



DOKO  
DEMO

**“Flexible Work Solutions for  
Enhanced Productivity”**

# Index

Index .....	2
Introduction .....	4
Login.....	5
1.1.    Login.....	5
1.2.    Remember Me .....	5
1.3.    Forgot your Password? .....	5
Homepage – Admin.....	6
2.1.    Filter by Team .....	7
2.2.    Filter by Staff Name .....	7
2.3.    Filter by Date.....	8
2.4.    Daily .....	8
2.5.    Weekly.....	9
2.6.    Monthly .....	10
2.7.    Edit Time Tracking.....	11
2.8.    Show Data .....	12
2.9.    Pagination.....	12
2.10.    Notification.....	14
2.11.    Staff Detail.....	13
Profile .....	16
3.1.    My Profile.....	16
3.2.    Bills.....	17
3.3.    Settings .....	18
3.4.    Change Password.....	18
3.5.    Logout.....	18
Settings – Staff .....	19
4.1.    Add Staff .....	20
4.2.    Edit Staff.....	21
4.3.    Reset Password.....	21
4.4.    Change Status .....	22
4.5.    Filter By or Search Data .....	22
4.6.    Pagination.....	22
Settings – Task .....	23
5.1.    Add New Task.....	24

5.2.	Edit Task.....	24
5.3.	Change Status .....	25
5.4.	Delete Task.....	25
5.5.	Filter By or Search Data .....	26
5.6.	Pagination.....	26
Settings – Team .....		27
6.1.	Add Team .....	28
6.2.	Edit Team .....	28
6.3.	Change Status .....	29
6.4.	Filter By or Search Data .....	29
6.5.	Pagination.....	29
Settings – Day Off .....		30
7.1.	Update Leave.....	30
7.2.	Custom Day Off .....	31
7.3.	Working Days / Holidays .....	33
7.4.	Attendance .....	34
7.5.	Day Off Notification.....	35
Attendance Admin.....		36
8.1.	Day Off / Leave .....	36
8.2.	Attendance History .....	40
8.3.	Late .....	43
Desktop App .....		45
Dashboard – Staff .....		47
10.1.	Homepage Staff .....	47
10.2.	Attendance Staff .....	50



# Introduction

Dokodemo-Kerja is a professional work system created for independent and flexible workers, who aim to expand their levels of productivity. The Application presents an efficient solution for companies to find out, in detail, the performances of all their employees.

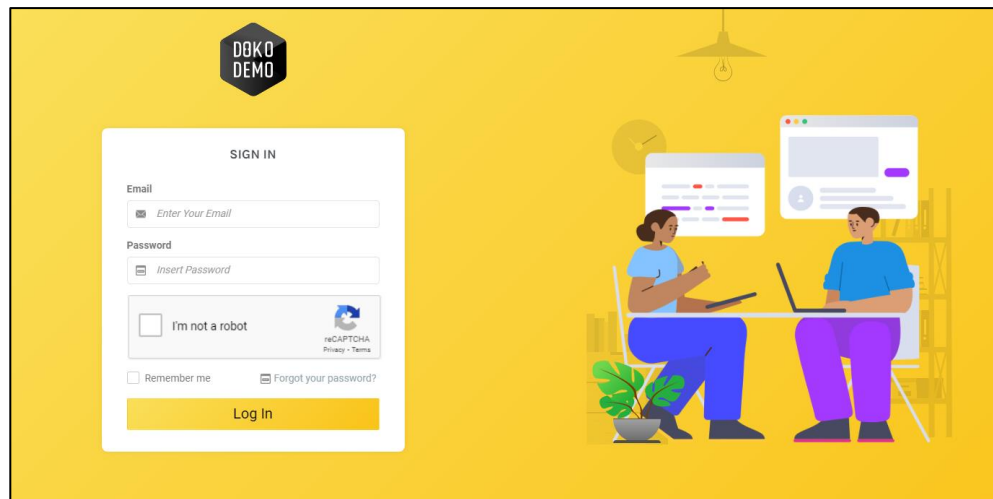
By adopting the application, companies can implement systems of remote work for their employees, so that they can remain productive wherever they are. By doing so, employees are freed from the saturation and tight working atmosphere of the office.

Employers can also use Dokodemo-Kerja to monitor employee productivity within the office, and can be used by HR and Managers as a requirement in determining employee performance.

# Login

## 1.1. Login

Enter your registered email and password and then check the captcha box.  
(See Figure 1.1)



Gambar 1.1 Login Page

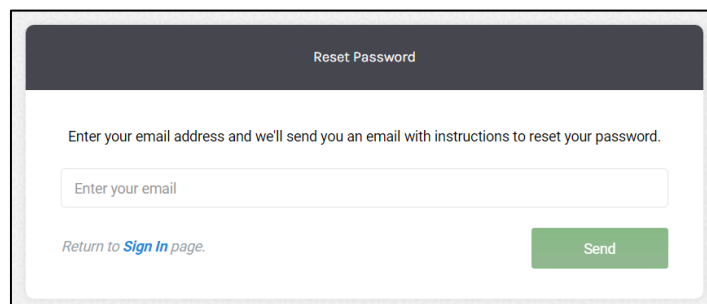
## 1.2. Remember Me

Selecting this feature stores your email and password data.

## 1.3. Forgot your Password?

This feature is used to retrieve a user's password if it has been forgotten.  
Here's how to recover your password:

- Click on the 'forgot your password?' option in the login page.  
(See Figure 1.3.1)
- Enter your email address.
- A password reset link will be sent to the user's email.

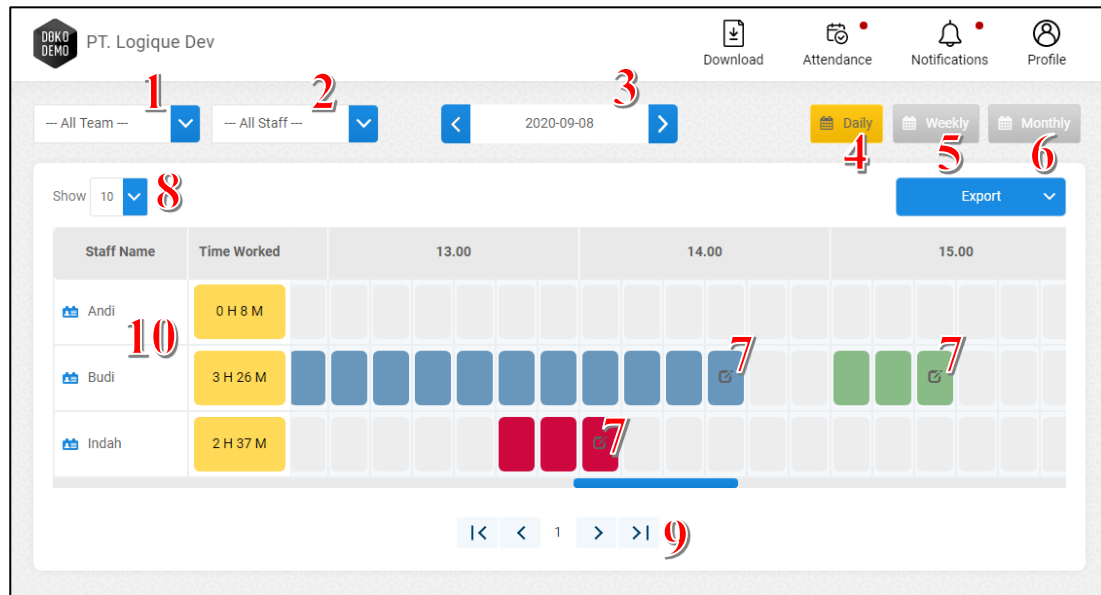


Gambar 1.2 Forgot Password Page



## Homepage – Admin

This is Dokodemo-Kerja's main admin page. This page cannot be accessed by regular staff, and contains the various features described below.

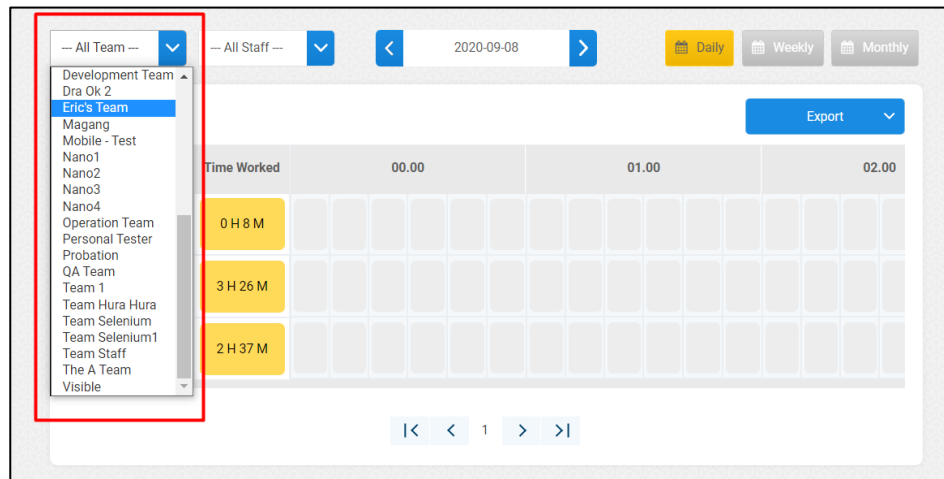


Gambar 2.1 Homepage – Admin

1. **Filter by Team:** This enables users to filter through data by Team.
2. **Filter by Staff Name:** This enables users to filter through data by names of staff.
3. **Filter by Date:** This enables users to filter through data by date.
4. **Daily:** This feature displays employee working hours per day.
5. **Weekly:** This page displays employee total working hours for 7 days / 1 week.
6. **Monthly:** This feature displays employee working hours for up to 1 month.
7. **Edit Time Tracking:** This feature allows the user to edit the time recorded within the time tracking menu.
8. **Show Data:** This feature comprehensively displays employee data shown on each page
9. **Pagination:** This feature moves the user to the next page.
10. **Detail Staff:** This feature displays time tracking data, allowing the admin to view notes, edit the time history, screenshots, session, and location of staff members

## 2.1. Filter by Team

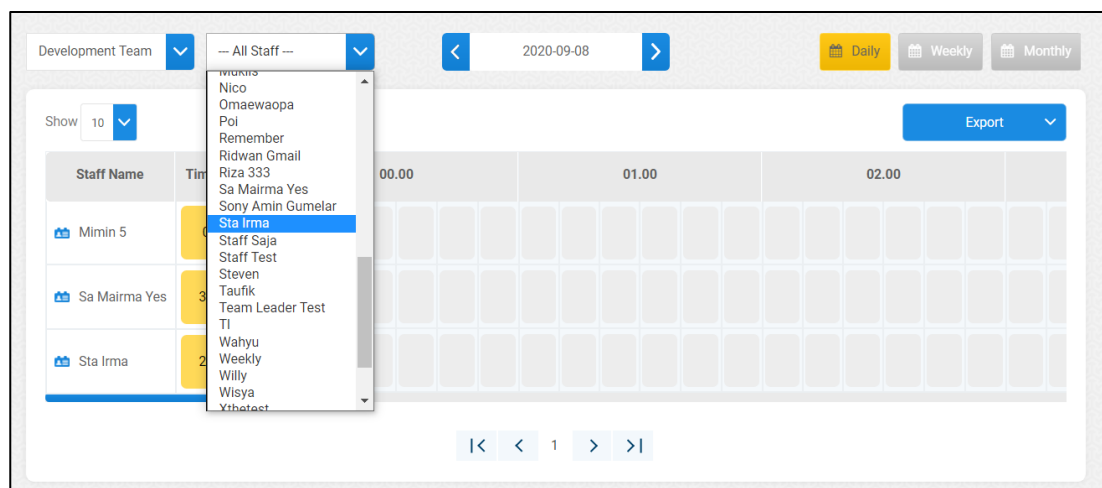
This allows the Admin to filter through time tracking data by Team. After selecting the Team name, the website will display the time tracking data of all employees within that Team. (See Figure 2.2)



Gambar 2.2 Filter by Team

## 2.2. Filter by Staff Name

Through this feature, Admins can filter through time tracking records based on employee names. After selecting an employee's name, the website will display the selected employee's time tracking data. (See Figure 2.3)

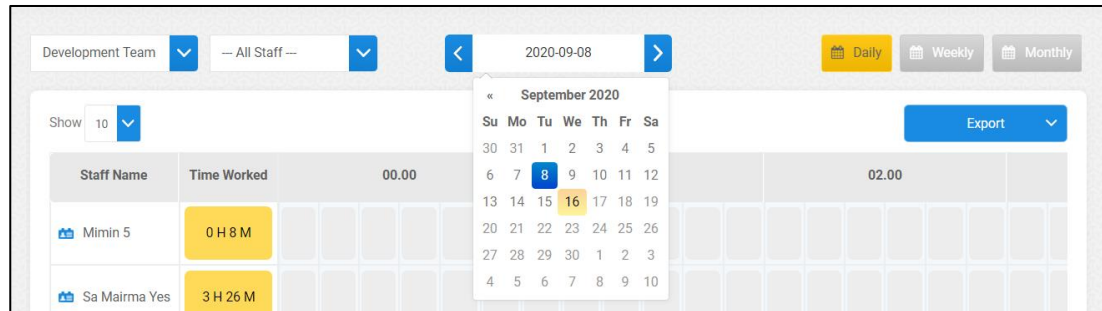


Gambar 2.3 Filter by Staff Name

## 2.3. Filter by Date

Through this feature, Admins can filter through time tracking records based on a specified date. After selecting a date, the website will then display the time tracking data of all employees within the chosen date.



The blue coloured date (on the calendar) shows the chosen date, while yellow shows the current date. (See Figure 2.4)

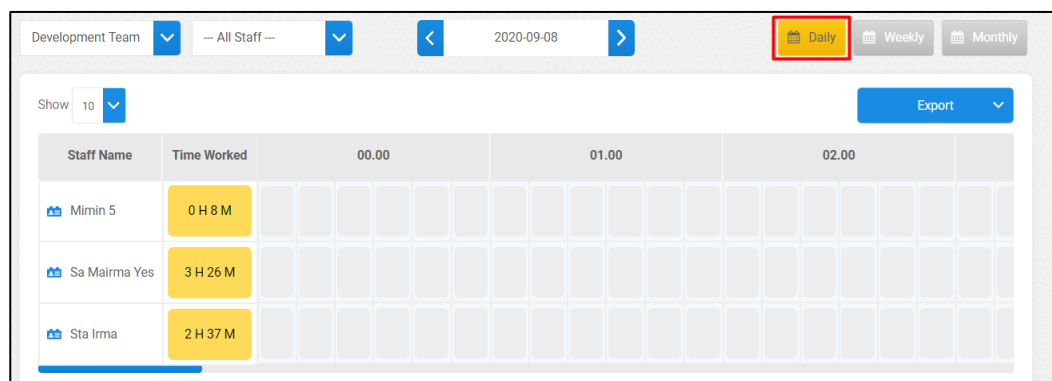


Gambar 2.4 Filter by Date

## 2.4. Daily

This feature allows the admin to see the amount of hours each employee has put in per day. On this page there are columns displaying staff names, working periods, and dates per day. (See Figure 2.5)

- **Staff Name:** This column displays the names of staff members who have activated Dokodemo-Kerja.
- **Time Worked:** The number of hours worked per day.
- **Tanggal:** This displays the total number of hours worked for up to 1 day.
-  : Moves the page to the previous day.
-  : Moves the page to the following day.





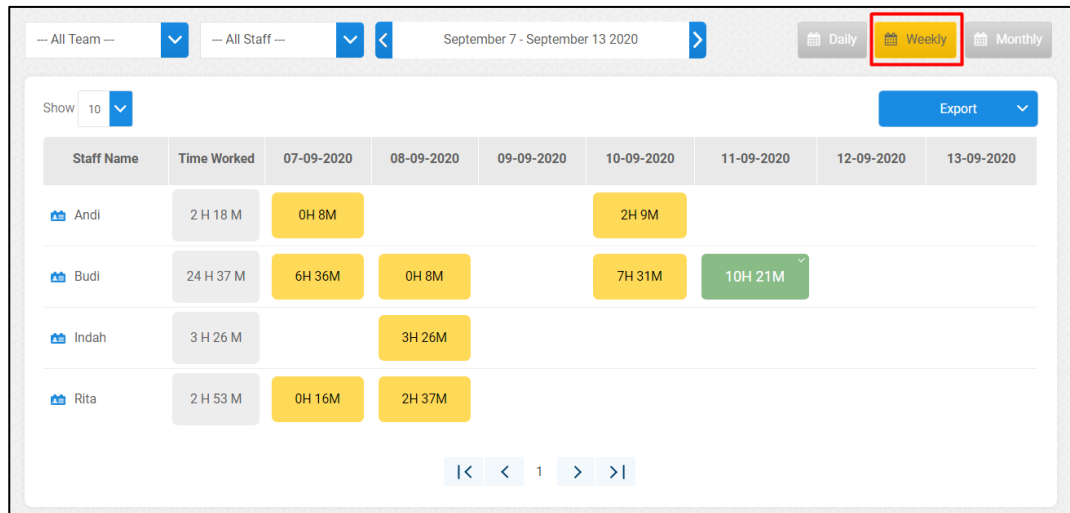
Gambar 2.5 Daily Work Hour



## 2.5. Weekly

The page displays employee working hours for 7 days / 1 week, enabling the admin to see the weekly time tracking data for each employee. On this page there are columns for staff names, working times, and dates for up to 1 week. (See Figure 2.6)

- **Staff Name:** This column contains the names of staff members who have activated Dokodemo-Kerja.
- **Time Worked:** Total working hours for 1 week.
- **Tanggal:** Displays the total hours worked each day for 1 week.
-  : To move pages to the previous week.
-  : To move pages to the following week.





