

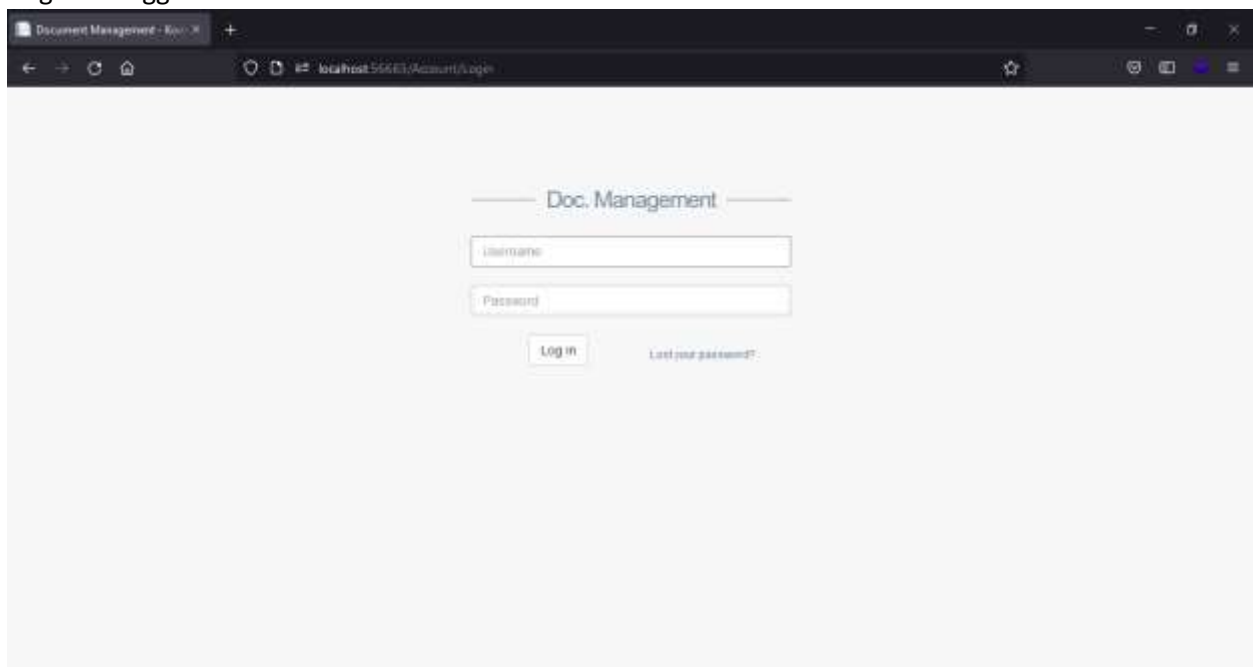
How To

Penggunaan Aplikasi Document Management System

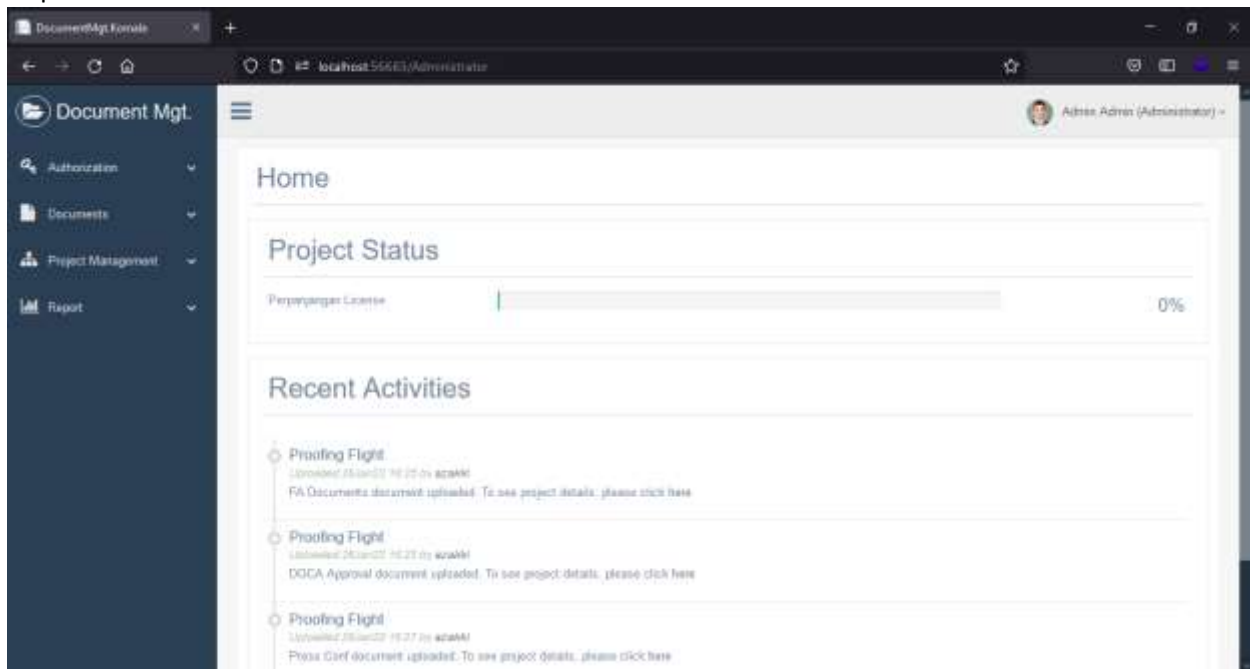
Daftar Isi

- A. Sebagai Administrator
 - 1. Login
 - 2. Authorization
 - 3. Documents
 - 4. News
 - 5. Project Management
 - 6. Report
- B. Sebagai Supervisor
 - 1. Login
 - 2. Administration
 - 3. News
 - 4. Documents
- C. Sebagai User
 - 1. Login
 - 2. Assigned Project
 - 3. Documents
- D. General
 - 1. Change Password
 - 2. Reset Password

- A. Sebagai Administrator:
 - 1. Login dengan menggunakan akun Administrator



Tampilan pada akun Administrator



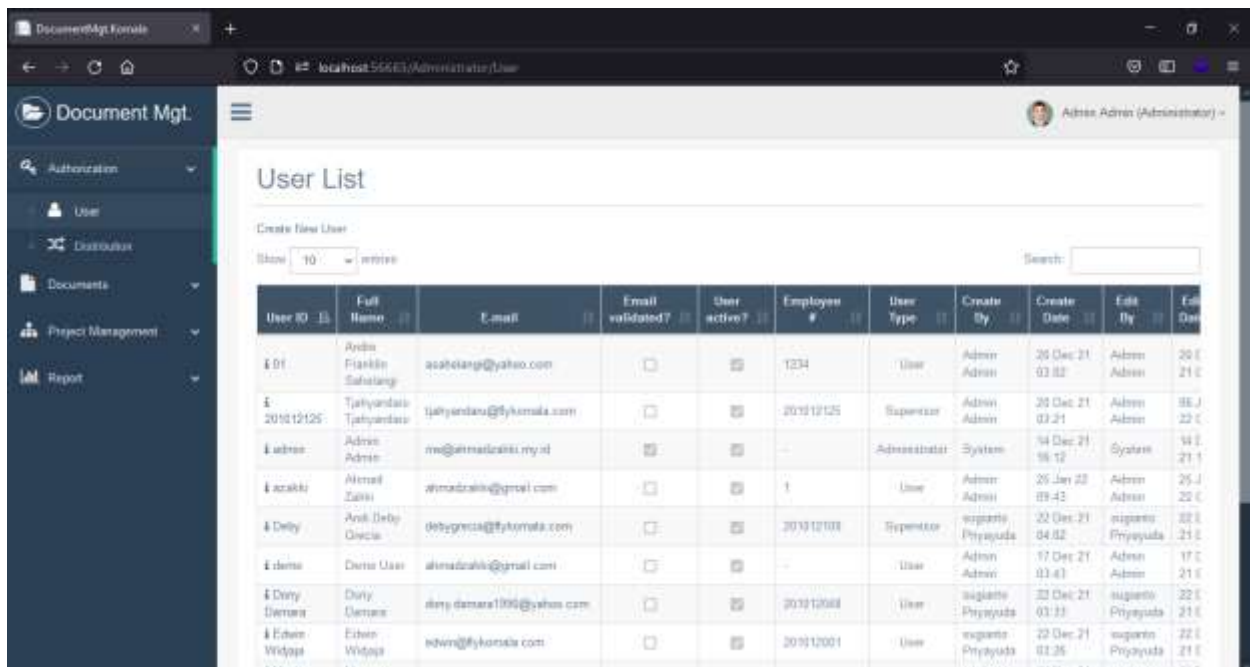
Dalam akun Administrator, terdiri dari menu **Authorization, Documents, Project Management & Report**

2. Authorization

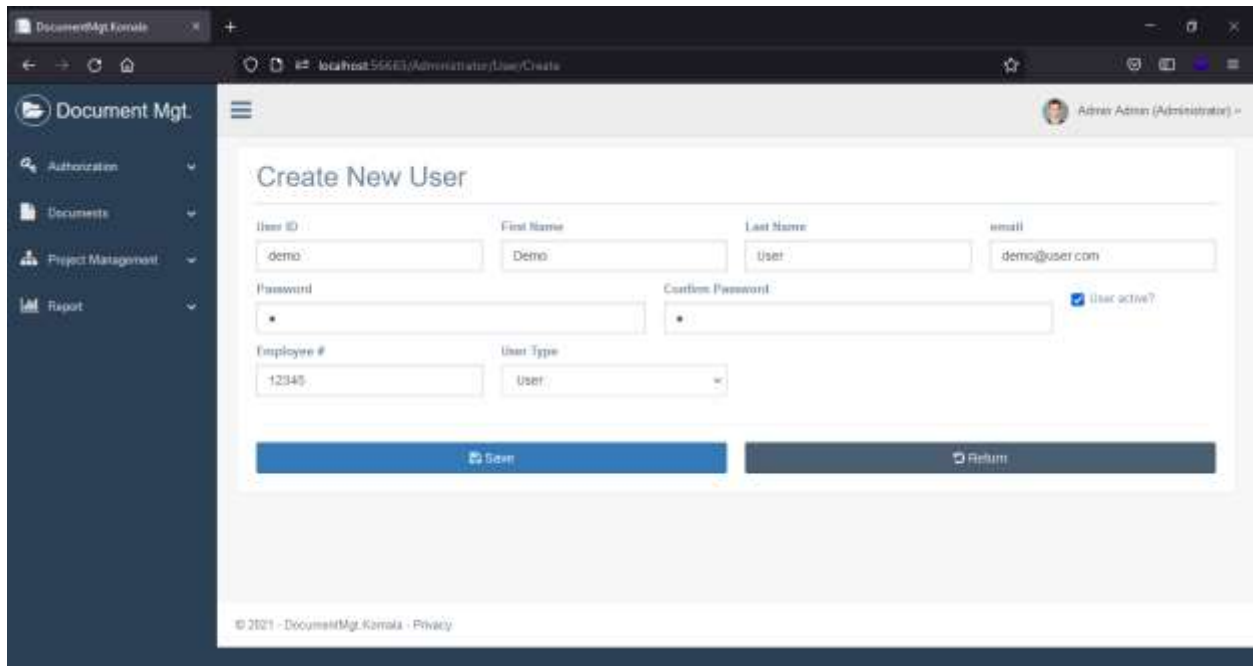
2.1. User

Menu User disini adalah untuk menambahkan/merubah/menghapus daftar pengguna. User dibagi menjadi 3 kelompok, yaitu **Administrator, Supervisor** dan **User**.

