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1. Pilih Attendance

2. Pilih Field Reporting

3. Pilih Reporting

The screenshot shows a sidebar menu with the following items: Dashboard, Profile, Attendance (9), Overtime, Replacement (1), Permission (1), Leave (1), Field Reporting (6), Reporting (6), and My Attendance. Yellow callouts point to 'Attendance', 'Field Reporting', and 'Reporting'.

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4. Pilih Approval

5. Pilih Tanggal

6. Tanggal yang ada pengajuan Field Reporting akan seperti ini

### Reporting Service

Submitted Approval

10 records

Name	Job Title	Department	Date	Time	Place	
KRYATS (Liana -)	Presiden Direktur	Top Management	07-May-2019 14:25	07-May-2019 14:25	Progresstech	<input checked="" type="checkbox"/>
KRYATS (Liana -)	Presiden Direktur	Top Management	07-May-2019 14:27	07-May-2019 14:36	Progresstech	<input checked="" type="checkbox"/>
KRYATS (Liana -)	Presiden Direktur	Top Management	07-May-2019 14:39	07-May-2019 14:40	Jvknvc	<input type="checkbox"/>
KRYATS (Liana -)	Presiden Direktur	Top Management	07-May-2019 14:44	07-May-2019 15:08	PT. ZZZ	<input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

Calendar: 07-05-2019, Apr 2019, 25, 26

Untuk melihat dan menyetujui atau reject salah satu titik Field Reporting

Untuk menyetujui keseluruhan titik Field Reporting

The screenshot shows the 'Reporting Service' interface. It includes a 'Submitted' tab, a table of reporting entries, and a calendar. Annotations explain the 'Approval' tab, date selection, and the meaning of the checkboxes in the table.