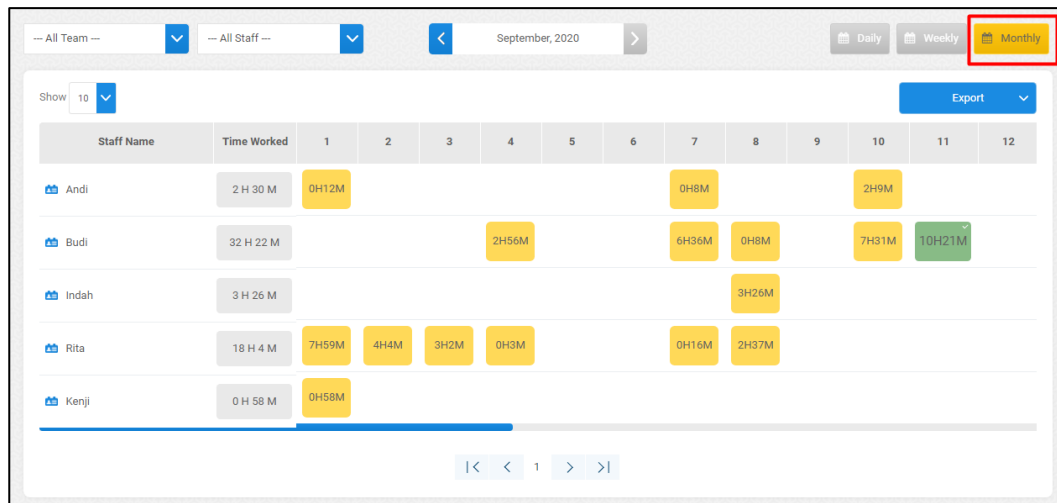
Staff Name	Time Worked	07-09-2020	08-09-2020	09-09-2020	10-09-2020	11-09-2020	12-09-2020	13-09-2020
Andi	2 H 18 M	0H 8M			2H 9M			
Budi	24 H 37 M	6H 36M	0H 8M		7H 31M	10H 21M		
Indah	3 H 26 M		3H 26M					
Rita	2 H 53 M	0H 16M	2H 37M					

Gambar 2.6 Weekly Work Hour

## 2.6. Monthly

The page displays employee working hours for 1 month, enabling the admin to see the employee time tracking data based on each individual month. On this page there are columns for staff names, working times, and dates for 1 month. (See Figure 2.7)

- **Staff Name:** The column that contains the names of staff members who have activated Dokodemo-Kerja.
- **Time Worked:** Total working hours for 1 month.
- **Tanggal:** Displays the total hours worked each day for 1 month.
-  : To move pages to the previous month.
-  : To move pages to the next month.



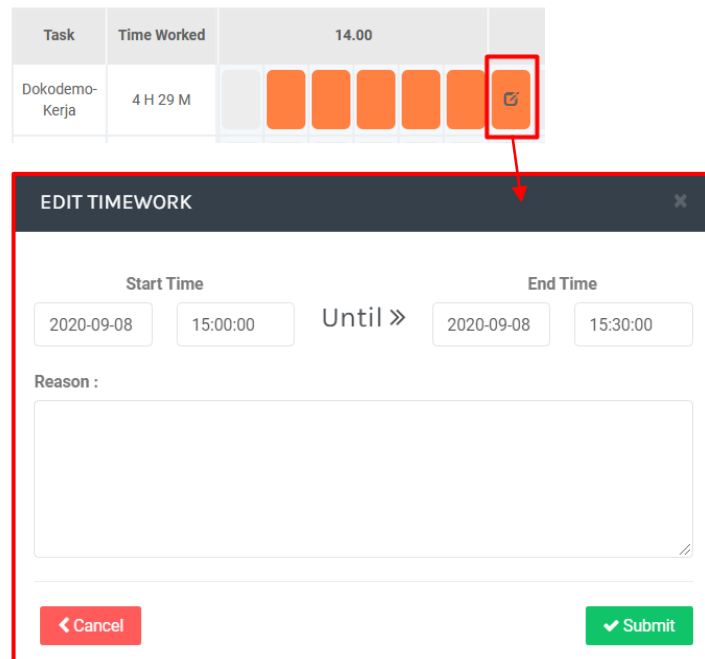
Staff Name	Time Worked	1	2	3	4	5	6	7	8	9	10	11	12
Andi	2 H 30 M	0H12M						0H8M			2H9M		
Budi	32 H 22 M				2H56M			6H36M	0H8M		7H31M	10H21M	
Indah	3 H 26 M								3H26M				
Rita	18 H 4 M	7H59M	4H4M	3H2M	0H3M			0H16M	2H37M				
Kenji	0 H 58 M	0H58M											

Gambar 2.7 Monthly Work Hour

## 2.7. Edit Time Tracking

This feature replaces / changes the time stored in the time tracking menu. This feature consists of three parts: start time, end time, and reason. (Gambar 2.8)

- **Start time:** The time Dokodemo-Kerja had been activated.
- **End time:** The time Dokodemo-Kerja was stopped.
- **Reason:** A reason must be written down in the appropriate box, and is required to be able to edit the time.



Task	Time Worked	14.00
Dokodemo-Kerja	4 H 29 M	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>

EDIT TIMEWORK

Start Time

2020-09-08 15:00:00

Until »

2020-09-08 15:30:00

End Time

2020-09-08 15:30:00

Reason :

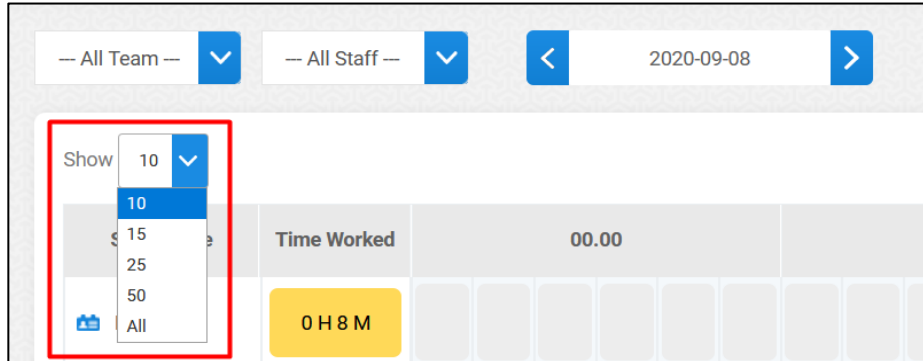
Cancel

Submit

Gambar 2.8 Edit Time Tracking

## 2.8. Show Data

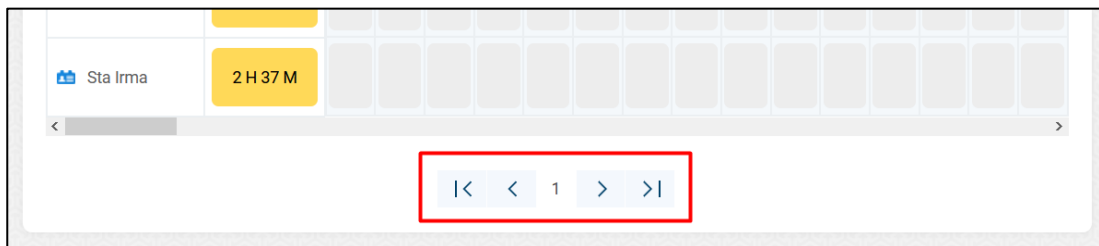
This feature comprehensively lists employee data. Admin can choose to display 10, 15, 25, 50, or all employee data. (See Figure 2.9)



Gambar 2.9 Data Show

## 2.9. Pagination

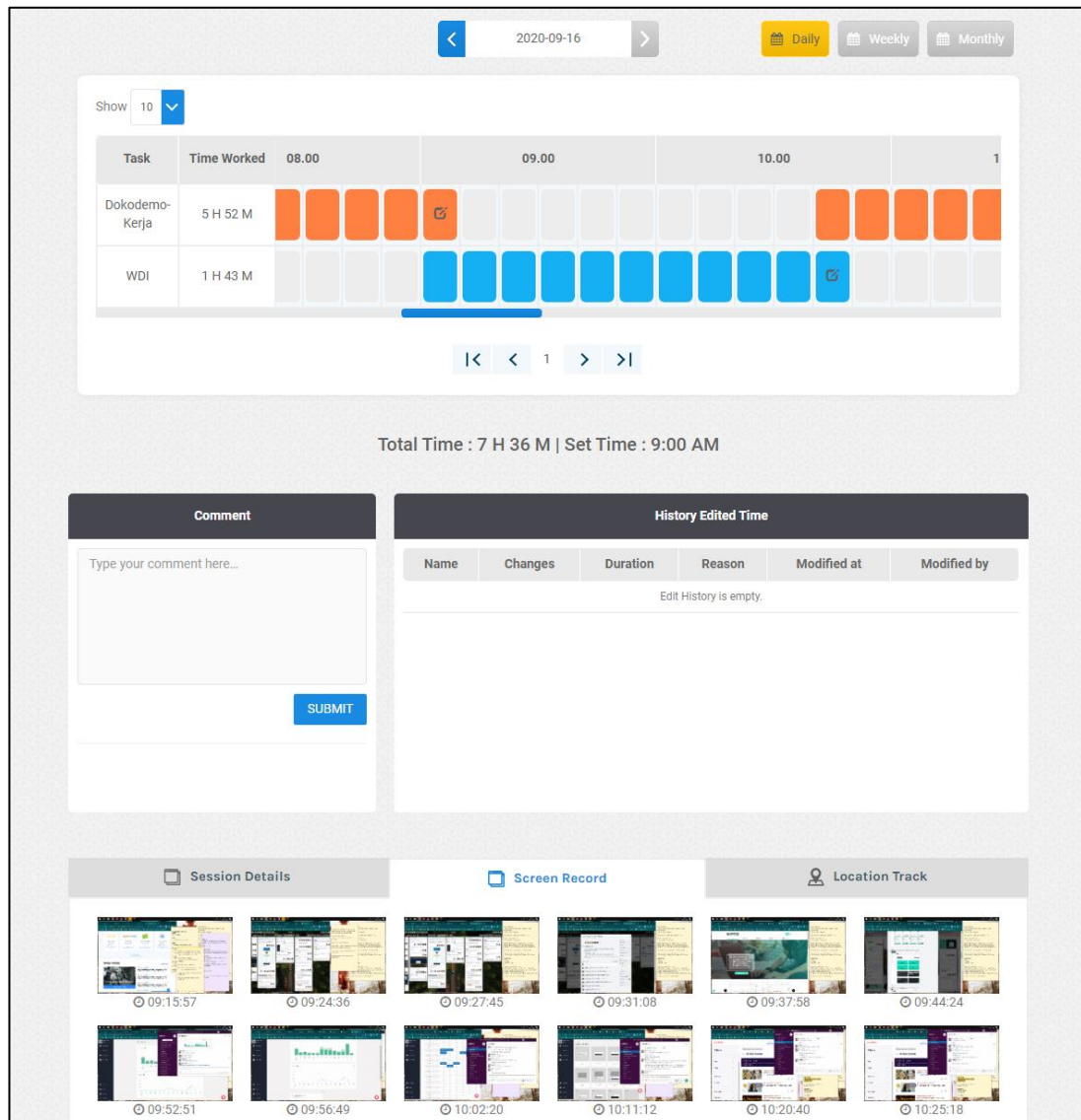
This feature is used to shift to the next page. When clicked, the system will display the appropriate page require. (See Figure 2.10)



Gambar 2.10 Pagination

## 2.10. Staff Detail

This feature displays the time tracking details and screenshots of all members of staff. On this page the admin can see the total range of work hours concerning each employee, submit comments to staff members, and can see the screenshots taken from every employees' computer screens during certain times. This feature also displays the time tracking editing history of each employee. (See Figure 2.13)

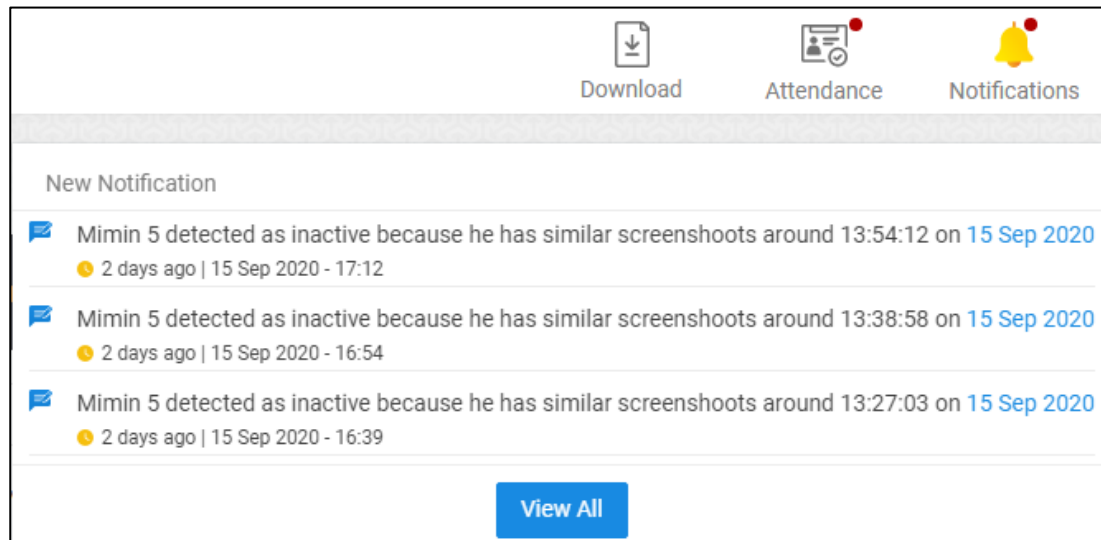


Gambar 2.13 Staff Detail



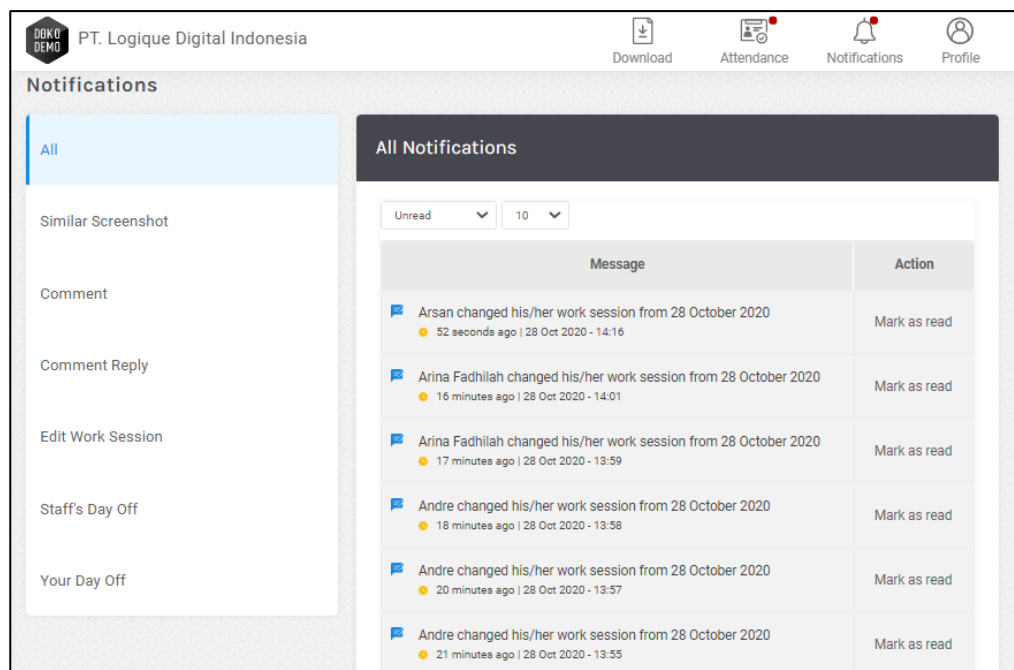
## 2.11. Notification

This feature is used to see notifications submitted to the user, such as user addition, inactivity or duplicated screenshots, (Gambar 2.12), status changes, etc. (See Figure 2.11)



Gambar 2.11 Notifikasi Admin

The “View All” button will lead users to a new page that displays the notification history which has been categorised. The ‘Mark as read’ text can be clicked to remove the notification.



Gambar 2.12 Screenshot Duplikat

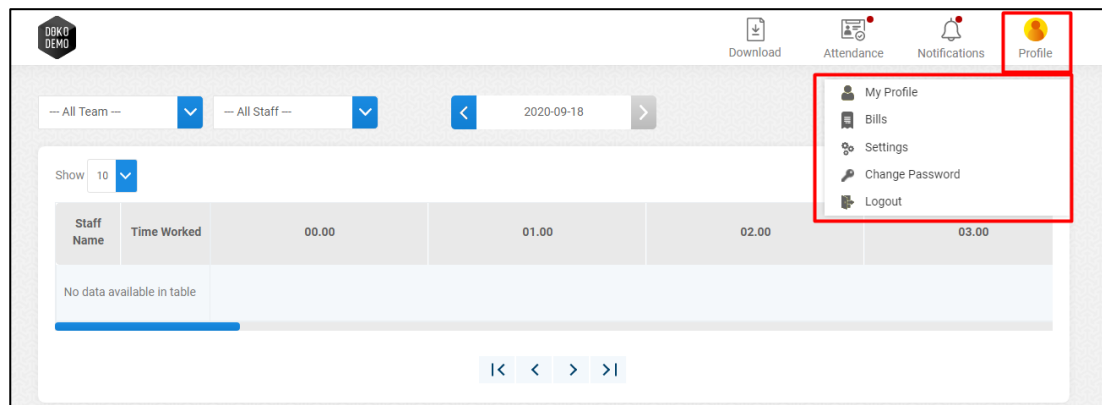


- **All:** To view all notification history
- **Similar Screenshot:** Shows staffs with idle screens.
- **Comment:** Shows the comments made by staffs in their work details page
- **Comment Reply:** Shows the reply to comments made by staff in their work details page
- **Edit Work Session:** Shows the names of staffs who change/edit their work hours
- **Staff's Day Off:** Shows the staffs who request for a day off
- **Your Day Off:** Shows the status of our own day off request

# Profile

The profile menu is located on the top right of the Dokodemo-Kerja website. This menu consists of several features described below. (See Figure 3.1)

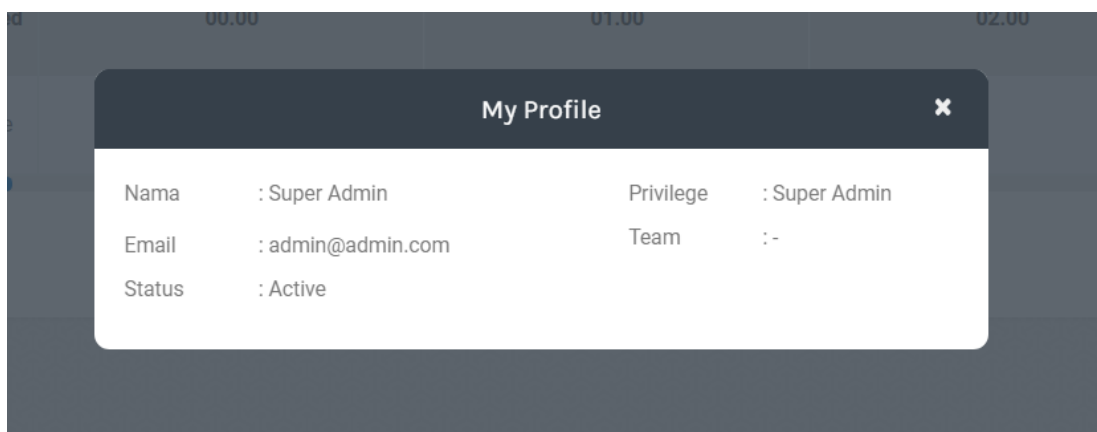
1. **My profile:** This page contains a description of the user's profile.
2. **Billing:** This page is used to view the subscription history and the transactions made through the website.
3. **Settings:** This page is used to configure the Staff, Task, Team, and the Attendance section of the website.
4. **Change Password:** This page is used to change a user's password details.
5. **Logout:** This feature is used to exit the Dokodemo-Kerja website.