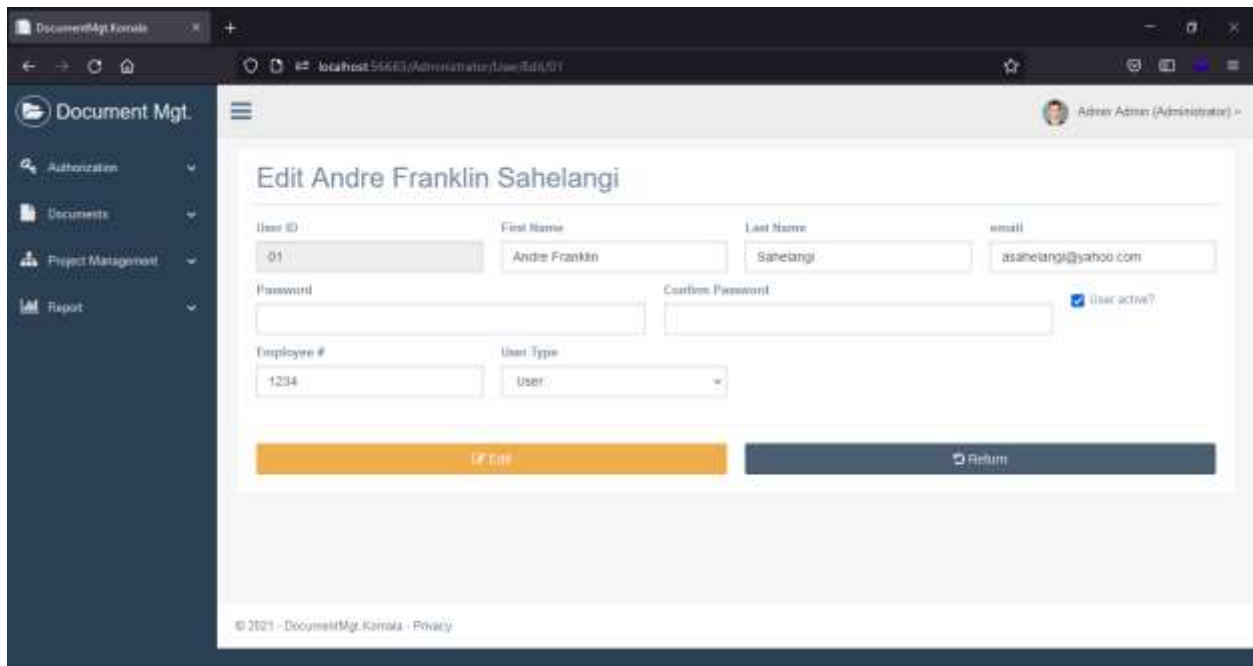
2.1.1. Daftar User



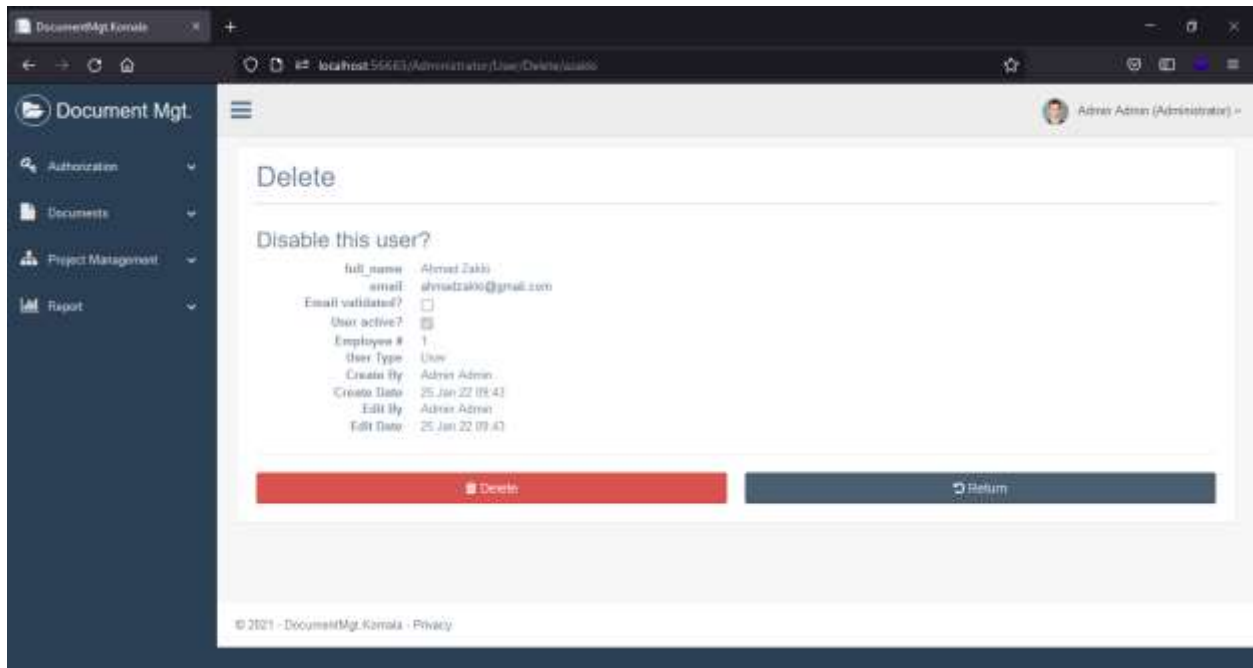
2.1.2. Membuat User



2.1.3. Merubah User

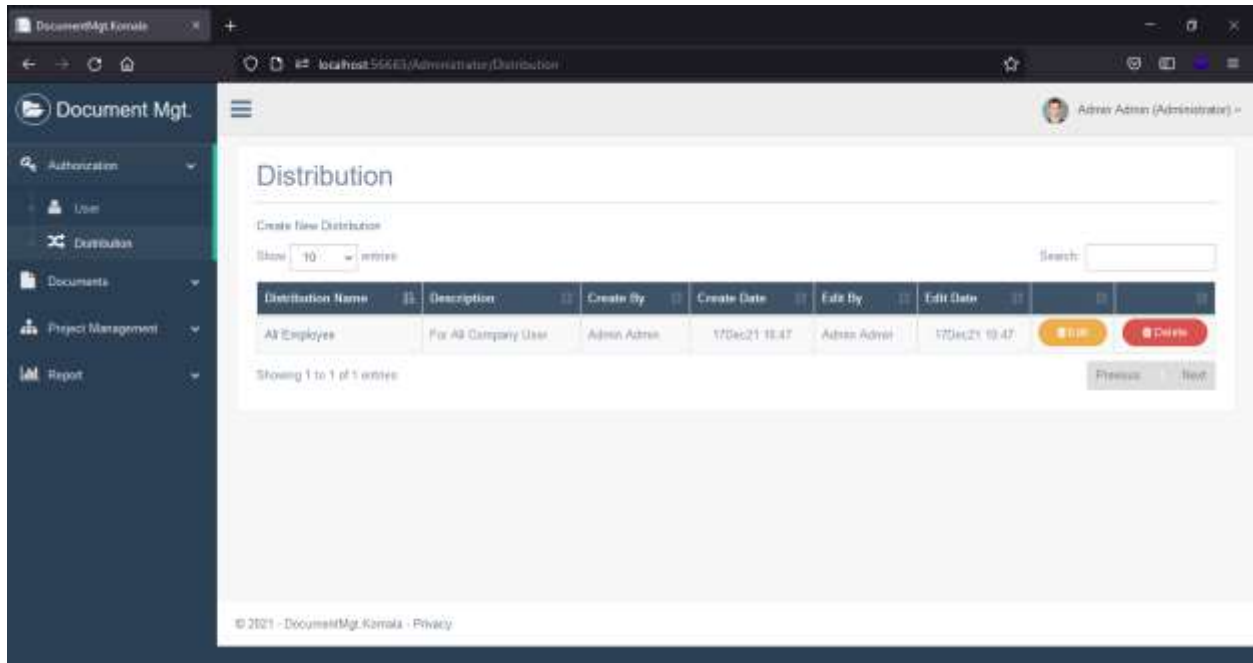


2.1.4. Menghapus User

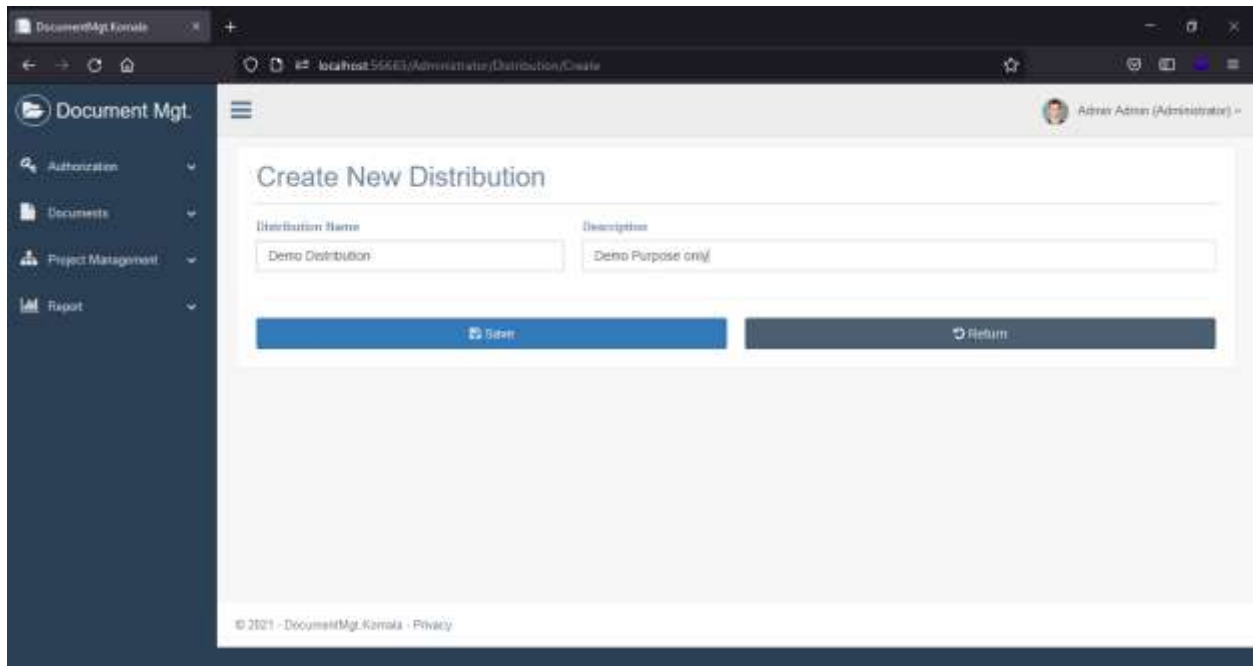


2.2. Distribution

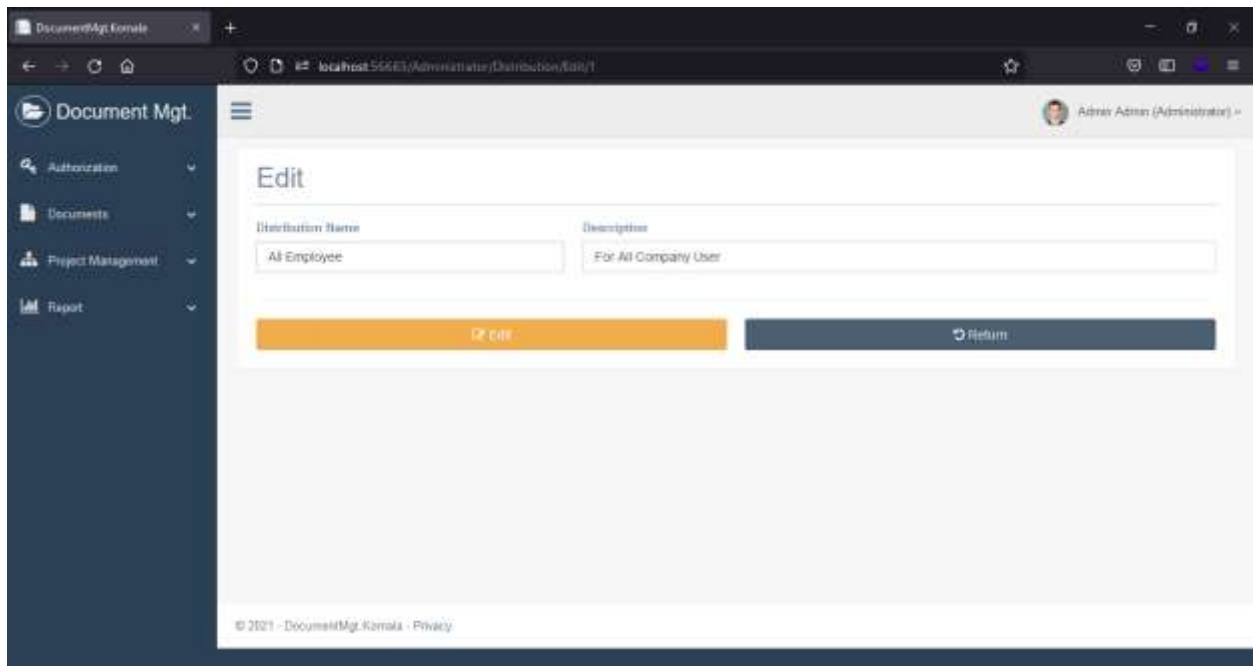
2.2.1. Daftar Distribution



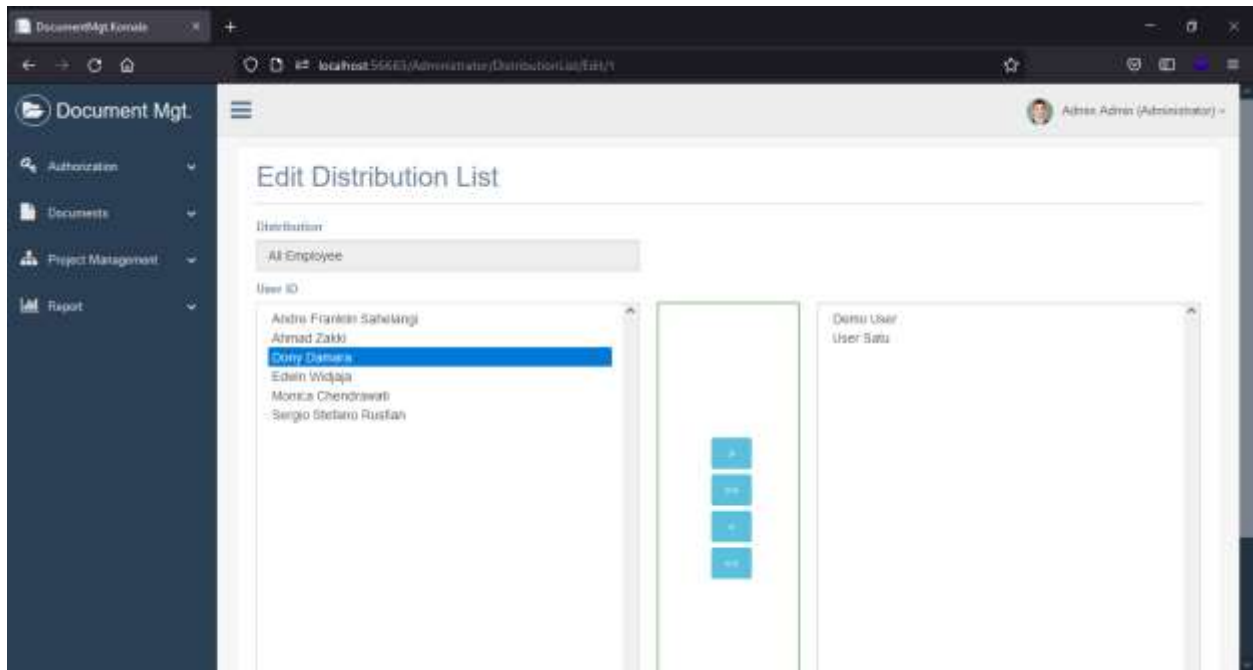
2.2.2. Membuat Distribution



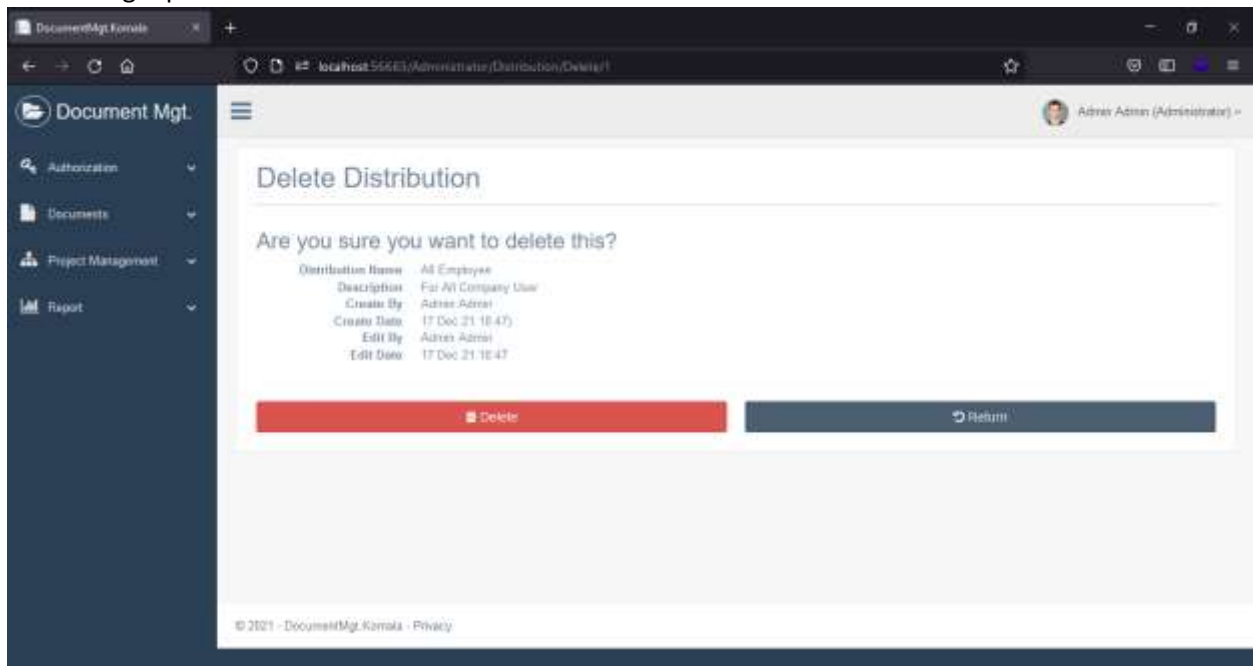
2.2.3. Merubah Distribution



