.

Admin Name	Day Off Notification
Yoshi	<input type="checkbox"/>
Ghitta	<input type="checkbox"/>
Paskal	<input type="checkbox"/>
Anton Wijaya	<input type="checkbox"/>
Carissa	<input type="checkbox"/>
Ilham	<input type="checkbox"/>

Gambar 7.7 Day Off Notification Settings

Attendance Admin

The Attendance feature can be accessed via the top navigation menu. This feature is divided into 3 pages.



Gambar 8.1 Attendance Page – Admin

8.1. Day Off / Leave

The Day off page is divided into 2 sections; My Day Off Request and Day Off Request. All things related to leave and day off management can be done here.

1. My Day Off Request

The first table is used to manage personal day off applications. This menu consists of 2 tabs; Active and Closed.

- **Active** Tab stores applications that are still waiting for approval (**Pending**), and those that have been approved (**Approved**).
- **Closed** Tab stores applications that have been rejected (**Rejected**) and those that have passed.

A screenshot of a web application interface titled "My Day Off Request". It shows a table of leave applications. The table has columns for Date Range, Leave Type, Person Informed, Description, and Status. There are two rows of data:

Date Range	Leave Type	Person Informed	Description	Status
04/11/2020 - 05/11/2020	Sick Leave	\$Doko.SuperAdmin	test	Approved
09/10/2020	Sick Leave	IOS User	sakit	Pending

At the bottom of the table, there are navigation arrows for pagination. The text "Showing 1 to 4 of 4 entries" is visible at the bottom of the table area.

Gambar 8.2 My Day Off Request

To apply for a day off, press the Request Day Off button. A form, as shown on Figure 8.3, will appear.

The screenshot shows a modal window titled "Day Off Request". At the top, it displays "Remaining Active Leave Quota: 0 Day(s)". Below this, there are sections for "Day Off Type" (set to "Sick Leave"), "Date Range" (set to "09/13/2020-09/15/2020"), and "Person Informed" (set to "Anton"). There is also an "Attachment" section with a placeholder "Drop files here to upload". The "Description" field contains the text "Keracunan Makanan." and features a small "G" icon, indicating it's a Google document. At the bottom, there are "Cancel" and "Submit" buttons.

Gambar 8.3 Day Off Request Form

- **Remaining Active Leave Quota:** Remaining leave quota. If the proposed day off date exceeds the remaining leave quota, provided that the type of day off chosen will reduce the leave quota, the application will be rejected automatically.
- **Day Off Type:** Options for the type of day off applied by the Admin.
- **Date Range:** Select the date(s) for the proposed day off. The date selected may be more than one day, but the starting and ending should not fall on a holiday.

- **Person Informed:** Supervisor/Team Leader who will receive the day off requests on their dashboard.
- **Attachment:** A feature to attach day off files in pdf or image form. Can be used to attach a doctor's letter or other files.
- **Description:** A day off explanation column that can be seen by the Team Leader and Admin as a consideration for the requested day off.

2. Day Off Request

Day Off Request (Team's Day Off Request for team leaders) in the second table contains requests for day offs from staff. The following is an explanation of the columns which can be seen in Figure 8.4.

- **Date:** The requested day off date
- **Leave Type:** The selected day off type
- **Request From:** Name of the staff requesting day off
- **Supervisor Name:** Name of the requestor's supervisor
- **Supervisor Status:** Team Leader's decisions regarding the day off application. This status serves as a consideration, and not a determinant
- **HR Status:** HR or Admin's decision regarding the day off application. This status determines whether a day off application is accepted or rejected.
- **Action:** The View button displays details of a day off request so the HR can accept / reject a day off request (See Figure 8.5).

