

My Profile - Versi Website

Berikut adalah langkah-langkah singkat untuk menggunakan menu **My Profile** di sistem Sinergi:

1. Melihat Biodata

- Masuk ke menu **My Profile**.
- User dapat melihat informasi biodata seperti:
 - **NRP**
 - **Nama**
 - **Poin** yang sudah dikumpulkan.

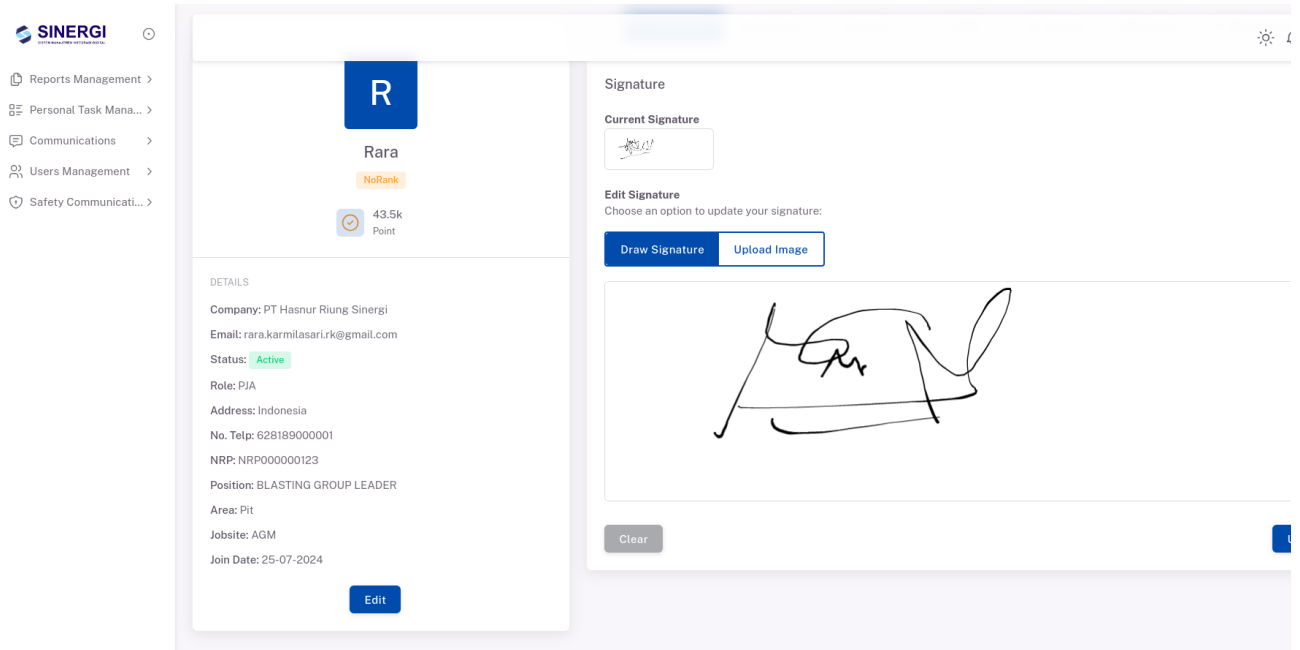
2. Mengedit Data Biodata

- Klik tombol **Edit** untuk mengubah informasi biodata seperti:
 - NRP
 - Nama, dan informasi lain yang diizinkan untuk diedit.

The screenshot displays the 'My Profile' interface within the SINERGI system. On the left, a sidebar menu includes 'Reports Management', 'Personal Task Mana...', 'Communications', 'Users Management', and 'Safety Communicati...'. The main profile card for user 'Rara' shows a 'NoRank' status and '43.5k Point'. Below this, a 'DETAILS' section lists personal and professional information: Company (PT Hasnur Riung Sinergi), Email (rara.karmilasarir@gmail.com), Status (Active), Role (PJA), Address (Indonesia), No. Telp (628189000001), NRP (NRP000000123), Position (BLASTING GROUP LEADER), Area (Pit), Jobsite (AGM), and Join Date (25-07-2024). An 'Edit' button is located at the bottom of the details section. To the right, a 'Signature' section offers options to 'Draw Signature' or 'Upload Image', with a 'Clear' button below the signature area.

3. Mengelola Tanda Tangan (Signature)

- Klik menu **Signature** untuk:
 - Menginput tanda tangan baru.
 - Mengubah tanda tangan yang sudah ada sebelumnya.



4. Mengatur Keamanan Akun (Security)

- Masuk ke menu **Security** untuk:
 - Mengubah kata sandi akun Anda.

- o Pastikan kata sandi baru memenuhi syarat keamanan.