Gambar 3.1 Profile Icon Dropdown

## 3.1. My Profile

This page contains a brief description of a user's profile. (See Figure 3.2)

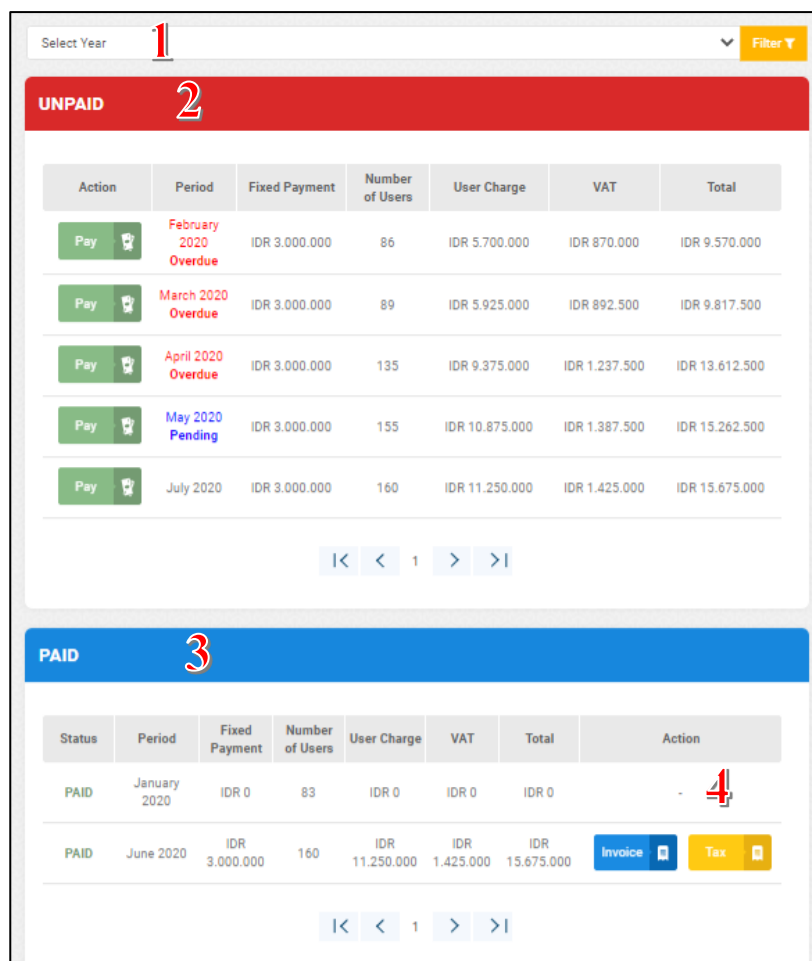


Gambar 3.2 My Profile Pop Up

### 3.2. Bills

This page is used to view the subscription and transaction histories which have/have not been completed. This page can also be used to upload payment proof and to view the Invoice and Tax files of a transaction.

- Select Year:** This filter can be used to view all the transactions which happened in the span of the selected year.
- UNPAID:** This table displays paid, unpaid, pending, and overdue bills.
- PAID:** This table displays bills which have been paid and confirmed.
- Invoice & Tax:** These buttons will only appear after payments have been confirmed. The files will always be saved in the system, and can be downloaded whenever. If there are no buttons, it means that the payment is free.

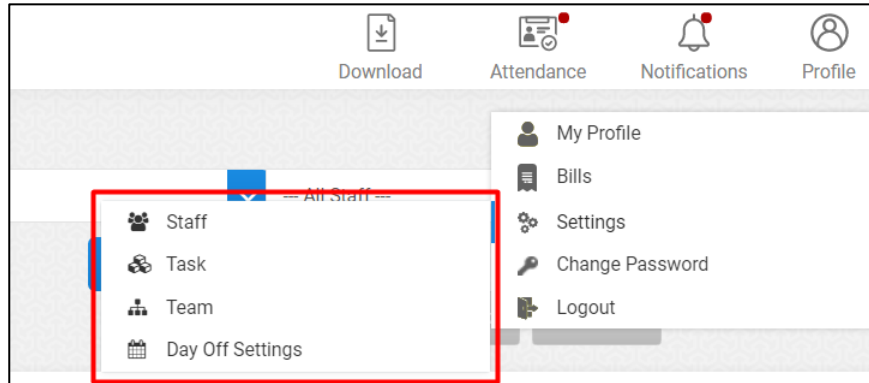


The screenshot shows the 'Bills Page' interface. At the top, there is a 'Select Year' dropdown (labeled 1) and a 'Filter' button. Below this is the 'UNPAID' section (labeled 2), which contains a table with columns: Action, Period, Fixed Payment, Number of Users, User Charge, VAT, and Total. The table lists five entries for February 2020 (Overdue), March 2020 (Overdue), April 2020 (Overdue), May 2020 (Pending), and July 2020. Each entry has a 'Pay' button with a document icon. Below the table is a pagination bar showing '1' of 1 items. The 'PAID' section (labeled 3) is below the UNPAID section, with a table containing columns: Status, Period, Fixed Payment, Number of Users, User Charge, VAT, Total, and Action. It lists two entries: January 2020 (PAID) and June 2020 (PAID). The June 2020 entry has 'Invoice' and 'Tax' buttons (labeled 4) next to it. A pagination bar at the bottom shows '1' of 1 items.

Gambar 3.3 Bills Page

### 3.3. Settings

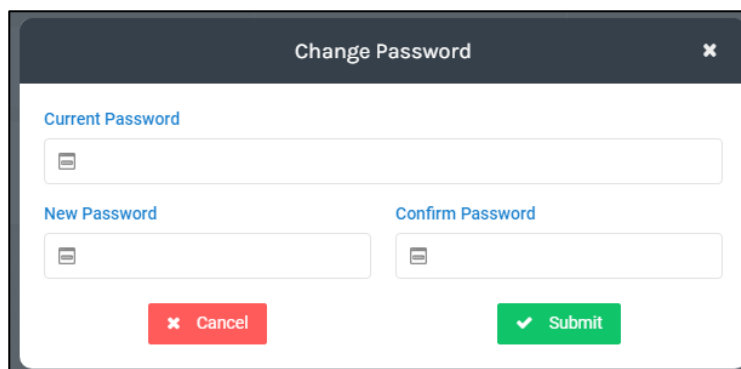
This page is used to navigate to the Staff, Task, Team, and Day Off Settings. (See Figure 3.4) The usage detail of those pages can be viewed in the next chapter.



Gambar 3.4 My Profile Pop Up

### 3.4. Change Password

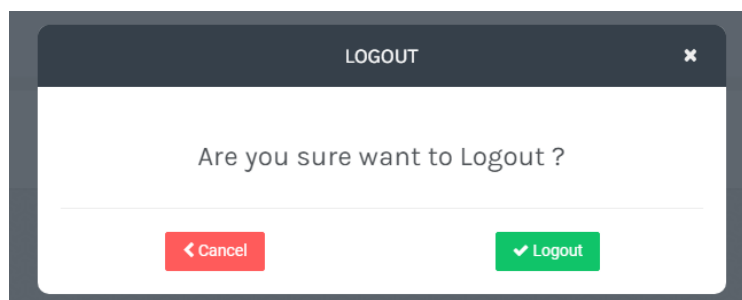
This page is used to change user passwords. Input the old password, the new password, and then confirm the change. (See Figure 3.5)



Gambar 3.5 Change Password

### 3.5. Logout

This feature is used to exit Dokodemo-Kerja. (See Figure 3.5)



Gambar 3.6 Logout Menu



## Settings – Staff

The staff page contains information about registered staff members using Dokodemo-Kerja. This page clarifies several features described below. (See Figure 4.1)

1. **Add Staff:** This feature allows you to add new staff data.
2. **Name:** Contains the names of registered staff members.
3. **Team:** Contains team staff information.
4. **Email:** Contains the e-mail addresses of staff members using Dokodemo-Kerja.
5. **Set time:** Contains the set times of every staff member.
6. **Status:** Displays information regarding the active/inactive status of every employee.
7. **Action:** Contains an **edit** button that changes staff data, a password **reset** button that changes user passwords, an **active** button to enable/disable staff members, and a **delete** button to remove staff.
8. **Filter by:** A search feature that locates the word typed into it, based on user email.
9. **Active/Inactive:** These tabs separate the active staff account from the inactive ones.

Search Email Address

STAFF MANAGEMENT

ADD NEW

Active

Inactive

No.	Name	Team	Email	Set Time	Status	Action			
1	\$Akun Dengan Nama Yang Cu...	\$Doko.Team	doko.panjang@spam4.me	8:00 AM	Active 24-05-2020	<div>Edit</div>	<div>Reset</div>	<div>Active</div>	<div>Delete</div>
2	\$Doko.Admin123131	\$Doko.Team	doko.admin@spam4.me	8:15 AM	Active 14-05-2020	<div>Edit</div>	<div>Reset</div>	<div>Active</div>	<div>Delete</div>
3	\$Doko.Staff	\$Doko.Team	doko.staff@spam4.me	8:20 AM	Active 29-05-2020	<div>Edit</div>	<div>Reset</div>	<div>Active</div>	<div>Delete</div>
4	\$Doko.SuperAdmin		doko.superadmin@spam4.me	8:00 AM	Active 14-05-2020	<div>Edit</div>	<div>Reset</div>	<div>Active</div>	<div>Delete</div>
5	\$Doko.TeamLeader	\$Doko.Team	doko.teamleader@spam4.me	8:15 AM	Active 14-05-2020	<div>Edit</div>	<div>Reset</div>	<div>Active</div>	<div>Delete</div>

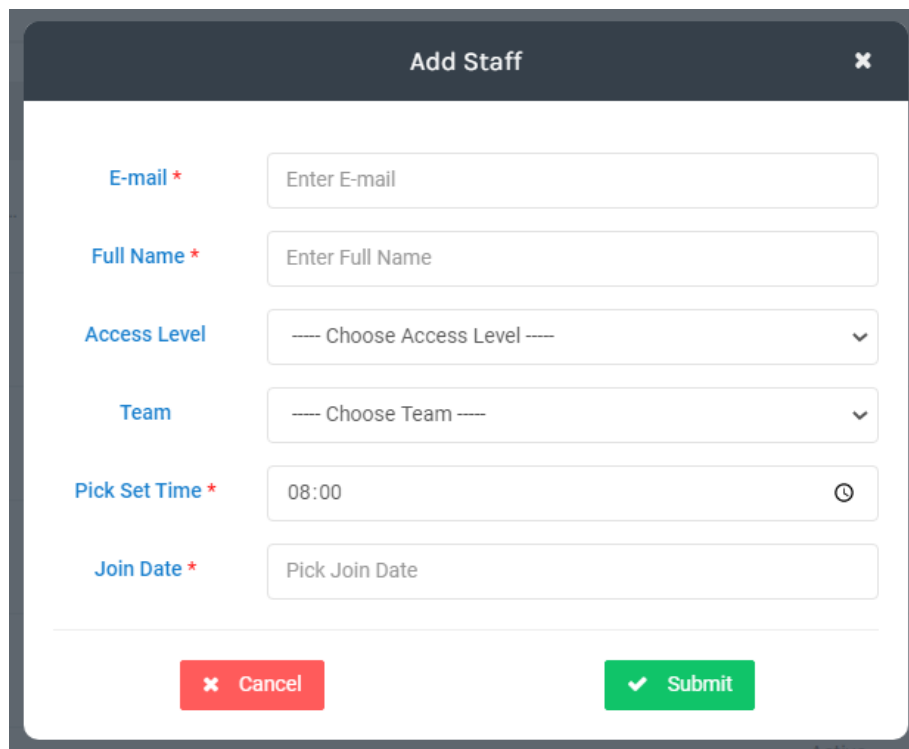
Gambar 4.1 Staff Management Page

## 4.1. Add Staff

Fitur ini digunakan untuk menambahkan user staff pada Dokodemo-Kerja. Fitur ini berisikan field email, full name, access level, team, *set time* (jam mulai kerja), dan *join date* (tanggal mulai kerja). (See Figure 4.2)

Access Level terbagi menjadi 4:

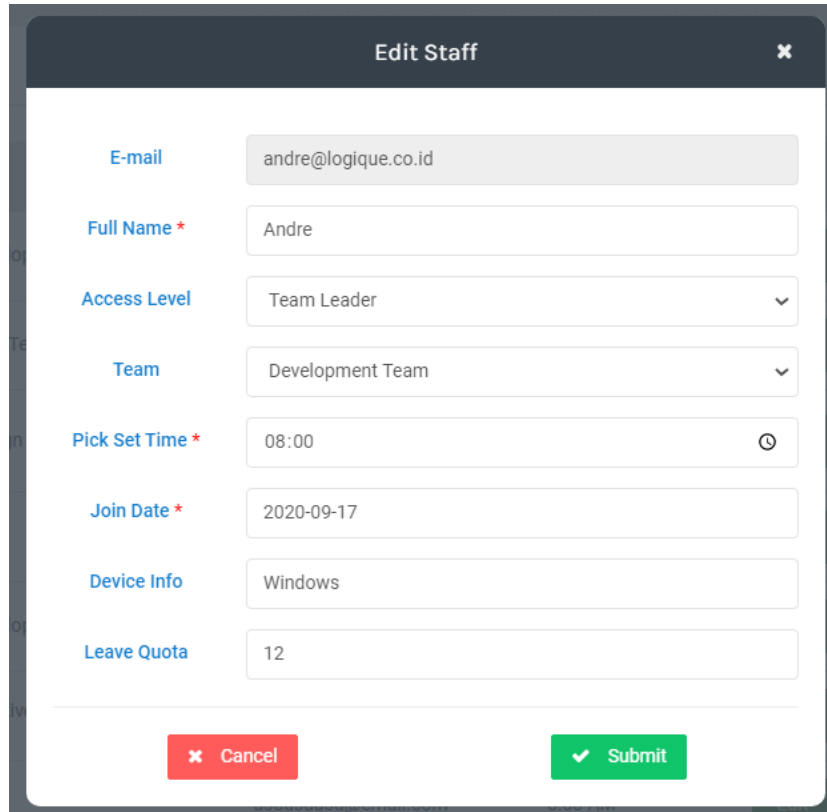
1. Super Admin: Memiliki otoritas untuk mengelola Billing, Staff, Task, Team, dan melihat jam kerja serta tangkapan layar semua karyawan.
2. Admin: Memiliki otoritas untuk mengelola Staff, Task, Team, dan melihat jam kerja serta tangkapan layar semua karyawan.
3. Team Leader: Memiliki otoritas untuk dan melihat jam kerja serta tangkapan layar karyawan-karyawan yang ada di Team-nya.
4. Staff: Hanya bisa melihat jam kerja serta tangkapan layar mereka sendiri.