Day Off Request

Date	Leave Type	Request From	Supervisor Name	Supervisor Status	HR Status	Actions
11/09/2020	Sick Leave	Sta Irma	Mimin 5	Rejected	-	<button>View</button>
17/09/2020	Regular	Ali Oncom	Jojo Star	Pending	Pending	<button>View</button>
21/09/2020	Sick Leave	Sta Irma	Mimin 5	Pending	Pending	<button>View</button>
14/09/2020 - 18/09/2020	Half-Day Paid	Sta Irma	Mimin 5	Approved	Approved	<button>View</button>
04/09/2020	Half-Day Paid	Sta Irma	Mimin 5	Approved	Approved	<button>View</button>

|< < 1 2 > >|

Showing 1 to 10 of 12 entries

Gambar 8.4 Day Off Request Table

Day Off Request

Date Range :	Person Informed :
21/09/2020	Eric
Leave Type :	Request Status :
Sick Leave	Pending
Attachment :	
Detail :	
sakit 3 hari yang lalu	
Reject	Approve

Gambar 8.5 View Day Off Request

8.2. Attendance History

The Attendance History page shows employee attendance which contains days off, leave, sickness, or other day offs that have been set up in the settings page.

1. Monthly

Figure 8.6 shows employee absences for 1 month. Staff names can be clicked to display the attendance history (See Figure 8.7).

This screenshot displays a monthly attendance history table. At the top, there are buttons for Print, Excel, PDF, and a search bar for 'Search Email Address'. Below the header, there's a date range selector showing 'September, 2020' and buttons for 'Monthly' and 'Yearly'. The main table has columns for 'Name' and 'Work Days' followed by numbered days from 1 to 30. Each cell in the grid represents an employee's attendance status for that specific day. Most cells are grey, indicating regular work days, while some are green, indicating days off or other types of absences. The table includes pagination at the bottom, showing 'Showing 41 to 50 of 77 entries'.

Gambar 8.6 Monthly Employee Attendance

This screenshot shows the detailed absence history for an employee named Carissa. At the top, it displays her name, supervisor (Hase), and the period from '1 September 2020 - 30 September 2020'. On the left, there's a summary box showing 'Remaining Leave: 0 Day(s)', 'Active Work Days: 13 Day(s)', and buttons for 'Sick: 0', 'Paid: 0', and 'Unpaid Leave: 0'. Below this is another summary box for 'Starting Time: 09:00:00', 'With Notice: 0', and 'Without Notice: 1'. To the right, there are two tables. The first table, titled 'Day Off', has columns for Date, Leave Type, Person Informed, and Description, with a note 'No data available in table' and a blue button '+ Add New'. The second table, titled 'Late', has columns for Date, Start Time, Margin, Notice, Person Informed, Description, and Actions, with one entry listed: '16/09/2020 09:05:00 5M No -' and edit/pencil icons. Both tables include pagination at the bottom.

Gambar 8.7 Employee Absence Detail

On the left side of the table, you can see the summary of employee attendance which contains the records of leaves and tardiness for up to a month.

There are 2 tables in attendance details. Day off table shows all day offs that have passed, and the Late table indicates on which days the employees are late.

- Day Off

The admin can add a day off that is not submitted by the staff by clicking the Add New button (See Figure 8.8). When the Add New button is clicked, a form similar to the Day Off Request will appear (Gambar 8.3).

Day Off				1 September 2020 - 30 September 2020
Date	Leave Type	Person Informed	Description	
No data available in table				
+ Add New				