The screenshot shows the SINERGI user interface. On the left is a sidebar with navigation links: Reports Management, Personal Task Mana..., Communications, Users Management, and Safety Communicati... The main content area is divided into two sections. The left section displays the user profile for 'Rara', including a profile picture with the letter 'R', the name 'Rara', a 'NoRank' badge, and a '43.5k Point' badge. Below this is a 'DETAILS' section with the following information: Company: PT Hasnur Riung Sinergi, Email: rara.karmilasari.rk@gmail.com, Status: Active, Role: PJA, Address: Indonesia, No. Telp: 628189000001, NRP: NRP000000123, and Position: BLASTING GROUP LEADER. The right section is titled 'Change Password' and contains a form with fields for 'Old Password', 'New Password', and 'Confirm Password'. A note above the form states 'Minimum 8 characters long, uppercase & symbol'. A 'Change Password' button is located below the form. The top navigation bar includes links for Signature, Security, Points, APD, Training, License, and Working Per.

5. Melihat List Poin

- Pilih menu **Points** untuk melihat daftar poin yang telah diperoleh berdasarkan aktivitas atau kontribusi di sistem.

The screenshot shows the SINERGI user interface with the 'Points' menu selected. The left sidebar is the same as in the previous screenshot. The main content area is divided into two sections. The left section displays the user profile for 'Rara' with the same details as before. The right section is titled 'Points' and shows a list of points earned. At the top of this section is a dropdown menu set to '5'. Below this is a table with the following data:

DESCRIPTION	POINT	DATE
Close Report	500	18-11-2024 01:44:31
Login	10	18-11-2024 01:40:49
Close Report	500	18-11-2024 01:28:19
Close Report	500	18-11-2024 00:00:25
Submit Report	500	17-11-2024 23:59:39

Below the table, it says 'Showing 1 to 5 of 148 entries'. At the bottom right of the table, there are pagination controls: 'Previous', '1', '2', '3', '4', '...', '30', and 'Next'.

6. Mengelola Data APD, Lisensi, dan Medical Check-up

- Gunakan menu seperti:
 - o **APD**: Untuk mengunggah data Alat Pelindung Diri yang digunakan.

- **License:** Untuk mengunggah atau memperbarui lisensi kerja.
- **Working Permit:** Untuk mengunggah atau memperbarui izin kerja.
- **Medical Check-Up:** Untuk mengunggah data hasil pemeriksaan medis.
- Pastikan data yang diunggah sesuai dengan format dan variabel yang diminta.

- Reports Management >
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

Rara
NoRank
43.5k Point

DETAILS

Company: PT Hasnur Riung Sinergi
Email: rara.karmilasari.rk@gmail.com
Status: Active
Role: PJA
Address: Indonesia
No. Telp: 628189000001
NRP: NRP000000123
Position: BLASTING GROUP LEADER
Area: Pit
Jobsite: AGM
Join Date: 25-07-2024

Edit

Signature Security Points APD Training License Working Permit

10 Search + Add New APD

NAME	TYPE	EXPIRED DATE	STATUS	ACTIONS
TEDt	Helmet	30-11-2024	ACTIVE	
TestAPD	Helmet	14-11-2024	ACTIVE	
hi	Harness	30-11-2024	ACTIVE	
ususs	Test Vest	13-11-2024	ACTIVE	
lagi	Test Vest	22-11-2024	ACTIVE	
lagi	Test Vest	22-11-2024	ACTIVE	
baru lagi	Harness	13-11-2024	ACTIVE	
baru lagi	Harness	13-11-2024	ACTIVE	
baru lagi	Harness	13-11-2024	ACTIVE	
baru lagi	Harness	13-11-2024	ACTIVE	

Showing 1 to 10 of 22 entries

Previous 1 2 3 Next

- Reports Management >
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

Rara
NoRank
43.5k Point

DETAILS

Company: PT Hasnur Riung Sinergi
Email: rara.karmilasari.rk@gmail.com
Status: Active
Role: PJA
Address: Indonesia
No. Telp: 628189000001
NRP: NRP000000123
Position: BLASTING GROUP LEADER
Area: Pit
Jobsite: AGM

Signature Security Points APD Training License Working Permit

10 Search + Add New Training

NAME	START DATE	END DATE	STATUS	ACTIONS
sdfsfwww	27-10-2024	30-10-2024	ACTIVE	
Traing 100 push-up	01-10-2024	31-10-2024	ACTIVE	
Crane Training	24-10-2024	25-10-2024	ACTIVE	

Showing 1 to 3 of 3 entries

Previous 1 Next

- Reports Management >
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

Rara
NoRank
43.5k Point

DETAILS

Company: PT Hasnur Riung Sinergi
Email: rara.karmilasari.rk@gmail.com
Status: Active
Role: PJA
Address: Indonesia
No. Telp: 628189000001
NRP: NRP000000123
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Signature Security Points APD Training License Working Permit

10 Search + Add New Training

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Showing 1 to 3 of 3 entries

Previous 1 Next

