

COURSE REQUEST (proses pengajuan training)

Actor nya admin dirat (khusus divisinya aja)/Bu silvi (bisa all employee) tujuannya semua ke bu silvi

Mulai dari modul HR => Admin dirat : Create -> isi form ->save ->submit

The screenshot shows the Odoo Human Resources module interface. On the left is a sidebar with various HR modules: Accounting, Attendances, Expenses, Requisitions, Leaves, Appraisal, Travel Request, Asset Management, Calendar, Challenges, Chat, CMMS, CMMS Tickets, Collector, Contacts, Marketing, and Dashboards. The main area is titled 'Course Request / New'. It contains several input fields: 'Title' (filled with 'Course Request'), 'Category' (dropdown), 'Created on' (date picker), 'Allow all employee' (checkbox), 'Course' (dropdown), 'Course Status' (dropdown), 'Direktorat' (dropdown), and 'Reason' (text area). Below these is a table titled 'Attendees' with columns: Name, Work Phone, Work Email, Company, Direktorat, Job Position, Manager, User, and Manual Attendance. A button bar at the top right shows status buttons: DRAFT, SUBMITTED, APPROVED, and REJECT.

Bu silvi : approval course request

Employees Courses Mutasi & Penugasan Loans and Advance Employee Exit Schedule Experiences Configuration

* Approve Request Course

Request Title	Test Training Odoo	Request Category	Product Knowledge																																			
Title Options	<input checked="" type="radio"/> Same as Request Title <input type="radio"/> New Title	Category Options	<input checked="" type="radio"/> Same as Request Category <input type="radio"/> Choose Category																																			
Course Title		Course Category																																				
Options	<input checked="" type="radio"/> Auto Create Course <input type="radio"/> Choose Existing Course																																					
Course																																						
<input type="button" value="Other Request"/> <table border="1"> <thead> <tr> <th>Nama</th> <th>Title</th> <th>Category</th> <th>Course</th> <th>Direktorat</th> <th>Attendees</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td colspan="7">Add an item</td> </tr> <tr> <td colspan="7"></td> </tr> <tr> <td colspan="7"></td> </tr> <tr> <td colspan="7"></td> </tr> </tbody> </table>				Nama	Title	Category	Course	Direktorat	Attendees	Status	Add an item																											
Nama	Title	Category	Course	Direktorat	Attendees	Status																																
Add an item																																						
<input type="button" value="APPROVE"/>																																						

Ini kalau misalkan course baru, belum pernah

LikaLikuLakiLaki2023

Trus kalau misalkan ada yang sama, tampilannya seperti ini tapi add item cari yang pengajuannya sama

- **Title = judul trainingnya**
- **Category = master data dari category training**

Untuk melihat master data dari course category : Modul HR ->configuration->course categories

Selesai...

Selanjutnya bu silvi mengisi kelengkapan data course/training

HR ->courses->course->edit->save->assign attendees (untuk konfirmasi kehadiran peserta ke admin dirat)->

Type	Requested
Internal/External	Yearly
Category	Requested

- **Yearly** : emang udah ada setiap tahun
- **Requested** : by request aja

Internal/External	--Choose--
Category	--Choose--
Course Cost	Internal
Currency	External
Authorized by	IDR
	Tatsbita Fitria Sarwono

- **Internal** : satu divisi
- **External** : lintas divisi/dari pihak luar

Courses / Test Training Odoo

DRAFT WAITING ATTENDEES ATTENDEES CONFIRMATION IN PROGRESS

Draft Course

Name

Test Training Odoo

Type	Requested	Start date	02/05/2024
Internal/External	--Choose--	End date	02/05/2024
Category	Product Knowledge	Time	08:00
Course Cost	Rp0	Location	
Currency	IDR	Organizer	
Authorized by	Tatsbita Fitria Sarwono	Maximum Attendees	<input type="radio"/> Limited <input checked="" type="radio"/> Unlimited
Has Permanence	<input type="checkbox"/>	Number of Expected	0
Certificate Template		Attendees	

