

## 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

Human Resources

Course Request / New

SAVE DISCARD

SUBMIT

DRAFT SUBMITTED APPROVED REJECT

Nama  
New

Title

Category

Course

Course Status

Reason

Created on

Allow all employee

Attendees

| Name                        | Work Phone | Work Email | Company | Direktorat | Job Position | Manager | User | Manual Attendance |
|-----------------------------|------------|------------|---------|------------|--------------|---------|------|-------------------|
| <a href="#">Add an item</a> |            |            |         |            |              |         |      |                   |

Bu silvi : approval course request

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)->

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

**Internal/External**

**Category**

**Course Cost**

**Currency**

**Authorized by**

--Choose--

--Choose--

Internal

External

IDR

Tatsbita Fitria Sarwono

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

Courses / Test Training Odoo

SAVE DISCARD 151 /

ASSIGN ATTENDEES CANCEL COURSE 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 ☐ Limited ☒ Unlimited

Has Permanence ☐ Number of Expected Attendees 0

Certificate Template

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)

| Course Results        |          |            |            |           |
|-----------------------|----------|------------|------------|-----------|
| 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 coursanya, maka selanjutnya admin dirat attandess submission

HR ->course -> atandees submission ->

SUBMIT/VIEW  
ATTENDEES

->

Attendees Submission / New

SUBMIT

DRAFT

SUBMIT

NAME

New

COURSE

Direktorat

Test Training Odoo

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 | ✓                 |  |
| Abdul Azis Al-qadri  | 081315452295 | abdulazisaiqadry26@gmail.com | JAYA TEKNIK INDONESIA | Direktorat 3 | Account Manager                         | Agus Darmawan Prasetyo, A.Md | Abdul Azis Al-qadri  | ✓                 |  |
| 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                             |

Course Results

| 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 1-2 / 2 < >

| <input type="checkbox"/> | 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

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

Course / Test Training Odoo

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

CONFIRM DRAFT CONFIRM CLOSED

### Test Training Odoo

0 Material 2 Completed 2 Users 0 Forum Post

|                   |                        |                       |
|-------------------|------------------------|-----------------------|
| Code              | test-training-od       | Link Video Conference |
| 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  |                       |

General Enrollments Course Materials Faculties

Visibility Policy Everyone Print Certificate ☒

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 dulu di master data kuis

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

Course / Test Training Odoo

SAVE DISCARD 1/1 < >

CONFIRM DRAFT CONFIRM CLOSED

General Enrollments Course Materials Faculties

Visibility Policy ☒ Everyone ☐ Only logged in User ☐ Only Invited User Print Certificate ☒

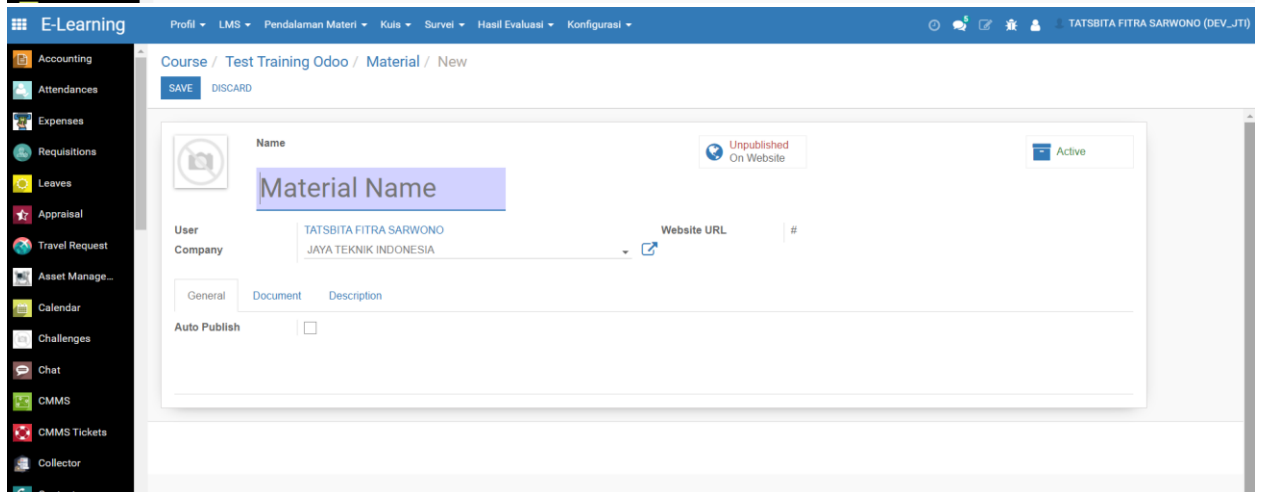
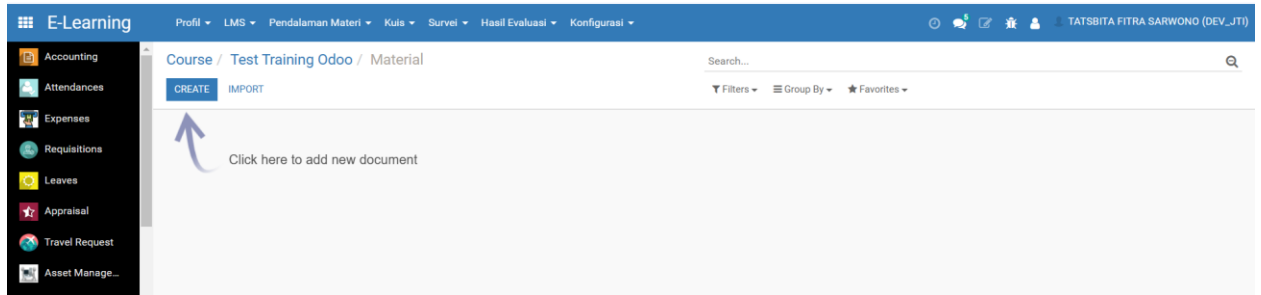
### Short Description