2.2.4. Menambah User pada Distribution



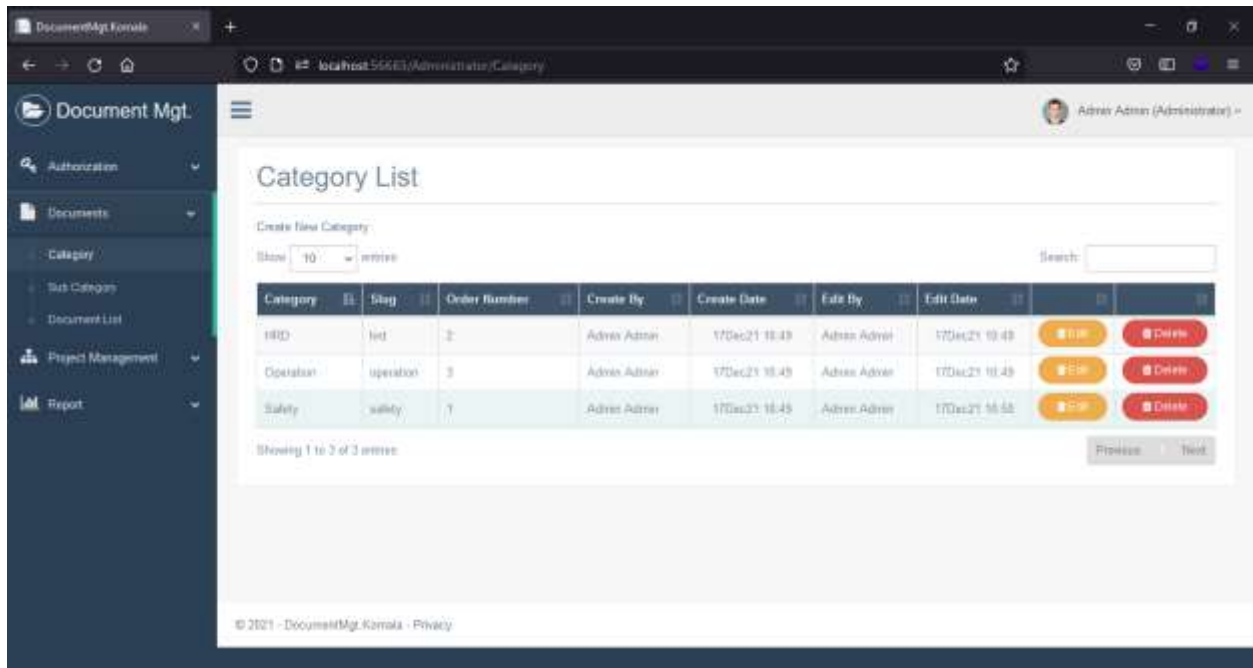
2.2.5. Menghapus Distribution



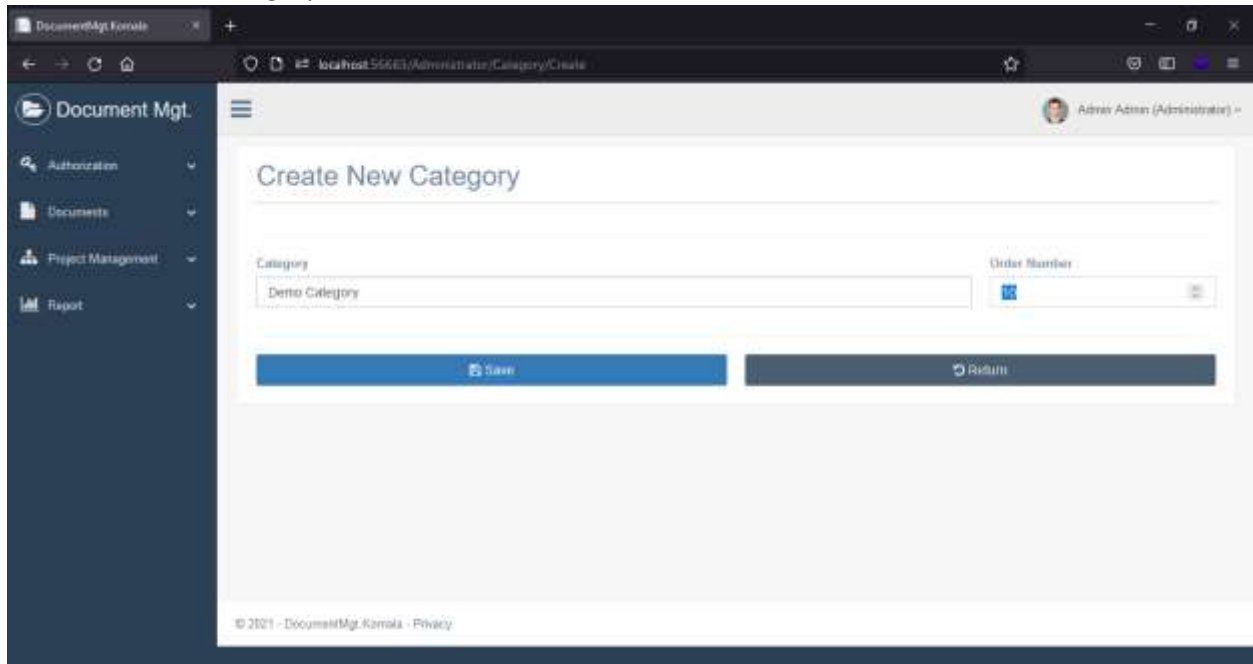
3. Documents

3.1. Category

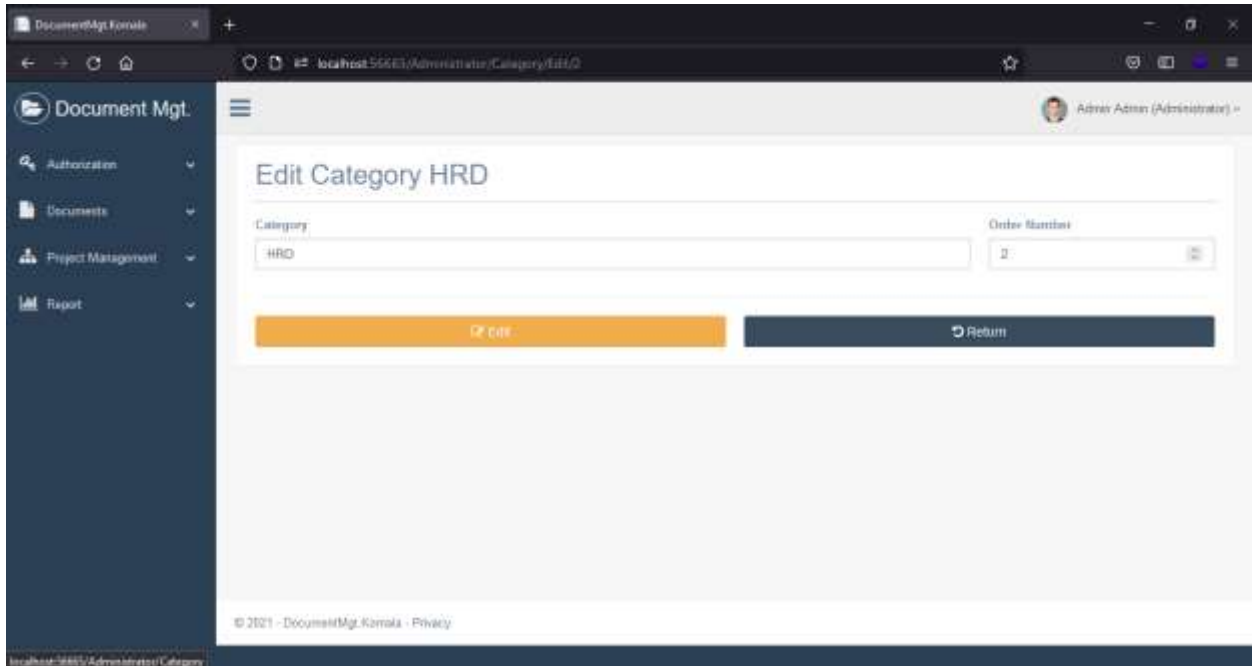
3.1.1. Daftar Category



3.1.2. Menambah Category



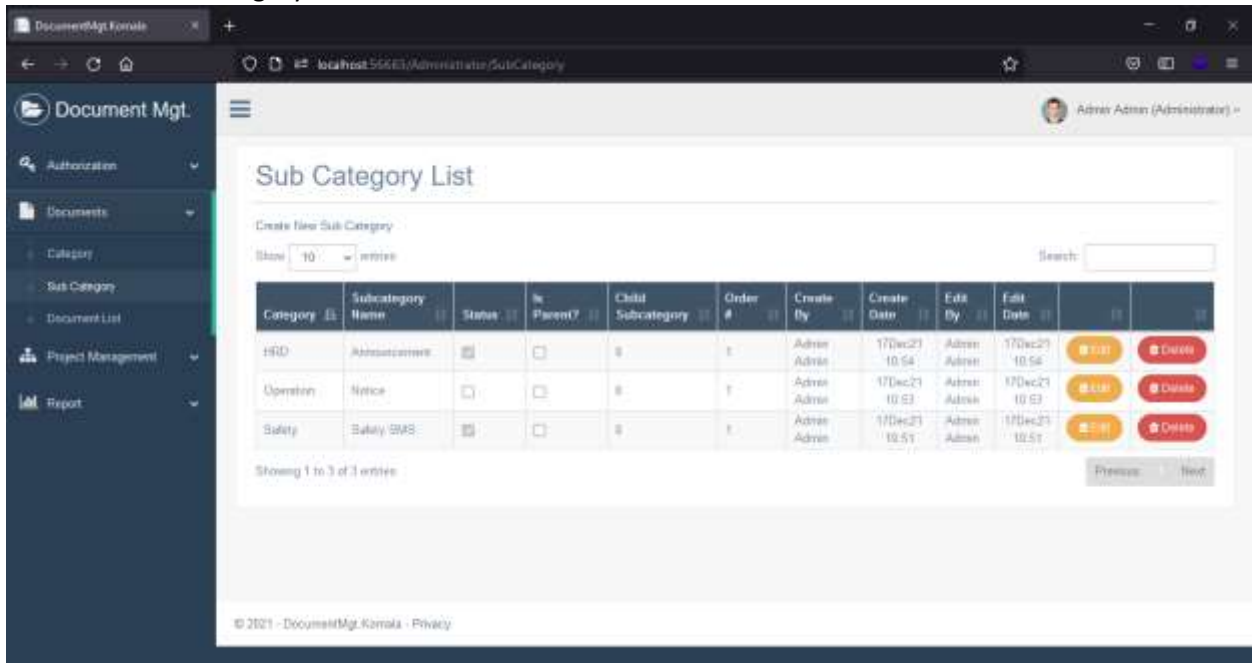
3.1.3. Merubah Category



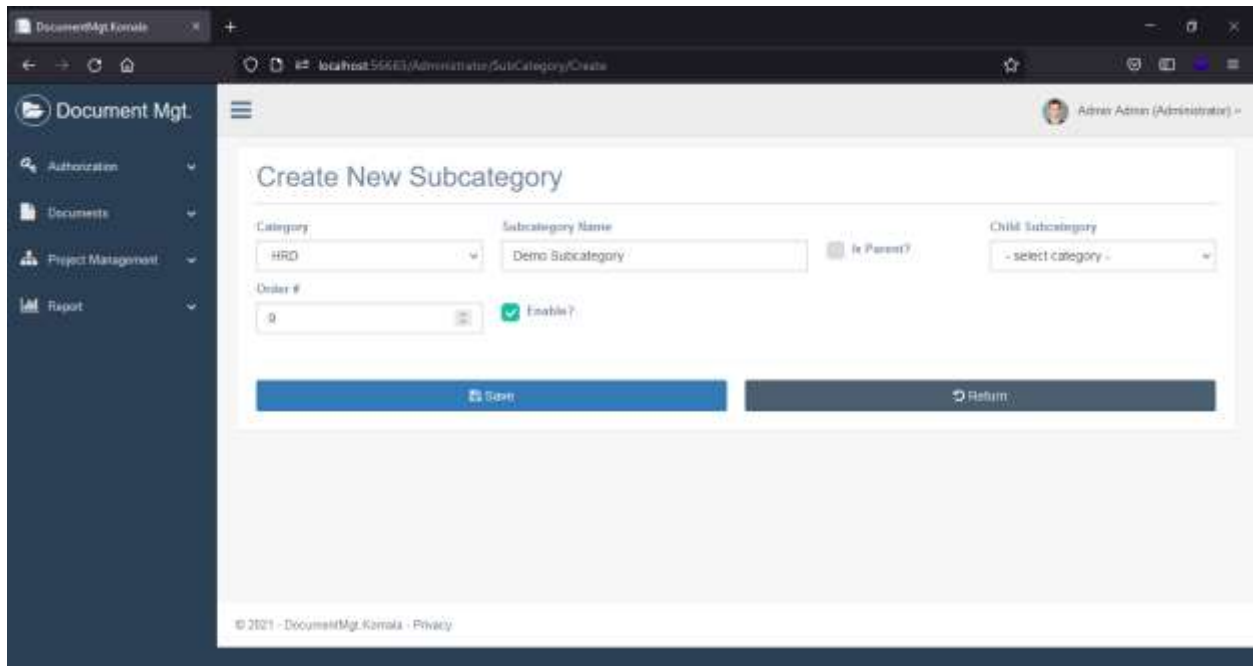
3.1.4. Menghapus Category

3.2. Sub Category

3.2.1. Daftar Sub Category



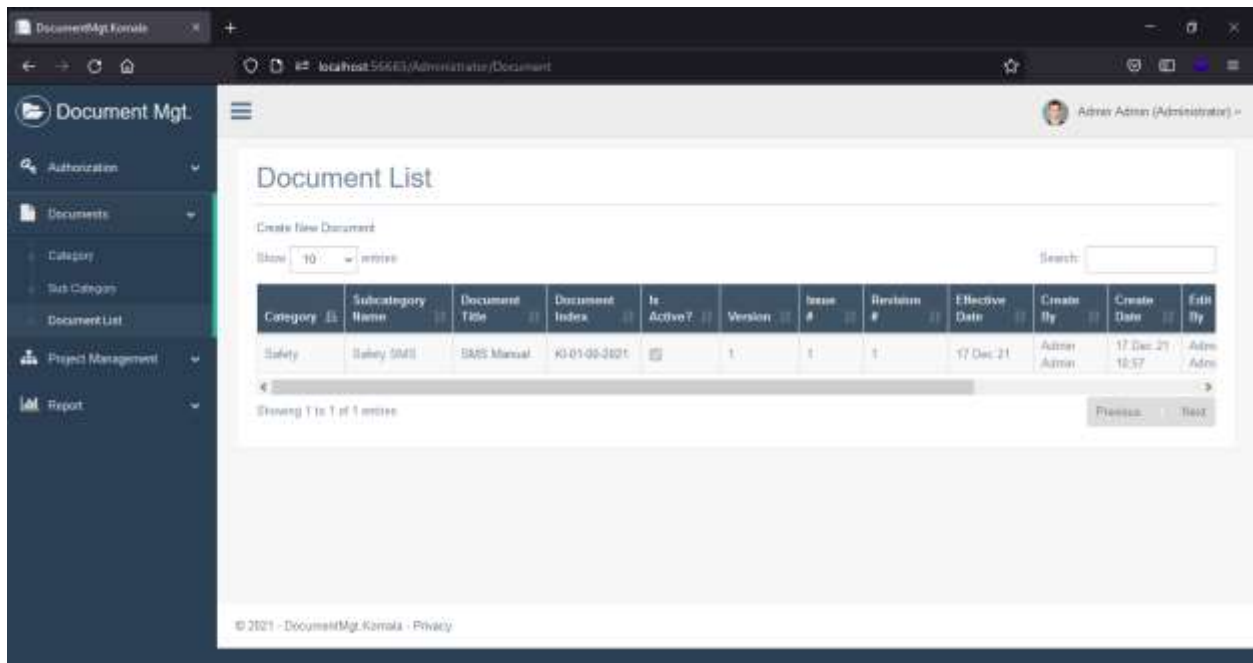
