







1

1. Klik icon Grouping berwarna biru

Master Branch

10 records

Search:

Name	Type	Status	Province	City / Regency	Action
HO	Temporary	Enabled	Daerah Khusus Ibukota Jakarta	Kota Jakarta Barat	  
IN OFFICE	Temporary	Enabled	Daerah Khusus Ibukota Jakarta	Kota Jakarta Utara	  

2

Manage Employee HO

[SELECT ALL](#) [DELETE SELECTED](#) [ADD EMPLOYEE](#)

2. Klik Add Employee

3

Add Employee to Branch

[SELECT ALL](#) [ADD TO BRANCH](#)

Team Group: Division:

10 records

Search:

Staff ID	First Name	Last Name	Division	Department	JobTitle	Team
11112222	Taufik	Hidayat	HRD	Audit	(Section Head / SPV) Audit	-
AAA0001	Rio	Akbar	IT	IT	(Staff) Programmer	-
AAA0004	Rendy	Sina	R n D	Development	(Deputy Division Head) RND	-

Showing 1 to 3 of 3 entries

3. Pilih karyawan yang akan dimasukkan

4. Klik Add To Branch