Gambar 4.2 Form Add Staff

## 4.2. Edit Staff

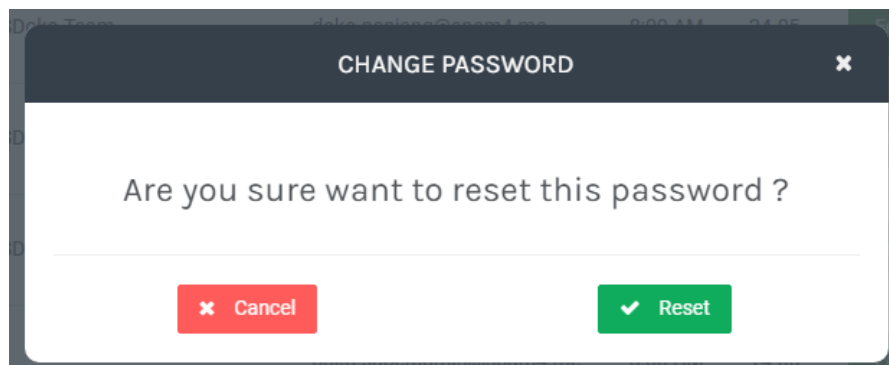
This feature changes registered staff information, and contains several fields, such as email, full name, access level, team, set time selection, join date, device info, and their leave quota. (See Figure 4.3)



Gambar 4.3 Edit Staff

## 4.3. Reset Password

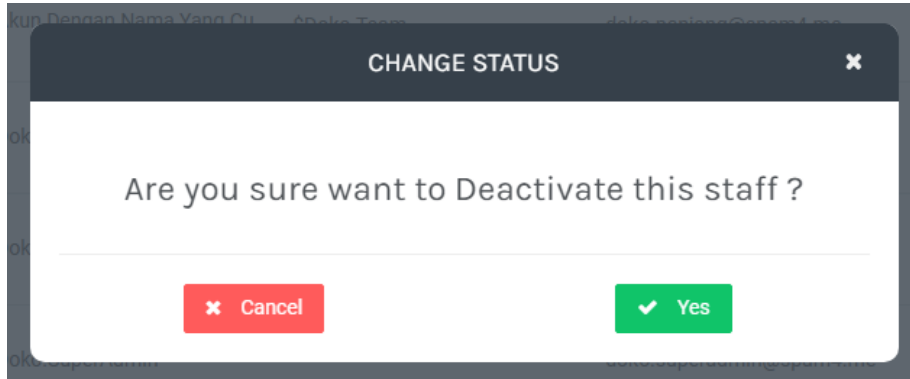
This feature changes the user's password. The new password is then sent to the staff's email address. (See Figure 4.4)



Gambar 4.4 Reset Password Staff

#### 4.4. Change Status

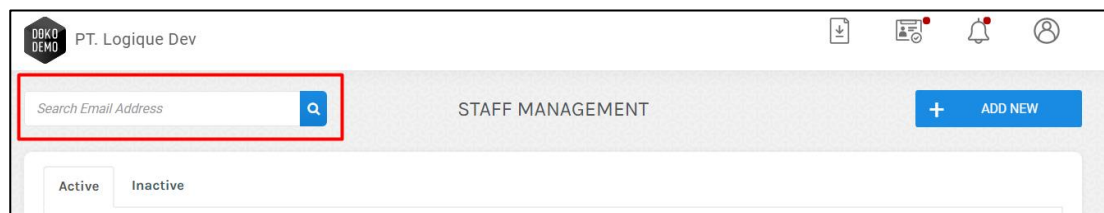
This feature changes a staff member's status to active or inactive. (See Figure 4.5)



Gambar 4.5 Change Staff Status

#### 4.5. Filter By or Search Data

This filter is used to search for and find the email addresses of staff members. (See Figure 4.6)



Gambar 4.6 Email Filter

#### 4.6. Pagination

This feature switches to the next page, or the previous page. (See Figure 4.7)

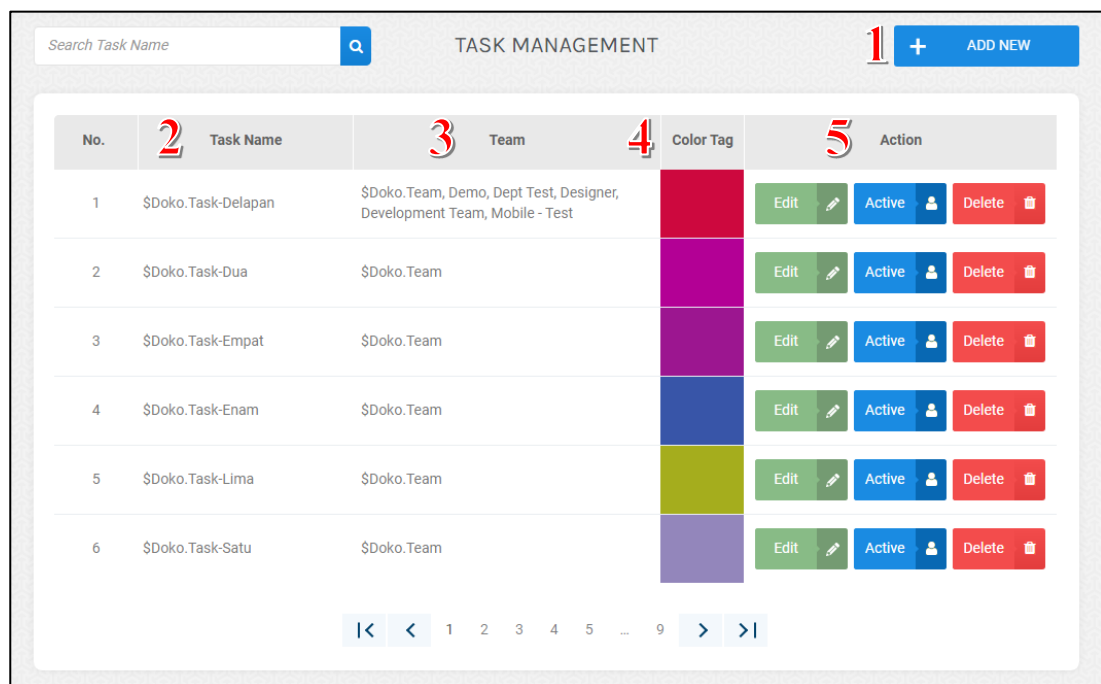


Gambar 4.7 Pagination Staff

## Settings – Task

The project page contains information that is available on Dokodemo-Kerja, and is comprised of several features described below. (See Figure 5.1)

1. **Add New:** The button to add new tasks.
2. **Task Name:** Contains the name of the registered task.
3. **Team Name:** Contains the name of the team member who is registered in regards to the task in question.
4. **Color Tag:** The assigned colour of a task which will show up in the daily hour page.
5. **Action:** Contains a colour tag button to add a desired colour, an **edit** button to edit a registered task, an **active** button to activate or deactivate the task, and a **delete** button remove task.



The screenshot shows a 'TASK MANAGEMENT' interface. At the top, there is a search bar labeled 'Search Task Name' and a blue button with a plus sign and 'ADD NEW'. Below this is a table with the following columns: No., Task Name, Team, Color Tag, and Action. The table contains 6 rows of task data. The 'Action' column for each row contains three buttons: 'Edit' (green), 'Active' (blue), and 'Delete' (red). The 'Color Tag' column shows different colored squares for each task.

No.	Task Name	Team	Color Tag	Action
1	\$Doko.Task-Delapan	\$Doko.Team, Demo, Dept Test, Designer, Development Team, Mobile - Test	[Red]	Edit Active Delete
2	\$Doko.Task-Dua	\$Doko.Team	[Purple]	Edit Active Delete
3	\$Doko.Task-Empat	\$Doko.Team	[Purple]	Edit Active Delete
4	\$Doko.Task-Enam	\$Doko.Team	[Blue]	Edit Active Delete
5	\$Doko.Task-Lima	\$Doko.Team	[Green]	Edit Active Delete
6	\$Doko.Task-Satu	\$Doko.Team	[Purple]	Edit Active Delete

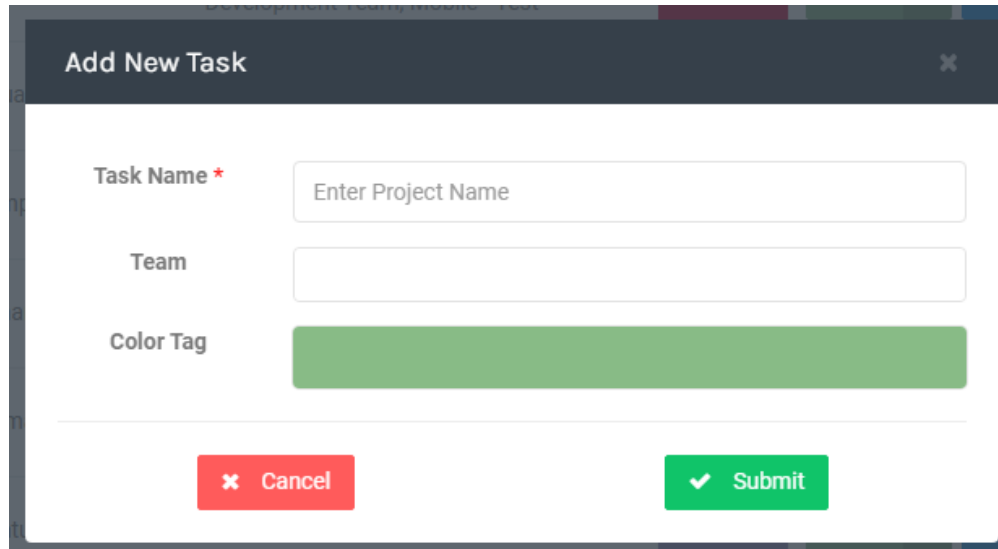
At the bottom of the table, there is a pagination bar with the following controls: '<|<' (Previous), '>|' (Next), and a series of numbers 1 through 9 with an ellipsis in the middle.

Gambar 5.1 Task Management



## 5.1. Add New Task

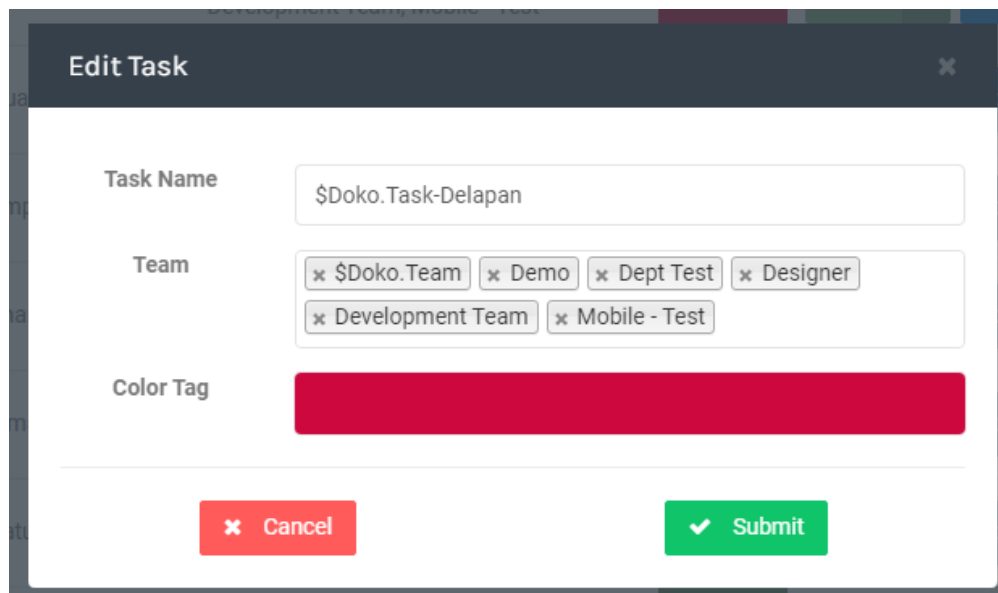
This feature adds new task to Dokodemo-Kerja. Admins need to fill in the task's name, team, and colour tag to complete the process. (See Figure 5.2)



Gambar 5.2 Add New Task

## 5.2. Edit Task

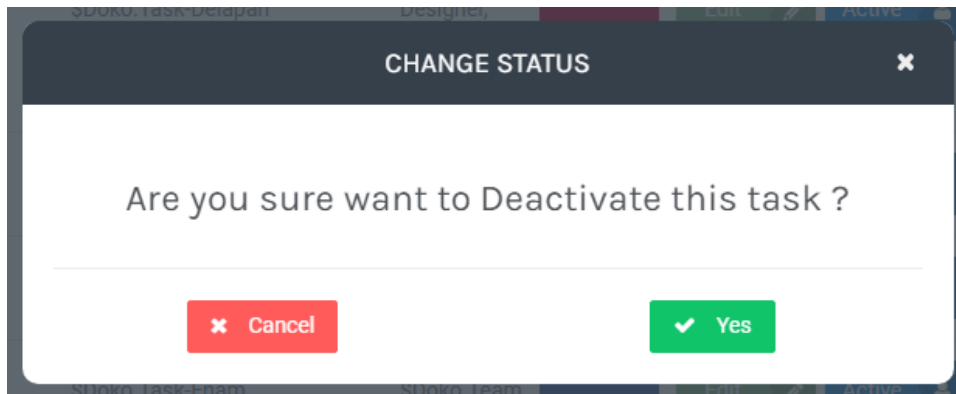
This feature is used to change registered task data. Admins can change a task's name, team, and colour tags by using this feature. (See Figure 5.3)



Gambar 5.3 Edit Task

### 5.3. Change Status

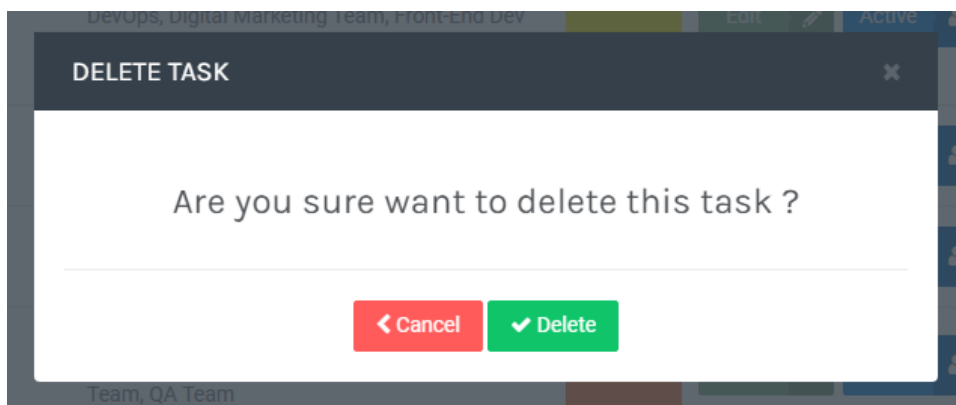
This feature changes the status of a task to active or inactive. (See Figure 5.4)



Gambar 5.4 Change Task Status

### 5.4. Delete Task

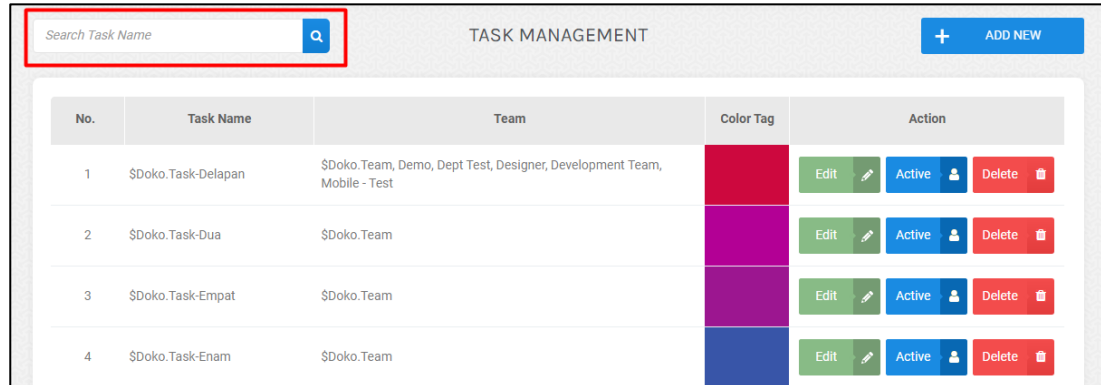
This feature removes the chosen task. (See Figure 5.5)



Gambar 5.5 Delete Task Menu

## 5.5. Filter By or Search Data

This feature searches and locates names within the task management page.  
(See Figure 5.6)



Gambar 5.6 Task Filter Management

## 5.6. Pagination

This feature is used to switch to the next page or to any specific page that is required. (See Figure 5.7)

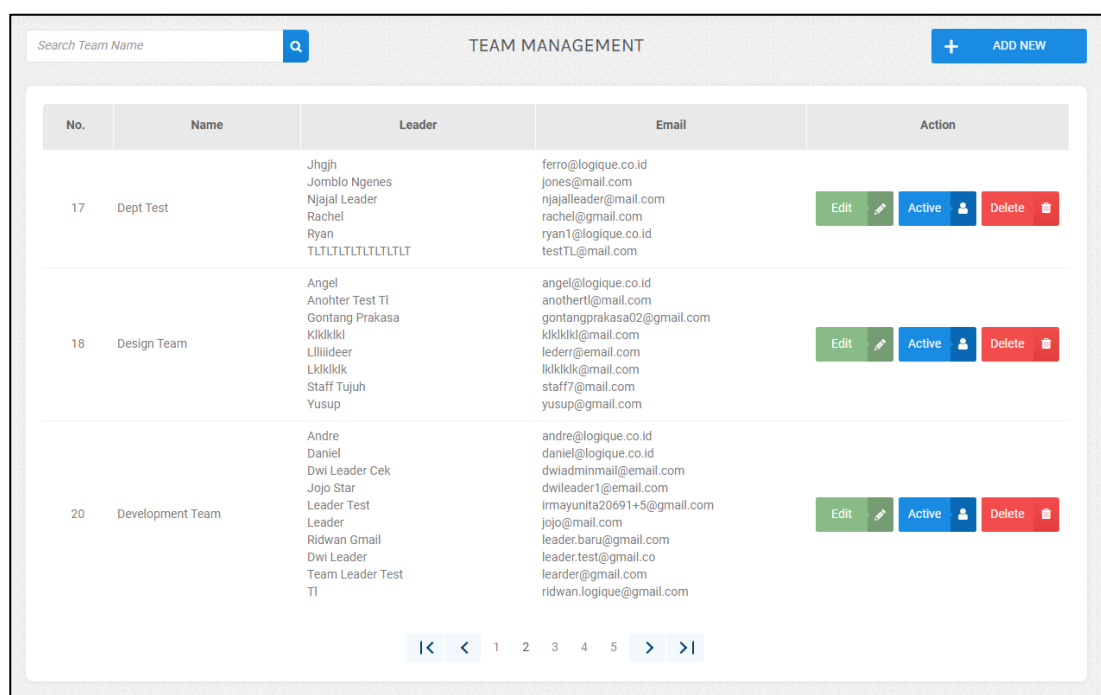


Gambar 5.7 Task Management Pagination

## Settings – Team

The team page displays information about the teams included within Dokodemo-Kerja, and contains several features as described below. (See Figure 6.1)

- **Add New Team:** This feature is used to add a New Team.
- **Filter by:** This feature searches for and locates names.
- **Paging:** This feature is used to navigate to a certain page.
- **Nama:** This column displays the name of the team.
- **Leader:** Displays the name of the leader of a certain team.
- **Email:** Contains the email of the leader regarding the team concerned.
- **Action:** The column contains an **edit** button which changes registered team data, an **active** button that activates and deactivates the registered team, and the **delete** button to remove the chosen team.