3.2.2. Menambah Sub Category



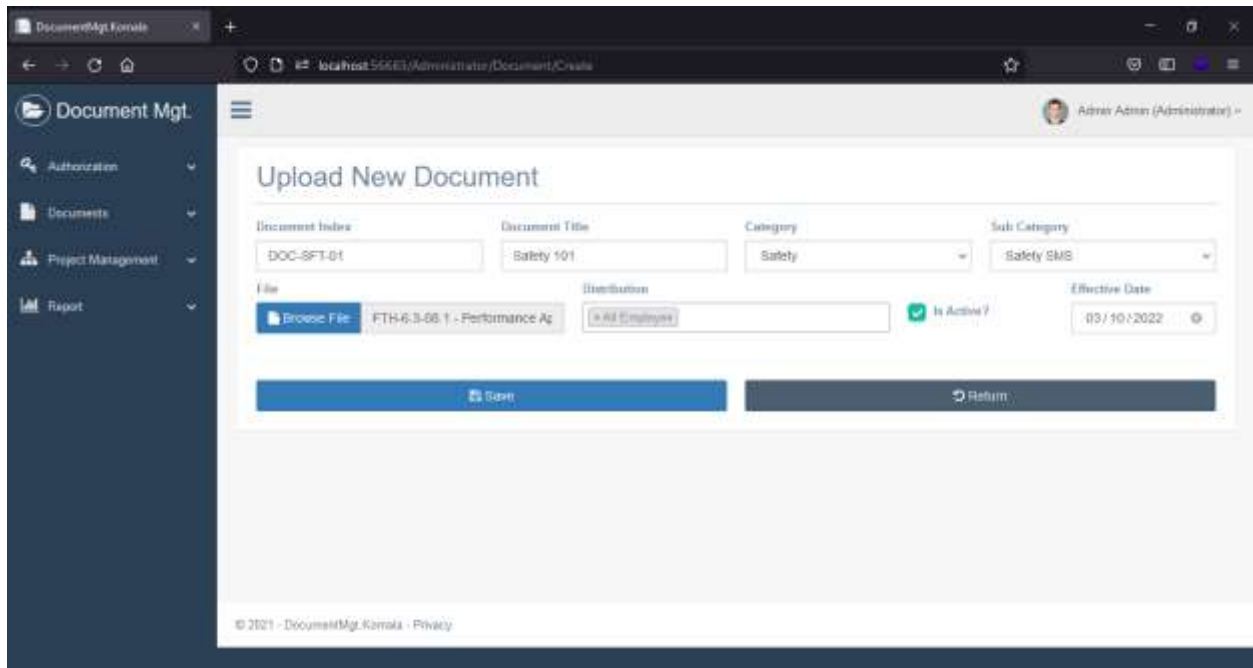
3.2.3. Menghapus Sub Category

3.3. Document List

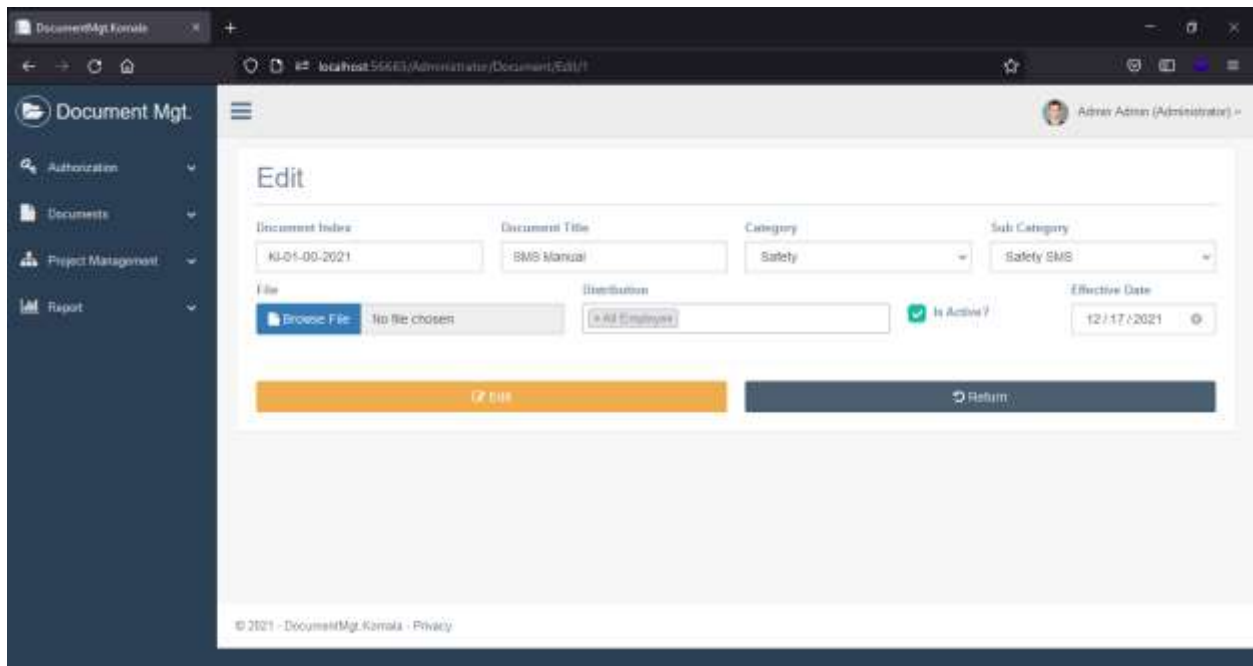
3.3.1. Daftar Document



3.3.2. Upload Document



3.3.3. Merubah Document

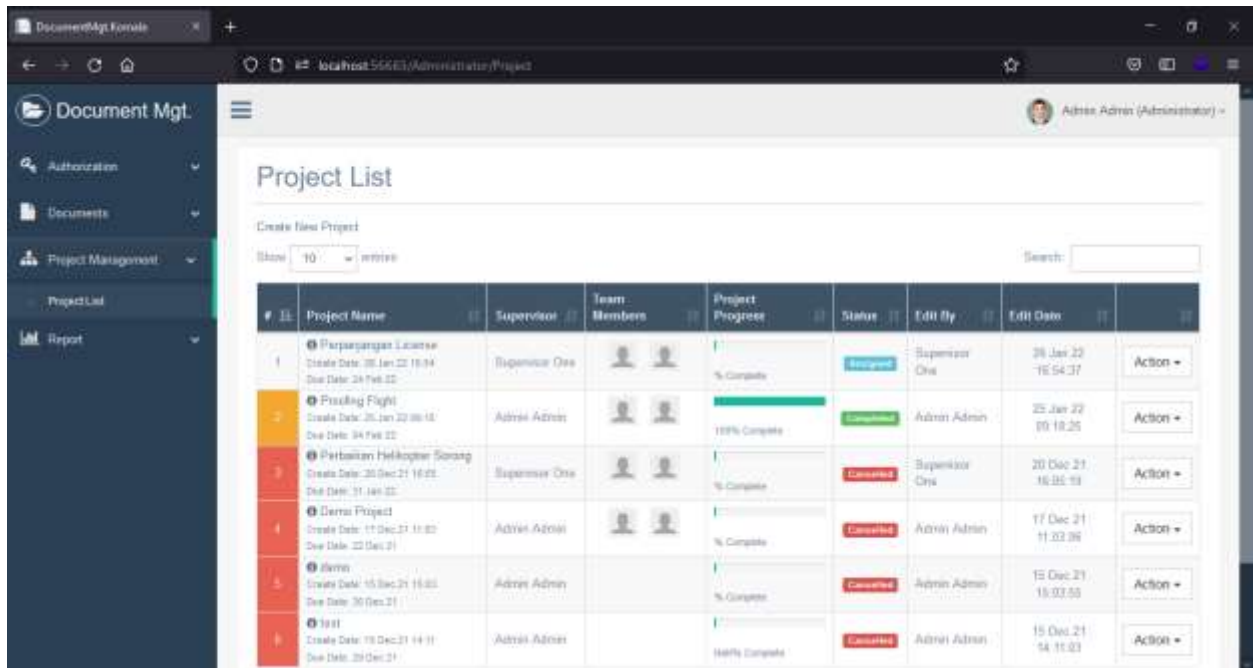


3.3.4. Nonaktifkan Document

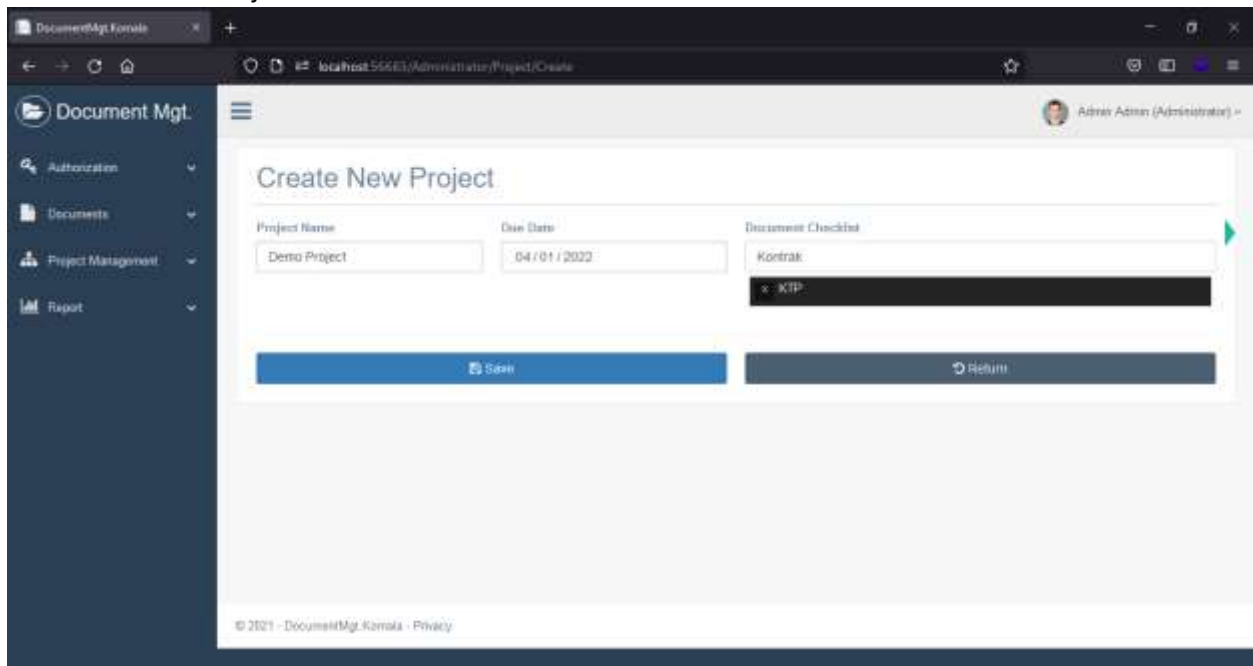
4. Project Management

4.1. Project List

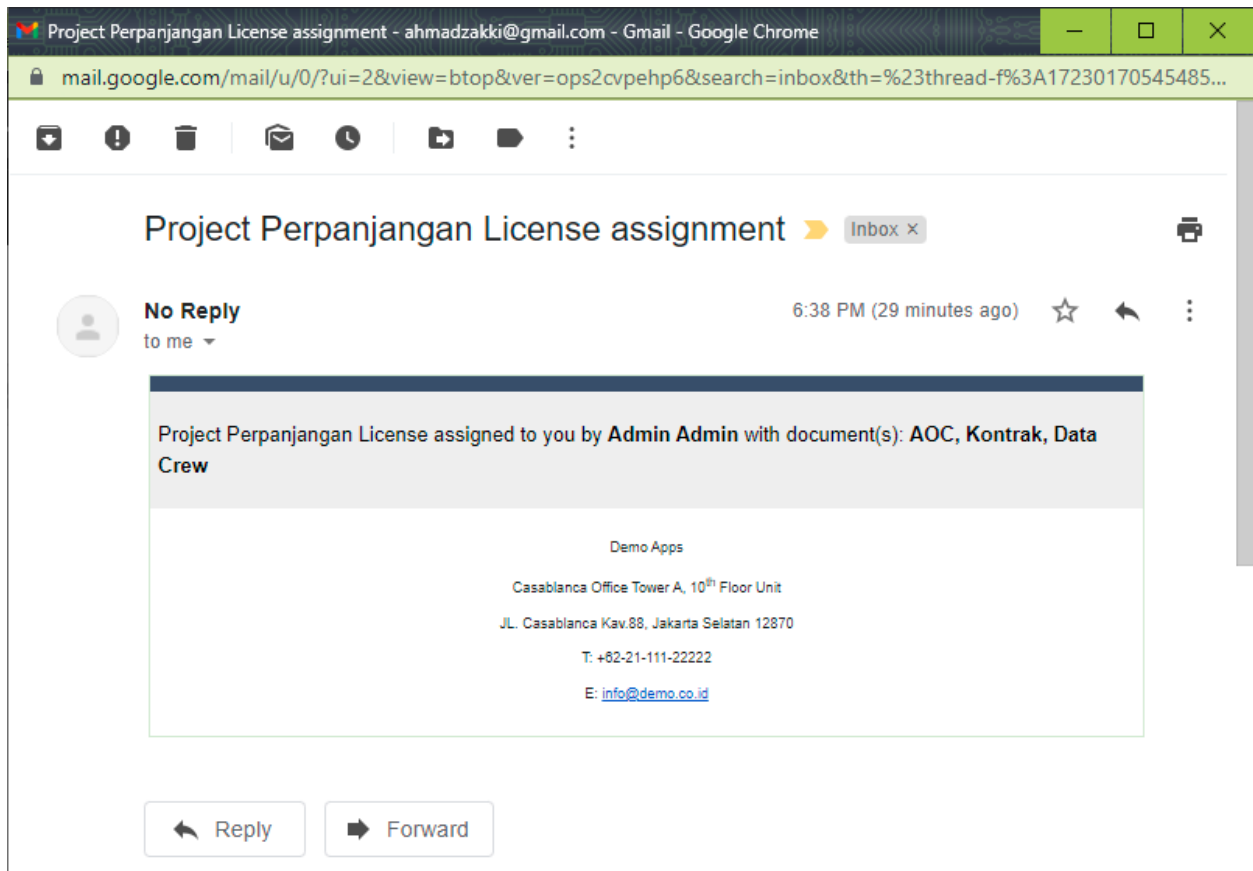
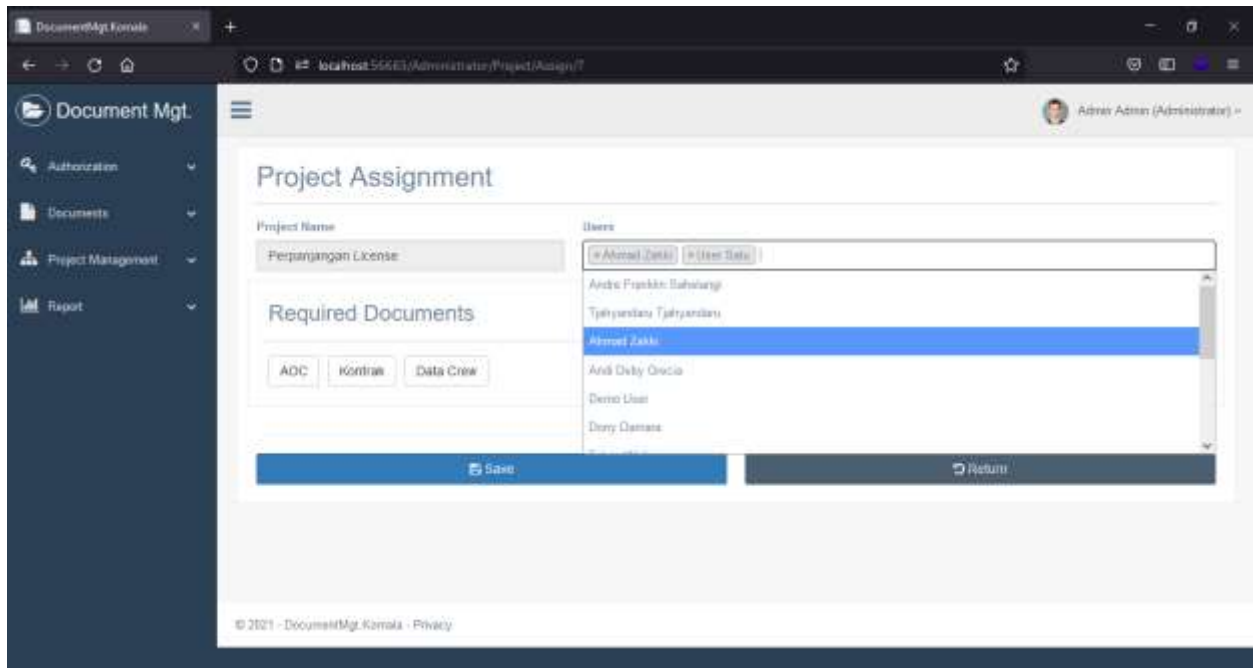
4.1.1. Daftar Project