Course Results

- **Start date** : dimulai coursennya
- **End date** : akhir dari coursennya
- **Time** waktu mulainya
- **Certifikat template** : template untuk cetak nanti (**Master datanya** : modul E-learning - >konfigurasi->sertifikat)
- **Organizer** : yang menyelenggarakan (**master datanya** dari contact)

Attendees Submit Form	Employee	Direktorat	Department	Available

Ini isinya akan muncul ketika peserta sudah konfirmasi training ok, **munculnya di stage waiting atandees**

Selanjutnya setelah bu silvie isi kelengkapan data coursennya, maka selanjutnya admin dirat attandess submission

HR ->course -> atandees submission ->

SUBMIT/VIEW
ATTENDEES

Attendees Submission / New

SAVE DISCARD

SUBMIT DRAFT SUB

Nama
New

Course Test Training Odoo
Direktorat Direktorat 9

Assign Attendees

Name	Work Phone	Work Email	Company	Direktorat	Job Position	Manager	User	Manual Attendance
Abdoel Latief Sukoco	021-23555999	sukoco@jayateknik.com	JAYA TEKNIK INDONESIA	Direktorat 9	Staf Penentuan & Pengendalian Pembelian	Evelien Siegers, Ir	ABDOEL LATIEF SUKOCO	<input checked="" type="checkbox"/>
Abdul Azis Al-qadri	081315452295	abdulazisalqadry26@gmail.com	JAYA TEKNIK INDONESIA	Direktorat 3	Account Manager	Agus Darmawan Prasetyo, A.Md	Abdul Azis Al-qadri	<input checked="" type="checkbox"/>

Add an item

Kalau gak jadi di hapus aja.

Kalau nambah maka add item aja

NOTESSSS

Courses / Test Training Odoo

EDIT CREATE Attachment(s) Action ▾ 1 / 1 < >

CONFIRMATION ATTENDEES		CANCEL COURSE		BACK TO DRAFT		DRAFT	WAITING ATTENDEES	ATTENDEES CONFIRMATION	IN PROGRESS	COMPLETED															
Type	Requested	Start date	02/05/2024																						
Internal/External	External	End date	02/05/2024																						
Category	Product Knowledge	Time	08:00																						
Course Cost	Rp 2,000,000	Location	Tangerang Selatan, Banten, IDN																						
Currency	IDR	Organizer	MATRICA CONSULTING SERVICE																						
Authorized by	Tatsbita Fitria Sarwono	Maximum Attendees	Limited to 20																						
Has Permanence	<input type="checkbox"/>	Number of Expected Attendees	2																						
Certificate Template		Available Seats	18																						
<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Course Results</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Attendees Submit Form</th> <th>Employee</th> <th>Direktorat</th> <th>Department</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>AS/05/2024/098</td> <td>Abdoel Latief Sukoco</td> <td>Direktorat 9</td> <td>Direktorat 9 / Department 3</td> <td>--Choose--</td> </tr> <tr> <td>AS/05/2024/098</td> <td>Abdul Azis Al-qadri</td> <td>Direktorat 9</td> <td>Direktorat 3 / Department 1</td> <td>--Choose--</td> </tr> </tbody> </table>											Attendees Submit Form	Employee	Direktorat	Department	Available	AS/05/2024/098	Abdoel Latief Sukoco	Direktorat 9	Direktorat 9 / Department 3	--Choose--	AS/05/2024/098	Abdul Azis Al-qadri	Direktorat 9	Direktorat 3 / Department 1	--Choose--
Attendees Submit Form	Employee	Direktorat	Department	Available																					
AS/05/2024/098	Abdoel Latief Sukoco	Direktorat 9	Direktorat 9 / Department 3	--Choose--																					
AS/05/2024/098	Abdul Azis Al-qadri	Direktorat 9	Direktorat 3 / Department 1	--Choose--																					

Setelah tampil spt yg diatas, bu silvi lagi.. (ini untuk proses peserta bisa konfirmasi kehadirannya)