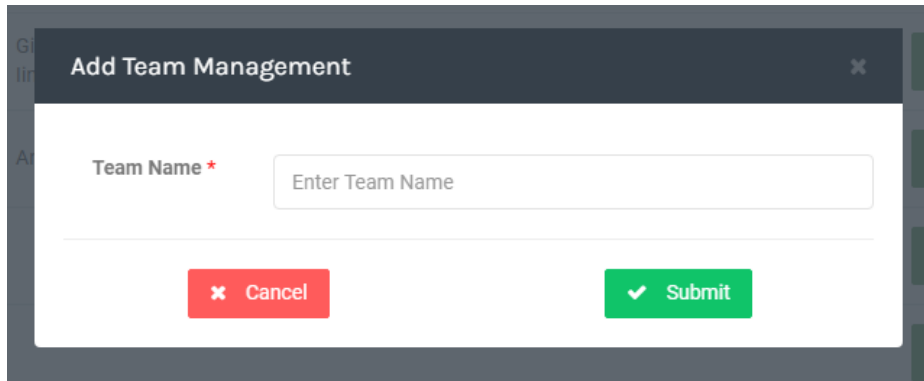


No.	Name	Leader	Email	Action
17	Dept Test	Jhgjh Jomblo Ngenes Njajal Leader Rachel Ryan TLTLTLTLTLTLTLTL	ferro@logique.co.id jones@mail.com njajalleader@mail.com rachel@gmail.com ryan1@logique.co.id testTL@mail.com	<a href="#">Edit</a> <a href="#">Active</a> <a href="#">Delete</a>
18	Design Team	Angel Anohter Test TI Gontang Prakasa Klkklkl Llllildeer Lklklkl Staff Tujuh Yusup	angel@logique.co.id anotherTI@mail.com gontangprakasa02@gmail.com klklklkl@mail.com lederr@mail.com klklklkl@mail.com staff7@mail.com yusup@gmail.com	<a href="#">Edit</a> <a href="#">Active</a> <a href="#">Delete</a>
20	Development Team	Andre Daniel Dwi Leader Cek Jojo Star Leader Test Leader Ridwan Gmail Dwi Leader Team Leader Test TI	andre@logique.co.id daniel@logique.co.id dwiadminmail@email.com dwileader1@email.com irmayunita20691+5@gmail.com jojo@mail.com leader.baru@gmail.com leader.test@gmail.co learder@gmail.com ridwan.logique@gmail.com	<a href="#">Edit</a> <a href="#">Active</a> <a href="#">Delete</a>

Gambar 6.1 Team Settings Page

## 6.1. Add Team

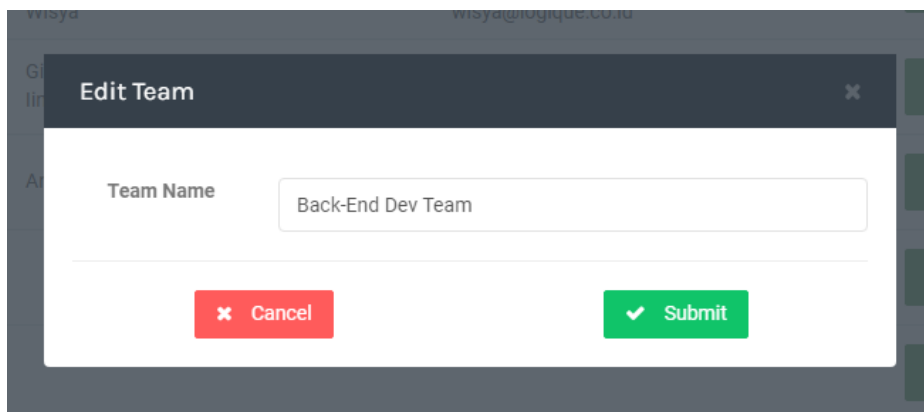
This feature adds a new team to Dokodemo-Kerja. Filling in the Team Name is required to use this feature. (See Figure 6.2)

A screenshot of a web application dialog box titled "Add Team Management" with a close button (X) in the top right corner. The dialog has a white background and a dark gray border. It contains a form with a label "Team Name \*" followed by a text input field with the placeholder text "Enter Team Name". Below the input field, there are two buttons: a red "Cancel" button with a white X icon and a green "Submit" button with a white checkmark icon.

Gambar 6.2 Add Team

## 6.2. Edit Team

This feature is used to edit information regarding registered team. (See Figure 6.3)

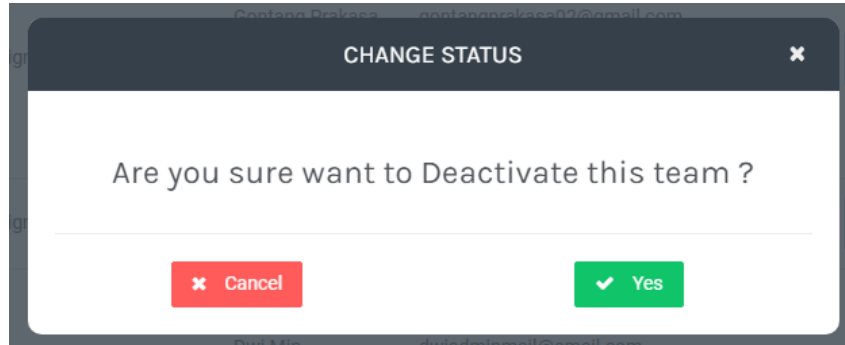
A screenshot of a web application dialog box titled "Edit Team" with a close button (X) in the top right corner. The dialog has a white background and a dark gray border. It contains a form with a label "Team Name" followed by a text input field containing the text "Back-End Dev Team". Below the input field, there are two buttons: a red "Cancel" button with a white X icon and a green "Submit" button with a white checkmark icon.

Gambar 6.3 Edit Team



### 6.3. Change Status

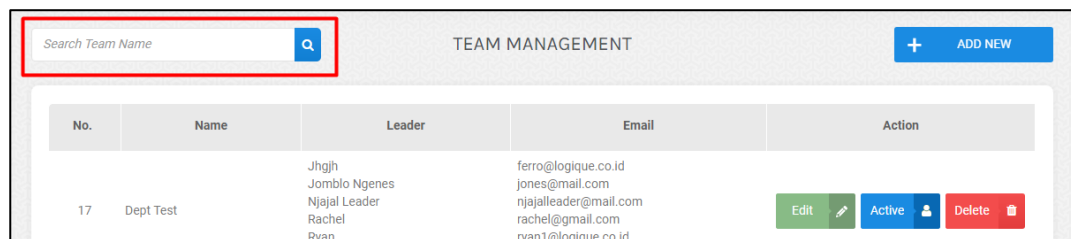
This feature changes the status of a team to active or inactive.  
(See Figure 6.4)



Gambar 6.4 Change Team Status

### 6.4. Filter By or Search Data

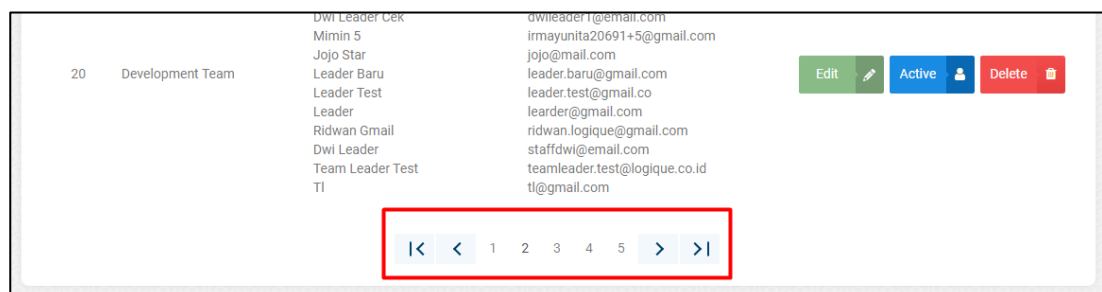
This filter searches for and locates names within a specific team.  
(See Figure 6.5)



Gambar 6.5 Team Filter

### 6.5. Pagination

This feature switches to the next page or to a specific page required.  
(See Figure 6.6)



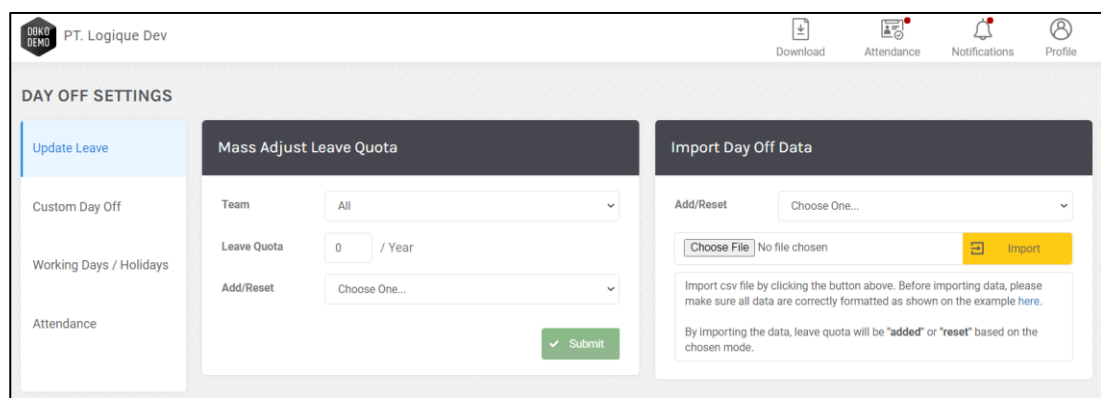
Gambar 6.6 Team Pagination

# Settings – Day Off

The menus listed in this page can be used to adjust the data displayed in the Attendance page

## 7.1. Update Leave

The menu on the left is used to update the leave quota of a chosen team or to update everyone's leave quota at once. Meanwhile, the one on the right is for updating individual quotas which have been converted into a csv form. (See Figure 7.1) The csv form can be downloaded through the link provided in the instruction.



Gambar 7.1 Update Leave Settings

### 1. Mass Adjust Leave Quota

This feature is used to update the leave quota per team or all at once. The additional leave will be valid for up to 1 year.

- **Team:** If the update is not limited by team, select All from the dropdown
- **Staff:** This option will only appear after a Team is picked. Otherwise, it remains hidden.
- **Leave Quota:** There is no limit to the addition of the leave quota, note that the field can only be filled with numbers. The added leave will be forfeited in the following year.
- **Add/Reset:** Add is to increase the leave quota, while Reset is to replace the leave quota.

## 2. Import Day Off Data

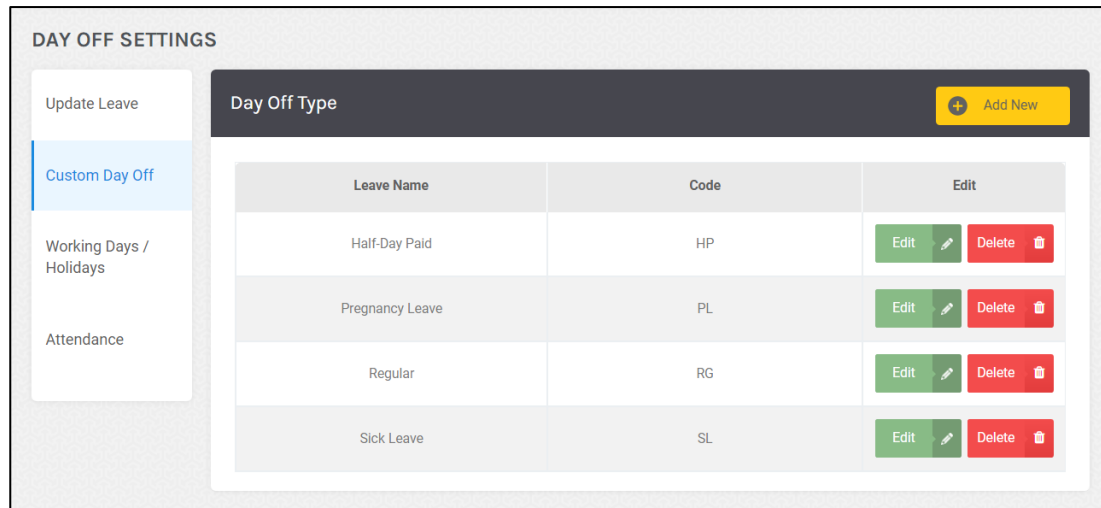
This feature is used to update the leave quota based on the uploaded csv file. Download sample / data format from [this link](#).

- **Add/Reset:** Add is to increase the leave quota, and reset is to replace the leave quota.
- **Import:** After downloading and completing the leave quota based on the template embedded above, upload the appropriate file by pressing the Choose File button, then press the Import button.

## 7.2. Custom Day Off

This page is used to add types of day off and leave. There are several buttons on this page, namely; Add New, Edit, and Delete. (See Figure 7.2)

1. **Add New:** functions to add 1 new type of day off.
2. **Edit:** functions to change the details of registered day off
3. **Delete:** functions to delete the registered day off

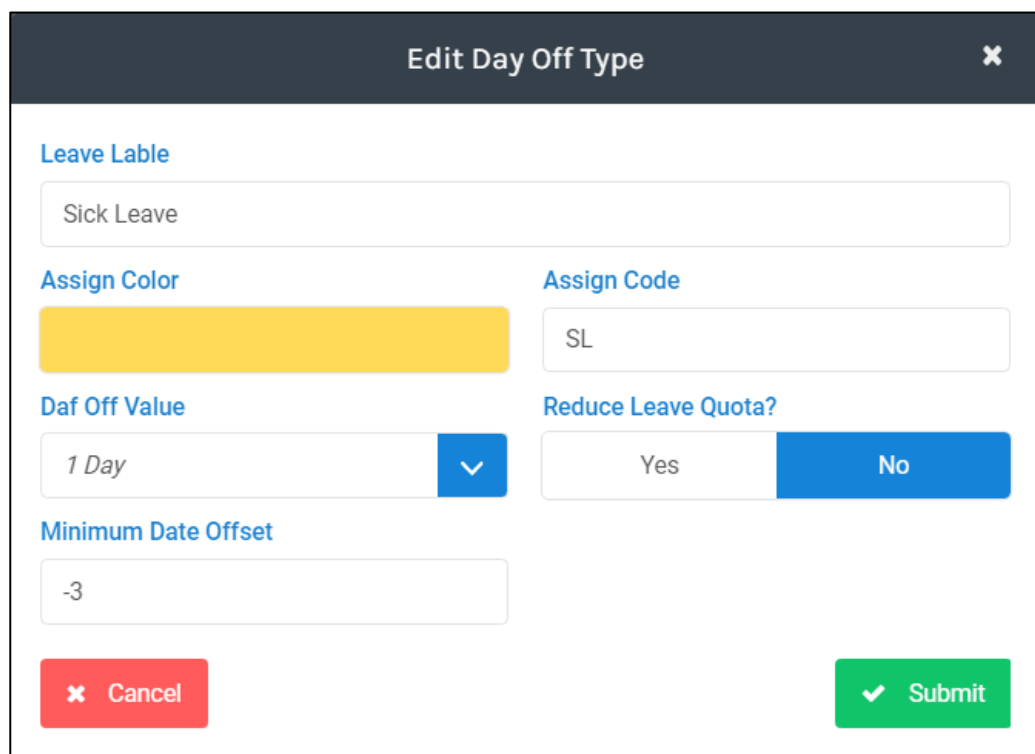


DAY OFF SETTINGS		
Day Off Type		
Leave Name	Code	Edit
Half-Day Paid	HP	<a href="#">Edit</a> <a href="#">Delete</a>
Pregnancy Leave	PL	<a href="#">Edit</a> <a href="#">Delete</a>
Regular	RG	<a href="#">Edit</a> <a href="#">Delete</a>
Sick Leave	SL	<a href="#">Edit</a> <a href="#">Delete</a>

Gambar 7.2 Custom Day off Settings

Here are the details of the day off settings.

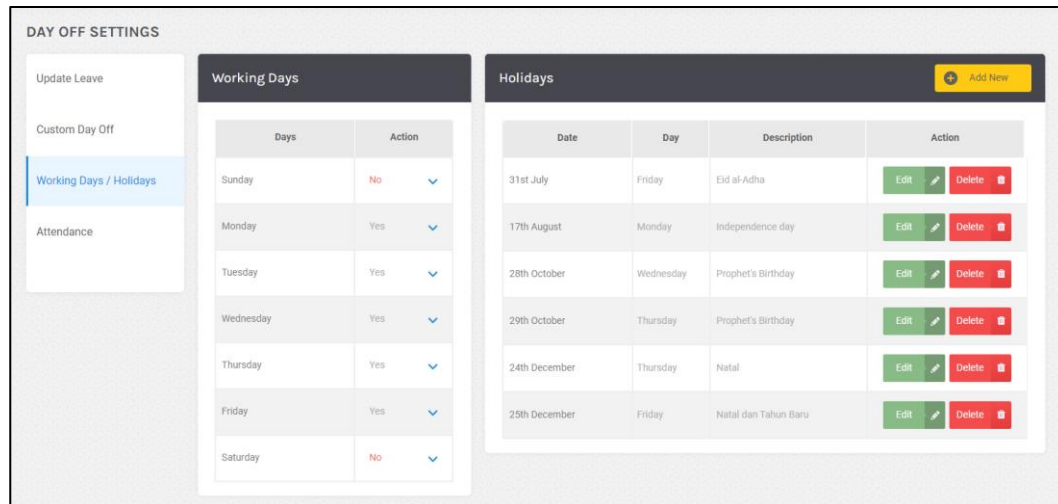
1. **Day Off Name:** The name of the day off
2. **Assign Color:** The assigned day off colour that will be visible on the Attendance History page
3. **Assign Code:** The day off code that will be visible on the Attendance History page
4. **Day Off Value:**
  - a. 1 Day: The value of the day off is 1 day
  - b. ½ Day: The value of the day off is half a day
5. **Reduce Leave Quota:**
  - a. Yes: Day off will reduce the leave quota
  - b. No: Day off will not reduce the leave quota
6. **Minimum Date Offset:** The minimum day off for submission. The field can be filled with negative numbers, if employees are allowed to request a day off on a past date (backdate). For example:
  - a. 10 days: Staff can only select a day off date 10 days from now
  - b. -14 days: Staff can select a day off date from 14 days ago



Gambar 7.3 Custom Day off Settings

### 7.3. Working Days / Holidays

This page is used to set apart the weekdays from the weekends.  
(See Figure 7.4)



The screenshot shows the 'DAY OFF SETTINGS' page. On the left is a sidebar with options: 'Update Leave', 'Custom Day Off', 'Working Days / Holidays' (selected), and 'Attendance'. The main area is divided into two panels: 'Working Days' and 'Holidays'.