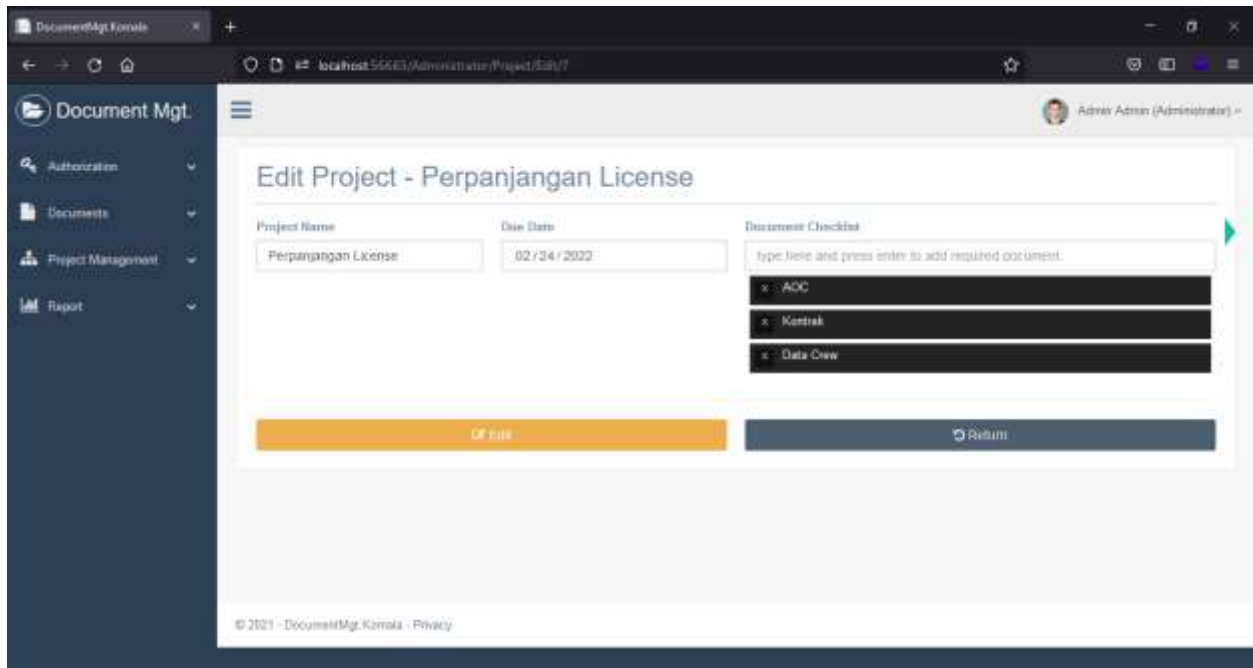
4.1.2. Menambah Project



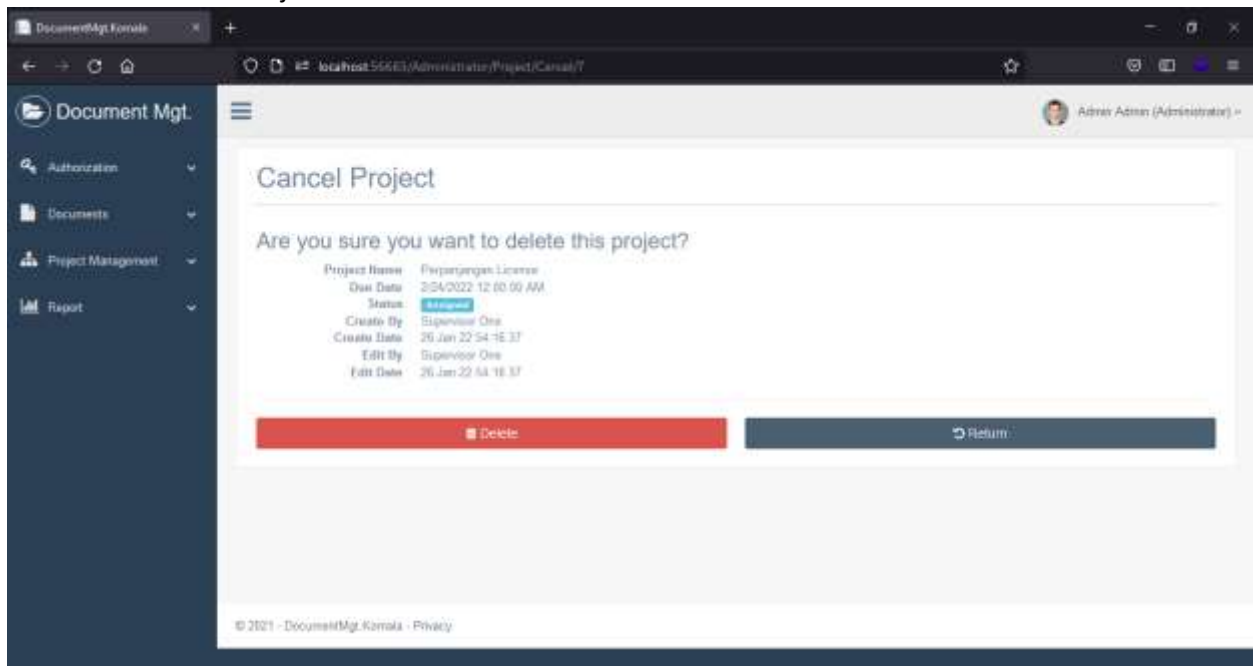
4.1.3. Assign User pada Project



4.1.4. Merubah Project

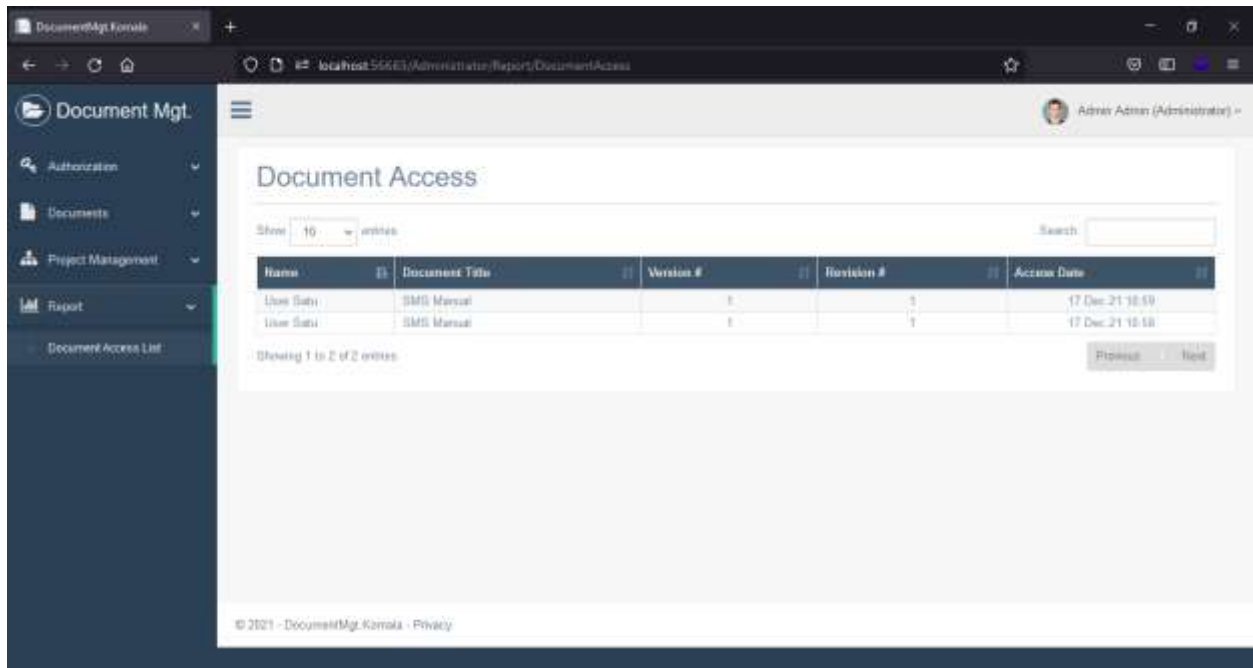


4.1.5. Membatalkan Project



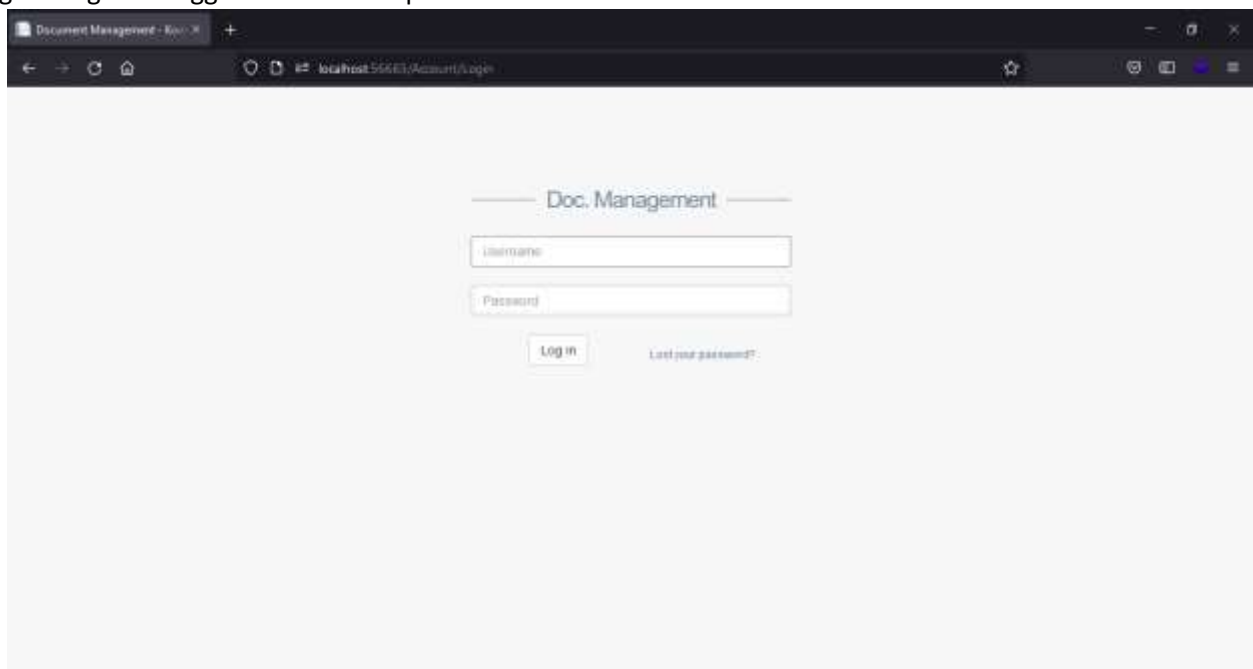
5. Report

5.1. Document Access List

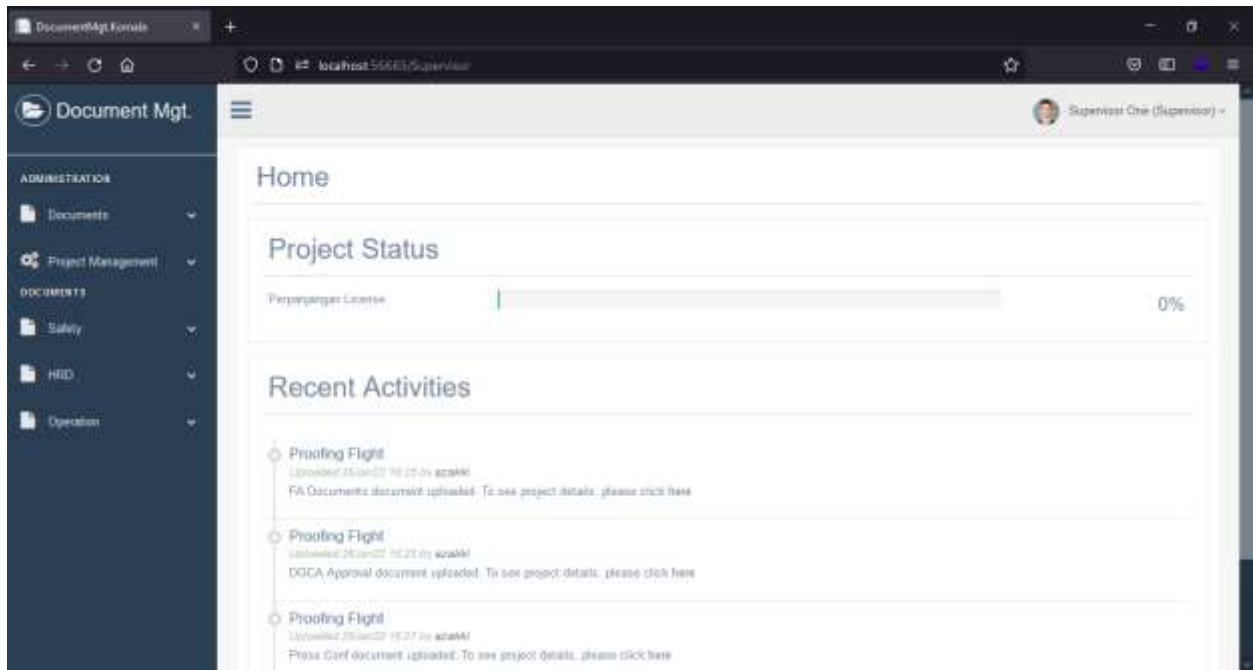


B. Sebagai Supervisor

1. Login dengan menggunakan akun Supervisor



Tampilan pada akun Supervisor

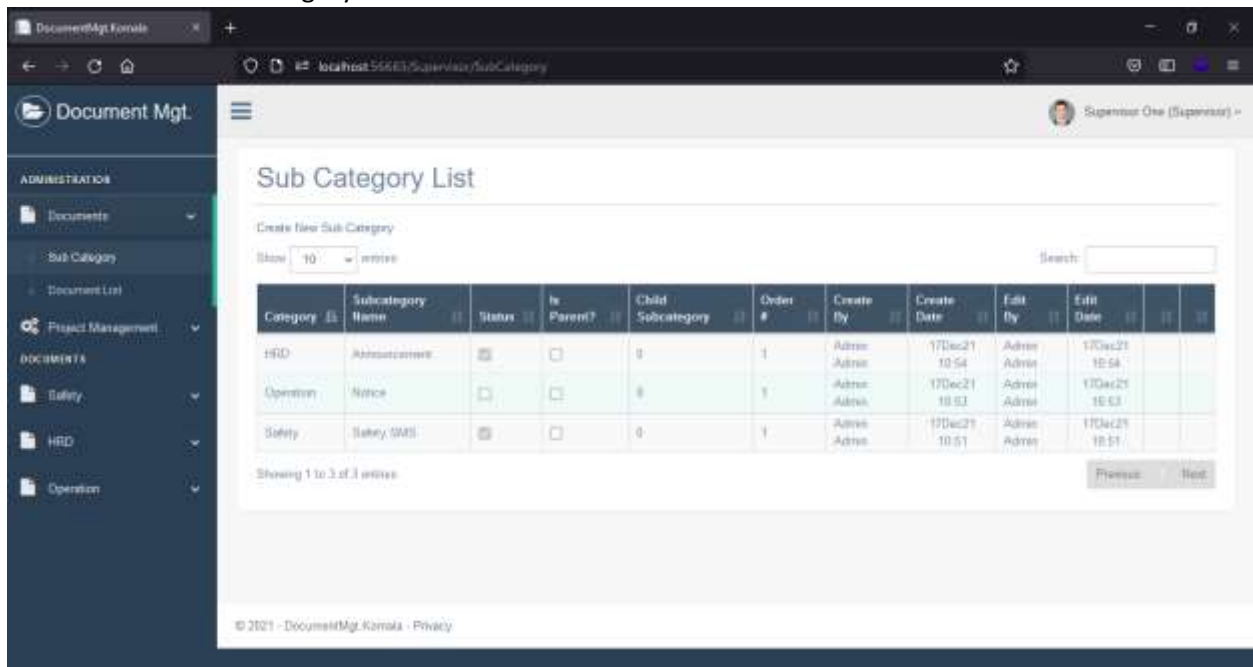


2. Administration

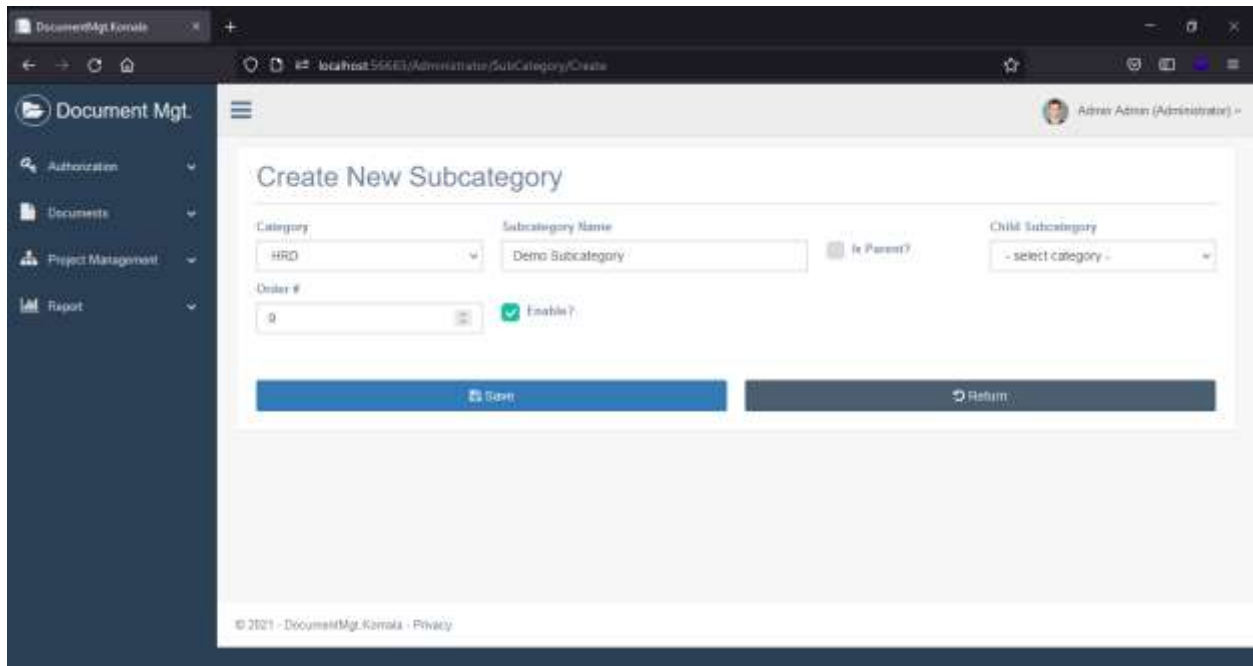
