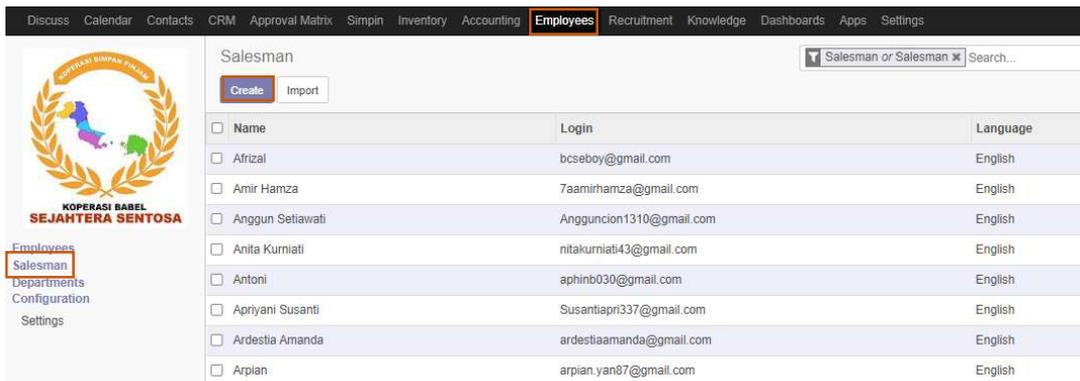


Penambahan CMO / Collector

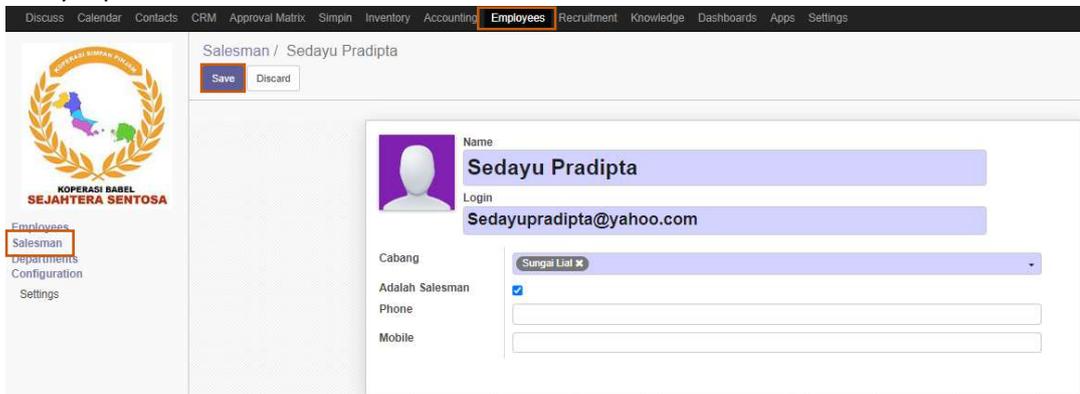
Karyawan level Salesforce/CMO dan Collector baru, perlu didaftarkan ke sistem agar muncul pada menu Pinjaman. Pendaftaran karyawan level Salesforce / CMO / Collector dapat dilakukan oleh user dengan akses Kepala Cabang.

Caranya adalah sebagai berikut:

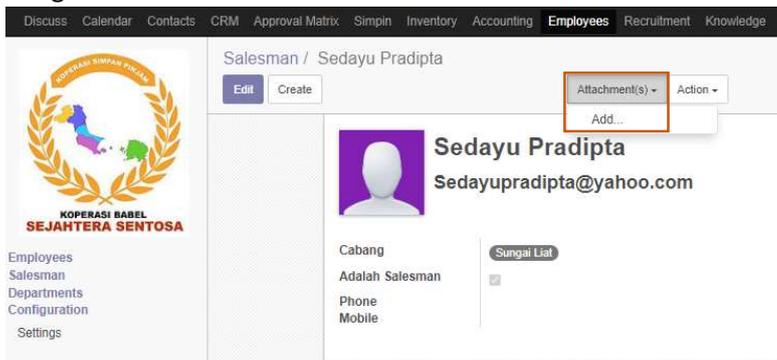
1. Create Salesforce/CMO/Collector baru melalui menu **Salesman** melalui menu **Employee > Salesman>Create**



2. Setelah tombol Create ditekan, masukan nama pada kolom **Name**, masukan alamat email di kolom **Login**. Pilih Cabang lokasi Salesforce/CMO/Collector ditempatkan. Untuk penambahan foto dapat dilakukan dengan **Edit** pada kolom Image. Dan terakhir checklist field **Adalah Salesman**. Setelah selesai, klik tombol **Save** untuk menyimpan record.