**Working Days Panel:**

Days	Action
Sunday	No
Monday	Yes
Tuesday	Yes
Wednesday	Yes
Thursday	Yes
Friday	Yes
Saturday	No

**Holidays Panel:**

Date	Day	Description	Action
31st July	Friday	Eid al-Adha	
17th August	Monday	Independence day	
28th October	Wednesday	Prophet's Birthday	
29th October	Thursday	Prophet's Birthday	
24th December	Thursday	Natal	
25th December	Friday	Natal dan Tahun Baru	

Gambar 7.4 Working Days / Holidays Page

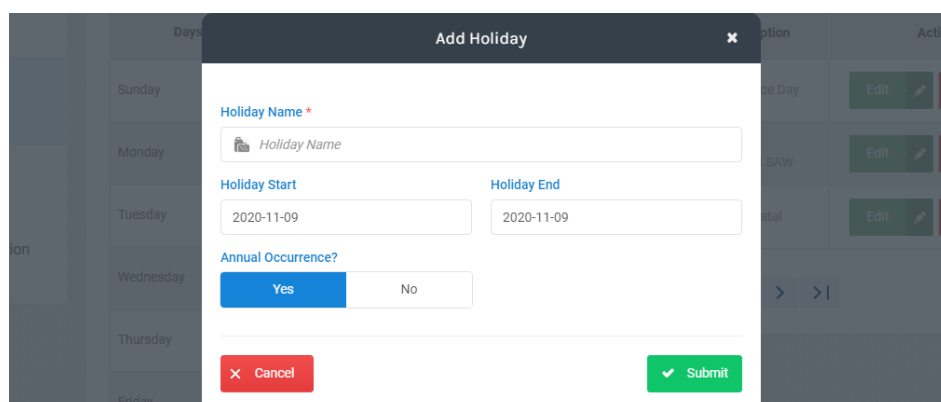
#### 1. Working Days

This menu is used to determine the working days per week. Press the blue arrow under the Action column, select Yes for weekdays, and No for holidays.

#### 2. Holidays

This menu is used to add, change, and delete specific holidays. Here are the details of the Holidays settings.

- **Holiday Name:** the name of the vacation
- **Holiday Start:** the start date of the holiday
- **Holiday End:** the end date of the holiday (choose the same date if the holiday is only 1 day)
- **Annual Occurrence:** Does the holiday fall on the same date every year?



The screenshot shows the 'Add Holiday' form. It has a title bar with a close button. The form contains the following fields:

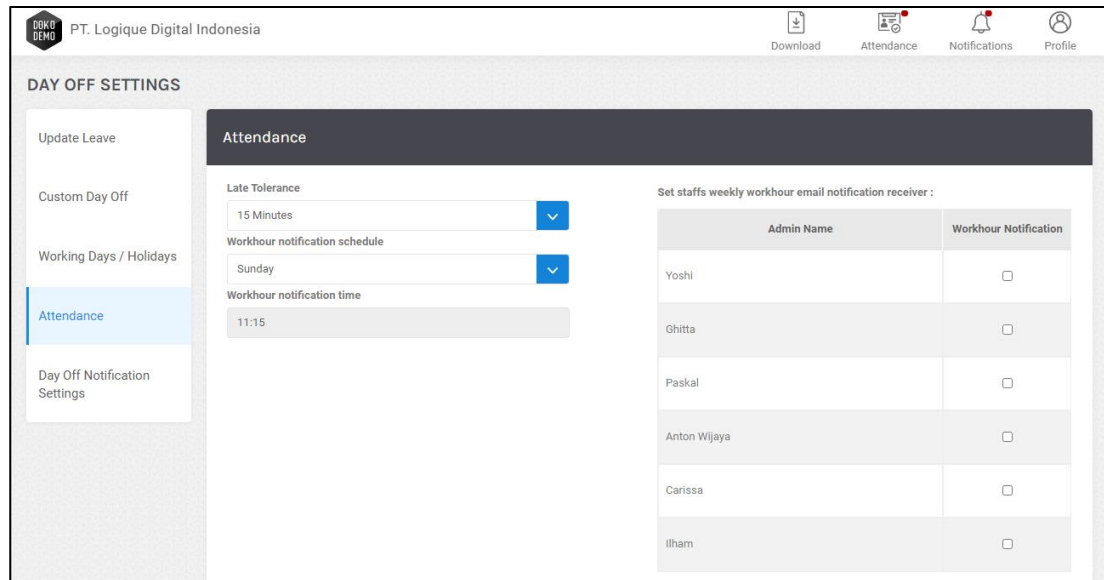
- Holiday Name:** A text input field with a placeholder 'Holiday Name' and a calendar icon.
- Holiday Start:** A date input field with the value '2020-11-09'.
- Holiday End:** A date input field with the value '2020-11-09'.
- Annual Occurrence?:** A toggle switch with 'Yes' selected and 'No' as an option.

At the bottom, there are two buttons: a red 'Cancel' button and a green 'Submit' button.

Gambar 7.5 Add Holiday Form

## 7.4. Attendance

This menu is used to determine late tolerance, or tardiness. Hit the Late Tolerance dropdown, choose a time, and click the Save Changes button.



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Download Attendance Notifications Profile

**DAY OFF SETTINGS**

- Update Leave
- Custom Day Off
- Working Days / Holidays
- Attendance**
- Day Off Notification Settings

**Attendance**

Late Tolerance: 15 Minutes

Workhour notification schedule: Sunday

Workhour notification time: 11:15

Set staffs weekly workhour email notification receiver :

Admin Name	Workhour Notification
Yoshi	<input type="checkbox"/>
Ghitta	<input type="checkbox"/>
Paskal	<input type="checkbox"/>
Anton Wijaya	<input type="checkbox"/>
Carissa	<input type="checkbox"/>
Ilham	<input type="checkbox"/>

Gambar 7.6 Halaman attendance settings

### 1. Late Tolerance

Click the Late Tolerance dropdown, choose a time, and click the Save Changes button.

For example: If the selected dropdown is 15 minutes, and the employee starts the program 16 minutes exceeding the chosen Starting Time, the staff will be considered 16 minutes late, and not 1 minute.

### 2. Workhour notification schedule

This feature is to choose whether the super admin / admin will receive an email notification containing a list of employee names who have not met the minimum working hours, which is 40 hours.

The dropdown is used to select days, or to not receive any emails at all.

### 3. Workhour notification time

This feature is used to determine what time the email is sent each week.

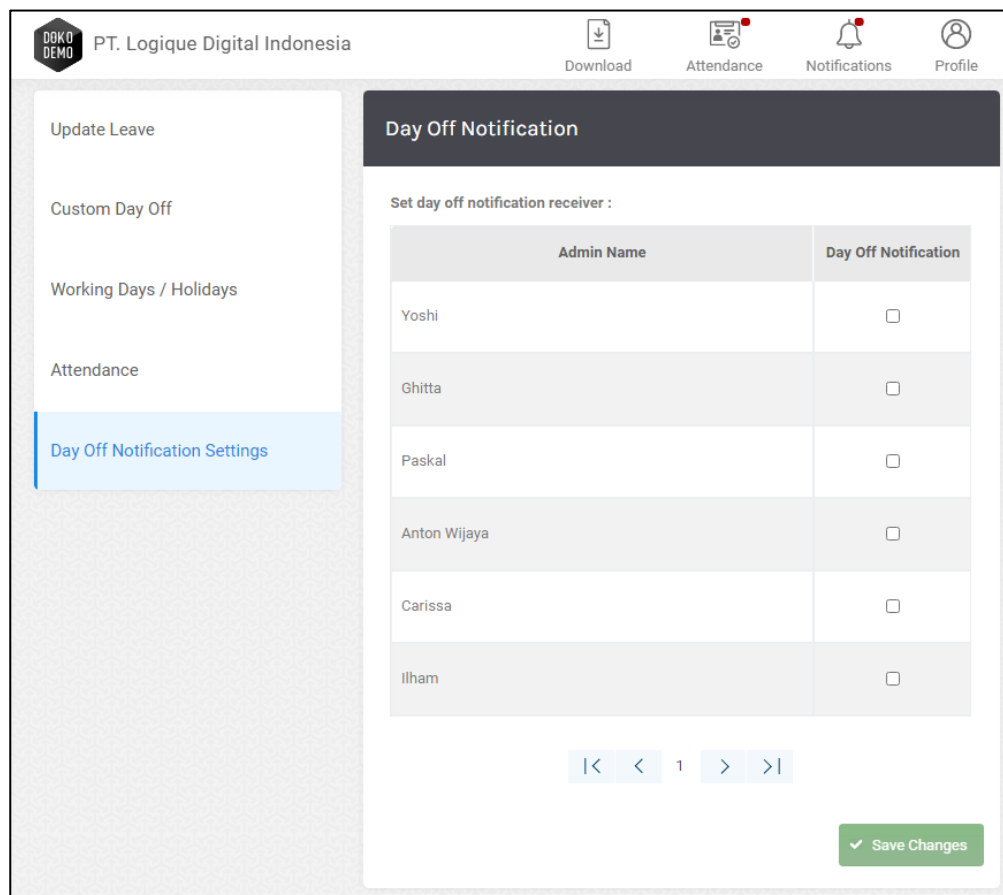
### 4. Set Staff weekly workhour email notification receiver

This table shows a list of admins and super admins who can receive work hour notification emails. Click the checkbox to determine who will receive the email.

## 7.5. Day Off Notification

This menu is used to determine the super admin / admin who will receive an email notification whenever a staff requests for a day off regardless of the department. (See Figure 7.7)

Even though the team leader name is not listed in the table, they will still receive an email, but only when they are selected as the Person Informed on the application form.



Admin Name	Day Off Notification
Yoshi	<input type="checkbox"/>
Ghitta	<input type="checkbox"/>
Paskal	<input type="checkbox"/>
Anton Wijaya	<input type="checkbox"/>
Carissa	<input type="checkbox"/>
Ilham	<input type="checkbox"/>

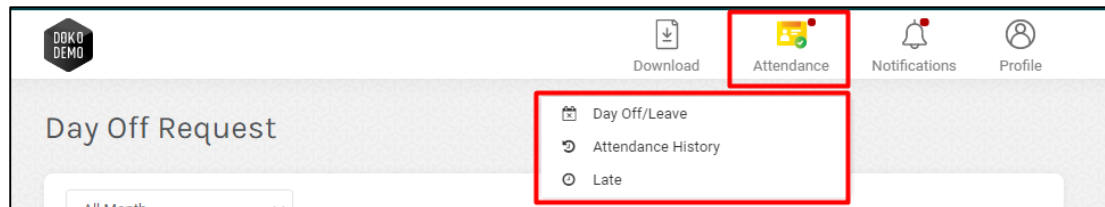
Save Changes

Gambar 7.7 Day Off Notification Settings



# Attendance Admin

The Attendance feature can be accessed via the top navigation menu. This feature is divided into 3 pages.



Gambar 8.1 Attendance Page – Admin

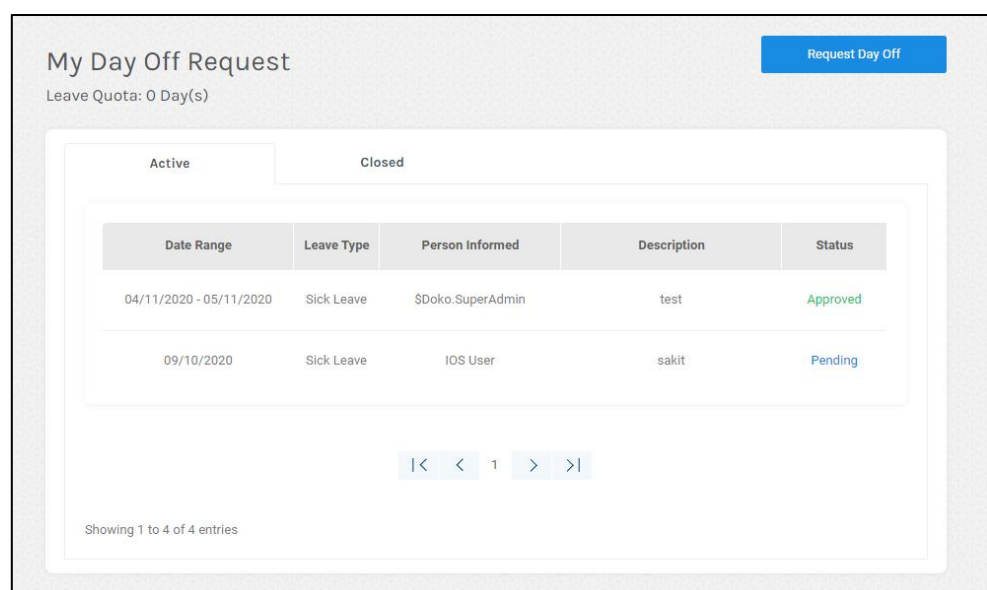
## 8.1. Day Off / Leave

The Day off page is divided into 2 sections; My Day Off Request and Day Off Request. All things related to leave and day off management can be done here.

### 1. My Day Off Request

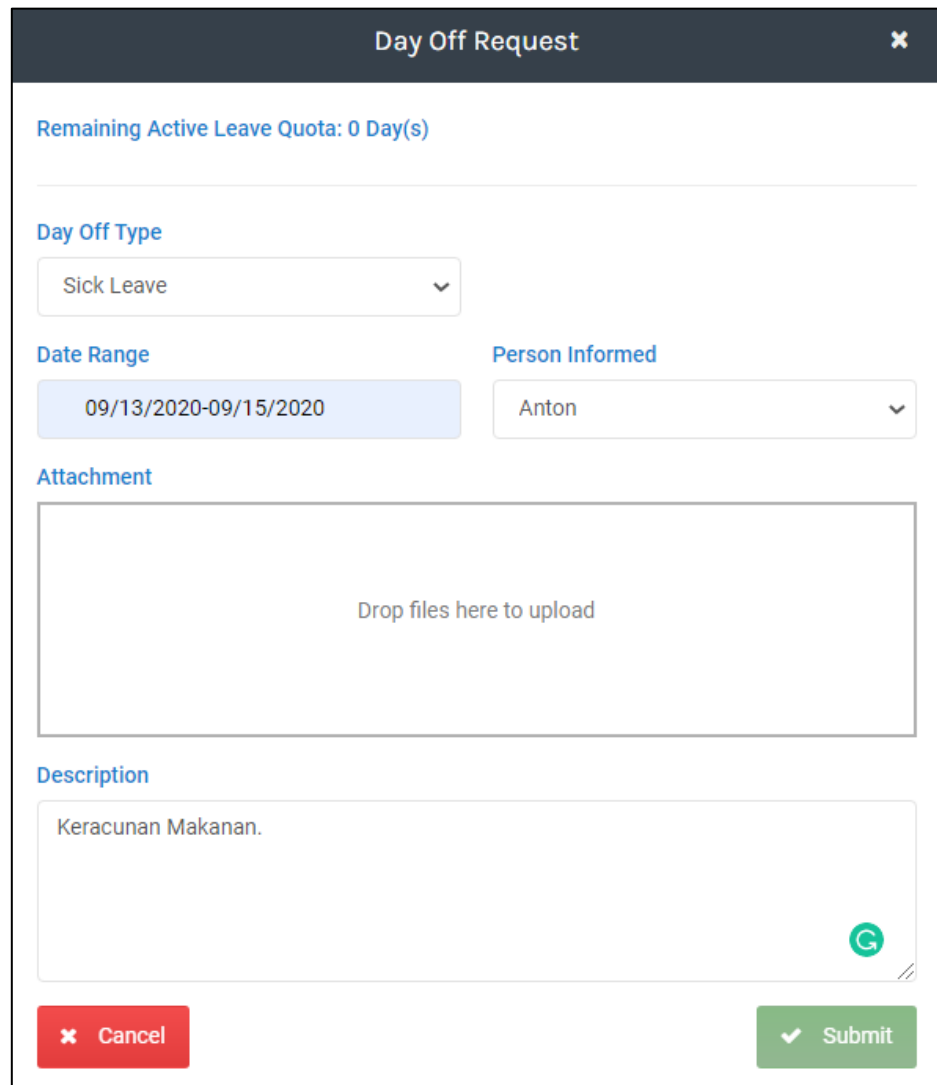
The first table is used to manage personal day off applications. This menu consists of 2 tabs; Active and Closed.

- **Active** Tab stores applications that are still waiting for approval (**Pending**), and those that have been approved (**Approved**).
- **Closed** Tab stores applications that have been rejected (**Rejected**) and those that have passed.



Gambar 8.2 My Day Off Request

To apply for a day off, press the Request Day Off button. A form, as shown on Figure 8.3, will appear.



The form is titled "Day Off Request" and includes the following fields:

- Remaining Active Leave Quota:** 0 Day(s)
- Day Off Type:** Sick Leave (dropdown menu)
- Date Range:** 09/13/2020-09/15/2020
- Person Informed:** Anton (dropdown menu)
- Attachment:** Drop files here to upload
- Description:** Keracunan Makanan.

At the bottom, there are two buttons: "Cancel" (red) and "Submit" (green).

Gambar 8.3 Day Off Request Form

- **Remaining Active Leave Quota:** Remaining leave quota. If the proposed day off date exceeds the remaining leave quota, provided that the type of day off chosen will reduce the leave quota, the application will be rejected automatically.
- **Day Off Type:** Options for the type of day off applied by the Admin.
- **Date Range:** Select the date(s) for the proposed day off. The date selected may be more than one day, but the starting and ending should not fall on a holiday.

- **Person Informed:** Supervisor/Team Leader who will receive the day off requests on their dashboard.
- **Attachment:** A feature to attach day off files in pdf or image form. Can be used to attach a doctor's letter or other files.
- **Description:** A day off explanation column that can be seen by the Team Leader and Admin as a consideration for the requested day off.

## 2. Day Off Request

Day Off Request (Team's Day Off Request for team leaders) in the second table contains requests for day offs from staff. The following is an explanation of the columns which can be seen in Figure 8.4.

- **Date:** The requested day off date
- **Leave Type:** The selected day off type
- **Request From:** Name of the staff requesting day off
- **Supervisor Name:** Name of the requestor's supervisor
- **Supervisor Status:** Team Leader's decisions regarding the day off application. This status serves as a consideration, and not a determinant
- **HR Status:** HR or Admin's decision regarding the day off application. This status determines whether a day off application is accepted or rejected.
- **Action:** The View button displays details of a day off request so the HR can accept / reject a day off request (See Figure 8.5).

