# User Manual

## DMS Core

PT. Golden Energy Mines

V 1.3, 16 Desember 2022

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## PENDAHULUAN

User Manual berisi semua informasi penting bagi pengguna untuk membuat panduan penggunaan sistem informasi secara penuh. Panduan ini mencakup deskripsi dari fungsi sistem dan kemampuan, kontinjensi dan mode alternatif operasi, dan prosedur langkah demi langkah untuk akses sistem dan penggunaan. Bagian ini memberikan gambaran tentang langkah penggunana aplikasi. User Manual ini berisi modul untuk mengakses sharepoint sebagai ***User Owner (Document Controller), user member***, dan ***user visitor***.

## PENGERTIAN SHAREPOINT

DMS menggunakan sharepoint sebagai media penyimpanan. Sharepoint adalah platform sistem manajemen dokumen berbasis web yang diciptakan oleh Microsoft Corporation. SharePoint dapat digunakan untuk menjalankan situs-situs web yang terdiri atas ruangan kerja dan dokumen yang digunakan secara bersama-sama. DMS diharapkan menjadi media penyimpanan GEMS serta sarana untuk dapat berbagi informasi internal perusahaan.

Berbeda dengan One Drive yang bersifat private (pribadi) dan tidak bisa dicustom, sharepoint adalah media penyimpanan yang bersifat lebih umum dan mudah diakses oleh orang banyak dalam suatu organisasi.

## SYARAT PENGGUNAAN

Adapun syarat untuk mengakses sharepoint adalah:

a. Pastikan device terhubung ke Internet.
b. Install browser Google Chrome.
c. Masuk ke link https://goldenenergyminescorp.sharepoint.com/
d. Isilah Username dan Password lalu klik “login”
e. Maka Aplikasi akan terbuka
f. Jika masih gagal dalam proses login, dapat menghubungi Team Support

## ISTILAH-ISTILAH

Adapun beberapa istilah dalam sharepoint sebagai berikut:

a. DMS : *Document Management Sistem*
b. Site : Situs halaman pada sharepoint
c. Subsite : Sub (anak) Situs halaman pada sharepoint
d. Content Type : Jenis dokumen pada sharepoint
e. Document Library : Menyimpan file dengan aman di tempat Anda dan rekan kerja Anda dapat menemukannya dengan mudah, mengerjakannya bersama-sama, dan mengaksesnya dari perangkat apa pun kapan saja.
f. Power Automate : Aplikasi dari Microsoft 365 untuk memudahkan proses otomatis pada suatu flow pekerjaan.
g. Muhimbi : Aplikasi dalam sharepoint untuk konversi (convert) dan otomatisasi (Automation) dokumen menjadi PDF
h. E-Sign : Electronic Sign (tanda tangan elektronik)
i. Watermark : Fitur untuk melindungi dokumen dan bertindak sebagai pencegah penyalinan dan dapat mengidentifikasi sumber file yang dicetak.
j. Global Search : Pencarian file dengan keyword (kata kunci).
k. Advance Search : Metode pencarian berdasarkan metadata suatu dokumen
l. Matrix Approval : Level persetujuan Approval pada sharepoint.

m. User Group Visitor : Akses document library dengan adanya pembatasan untuk melakukan screenshot, download, dan print pada document library.
n. User Group Member : Akses yang diberikan kepada user biasa pada site department terkait di sharepoint untuk dapat menggunakan document library.
o. User Group Owner : Akses yang dapat full control pada site department terkait di sharepoint. Full Control disini User Owner dapat melakukan maintain master data, maintain home site department, manage user, selain menggunakan document library.
p. Sharepoint Admin : Akses yang sama dengan User Group Owner, namun memiliki akses lain untuk ke bagian Setting Watermarking dan Setting e-Sign.

## DO's & DON'Ts

### Do's

- Memilih content type sesuai dengan dokumen yang dibuat;
- Mengisi field metadata dengan benar untuk memudahkan pencarian data;
- Memasukkan user sesuai dengan user group yang sudah disediakan agar menggunakan konten sesuai dengan akses yang diberikan.