2.1. Documents

2.1.1. Sub Category

2.1.1.1. Daftar Sub Category



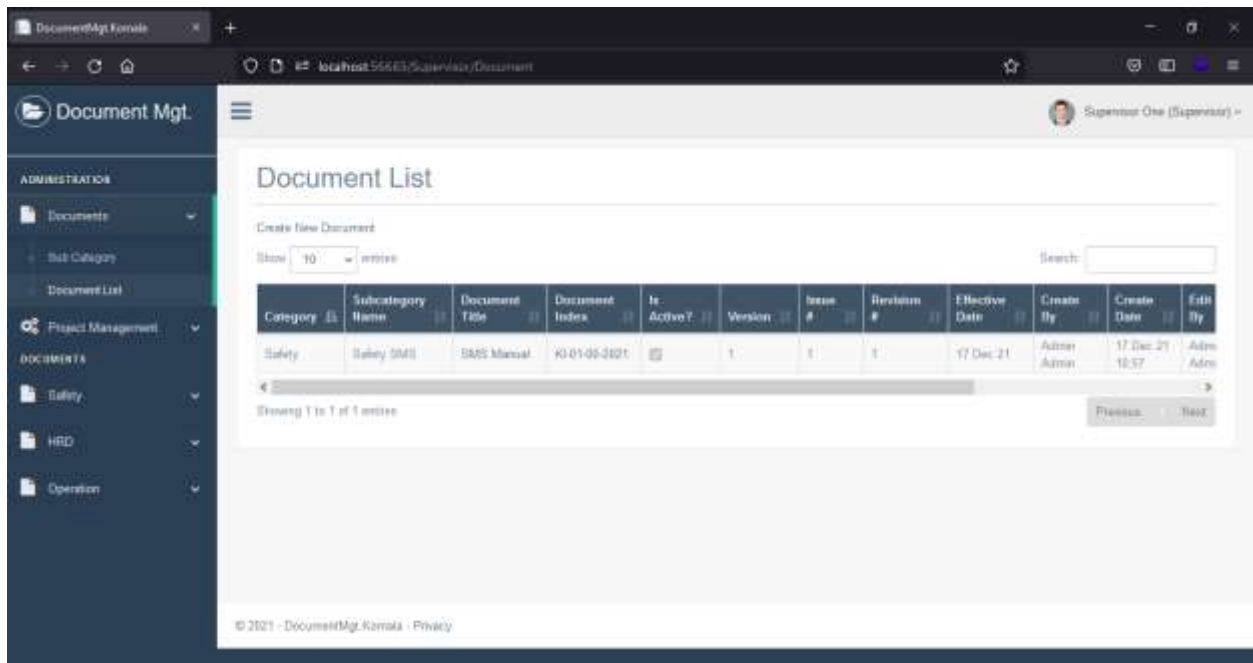
2.1.1.2. Menambah Sub Category



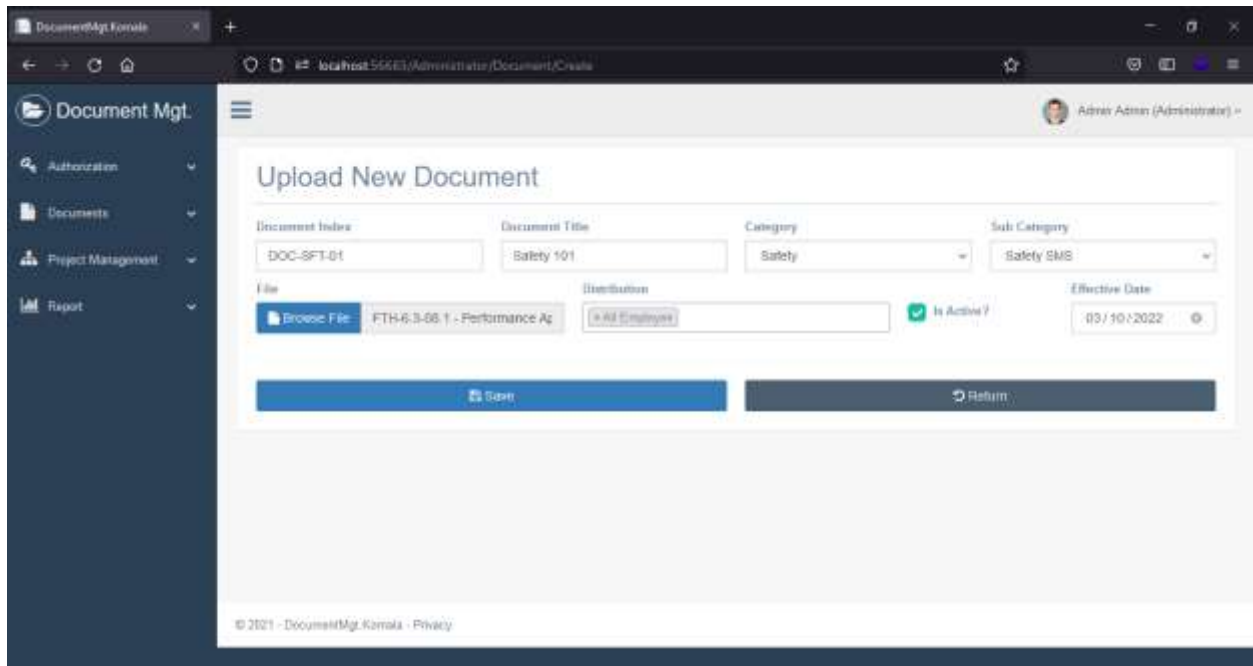
2.1.1.3. Menghapus Sub Category

2.1.2. Document List

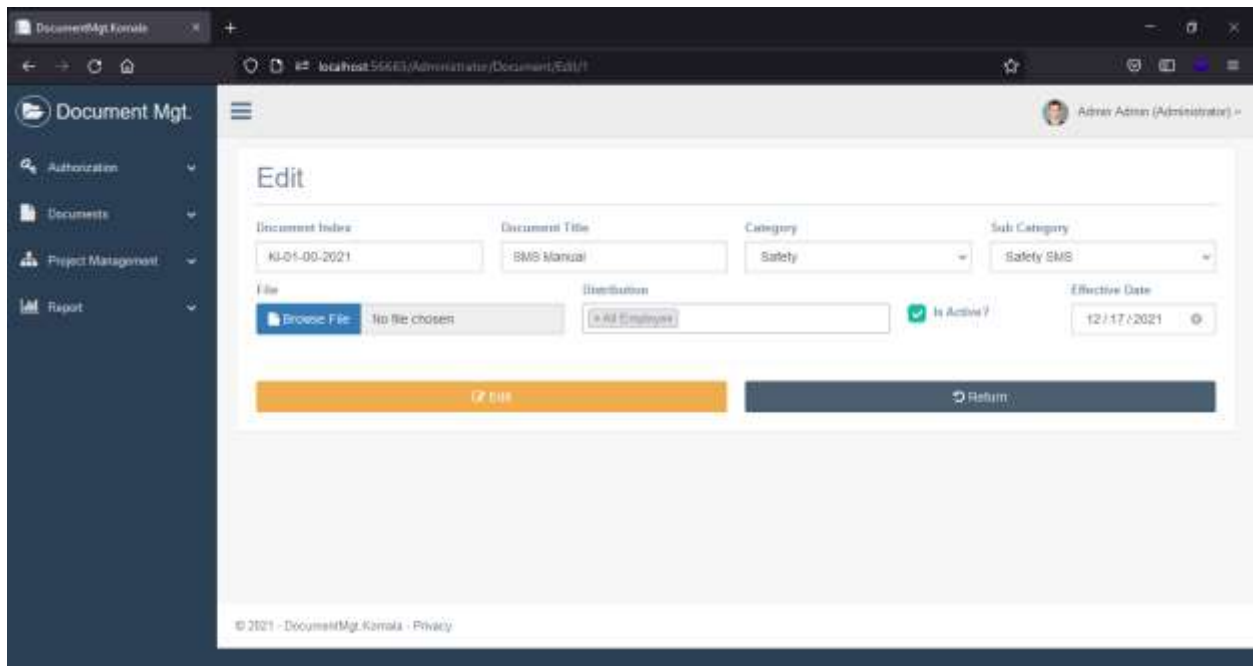
2.1.2.1. Daftar Document



2.1.2.2. Upload Document



2.1.2.3. Merubah Document

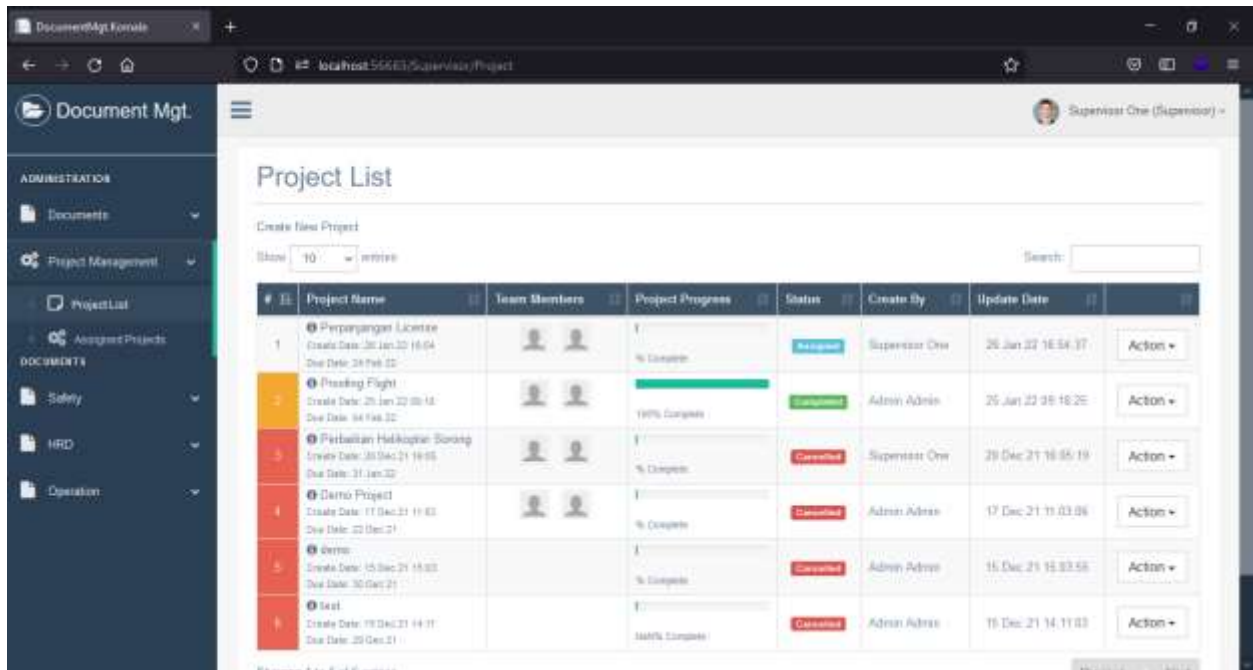


2.1.2.4. Nonaktifkan Document

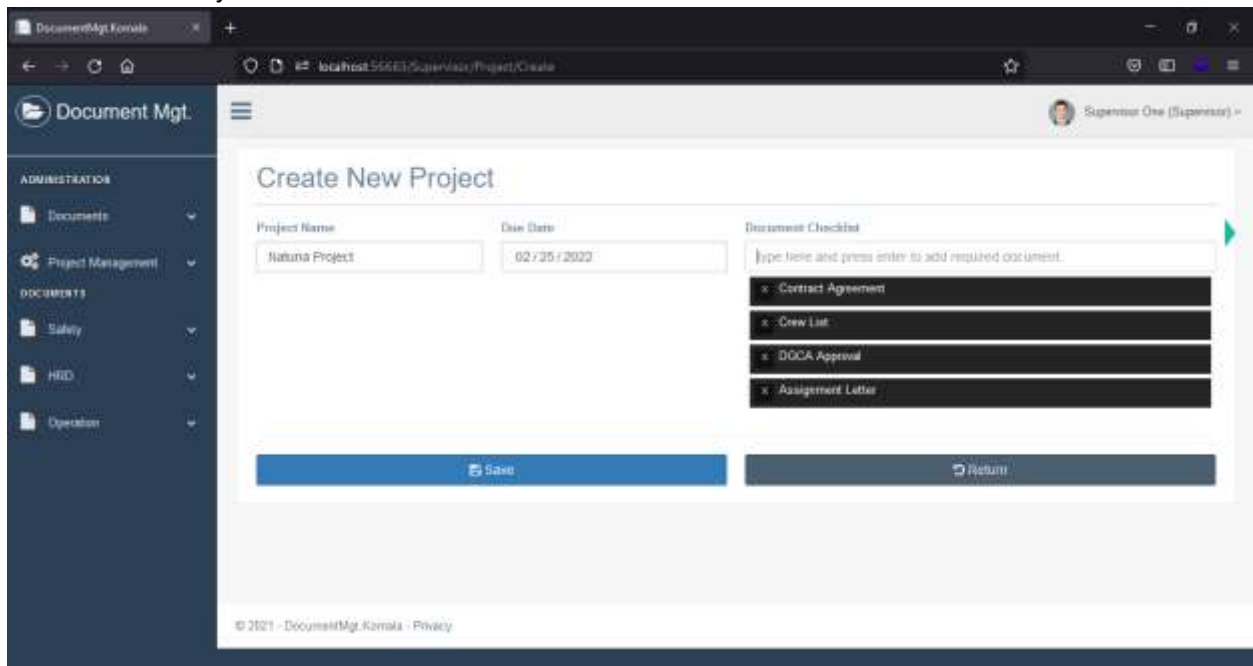
2.2. Project Management

2.2.1. Project List