Day Off Request

September

Date	Leave Type	Request From	Supervisor Name	Supervisor Status	HR Status	Actions
11/09/2020	Sick Leave	Sta Irma	Mimin 5	Rejected	-	<a href="#">View</a>
17/09/2020	Regular	Ali Oncom	Jojo Star	Pending	Pending	<a href="#">View</a>
21/09/2020	Sick Leave	Sta Irma	Mimin 5	Pending	Pending	<a href="#">View</a>
14/09/2020 - 18/09/2020	Half-Day Paid	Sta Irma	Mimin 5	Approved	Approved	<a href="#">View</a>
04/09/2020	Half-Day Paid	Sta Irma	Mimin 5	Approved	Approved	<a href="#">View</a>

Showing 1 to 10 of 12 entries

Gambar 8.4 Day Off Request Table

Day Off Request

**Date Range :**  
21/09/2020

**Person Informed :**  
Eric

**Leave Type :**  
Sick Leave

**Request Status :**  
Pending

**Attachment :**  
[Image 2.png](#)

**Detail :**  
sakit 3 hari yang lalu

[✖ Reject](#) [✔ Approve](#)

Gambar 8.5 View Day Off Request

## 8.2. Attendance History

The Attendance History page shows employee attendance which contains days off, leave, sickness, or other day offs that have been set up in the settings page.

### 1. Monthly

Figure 8.6 shows employee absences for 1 month. Staff names can be clicked to display the attendance history (See Figure 8.7).

BOOK DEMO

Download

Attendance

Notifications

Profile

Print

Excel

PDF

<

September, 2020

>

Monthly

Yearly

Search Email Address

Show10

Name	Work Days	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Faishal Prima	13																														
Falaq	12																														
Fatkhah	12																														
Fera	12																														
Fitriani	12																														
Ghitta	12																														
Gilbertus	12																														
Gina Pandjaitan	12																														
Gontang	13																														
Haris	12																														

<

<

1

...

4

5

6

7

8

>

>

Showing 41 to 50 of 77 entries

Gambar 8.6 Monthly Employee Attendance

Name

Carissa

Work Days

13

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

Carissa

Supervisor :  
• Hase

Remaining Leave :  
0 Day(s)

Active Work Days :  
13 Day(s)

Sick : 0

Paid : 0

Unpaid Leave: 0

Starting Time :  
09:00:00

With Notice :  
0

Without Notice :  
1

Day Off

1 September 2020 - 30 September 2020

Date	Leave Type	Person Informed	Description
No data available in table			
+ Add New			

<<

<

>

>>

Showing 0 to 0 of 0 entries

Late

Date	Start Time	Margin	Notice	Person Informed	Description	Actions
16/09/2020	09:05:00	5M	No	-		<div>Edit</div> <div></div>

<<

<

1

>

>>

Showing 1 to 1 of 1 entries

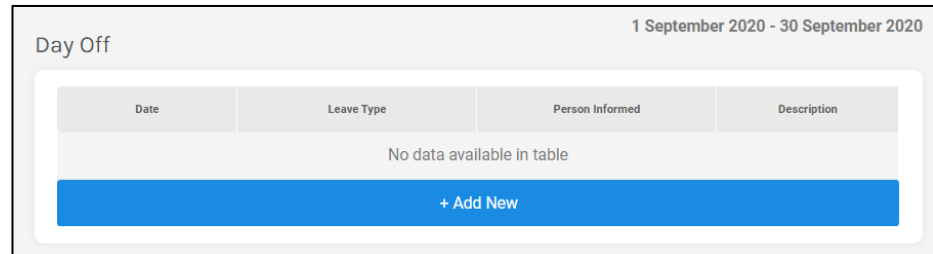
Gambar 8.7 Employee Absence Detail

On the left side of the table, you can see the summary of employee attendance which contains the records of leaves and tardiness for up to a month.

There are 2 tables in attendance details. Day off table shows all day offs that have passed, and the Late table indicates on which days the employees are late.

- Day Off

The admin can add a day off that is not submitted by the staff by clicking the Add New button (See Figure 8.8). When the Add New button is clicked, a form similar to the Day Off Request will appear (Gambar 8.3).



Day Off			
1 September 2020 - 30 September 2020			
Date	Leave Type	Person Informed	Description
No data available in table			
<a href="#">+ Add New</a>			

Gambar 8.8 Day Off Table– Monthly Attendance

- Late

The Late table (Figure 8.9) shows the number of times the employee was late in the span of 1 month. Data will be updated automatically, so there is no Add New button in this table. If the edit button is pressed, a form to change the details of the delay will appear (See Figure 8.).



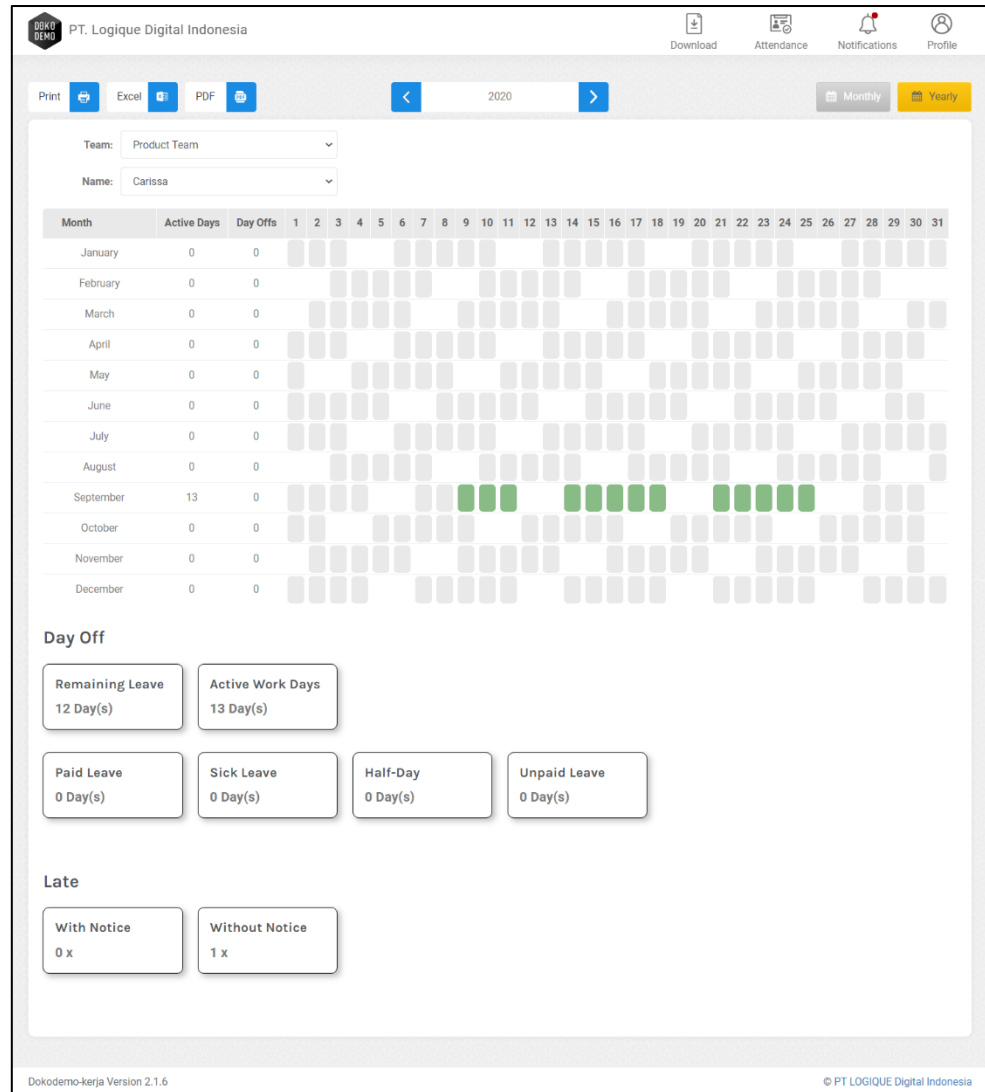
Late						
Date	Start Time	Margin	Notice	Person Informed	Description	Actions
16/09/2020	09:05:00	5M	No	-		<a href="#">Edit</a>

Showing 1 to 1 of 1 entries

Gambar 8.9 Late Table– Monthly Attendance

## 2. Yearly

The admin must first select the team and staff name to display the employee's absence history. The first table shows the records of attendance, tardiness, day off, leave, and holidays for 1 year.



Gambar 8.9 Attendance table – Yearly Attendance

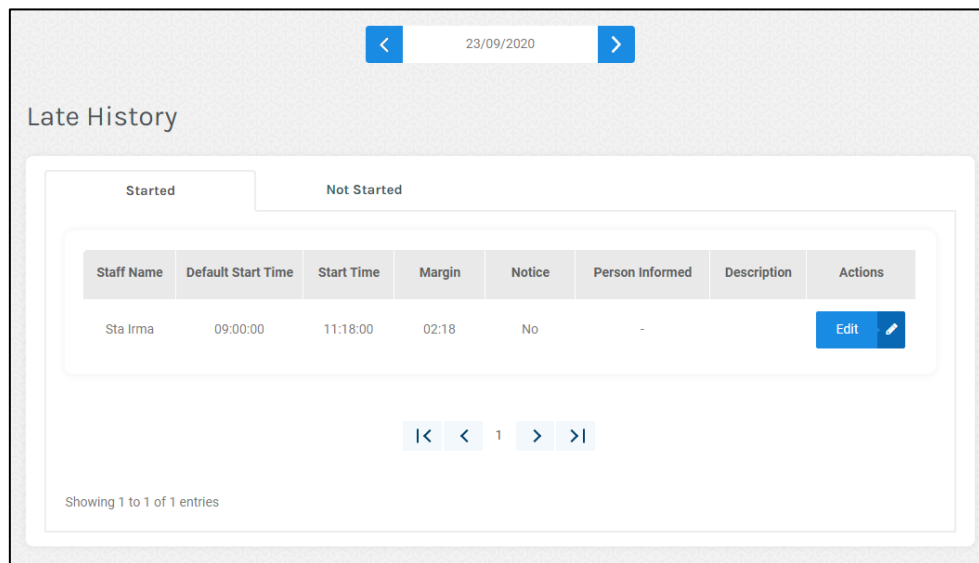


### 8.3. Late

The Late page shows employees who are tardy and who have not started the Dokodemo-Kerja application on that day. Delay details can be edited by HR if necessary. The Late History table is divided into 2.

#### 1. Started

This tab is filled with the names of people who are late but have started the application (See Figure 8.10). Edit button is used to add the reason for the delay. (See Figure 8.11).

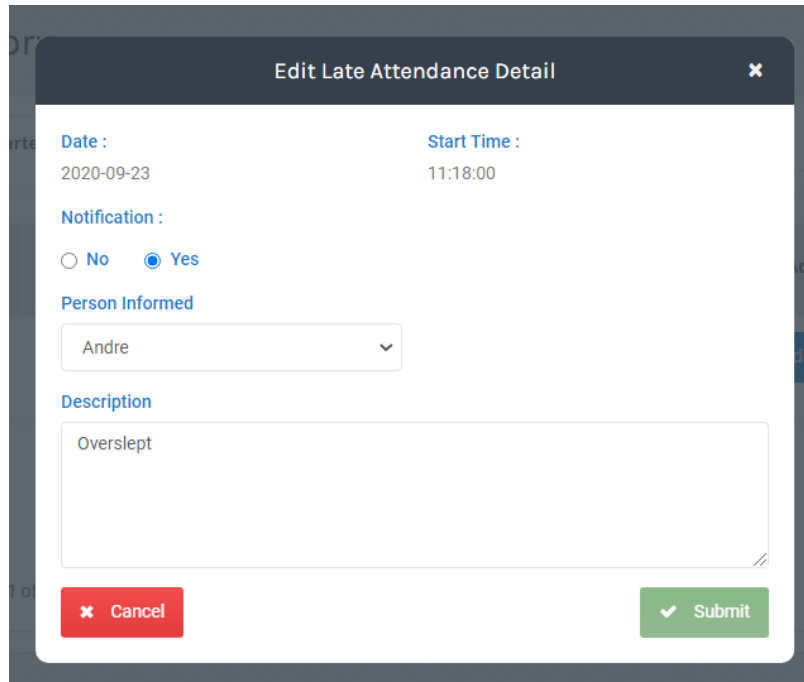


The screenshot shows the 'Late History' page for the date 23/09/2020. It features two tabs: 'Started' (selected) and 'Not Started'. The 'Started' tab contains a table with the following data:

Staff Name	Default Start Time	Start Time	Margin	Notice	Person Informed	Description	Actions
Sta Irma	09:00:00	11:18:00	02:18	No	-		<a href="#">Edit</a>

Below the table, there is a pagination control showing '1' of 1 entries, and a status message 'Showing 1 to 1 of 1 entries'.

Gambar 8.10 Late History Page



**Edit Late Attendance Detail**

**Date :** 2020-09-23 **Start Time :** 11:18:00

**Notification :**  
☐ No ☒ Yes

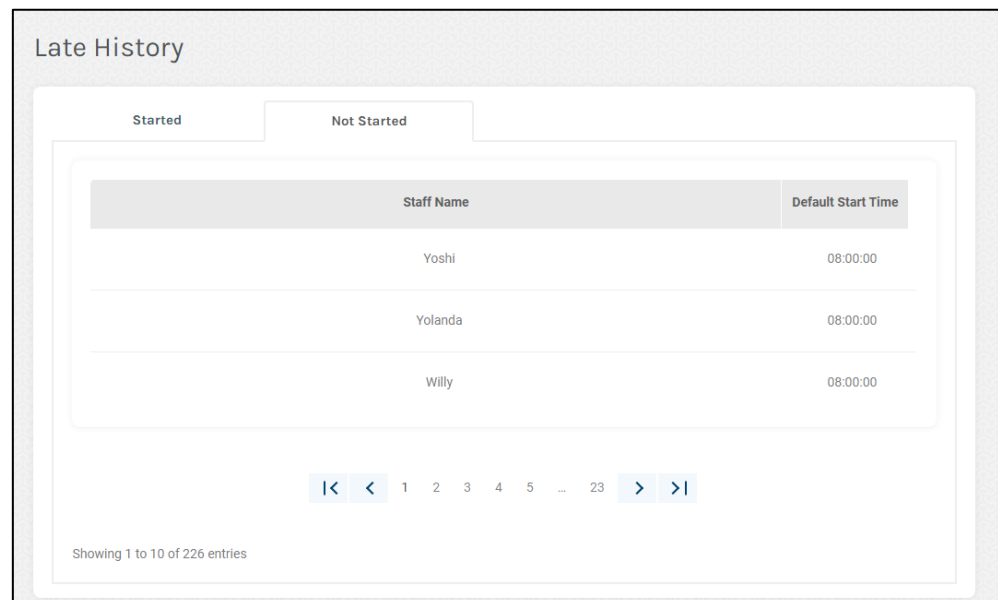
**Person Informed**  
 Andre

**Description**  
 Overslept

Gambar 8.11 Edit Late Detail

## 2. Not Started

This tab is filled with the names of people who are late, and have not started the application (See Figure 8.12).



**Late History**

Started Not Started

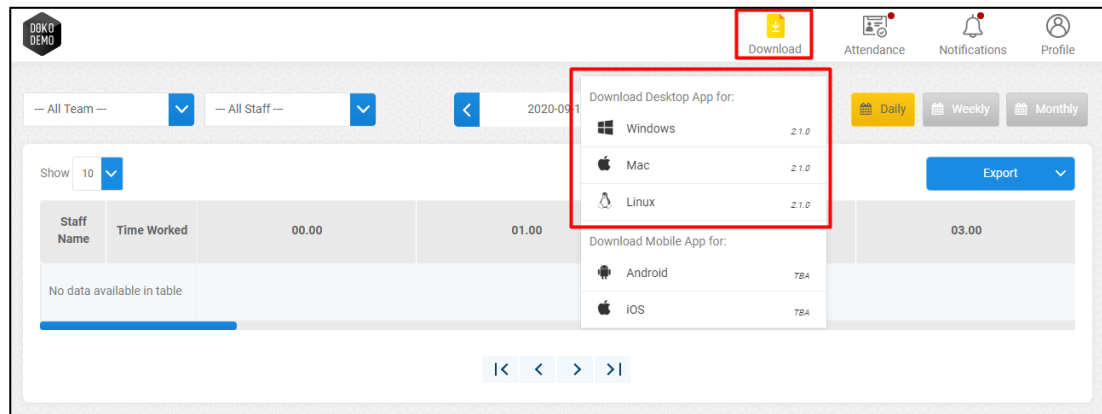
Staff Name	Default Start Time
Yoshi	08:00:00
Yolanda	08:00:00
Willy	08:00:00

Showing 1 to 10 of 226 entries

Gambar 8.12 Edit Late Detail

# Desktop App

Dokodemo-Kerja's desktop app can be downloaded through the navigation bar, as shown on Figure 8.1. The Desktop App is available in 3 platforms; Linux, Mac, and Windows. As for the mobile app, they can be downloaded through Play Store, App Store, or directly from the website.

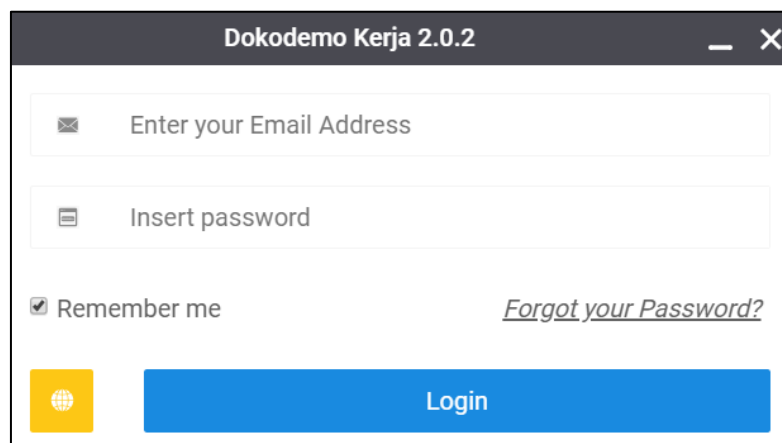


Gambar 9.1 Desktop App Download Link

The Desktop App can only be used by users registered in the Dokodemo-Kerja's systems. The app consists of several features described below.