Gambar 8.8 Day Off Table– Monthly Attendance

- Late

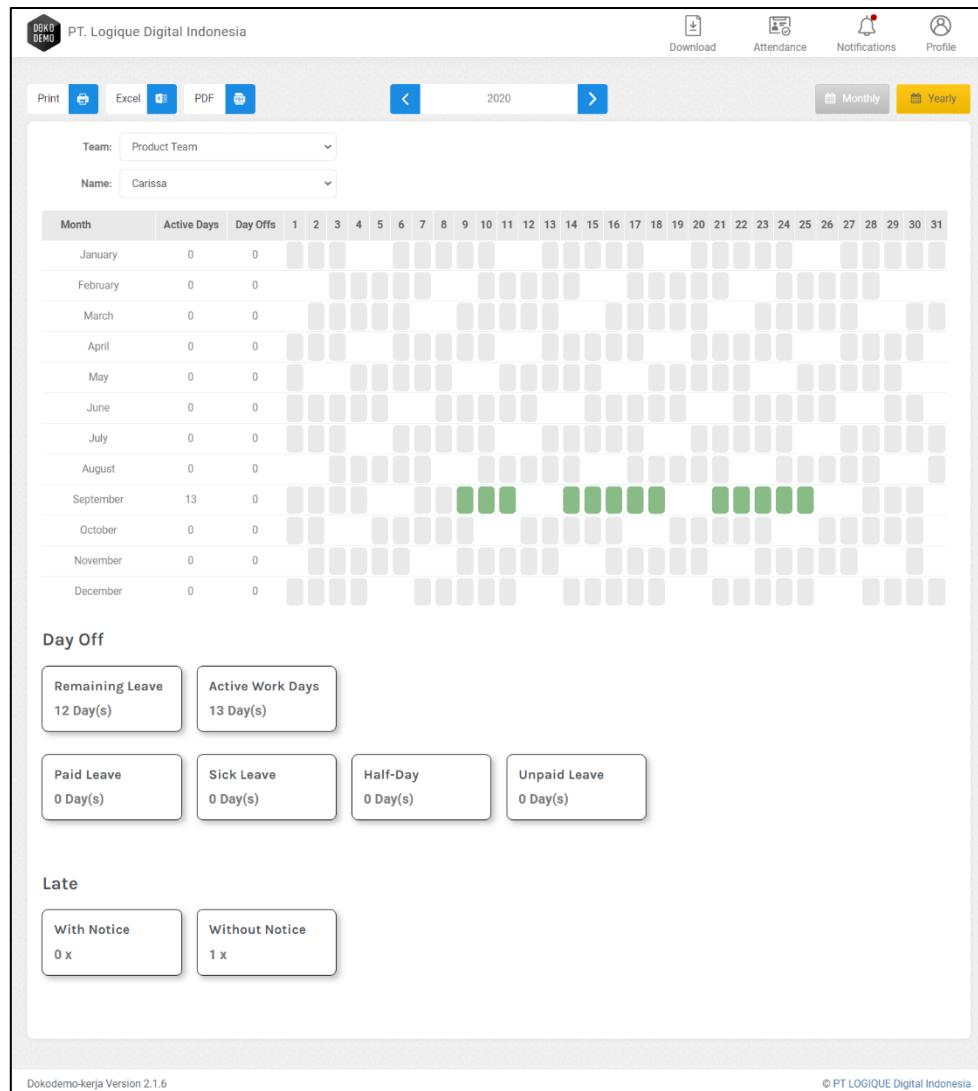
The Late table (Figure 8.9) shows the number of times the employee was late in the span of 1 month. Data will be updated automatically, so there is no Add New button in this table. If the edit button is pressed, a form to change the details of the delay will appear (See Figure 8.).

Late						
Date	Start Time	Margin	Notice	Person Informed	Description	Actions
16/09/2020	09:05:00	5M	No	-		Edit 
 < < 1 > > Showing 1 to 1 of 1 entries						

Gambar 8.9 Late Table– Monthly Attendance

2. Yearly

The admin must first select the team and staff name to display the employee's absence history. The first table shows the records of attendance, tardiness, day off, leave, and holidays for 1 year.



Gambar 8.9 Attendance table – Yearly Attendance

8.3. Late

The Late page shows employees who are tardy and who have not started the Dokodemo-Kerja application on that day. Delay details can be edited by HR if necessary. The Late History table is divided into 2.

1. Started

This tab is filled with the names of people who are late but have started the application (See Figure 8.10). Edit button is used to add the reason for the delay. (See Figure 8.11).