Confirm attendees -> ini dimulai di modul HR ->courses->confirm attendees (ini bisa dilakukan ketiga actor)

Attendees Confirmation

SAVE DISCARD To-do Search... 1 / 2 / 2 < > ⌂ ⌂

Name	Attendees Submit Form	Employee	Direktorat	Department	Available	Reason	State	Result
<input type="checkbox"/> Test Training Odoo	AS/05/2024/098	Abdoel Latief Sukoco	Direktorat 9	Direktorat 9 / Department 3	Ready	Attendees Confirmation	Pending	
<input type="checkbox"/> Test Training Odoo	AS/05/2024/098	Abdul Azis Al-qadri	Direktorat 9	Direktorat 3 / Department 1	Ready	Attendees Confirmation	Pending	

Setelah itu Kembali lagi ke tampilan bu silvi untuk klik button start course agar muncul di modul e-learning ->LMS->kelas

The screenshot shows the Odoo E-Learning interface. On the left is a sidebar with various modules: Accounting, Attendances, Expenses, Requisitions, Leaves, Appraisal, Travel Request, Asset Management, Calendar, Challenges, Chat, CMMS, CMMS Tickets, Collector, Contacts, Marketing, and Dashboards. The main area is titled 'Course / Test Training Odoo'. It has tabs for 'EDIT' and 'CREATE', and buttons for 'Attachment(s)', 'Action', 'CONFIRM', 'DRAFT', 'CONFIRM', and 'CLOSED'. The status bar at the top right shows 'TATSBITA FITRA SARWONO (DEV_JTI)'. Below the tabs, there's a 'CONFIRM' button. The main content area displays the course details:

Code	test-training-odoo
Training	Test Training Odoo
Confirm Date	02/05/2024
Start Date	02/05/2024
End Date	02/05/2024
Create By	TATSBITA FITRA SARWONO
Forum	
Training Category	Product Knowledge
Course Categories	
Quiz Kelas	
Company	JAYA TEKNIK INDONESIA

Below the table are tabs for 'General', 'Enrollments', 'Course Materials', and 'Faculties'. Under 'General', it says 'Visibility Policy' set to 'Everyone' and 'Print Certificate' checked. To the right, there are icons for 'Material' (0), 'Completed' (2), 'Users' (2), and 'Forum Post' (0). At the bottom, there are buttons for 'General', 'Enrollments', 'Course Materials', 'Faculties', 'Visibility Policy', 'Everyone', 'Print Certificate', and a dropdown menu.

Ini tampilan awal setelah start course oleh bu silvi, di e-learning > LMS > kelas > edit

Bu silvi mengisi detail dari kelasnya tersebut

Disini semua data kebutuhan trainingnya dapat disesuaikan dengan training yang akan berjalan