### Don'ts

- Jangan sembarangan memberikan akses dokumen pada User yang tidak berkepentingan;
- Jangan memberikan akses semua member untuk menjadi User Group Owner;
- Tidak mengubah User Role pada Matrix Approval tidak sesuai dengan ketentuan Perusahaan.

## MATRIX USER

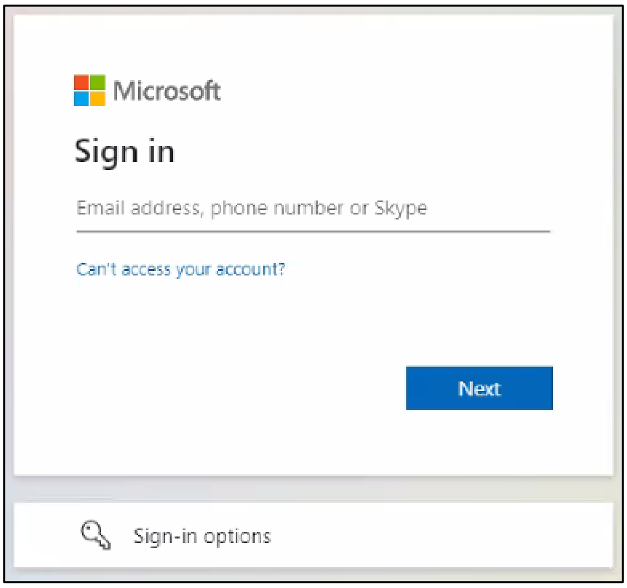
| Access | Super Admin | User Owner | User Member | User Visitor |
|---|---|---|---|---|
| Login | v | v | v | v |
| Upload | v | v | v | x |
| Create | v | v | v | x |
| Edit | v | v | v | x |
| Download | v | v | v | x |
| Sync | v | v | v | x |
| Search | v | v | v | v |
| Share | v | v | v | x |
| Print | v | v | v | x |
| Screenshot Blocker | x | x | v | v |
| Export to Excel | v | v | v | x |
| Add Metadata | v | v | v | x |
| Version History | v | v | v | x |
| Check in / Check out | v | v | v | x |
| Collaboration | v | v | v | x |
| Update Metadata | v | v | v | x |
| Maintain User Group | v | v | x | x |
| Maintain User | v | v | x | x |
| Upload Template | v | v | x | x |
| Maintain Masterlist | v | v | x | x |
| Submit Approval | v | v | v | x |
| Approval process (Approve / reject / reassign) | v | v | v | v |

| Access | Super Admin | User Owner | User Member | User Visitor |
|---|---|---|---|---|
| Advanced Search | v | v | v | x |
| Request e-Sign Approval | v | v | v | x |
| e-Sign Approval process (Approve / Reject) | v | v | v | v |
| Audit Log | v | x | x | x |
| Setting Watermarking | v | x | x | x |
| Convert to PDF | v | v | v | x |

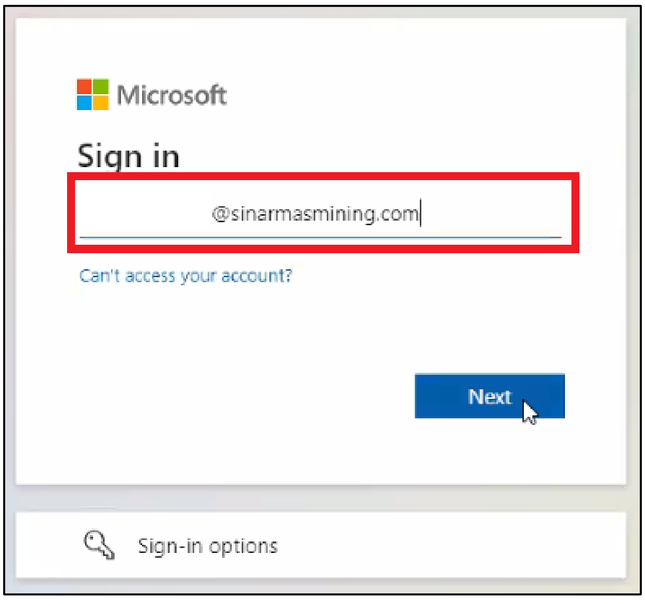
# 1. USER VISITOR

## 1.1. LOGIN

User visitor diharuskan log in terlebih dahulu untuk mengakses site sharepoint dengan langkah-langkah sebagai berikut:

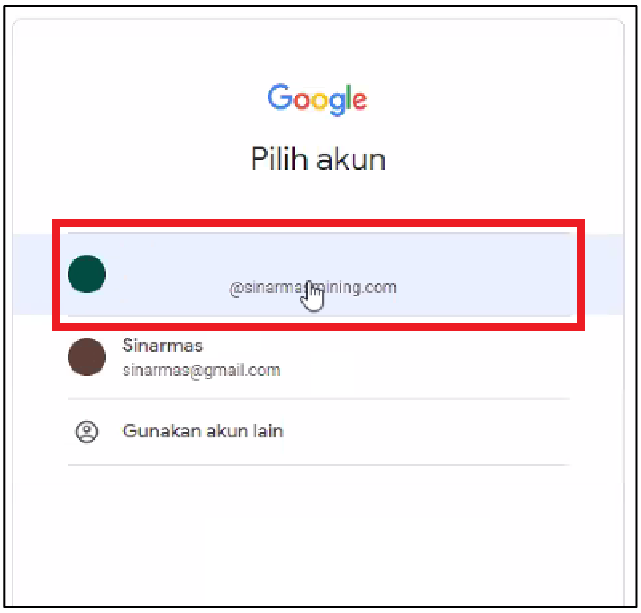

Microsoft
Sign in
Email address, phone number or Skype
Can't access your account?
Next
Sign-in options

1. User melakukan login menggunakan alamat email kantor resmi yang dimiliki.


Microsoft
Sign in
Can't access your account?
Next
Sign-in options

@sinarmasmining.com

2. Setelah mengisi alamat email, User dapat melanjutkan dengan menekan tombol Next.



Google

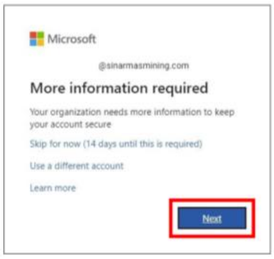
Pilih akun

@sinarmasmining.com

Sinarmas
sinarmas@gmail.com

Gunakan akun lain

3. Melakukan konfirmasi untuk alamat email yang digunakan.



Microsoft

@sinarmasmining.com

More information required

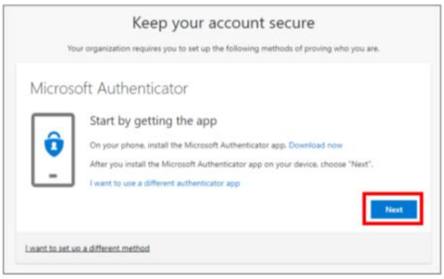
Your organization needs more information to keep your account secure

Skip for now (14 days until this is required)

Use a different account

Learn more

Next



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

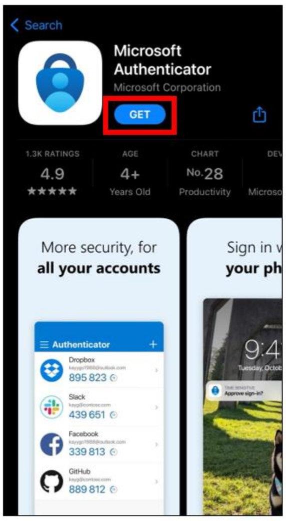
After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