The screenshot shows a web-based application interface titled "Late History". At the top, there are navigation arrows and a date indicator "23/09/2020". Below the title, there are two tabs: "Started" (which is selected) and "Not Started". A table displays the following data:

Staff Name	Default Start Time	Start Time	Margin	Notice	Person Informed	Description	Actions
Sta Irma	09:00:00	11:18:00	02:18	No	-		<button>Edit</button>

At the bottom, there are navigation icons for first, previous, next, and last pages, with the number "1" indicating the current page. The footer message says "Showing 1 to 1 of 1 entries".

Gambar 8.10 Late History Page

Edit Late Attendance Detail

Date :	Start Time :
2020-09-23	11:18:00
Notification :	
<input type="radio"/> No <input checked="" type="radio"/> Yes	
Person Informed	
<input type="text" value="Andre"/>	
Description	
<input type="text" value="Overslept"/>	

✖ Cancel
✓ Submit

Gambar 8.11 Edit Late Detail

2. Not Started

This tab is filled with the names of people who are late, and have not started the application (See Figure 8.12).

Late History

Started	Not Started	Default Start Time												
	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Staff Name</td> <td style="width: 80%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Yoshi</td> <td></td> <td>08:00:00</td> </tr> <tr> <td>Yolanda</td> <td></td> <td>08:00:00</td> </tr> <tr> <td>Willy</td> <td></td> <td>08:00:00</td> </tr> </table>	Staff Name			Yoshi		08:00:00	Yolanda		08:00:00	Willy		08:00:00	
Staff Name														
Yoshi		08:00:00												
Yolanda		08:00:00												
Willy		08:00:00												

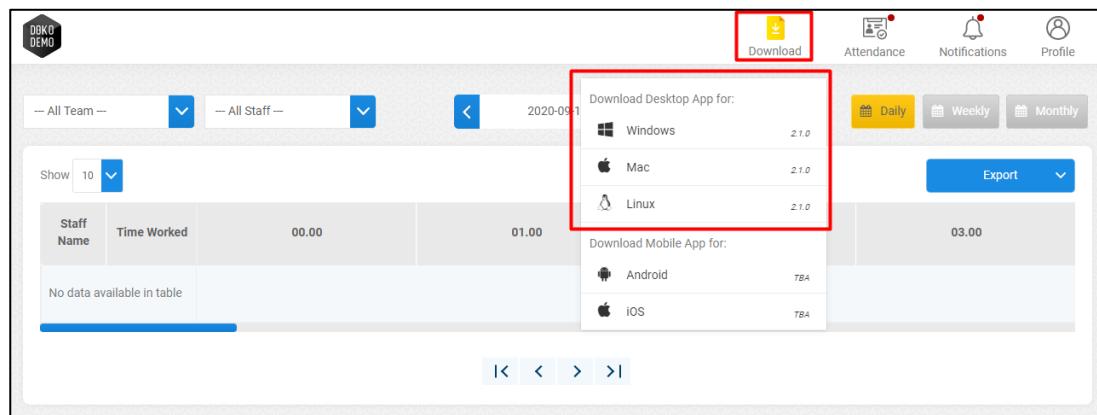
|<
<
1
2
3
4
5
...
23
>
>|

Showing 1 to 10 of 226 entries

Gambar 8.12 Edit Late Detail

Desktop App

Dokodemo-Kerja's desktop app can be downloaded through the navigation bar, as shown on Figure 8.1. The Desktop App is available in 3 platforms; Linux, Mac, and Windows. As for the mobile app, they can be downloaded through Play Store, App Store, or directly from the website.