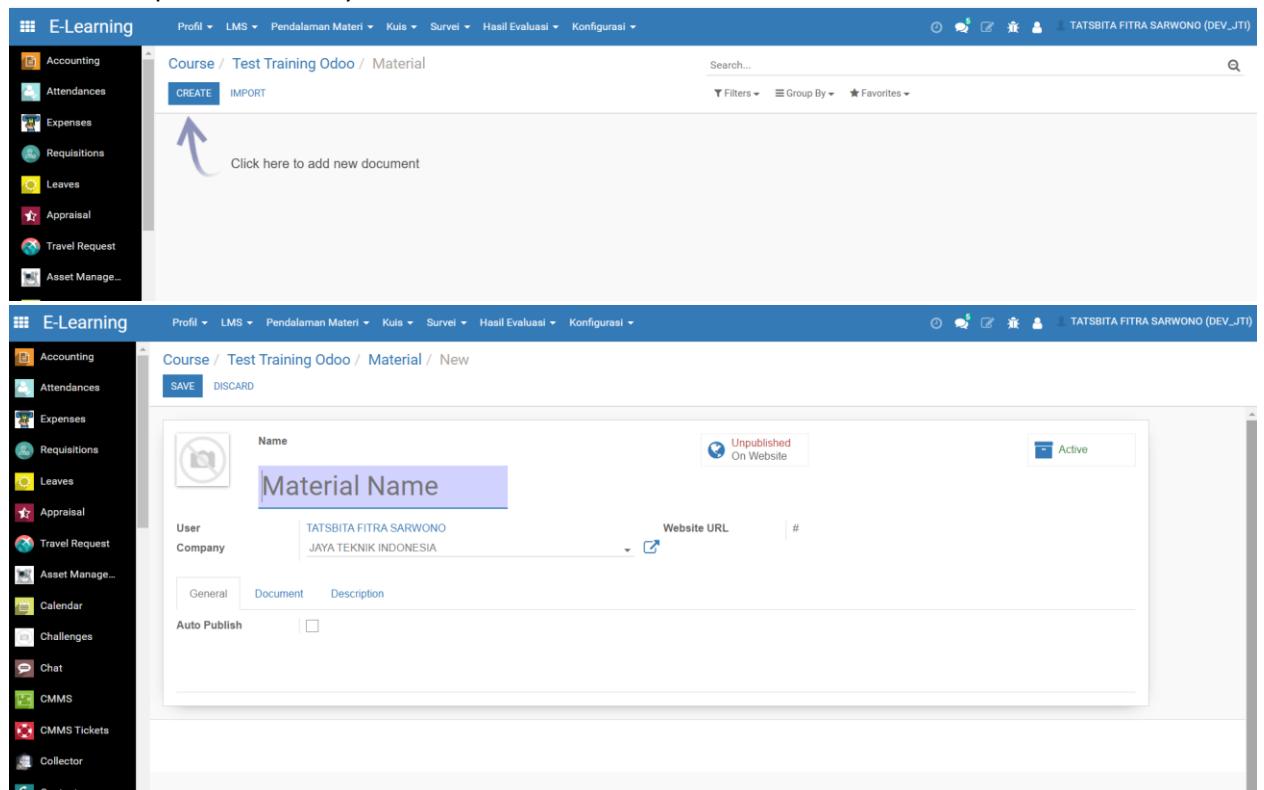
- Link Vidio Conference : ex missal link zoom/gmeet
- Material : materi training (pdf,doc,dsb)
- Course category = Training category
- Quiz kelas : kalau ada quiz di dalam training

Kalau belum ada, bikin duluu di master data kuis

This screenshot shows the same course edit screen as above, but with more fields filled. In the 'General' tab, under 'Visibility Policy', 'Everyone' is selected. Under 'Short Description', the text 'Short Description' is entered. Under 'Full Description', there is a rich text editor with a blank content area. The rest of the interface is identical to the first screenshot, including the sidebar, tabs, and status bar.

- Print sertifikat kalau di centang bisa di cetak
- Visibility Policy :