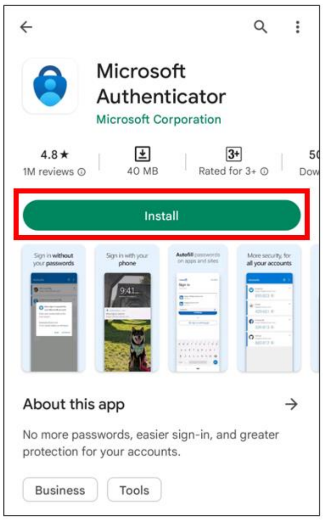
Next

I want to set up a different method

4. User dapat mengunduh aplikasi **Microsoft Authenticator** pada **App Store** dan **Play Store**
*Apabila sudah install, dapat dilanjutkan ke point 6



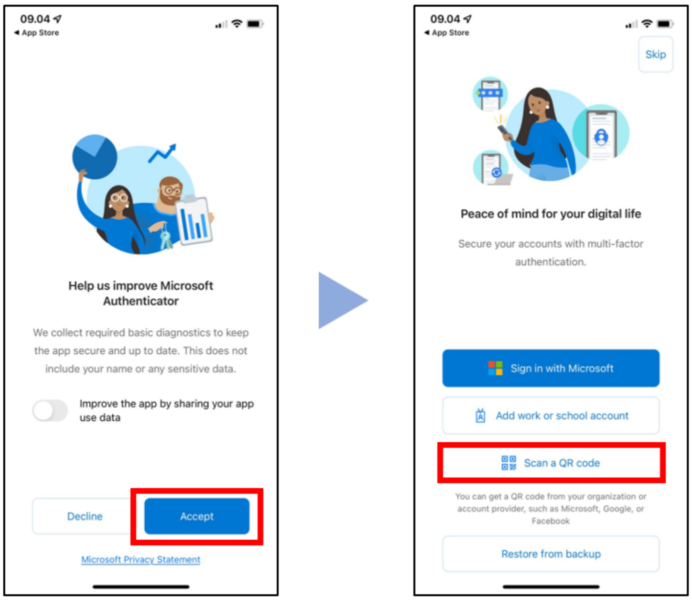
Search
Microsoft Authenticator
Microsoft Corporation
GET
1.3K RATINGS
4.9
★★★★★
AGE
4+
Years Old
CHART
No.28
Productivity
More security, for all your accounts
Authenticator
Dropbox
895 823
Slack
439 651
Facebook
339 813
GitHub
889 812
Sign in w
your ph
9:4



Microsoft Authenticator
Microsoft Corporation
4.8★
1M reviews
40 MB
3+
Rated for 3+
Install
About this app
Business
Tools

No more passwords, easier sign-in, and greater protection for your accounts.

5. (Tampilan pada Handphone) Microsoft Authenticator pada App Store dan Play Store.



09.04
◂ App Store

Help us improve Microsoft Authenticator

We collect required basic diagnostics to keep the app secure and up to date. This does not include your name or any sensitive data.

○ Improve the app by sharing your app use data

Decline
Accept
Microsoft Privacy Statement

09.04
◂ App Store

Skip

Peace of mind for your digital life

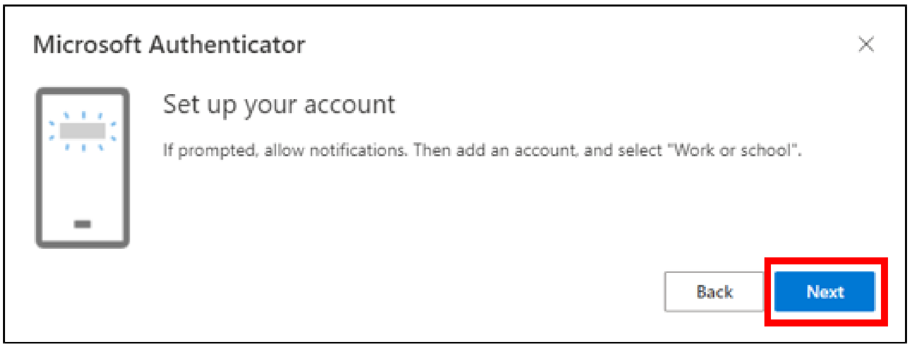
Secure your accounts with multi-factor authentication.