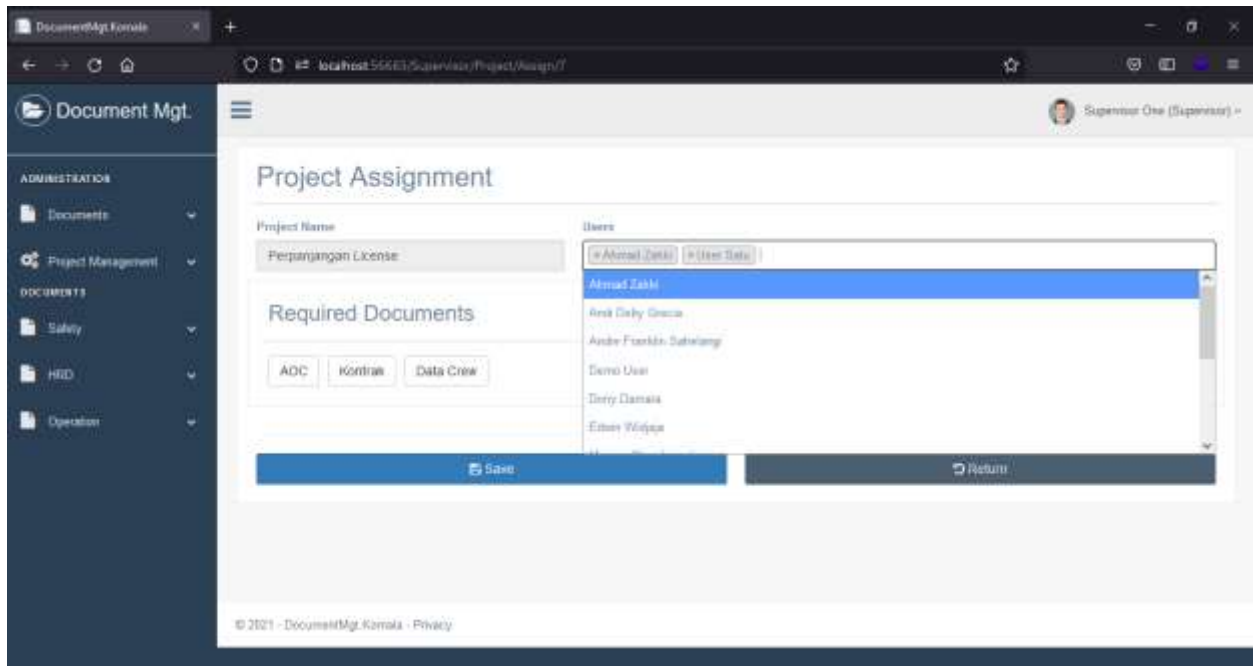
2.2.1.1. Daftar Project



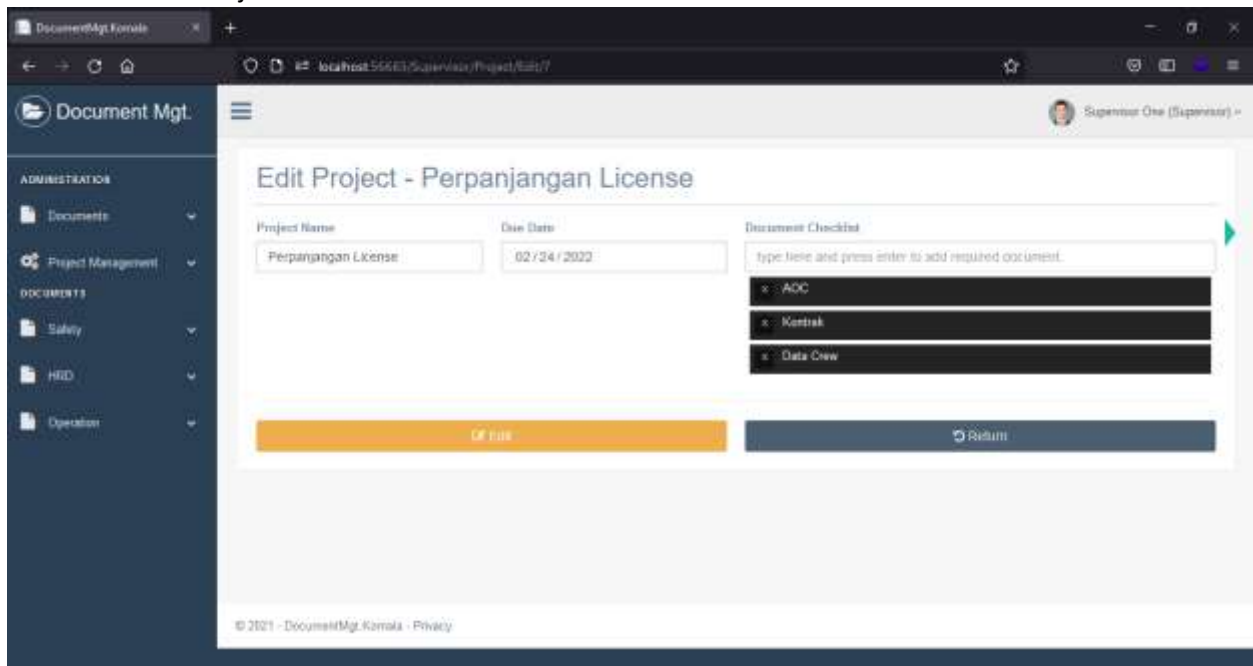
2.2.1.2. Buat Project



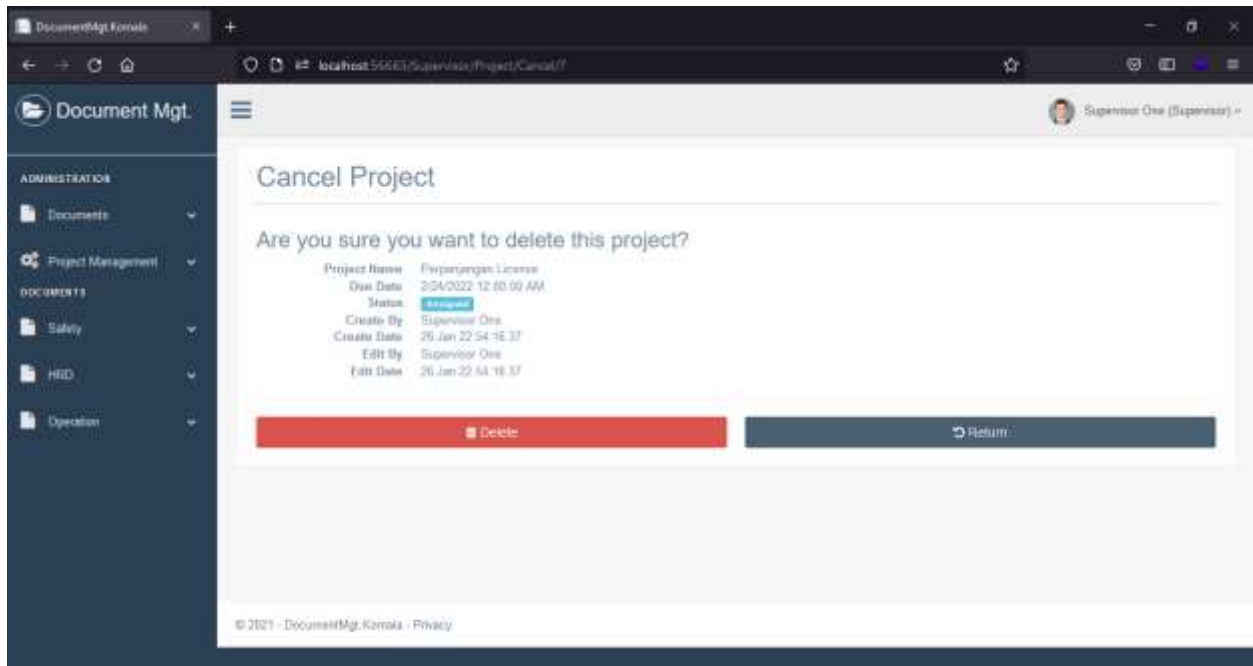
2.2.1.3. Assign Project



2.2.1.4. Rubah Project

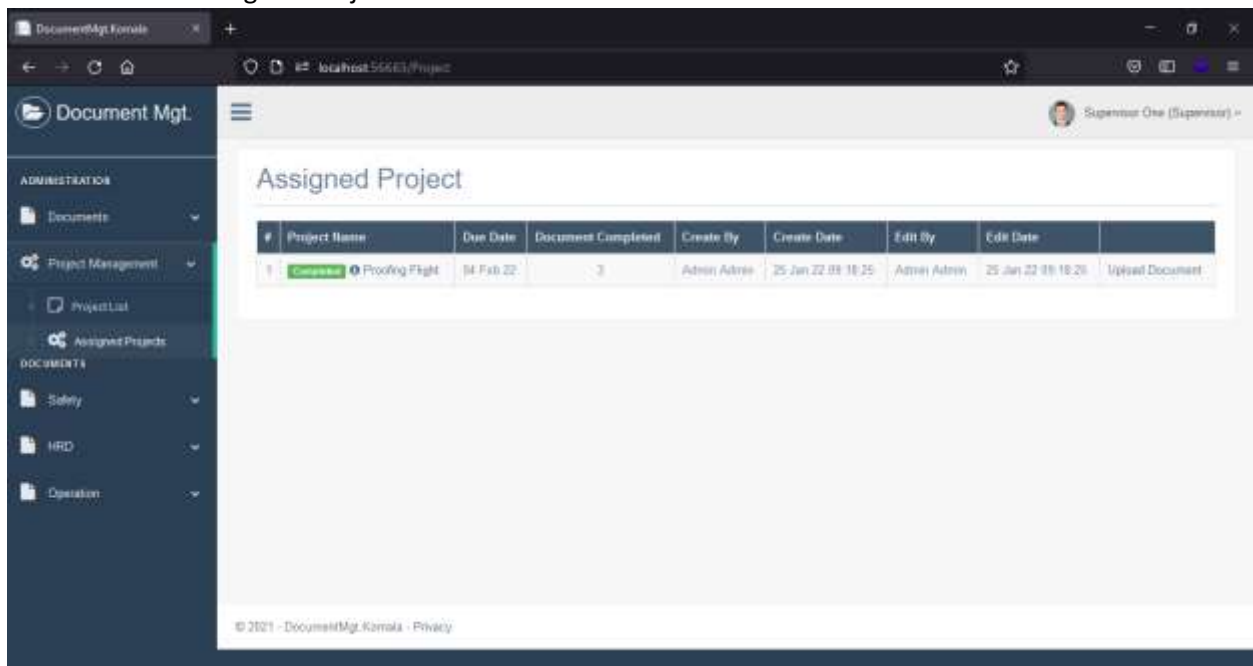


2.2.1.5. Membatalkan Project

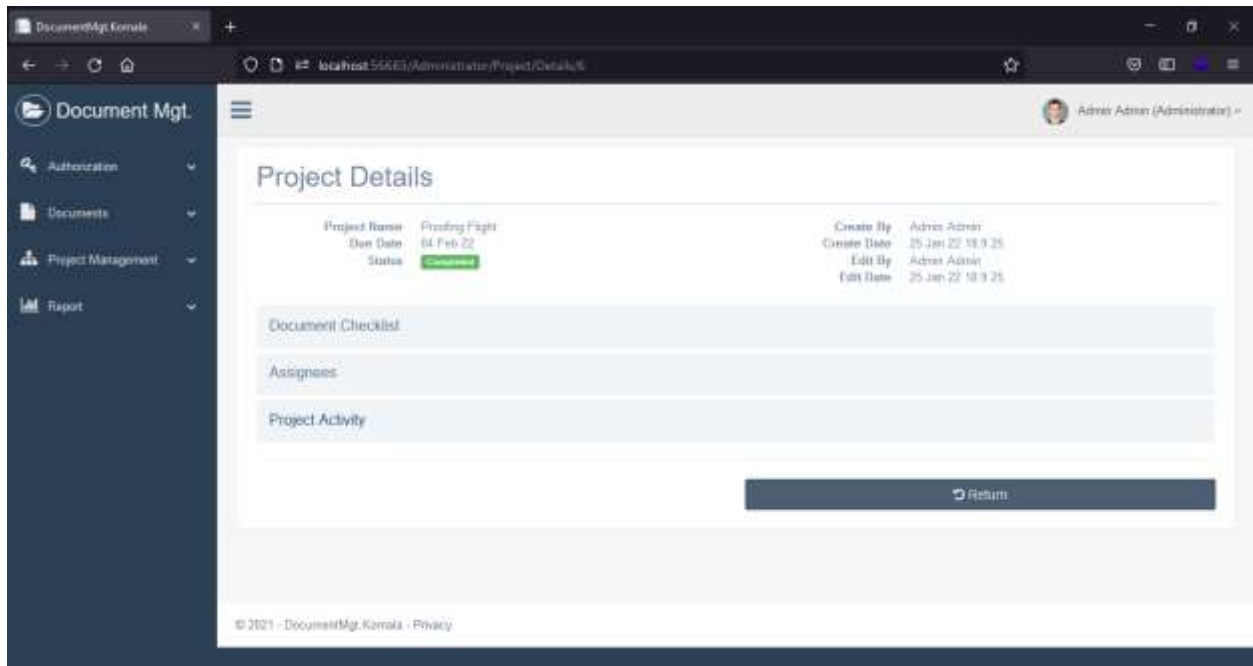


2.2.2. Assigned Project

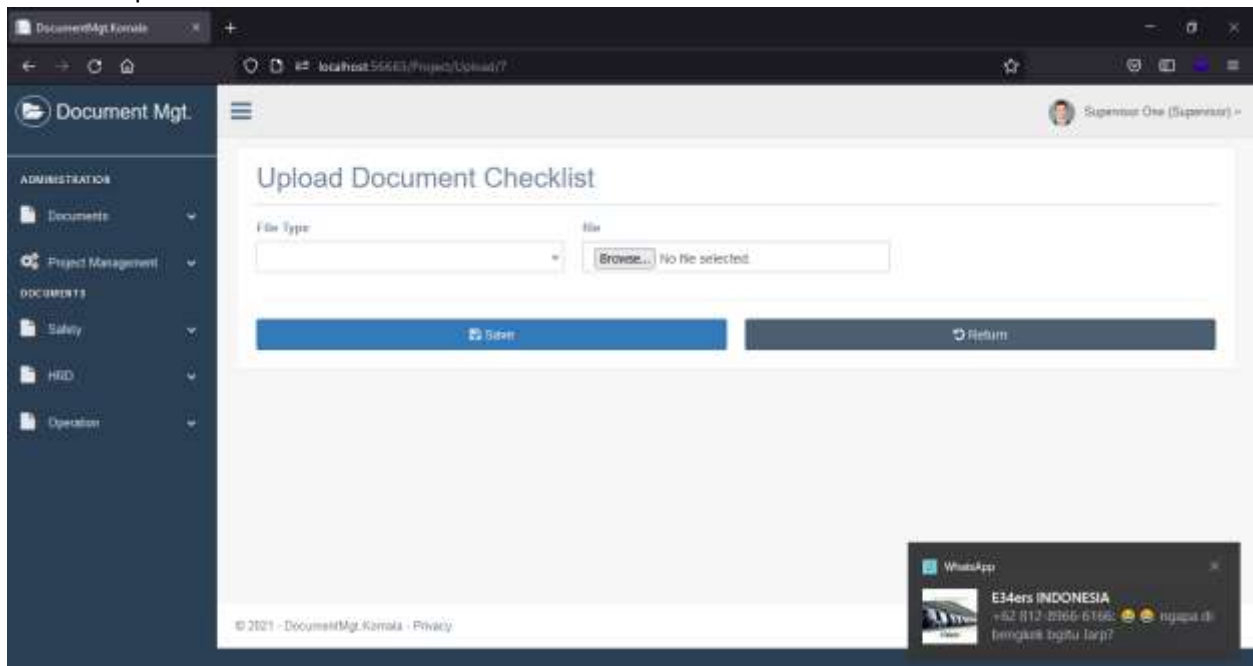
2.2.2.1. Daftar Assigned Project



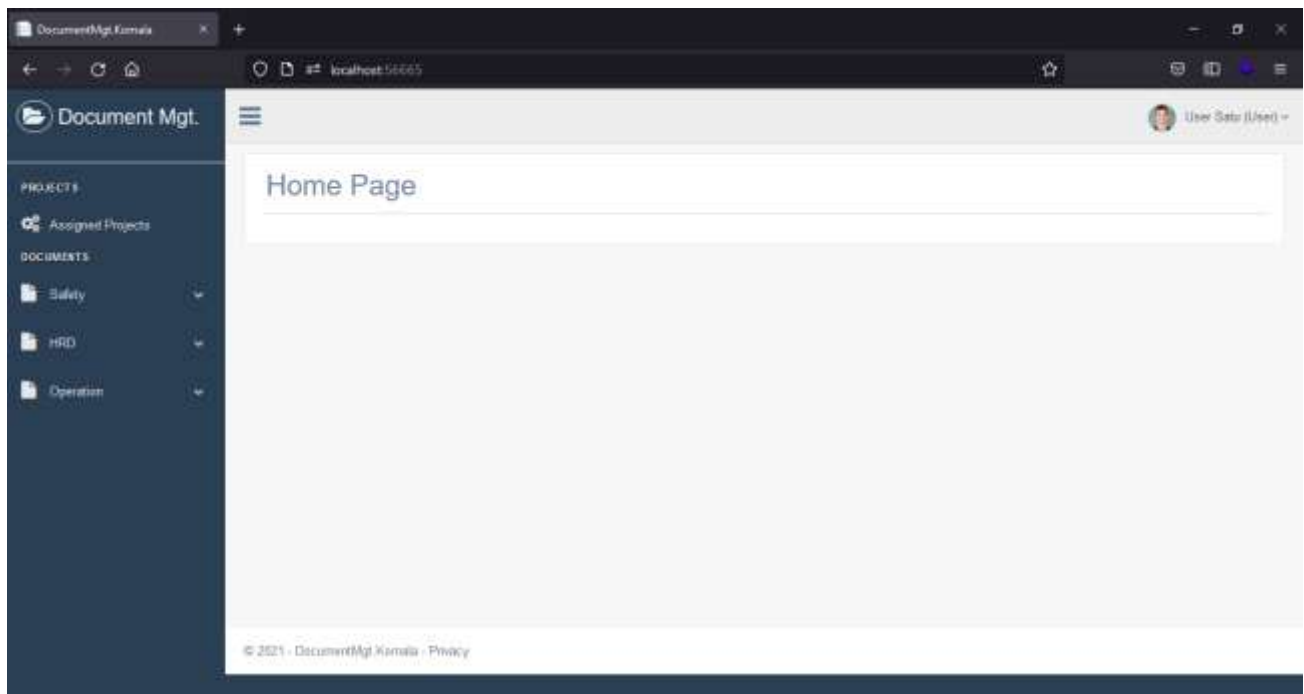
2.2.2.2. Assign Project Detail



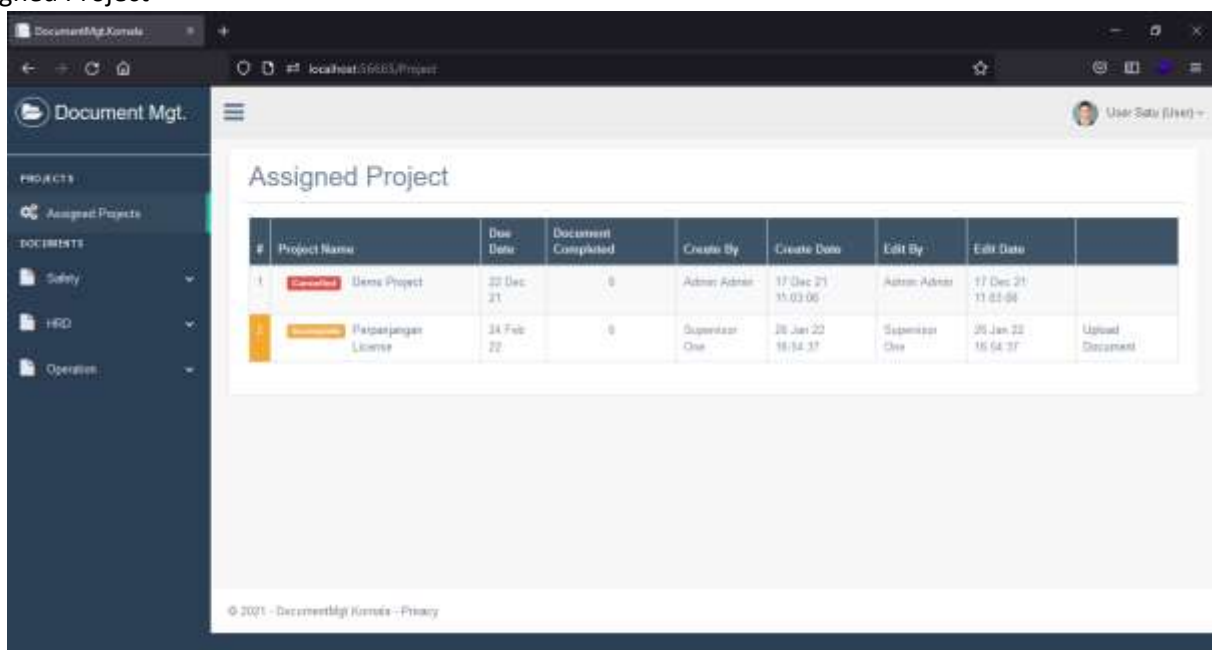