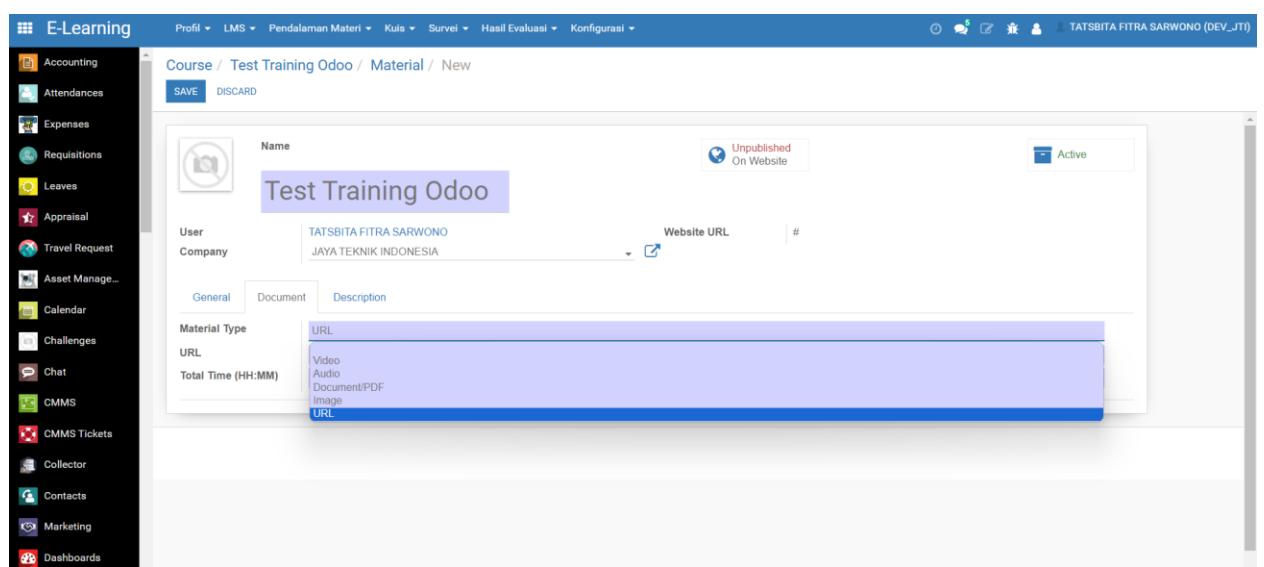
- Everyone (semua org bisa akses materi training)
 - Only logged user (usernya harus login)
 - Only invited user (ini hanya user yang diundang)
- Short Description : Judul/gambar garis besar trainingnya
 Full Description : penjelasan mengenai trainingnya tsb
 Misal mau upload materialnya :



The screenshot shows two consecutive steps in the Odoo E-Learning platform for creating a new material:

- Step 1: Material List View**
 The top part shows a list view of materials under the course "Test Training Odoo". A large button at the bottom left says "Click here to add new document".
- Step 2: Material Creation Form**
 The bottom part shows a detailed form for creating a new material. The "Name" field is filled with "Material Name". Other fields include "User Company" (TATSBITA FITRA SARWONO, JAYA TEKNIK INDONESIA), "Website URL", and "Auto Publish" (unchecked). The "General" tab is selected.

- Auto publish : kalau di centang langsung ke publish di website



This screenshot shows the same material creation form as above, but with the "Auto Publish" checkbox checked. A dropdown menu for "Material Type" is open, showing options like URL, Video, Audio, Document/PDF, and Image. The "URL" option is currently selected.

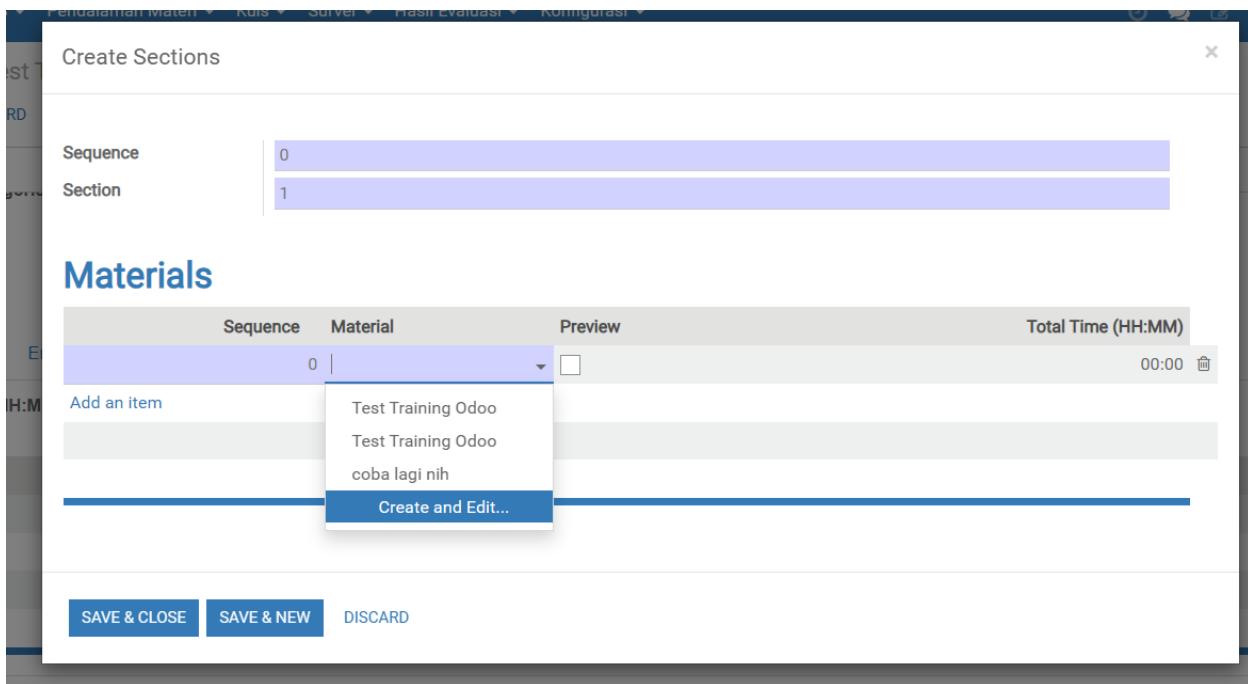
Material type : bisa dipilih sesuai materi yang akan digunakan