Untuk penambahan attachment seperti KTP, Surat Kontrak dan sebagainya dapat dilakukan dengan cara menekan tombol **Attachment > Add**.



3. Langkah selanjutnya, create record employee, melalui menu **Employees > Employees > Create**.

The screenshot shows the Salesforce 'Employees' page. The top navigation bar includes 'Discuss', 'Calendar', 'Contacts', 'CRM', 'Approval Matrix', 'Simpin', 'Inventory', 'Accounting', 'Employees' (highlighted), 'Recruitment', 'Knowledge', 'Dashboards', 'Apps', and 'Settings'. The left sidebar contains 'Employees' (highlighted), 'Salesman', 'Departments', 'Configuration', and 'Settings'. The main content area has 'Create' and 'Import' buttons. Below are six employee cards, each with a profile picture, name, title, email, and a 'Following' button.

Name	Title	Email
Administrator	General Manager	admin@example.com
Afrizal	Area Manager	bcseboy@gmail.com
Anita Kurniati	CMO	nitakurniati43@gmail.com
Antoni	CMO	aphinb030@gmail.com
Ardestia Amanda	CMO	ardestiaamanda@gmail.com
Ari Prananta	Staf Akunting	

4. Setelah tombol Create ditekan, isi informasi pada kolom-kolom berikut:

- Name : Isi nama Salesforce/CMO/Collector
- NIP : Isi Nomor Induk Pegawai
- Masuk ke Tab Detail **Work Information**, isi data-data penempatan Salesforce/CMO/Collector pada kolom-kolom tersedia.

The screenshot shows the 'Employees / Sedayu Pradipta' detail page. The top navigation bar is the same as in the previous screenshot. The left sidebar shows 'Employees', 'Salesman', 'Departments', 'Configuration', and 'Settings'. The main content area has 'Save' and 'Discard' buttons. The 'Work Information' tab is selected and highlighted. The page displays the following information:

- Name: Sedayu Pradipta
- ID: KSS/24/CMO/001
- Work Address: Koperasi B.
- Work Location: [Empty]
- Work Email: Sedayupraditj
- Work Mobile: [Empty]
- Work Phone: [Empty]
- Department: Pengurus
- Job Position: CMO
- Manager: Afrizal
- Coach: [Empty]
- Working Hours: Standard 4
- Tanggal Bergabung: 03/01/2024
- Tanggal Keluar: [Empty]
- Lama Bekerja (Hari): 0
- Cabang: [Empty]

On the right, there is an 'Organization Chart' showing a hierarchy: Rosti (General Manager, 43) -> Afrizal (Area Manager, 41) -> Sedayu Pradipta (CMO). An 'Active' toggle is also present.

- Masuk ke Tab Detail Private Information, isi informasi terkait data diri Salesforce/CMO/Collector.

Work Information **Private Information** HR Settings

Citizenship & Other Information

Nationality (Country)

Identification No

Passport No

Bank Account Number

Status

Gender

Marital Status

Work Permit

Visa No

Work Permit No

Visa Expire Date

Contact Information

Private Address

Birth

Date of Birth

- Masuk ke Tab Detail HR Setting, isi kolom **Related User** dengan nama yang sama dengan yang dibuat pada kolom **Name** menu **Salesman** (Point no.2)

Discuss Calendar Contacts CRM Approval Matrix Simpan Inventory Accounting **Employees** Recruitment Knowledge Dashboards Apps Settings

Employees / Sedayu Pradipta

Name

e.g. Part Time

Work Information Private Information **HR Settings**

Status

Related User

Organization Chart

- Rosti General Manager (43)
- Afrizal Area Manager (41)
- Sedayu Pradipta CMO

- Setelah itu, tekan tombol **Save** untuk menyimpan record data.