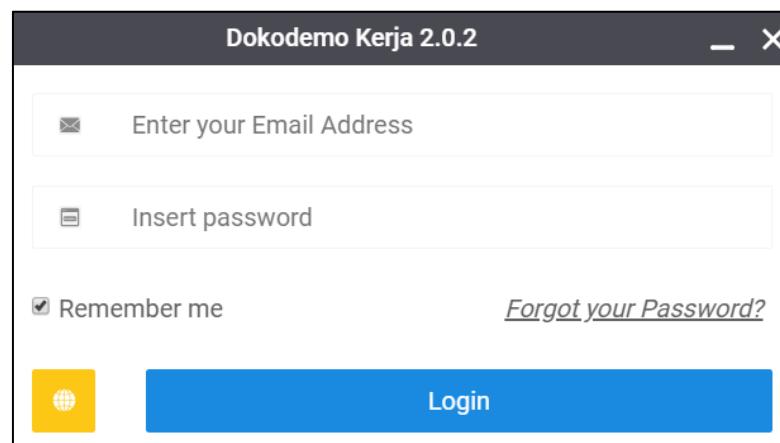


Gambar 9.1 Desktop App Download Link

The Desktop App can only be used by users registered in the Dokodemo-Kerja's systems. The app consists of several features described below.

1. Login

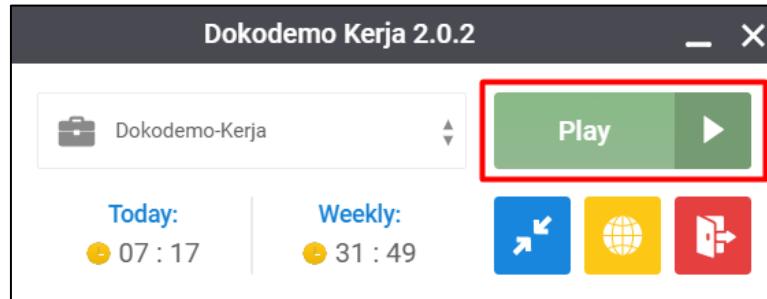
Login by using the correct email address and password. An internet connection is needed to login. (See Figure 9.2)



Gambar 9.2 Desktop App Login

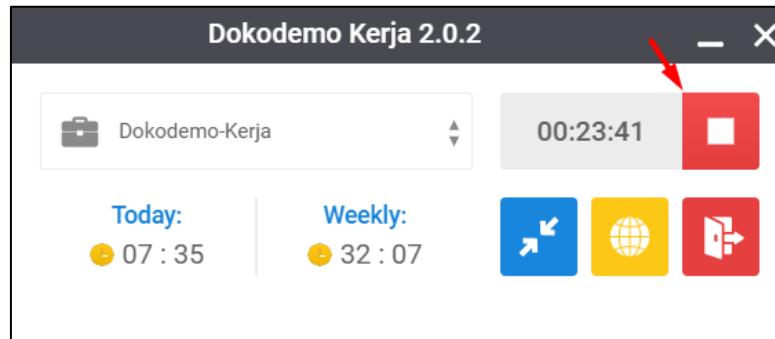
2. Start / Stop Task

To start the time counter, press the “Play” button. (See Figure 9.3)



Gambar 9.3 Desktop App Play

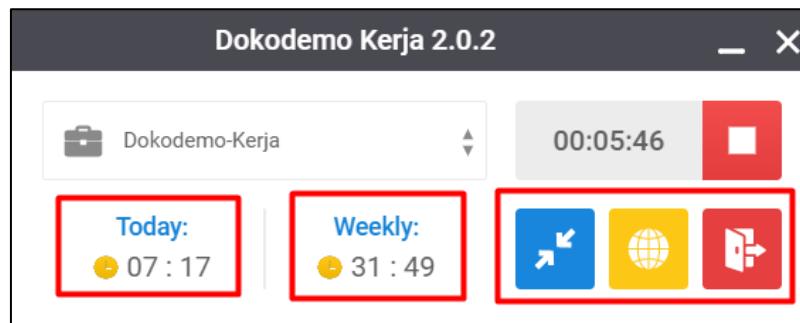
To stop the time counter, press the Stop button. (See Figure 9.4)