The screenshot shows the E-Learning application interface. On the left is a sidebar with various icons for Accounting, Attendances, Expenses, Requisitions, Leaves, Appraisal, Travel Request, Asset Management, Calendar, Challenges, Chat, CMMS, CMMS Tickets, Collector, Contacts, Marketing, and Dashboards. The main area shows a course titled 'Test Training Odoo' with a sub-section 'Material'. A new material is being created, with the name 'Test Training Odoo' entered. The status is set to 'Unpublished' and 'On Website'. The 'Active' checkbox is checked. Below the name, there is a section for 'User Company' with 'TATSBITA FITRA SARWONO' and 'JAYA TEKNIK INDONESIA'. There are tabs for 'General', 'Document', and 'Description'. Under 'Description', there are two sections: 'Short Description' and 'Full Description', both of which are currently empty. At the bottom are 'SAVE' and 'DISCARD' buttons.

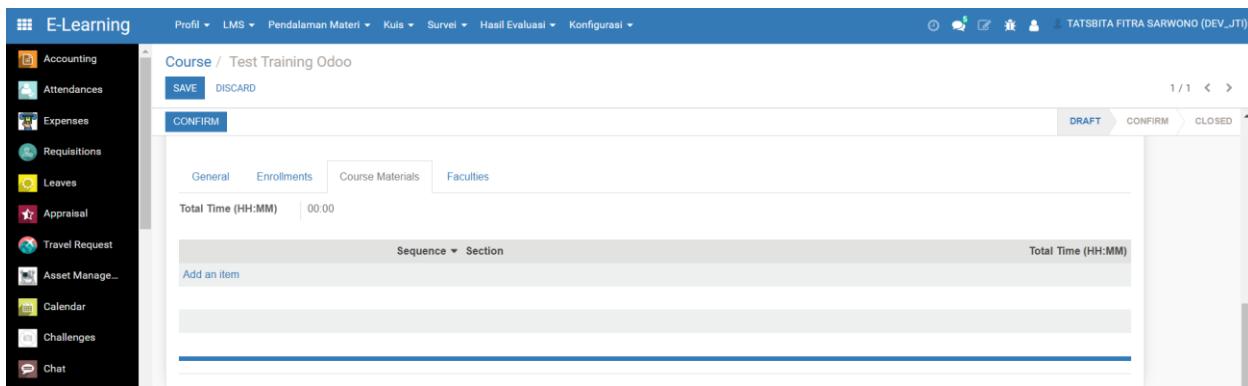
- Short Description : Judul/gambar garis besar Materinya
- Full Description : penjelasan mengenai materinya tsb

Another note : saat material sudah di create dan di save, belum muncul di material course. Tetapi