2.2.2.3. Upload Document



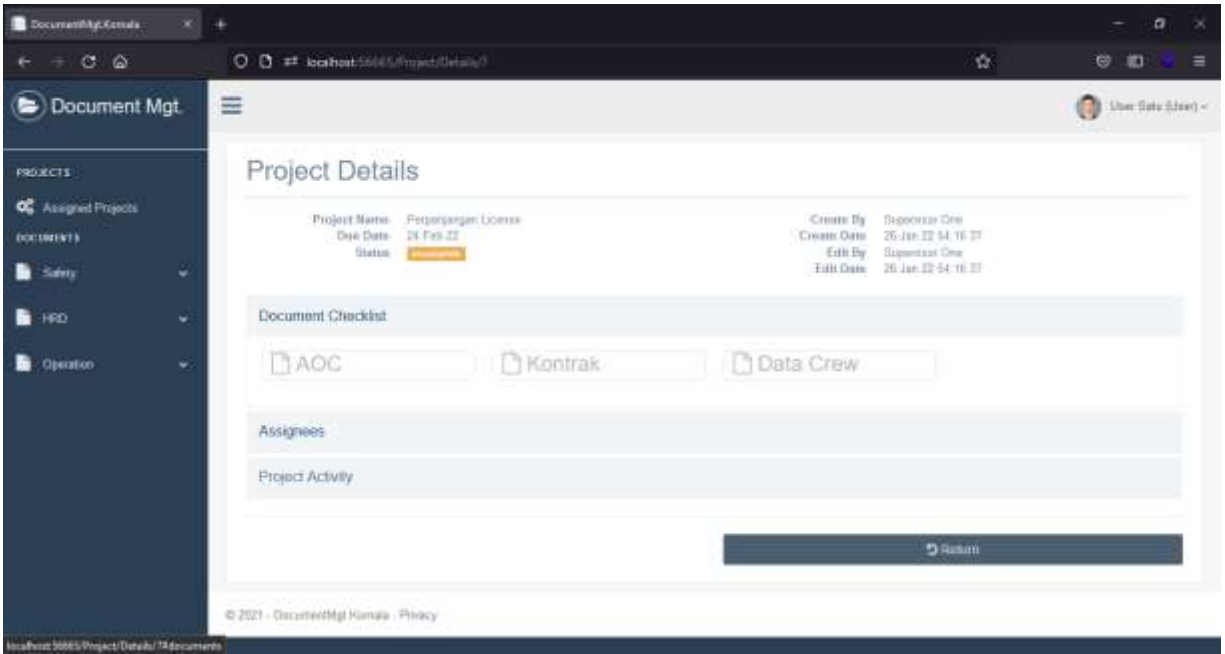
3. Documents
- C. Sebagai User
1. Login sebagai User



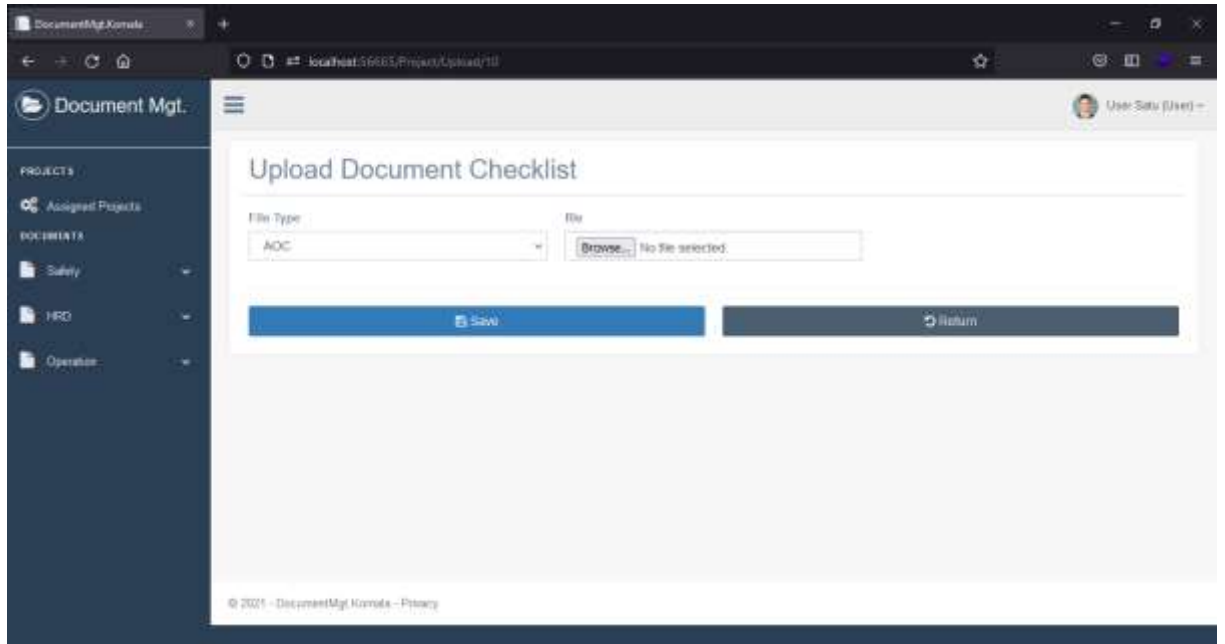
2. Assigned Project



2.1. Project Details

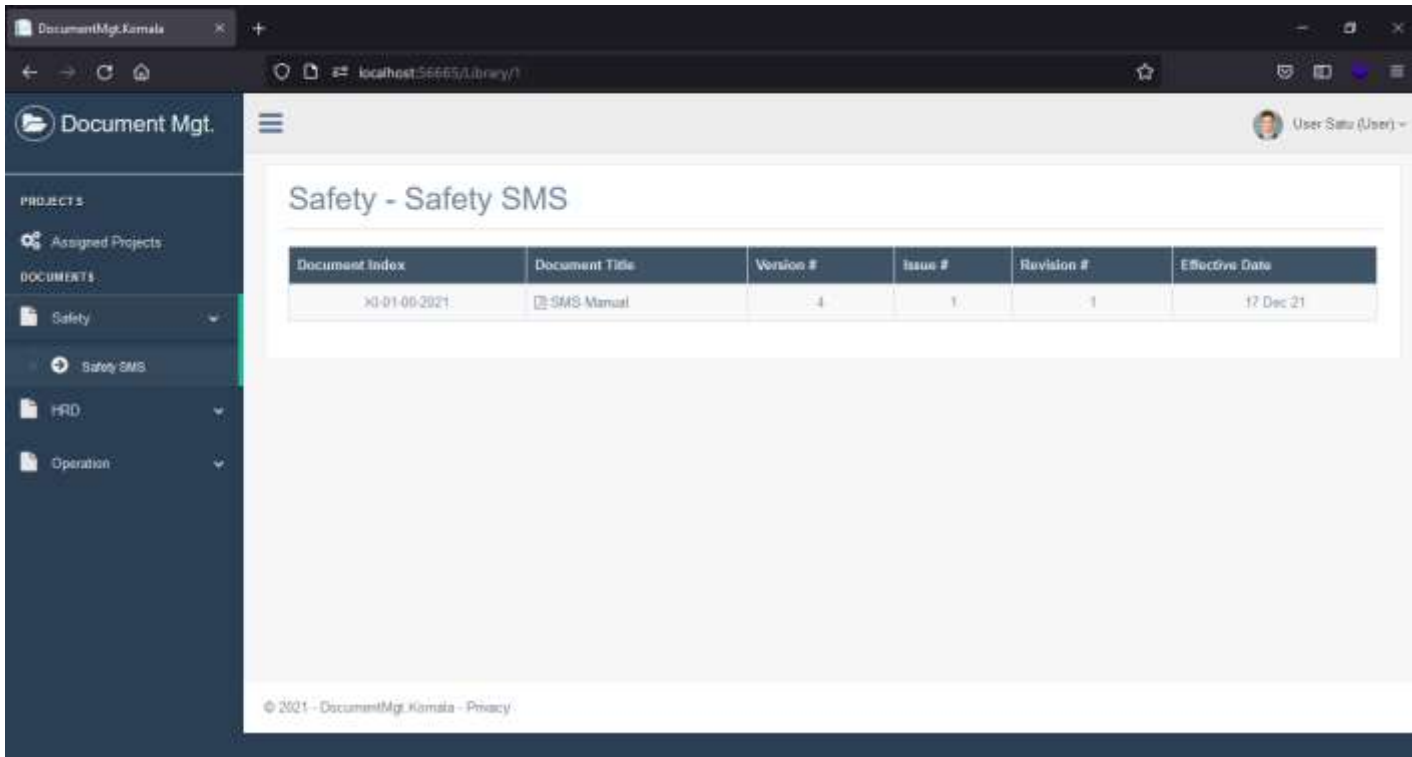


2.2. Upload Document



3. Document

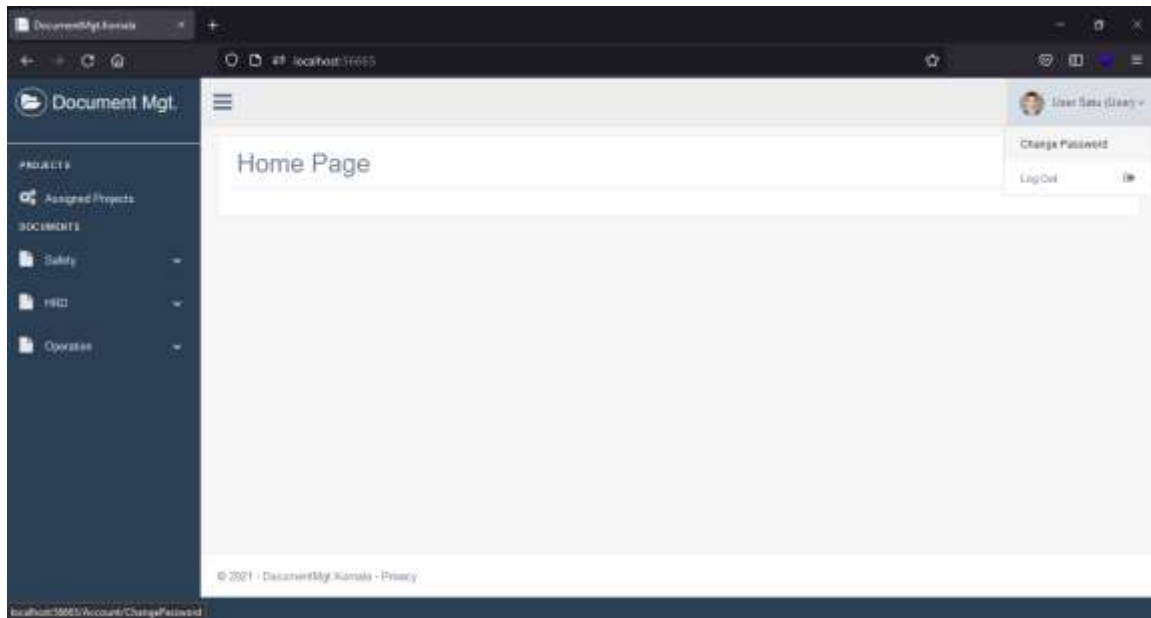
3.1.

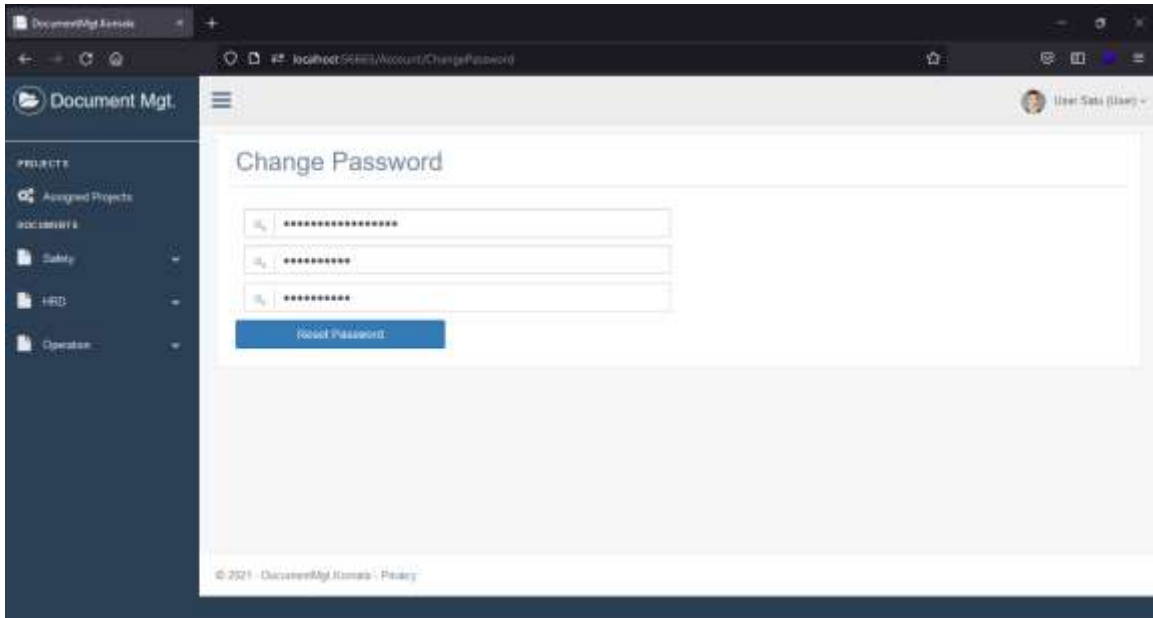


3.2.

General

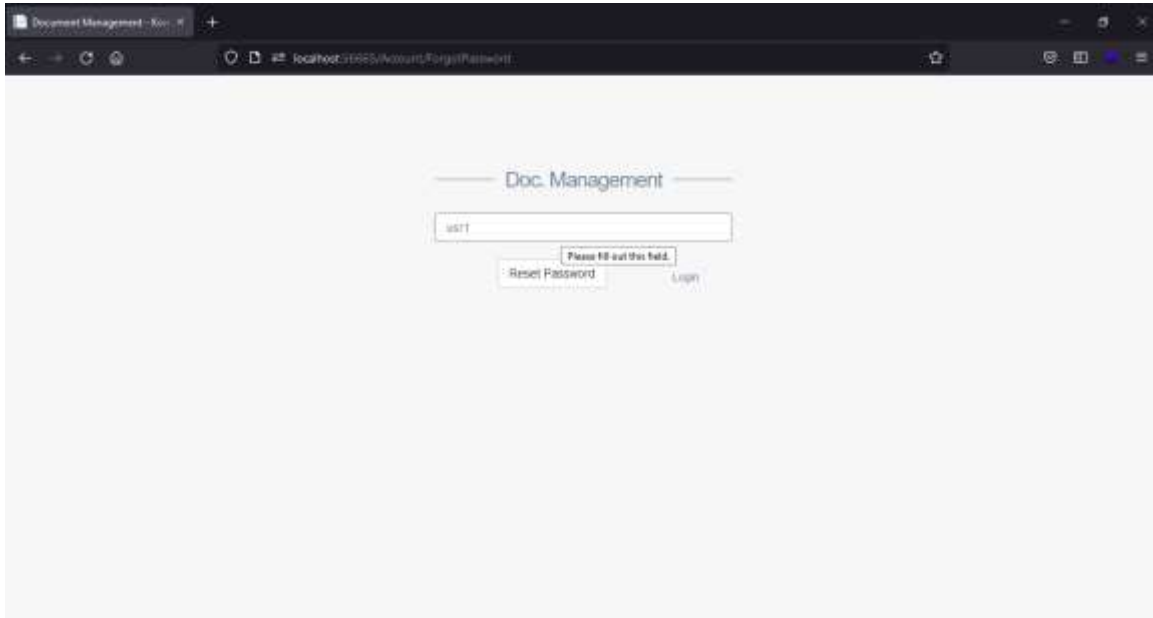
1. Change Password





2. Reset Password

2.1. Lost Password



2.2. Password Reset email



2.3.1.Login