Gambar 9.4 Desktop App Stop

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



Gambar 9.5 Desktop App Features

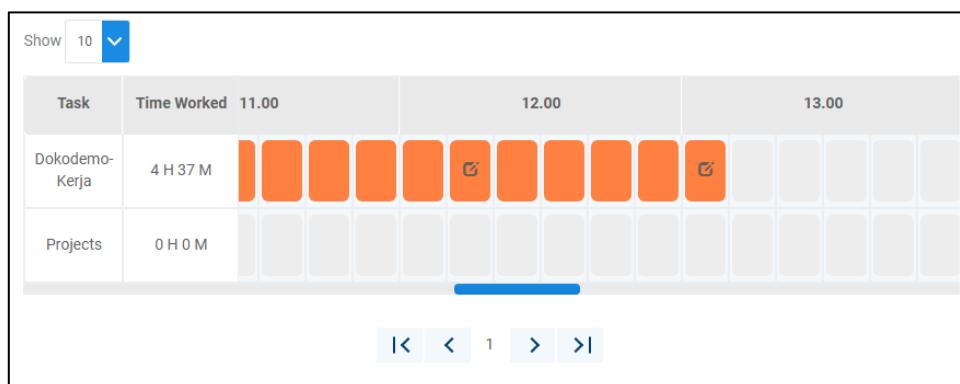
Dashboard – Staff

This is the main web dashboard of Dokodemo-Kerja's staff.

10.1. Homepage Staff

The page can be used by registered staff to see their own screenshots which have been taken by the application. This page contains the following features.

1. **Filter by Date:** Through this feature, staffs are able to filter through their time tracking records by date. Simply select the desired date and the appropriate time tracking record will then be displayed
2. **Daily:** This button allows staff to view their daily time tracking record.
3. **Weekly:** This button allows staff to view time tracking records for up to 1 week.
4. **Monthly:** This button allows staff to view time tracking records for up to 1 month.
5. **Time Tracker:** The first table of the dashboard page shows the staff's daily work time record.
 - **Show:** Staff can choose how many rows of tasks are shown
 - **Task:** Staff can see the name of the tasks they have worked
 - **Time Worked:** Staff can view the total time spent on each task
 - **Time Column:** Staff can see details related to the minutes and hours spent on a specific task
 - **Pagination:** This feature can be used to navigate to the next page when the data exceeds the number chosen on the “Show” dropdown.



Gambar 10.1 Staff's Time Tracker



6. **Total Time / Set Time:** Displays the total work hour in a day and the set time determined by the admin.
7. **Comment:** Staff can receive/reply to comments made by team leaders or admins.
8. **History Edited Time:** Displays the records of edited work hours, if any.

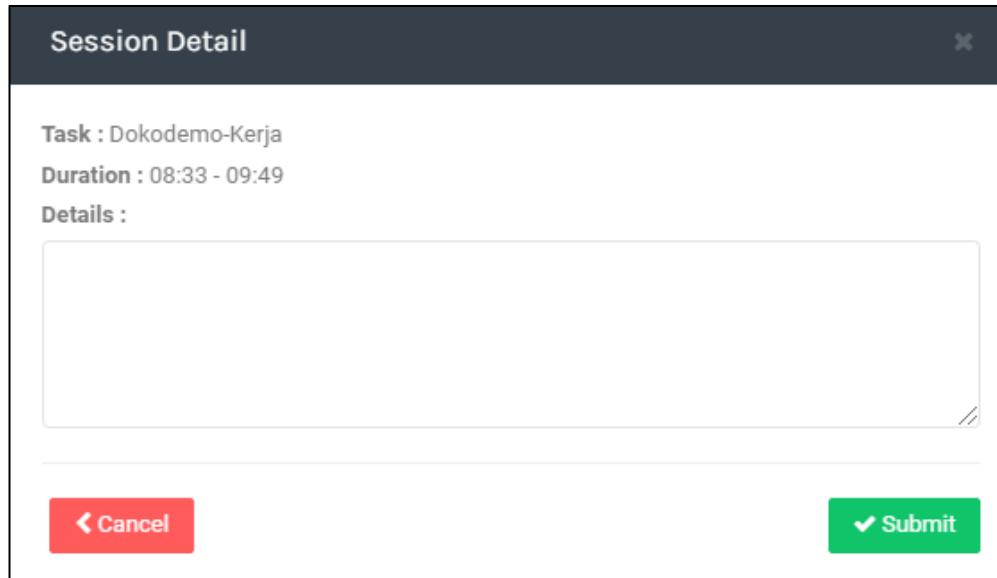
The screenshot displays the Staff's Web Dashboard with the following features highlighted:

- 1**: Total Time / Set Time: A timeline showing work hours from 13:00 to 15:00. It includes tasks like Dokodemo-Kerja (6 H 16 M), Projects (0 H 0 M), and MEETING (1 H 11 M). The timeline bars are orange for Dokodemo-Kerja and teal for MEETING.
- 2**: Comment: A comment input field with placeholder "Type your comment here..." and a "SUBMIT" button.
- 3**: History Edited Time: A table showing edited time records for Projects and Dokodemo-Kerja.
- 4**: Session Details: A table showing session details for various tasks.
- 5**: Screen Record: A table showing screen record details for tasks.
- 6**: Location Track: A table showing location track details for tasks.

Other visible elements include the company name "PT. Logique Digital Indonesia" at the top, navigation buttons, and a footer with version information and copyright details.

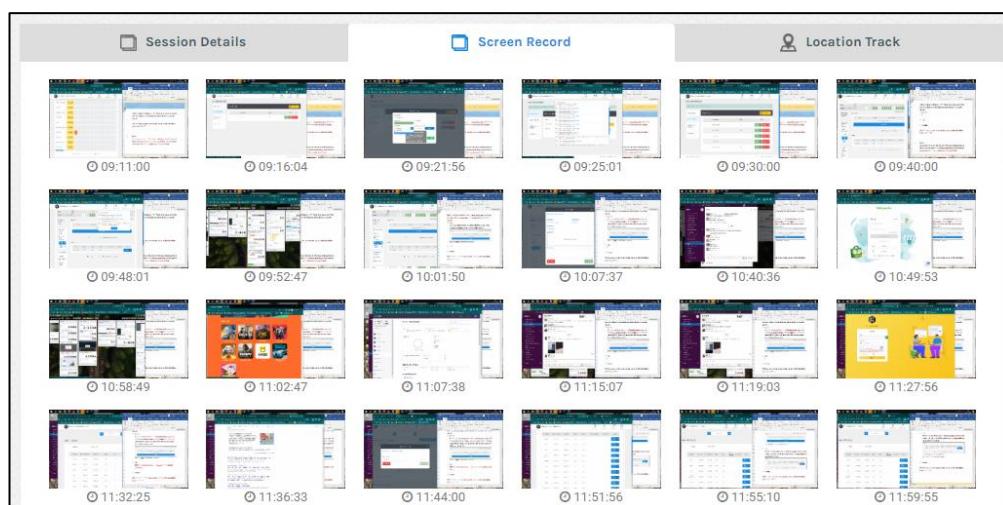
Gambar 10.2 Staff's Web Dashboard

9. **Session Details:** This feature can be used as a daily work log. A session appears whenever the staff presses the Start, then the Stop button. Even if the staff were to work on the same task, the session will be split when the stop button is pressed. The **Edit** button is used to fill in the session description. (See Figure 10.3)