The screenshot shows the E-Learning application interface. On the left is a sidebar with various icons for Accounting, Attendances, Expenses, Requisitions, Leaves, Appraisal, Travel Request, Asset Management, Calendar, Challenges, Chat, CMMS, CMMS Tickets, Collector, Contacts, Marketing, and Dashboards. The main area shows a course titled 'Test Training Odoo' with a sub-section 'Material'. A material item is displayed with the title 'Test Training Odoo'. It has a code 'test-training-odoo', training 'Test Training Odoo', confirm date '02/05/2024', start date '02/05/2024', end date '02/05/2024', and created by 'TATSBITA FITRA SARWONO'. It is linked to a forum 'Product Knowledge' and course categories 'Product Knowledge'. The company is listed as 'JAYA TEKNIK INDONESIA'. There are tabs for 'General', 'Enrollments', 'Course Materials', and 'Faculties'. Below the material details, there is a 'Visibility Policy' set to 'Everyone' and a 'Print Certificate' button. On the right, there are statistics: '0 Material', '2 Completed', '2 Users', and '0 Forum Post'. Action buttons include 'EDIT', 'CREATE', 'CONFIRM', 'DRAFT', 'CLOSED', and '1 / 1'.



Gak muncul di shortcut materials, tetapi muncul di course create sections



Ini part untuk pembagian sesi trainingnya > add item seterusnya

Pendalaman Materi ▾ Kuis ▾ Survei ▾ Hasil Evaluasi ▾ Konfigurasi ▾

Create Sections

Sequence	0
Section	

Materials

Sequence	Material	Preview	Total Time (HH:MM)
Add an item			

SAVE & CLOSE **SAVE & NEW** **DISCARD**

Log note

Sequence : buat urutan materi yang pertama itu dari 0

Section : Sesi 1-dst

Materials : materi yang tadi sudah dibuat

E-Learning Profil ▾ LMS ▾ Pendalaman Materi ▾ Kuis ▾ Survei ▾ Hasil Evaluasi ▾ Konfigurasi ▾

TATSBITA FITRA SARWONO (DEV_JTI)

Course / Test Training Odoo

SAVE **DISCARD**

CONFIRM

Company	JAYA TEKNIK INDONESIA	DRAFT	CONFIRM	CLOSED														
<table border="1"> <thead> <tr> <th>Name</th> <th>Login</th> <th>Roles</th> <th>Language</th> <th>Latest connection</th> <th>Create Date</th> <th>Created by</th> </tr> </thead> <tbody> <tr> <td colspan="7">Add an item</td> </tr> </tbody> </table>					Name	Login	Roles	Language	Latest connection	Create Date	Created by	Add an item						
Name	Login	Roles	Language	Latest connection	Create Date	Created by												
Add an item																		

Faculties : ini data dari pembicaranya

Save > confirm (selesai bu silvi)

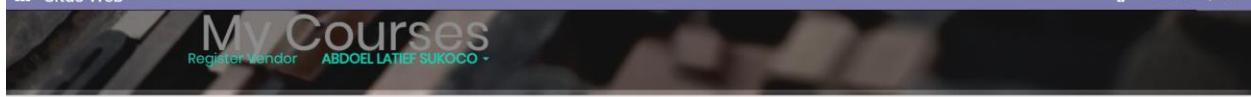
Peserta

Buka website JTI > buka menu E-learning > Sub menu kursus > pilih kelas yang ingin diikuti > start course untuk memulai training hingga selesai.