### Full Description

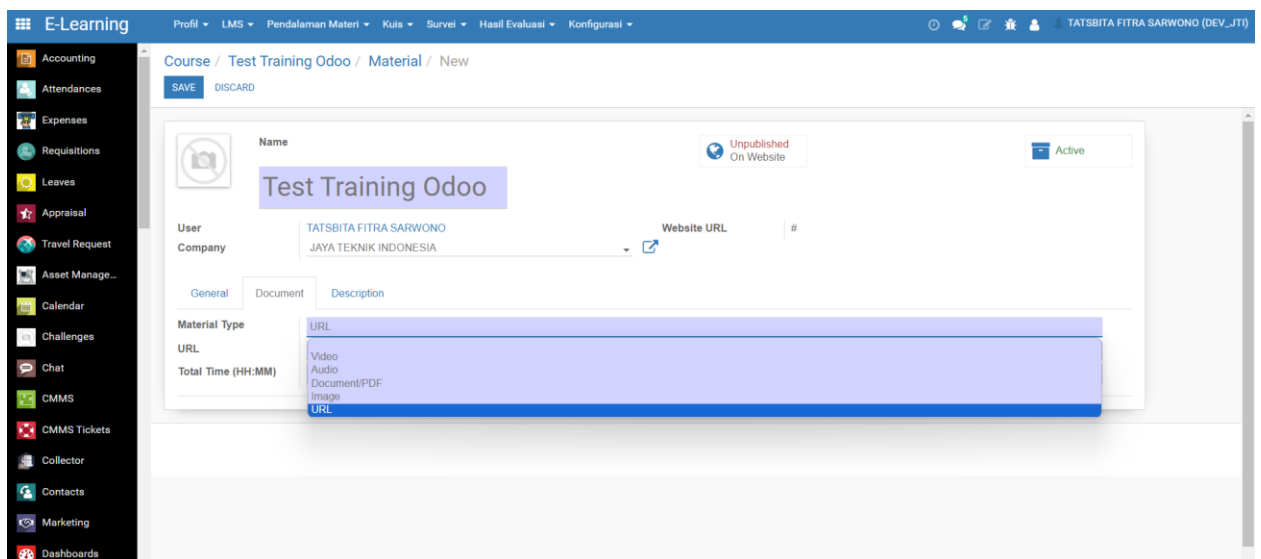
15 16

- 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 :