Gambar 10.3 Edit Session Detail

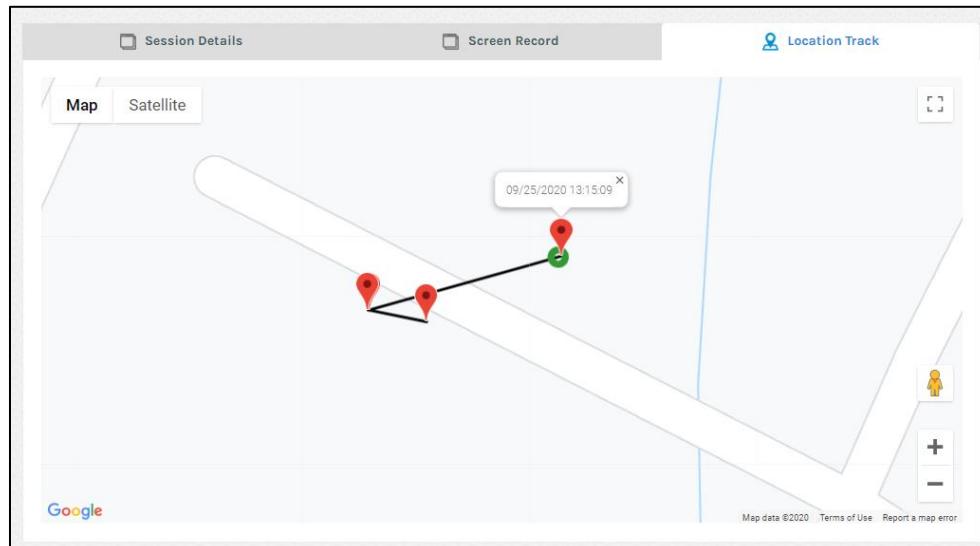
10. **Screen Record:** This section displays all screenshots taken in a day. These screenshots are taken randomly at the interval of 3-10 minutes. The image resolutions are very low in order to protect the staff's privacy to a degree.



Gambar 10.4 Session Record

11. Location Track: This feature can be used to track the staff location if they use the mobile version of Dokodemo-Kerja instead of the desktop version.

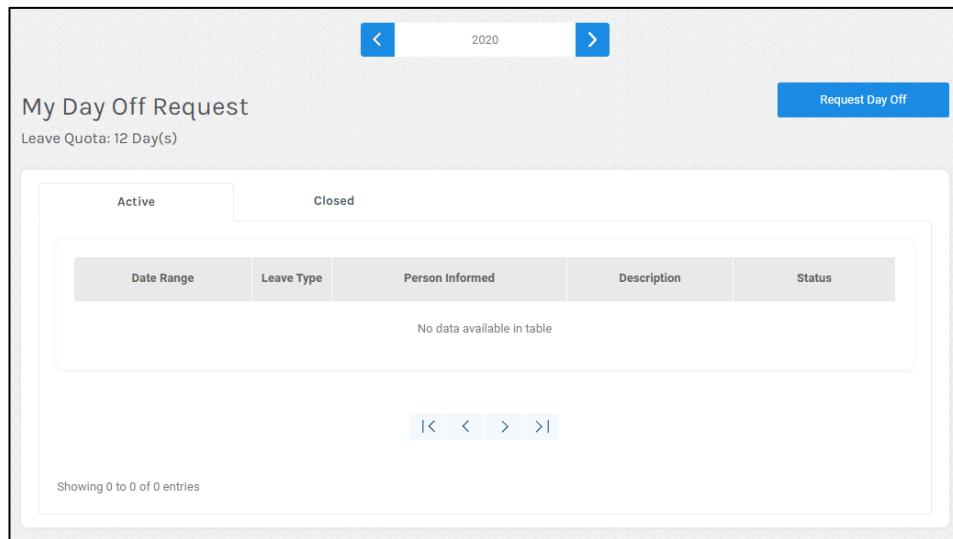
- The red pinpoint shows the staff's location, and it can be clicked to reveal the date and time in which the staff is present at the location.
- The circular green icon moves from one pinpoint to another to show the route that the staff take.



Gambar 10.5 Location Tracker

10.2. Attendance Staff

Staff will not be able to see their own attendance record, but they can request day offs which can be accessed through the top navigation. When the “Request Day Off” button is clicked, an online form will appear, as previously seen on Figure 8.2.



Gambar 10.6 Day Off / Leave Request Page – Staff