Situs Web

My Courses

Register Vendor ABDOEL LATIEF SUKOCO -



PT JAYA TEKNIK INDONESIA

Hubungi Kami:

Jl. Johar No.10 RT.18/RW.6, Kebon Sirih, Menteng, Jakarta Pusat, DKI

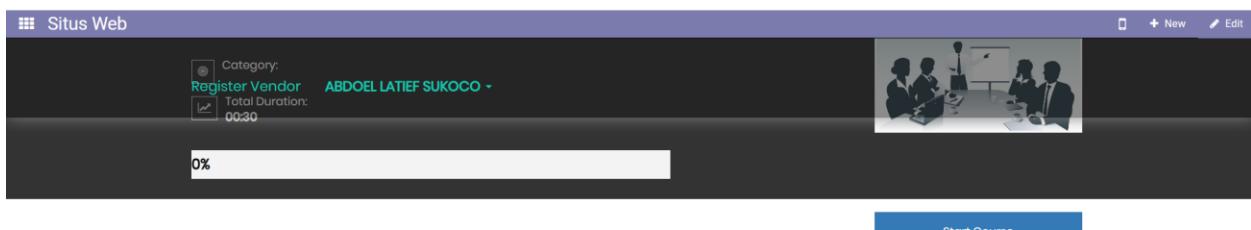
JAYA TEKNIK INDONESIA

Have a Question? Chat with us.



Situs Web

Category: Register Vendor ABDOEL LATIEF SUKOCO - Total Duration: 00:30



0%

Start Course

Deskripsi

Curriculum Faculties Komentar Go to Quiz

training teknis1	00:30
SKBDN	Preview Download

PT JAYA TEKNIK INDONESIA

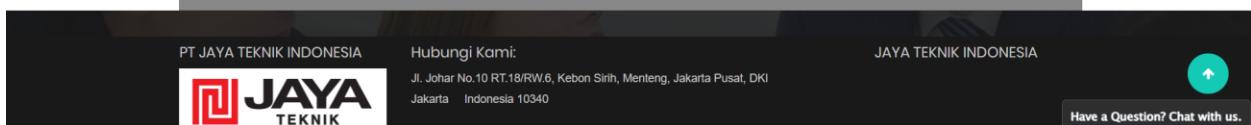
Hubungi Kami:

Jl. Johar No.10 RT.18/RW.6, Kebon Sirih, Menteng, Jakarta Pusat, DKI

Jakarta Indonesia 10340

JAYA TEKNIK INDONESIA

Have a Question? Chat with us.



Materi bisa di preview ataupun di download oleh peserta training

Setelah training selesai, status di sini di closed > completed (untuk cetak sertifikat peserta training).

The screenshot shows the E-Learning module's course management interface. A sidebar on the left lists various modules like Accounting, Attendances, Expenses, etc. The main area displays a course named 'Test Training Odoo'. Key details shown include:

- Code:** test-training-odoo
- Training:** Test Training Odoo
- Confirm Date:** 06/05/2024
- Start Date:** 02/05/2024
- End Date:** 02/05/2024
- Create By:** TATSBITA FITRA SARWONO
- Forum:** Product Knowledge
- Training Category:** Product Knowledge
- Course Categories:** Product Knowledge
- Quiz Kelas:** JAYA TEKNIK INDONESIA

Below the details, there are tabs for General, Enrollments, Course Materials, and Faculties. Under General, the Visibility Policy is set to Everyone. On the right, there are summary statistics: 2 Material, 2 Completed, 2 Users, 0 Forum Post, and 0 Survey. The status bar at the top right shows DRAFT, CONFIRM, and CLOSED, with CLOSED being the active state.

This screenshot shows the enrollment details for a specific user in a course. The user is ABDOEL LATIEF SUKOCO, indexed CC1578. The enrollment details are as follows:

Index	CC1578	Enrollment Date	02/05/2024 07:00:00
Course	Test Training Odoo	Completion Date	06/05/2024 16:30:10
User	ABDOEL LATIEF SUKOCO	Completed	50
NRP		Percentage	N/A
Work Email		Average Quiz Score	N/A
Dirat		Quiz Status	No Quiz Available
Department		Minimum Quiz Score	N/A
Sub Department		Company	JAYA TEKNIK INDONESIA

Below the enrollment details, there is a section titled 'Materials' which lists the course materials and their completion status:

Material	Completed	Completed Time	Last Access Time
Test Training Odoo	✓	06/05/2024 16:21:36	06/05/2024 16:22:23