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



Material type : bisa dipilih sesuai materi yang akan digunakan

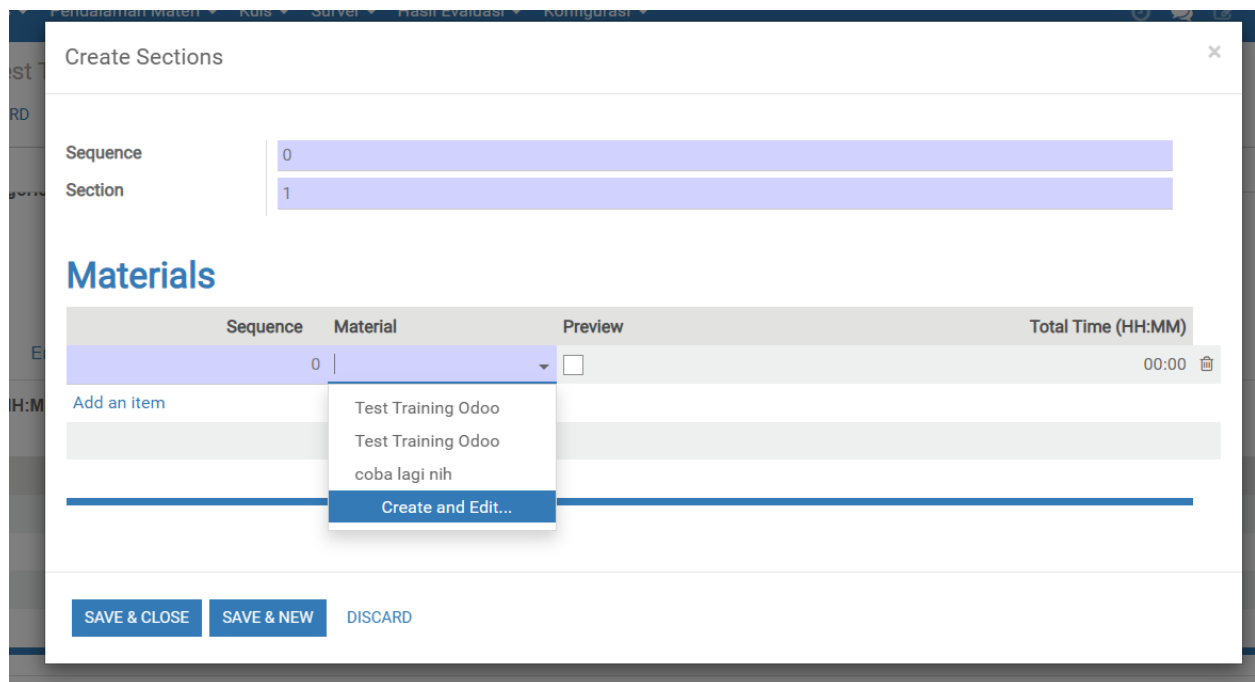
The screenshot shows the 'New Material' form in the E-Learning system. The form is titled 'Course / Test Training Odoo / Material / New'. It includes a sidebar with various system modules like Accounting, Attendances, Expenses, Requisitions, Leaves, Appraisal, Travel Request, Asset Manage..., Calendar, Challenges, Chat, CMMS, CMMS Tickets, Collector, Contacts, Marketing, and Dashboards. The main form area has a 'Name' field with the value 'Test Training Odoo', a 'User' field with 'TATSBITA FITRA SARWONO', and a 'Company' field with 'JAYA TEKNIK INDONESIA'. There are tabs for 'General', 'Document', and 'Description'. The 'Short Description' field is empty, and the 'Full Description' field is a rich text editor with a toolbar. A status bar at the top right shows 'Unpublished On Website' and 'Active'.

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

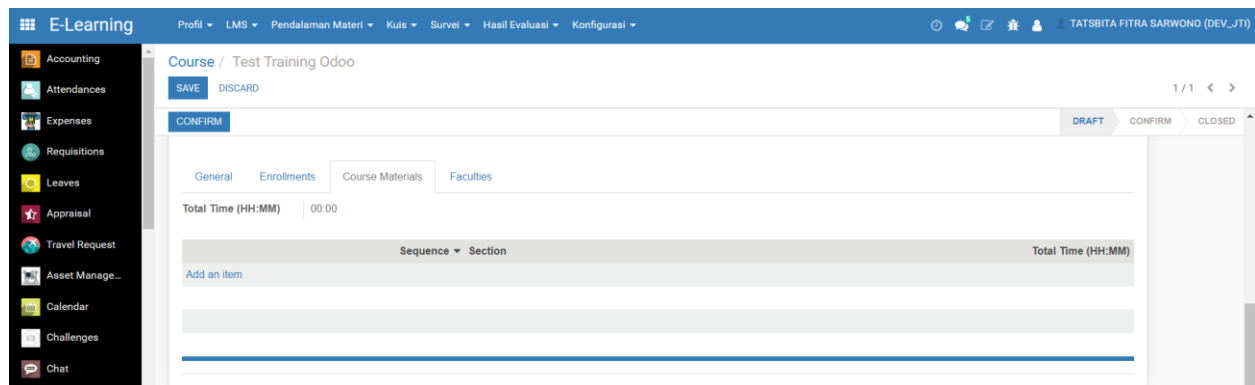
Another note : saat material sudah di create dan di save, belum muncul di material course. Tetapi