## 1. Login

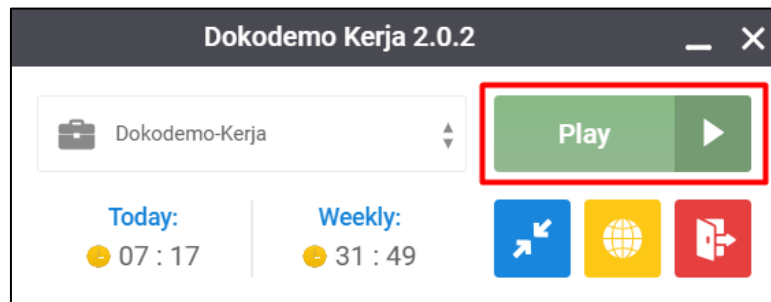
Login by using the correct email address and password. An internet connection is needed to login. (See Figure 9.2)



Gambar 9.2 Desktop App Login

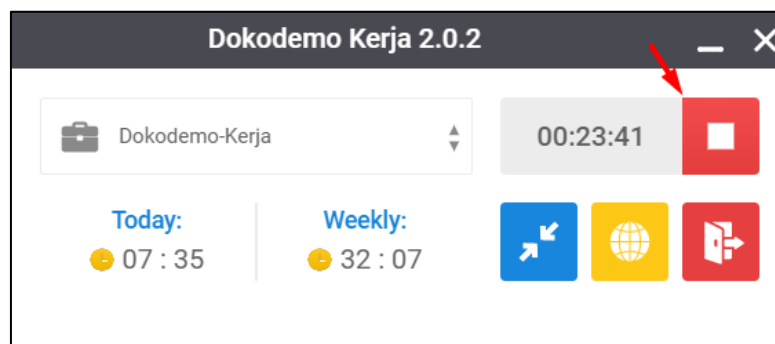
## 2. Start / Stop Task

To start the time counter, press the “Play” button. (See Figure 9.3)



Gambar 9.3 Desktop App Play

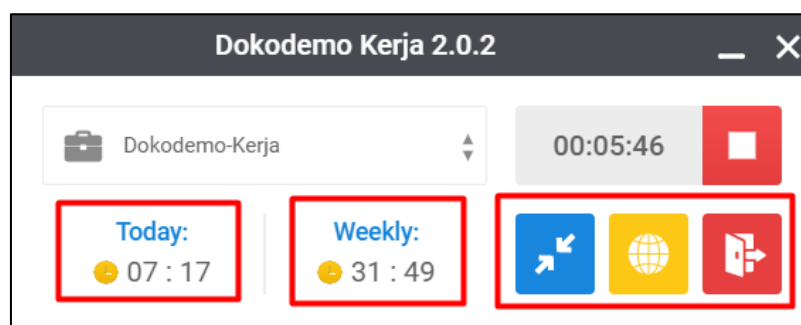
To stop the time counter, press the Stop button. (See Figure 9.4)



Gambar 9.4 Desktop App Stop

## 3. Other Features

- **Today:** Shows today's accumulative work hours
- **Weekly:** Shows this week's accumulative work hours
- **Blue Button:** To minimize the layout
- **Yellow Button:** To access the main website dashboard
- **Red Button:** To Logout



Gambar 9.5 Desktop App Features

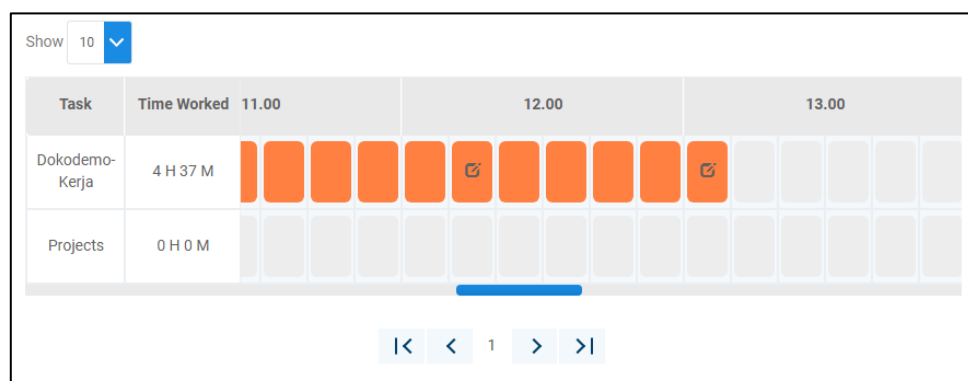
# Dashboard – Staff

This is the main web dashboard of Dokodemo-Kerja’s staff.

## 10.1. Homepage Staff

The page can be used by registered staff to see their own screenshots which have been taken by the application. This page contains the following features.

1. **Filter by Date:** Through this feature, staffs are able to filter through their time tracking records by data. Simply select the desired date and the appropriate time tracking record will then be displayed
2. **Daily:** This button allows staff to view their daily time tracking record.
3. **Weekly:** This button allows staff to view time tracking records for up to 1 week.
4. **Monthly:** This button allows staff to view time tracking records for up to 1 month.
5. **Time Tracker:** The first table of the dashboard page shows the staff’s daily work time record.
  - **Show:** Staff can choose how many rows of tasks are shown
  - **Task:** Staff can see the name of the tasks they have worked
  - **Time Worked:** Staff can view the total time spent on each task
  - **Time Column:** Staff can see details related to the minutes and hours spent on a specific task
  - **Pagination:** This feature can be used to navigate to the next page when the data exceeds the number chosen on the “Show” dropdown.

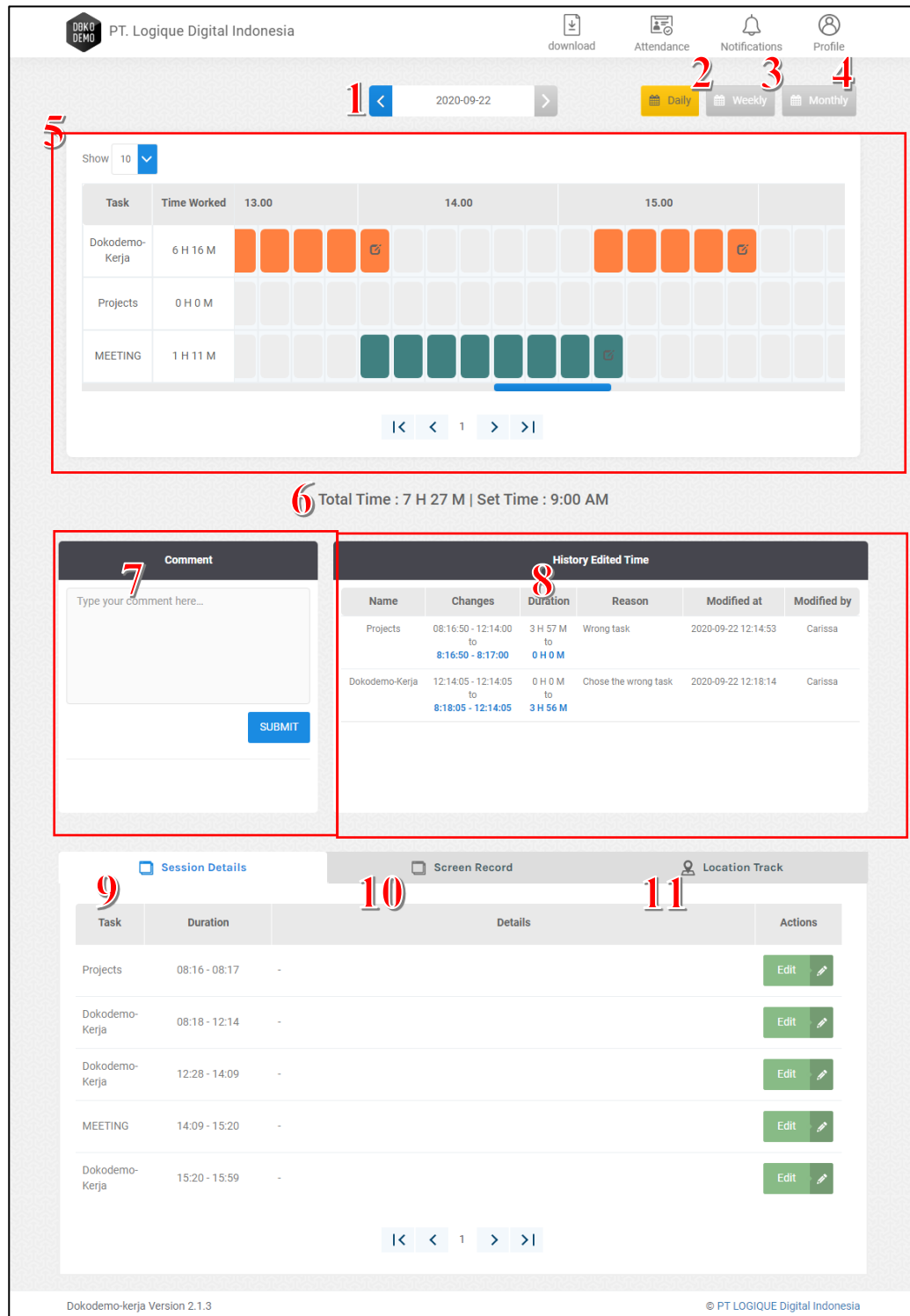


Task	Time Worked	11.00	12.00	13.00
Dokodemo-Kerja	4 H 37 M			
Projects	0 H 0 M			

Navigation: |< < 1 > >|

Gambar 10.1 Staff’s Time Tracker

6. **Total Time / Set Time:** Displays the total work hour in a day and the set time determined by the admin.
7. **Comment:** Staff can receive/reply to comments made by team leaders or admins.
8. **History Edited Time:** Displays the records of edited work hours, if any.



The dashboard interface includes the following elements:

- Header:** PT. Logique Digital Indonesia, download, Attendance, Notifications, Profile.
- Date Selector:** 2020-09-22 (labeled 1).
- View Toggle:** Daily (labeled 2), Weekly (labeled 3), Monthly (labeled 4).
- Task Time Log (labeled 5):**

Task	Time Worked	13.00	14.00	15.00
Dokodemo-Kerja	6 H 16 M	[Orange blocks]		[Orange blocks]
Projects	0 H 0 M			
MEETING	1 H 11 M		[Green blocks]	
- Total Time / Set Time (labeled 6):** Total Time : 7 H 27 M | Set Time : 9:00 AM
- Comment Section (labeled 7):** Type your comment here... [SUBMIT]
- History Edited Time (labeled 8):**

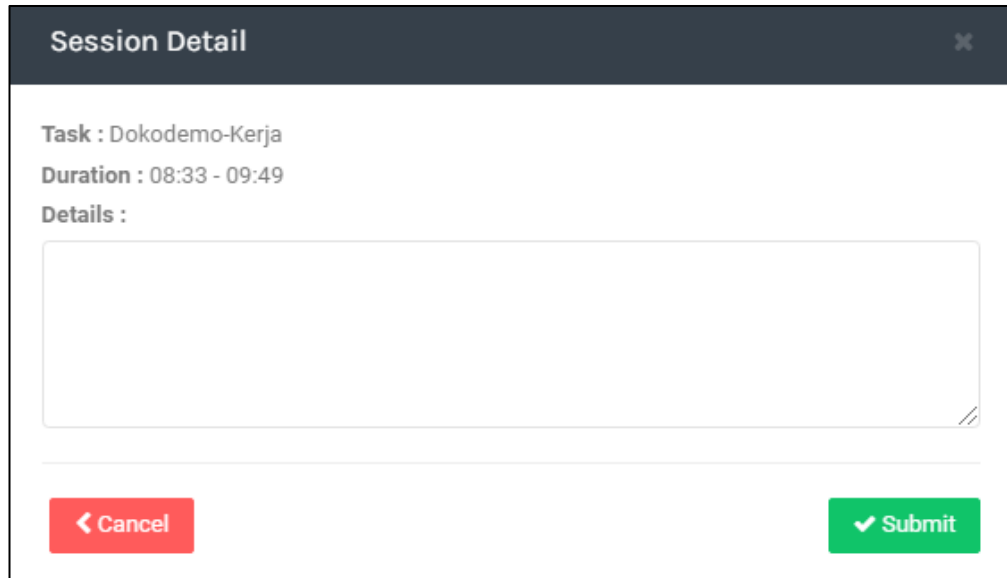
Name	Changes	Duration	Reason	Modified at	Modified by
Projects	08:16:50 - 12:14:00 to 8:16:50 - 8:17:00	3 H 57 M to 0 H 0 M	Wrong task	2020-09-22 12:14:53	Carissa
Dokodemo-Kerja	12:14:05 - 12:14:05 to 8:18:05 - 12:14:05	0 H 0 M to 3 H 56 M	Chose the wrong task	2020-09-22 12:18:14	Carissa
- Session Details (labeled 9):**

Task	Duration	Details	Actions
Projects	08:16 - 08:17	-	[Edit]
Dokodemo-Kerja	08:18 - 12:14	-	[Edit]
Dokodemo-Kerja	12:28 - 14:09	-	[Edit]
MEETING	14:09 - 15:20	-	[Edit]
Dokodemo-Kerja	15:20 - 15:59	-	[Edit]
- Screen Record (labeled 10):**
- Location Track (labeled 11):**

Footer: Dokodemo-kerja Version 2.1.3 | © PT LOGIQUE Digital Indonesia

Gambar 10.2 Staff's Web Dashboard

9. **Session Details:** This feature can be used as a daily work log. A session appears whenever the staff presses the Start, then the Stop button. Even if the staff were to work on the same task, the session will be split when the stop button is pressed. The **Edit** button is used to fill in the session description. (See Figure 10.3)



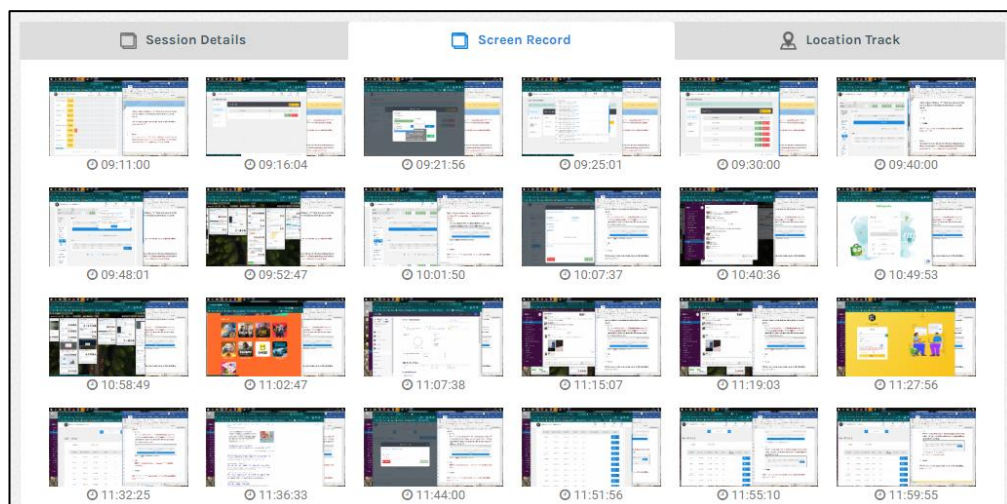
The image shows a 'Session Detail' form with a dark header bar containing the title and a close button. The form contains the following fields:

- Task :** Dokodemo-Kerja
- Duration :** 08:33 - 09:49
- Details :** A large text area for description.

At the bottom, there are two buttons: a red 'Cancel' button with a left arrow and a green 'Submit' button with a checkmark.

Gambar 10.3 Edit Session Detail

10. **Screen Record:** This section displays all screenshots taken in a day. These screenshots are taken randomly at the interval of 3-10 minutes. The image resolutions are very low in order to protect the staff's privacy to a degree.

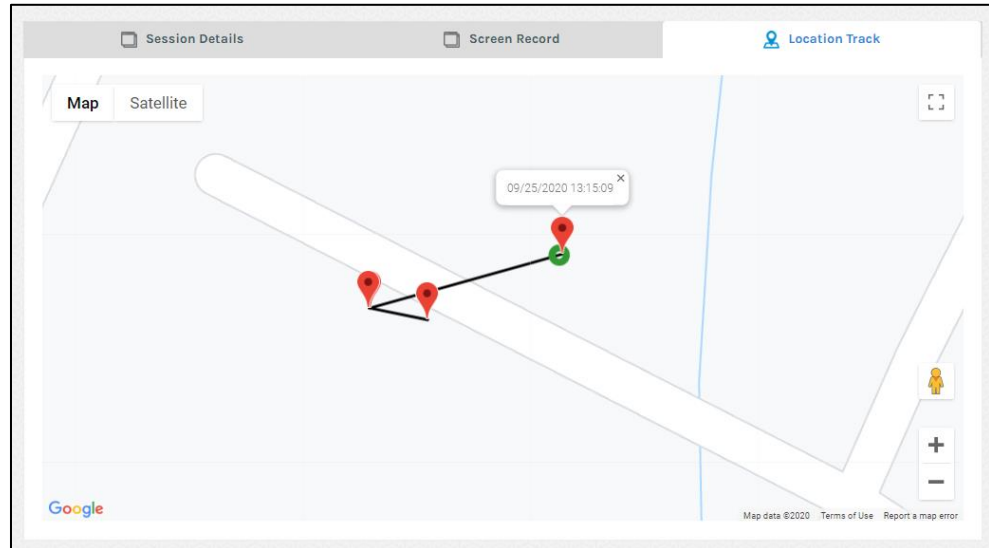


Gambar 10.4 Session Record



**11. Location Track:** This feature can be used to track the staff location if they use the mobile version of Dokodemo-Kerja instead of the desktop version.

- The red pinpoint shows the staff's location, and it can be clicked to reveal the date and time in which the staff is present at the location.
- The circular green icon moves from one pinpoint to another to show the route that the staff take.



Gambar 10.5 Location Tracker

## 10.2. Attendance Staff

Staff will not be able to see their own attendance record, but they can request day offs which can be accessed through the top navigation. When the "Request Day Off" button is clicked, an online form will appear, as previously seen on Figure 8.2.

<

2020

>

Request Day Off

My Day Off Request

Leave Quota: 12 Day(s)

Active

Closed

Date Range	Leave Type	Person Informed	Description	Status
No data available in table				

|<

<

>

>|

Showing 0 to 0 of 0 entries

Gambar 10.6 Day Off / Leave Request Page – Staff