The screenshot shows the 'Course Materials' page in the E-Learning system. The page is titled 'Course / Test Training Odoo'. It includes a sidebar with various system modules. The main form area has a 'Code' field with the value 'test-training-od', a 'Training' field with 'Test Training Odoo', a 'Confirm Date' field with '02/05/2024', a 'Start Date' field with '02/05/2024', an 'End Date' field with '02/05/2024', a 'Create By' field with 'TATSBITA FITRA SARWONO', a 'Forum' field with 'Product Knowledge', a 'Training Category' field with 'Product Knowledge', a 'Course Categories' field with 'Product Knowledge', a 'Quiz Kelas' field with 'Product Knowledge', and a 'Company' field with 'JAYA TEKNIK INDONESIA'. There are tabs for 'General', 'Enrollments', 'Course Materials', and 'Faculties'. A status bar at the top right shows 'DRAFT', 'CONFIRM', and 'CLOSED'. A summary box on the right shows '0 Material', '2 Completed', '2 Users', and '0 Forum Post'.





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



Ini part untuk pembagian sesi trainingnya > add item seterusnya

Sequence: 0

Section:

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

SAVE & CLOSE SAVE & NEW DISCARD

Sequence : buat urutan materi yang pertama itu dari 0

Section : Sesi 1-dst

Materials : materi yang tadi sudah dibuat

Course / Test Training Odoo

SAVE DISCARD

CONFIRM DRAFT CONFIRM CLOSED

Company: JAYA TEKNIK INDONESIA

| 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.

training teknis

Teacher:

Selesai 0.0 %

Completion Date

Start Course

training excel

Teacher: Yunus Rahmadi, ST

Selesai 0.0 %

Completion Date

Start Course

Tes Training 30 Juni 2022

Teacher:

Selesai 0 %

Completion Date

Start Course

Test Training Odoo

Teacher:

Selesai 50.0 %

Completion Date 2024-05-06 09:22:23

Continue Learning

Situs Web

Category:

Register Vendor

ABDOEL LATIEF SUKOCO -

Total Duration:

00:30

0%

Start Course

Deskripsi

Curriculum

Faculties

Komentar

Go to Quiz

|                   |                    |
|-------------------|--------------------|
| training teknis 1 | 00:30              |
| SKBDN             | Preview   Download |
|                   | 00:30              |

Materi bisa di preview ataupun di download oleh peserta training

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

Accounting

Attendances

Expenses

Requisitions

Leaves

Appraisal

Travel Request

Asset Manage...

Calendar

Challenges

Chat

CMMS

CMMS Tickets

Collector

Contacts

Marketing

Dashboards

Profil

LMS

Pendalaman Materi

Kuis

Survei

Hasil Evaluasi

Konfigurasi

Course / Test Training Odoo

EDIT

CREATE

Attachment(s) Action

RE-OPEN

DRAFT

CONFIRM

CLOSED

1 / 1

<

>

Test Training Odoo

2

Material

2

Completed

2

Users

0

Forum Post

0

Survey

Code

test-training-od

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

Quiz Kelas

Company

JAYA TEKNIK INDONESIA

General

Enrollments

Course Materials

Faculties

Visibility Policy

Everyone

Print Certificate

✓

E-Learning

LMS

Pendalaman Materi

Kuis

Survei

Hasil Evaluasi

Konfigurasi

Accounting

Attendances

Expenses

Requisitions

Leaves

Appraisal

Travel Request

Asset Manage...

Calendar

Challenges

Chat

CMMS

CMMS Tickets

Collector

Contacts

Marketing

Dashboards

Course / Test Training Odoo / Enrollments / ABDOEL LATIEF SUKOCO

EDIT

CREATE

Print

Attachment(s)

Action

1 / 2

<

>

PRINT CERTIFICATE

DRAFT

IN PROGRESS

DONE

Active

Index

CC1578

Course

Test Training Odoo

User

ABDOEL LATIEF SUKOCO

Enrollment Date

02/05/2024 07:00:00

Completion Date

06/05/2024 16:30:10

Completed

50

Percentage

Average Quiz Score

N/A

Quiz Status

No Quiz Available

Minimum Quiz Score

N/A

Company

JAYA TEKNIK INDONESIA

Materials

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