Sign in with Microsoft
Add work or school account
Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

Restore from backup

6. (Tampilan pada Handphone) Setelah User menginstall dapat dilanjutkan dengan menekan tombol Scan a QR Code

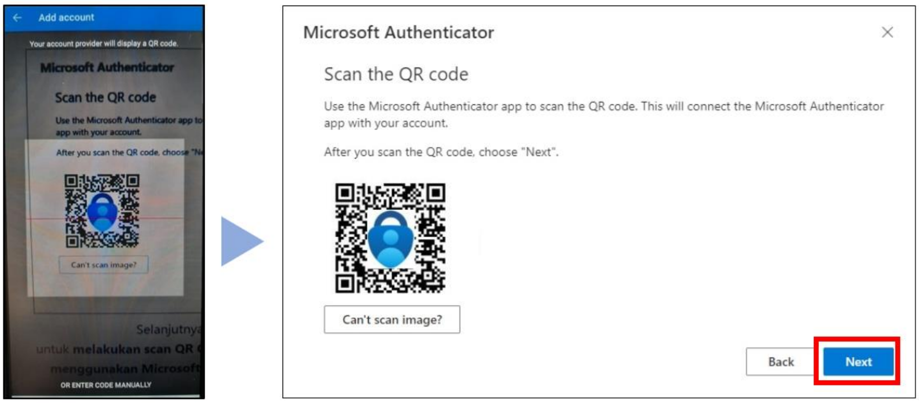


Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

7. Memilih opsi Scan a QR Code.



Add account

Your account provider will display a QR code.

Microsoft Authenticator

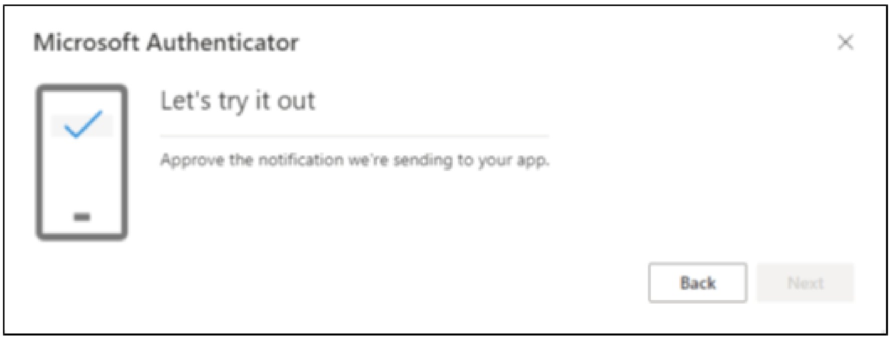
Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?
Back
Next
OR ENTER CODE MANUALLY

8. Untuk melakukan scan QR Code yang tertampil di layar computer, menggunakan Microsoft Authenticator pada mobile device.

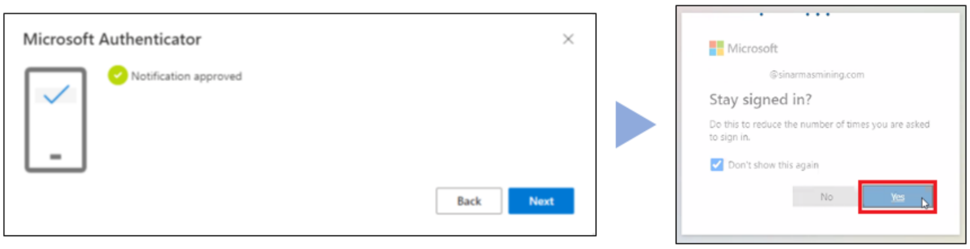


Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app.

9. User akan menerima notifikasi permintaan approval dari aplikasi, User dapat melakukan Approved dari aplikasi Microsoft Authenticator.



Microsoft Authenticator

Notification approved

Microsoft

@sinarmasmining.com

Stay signed in?

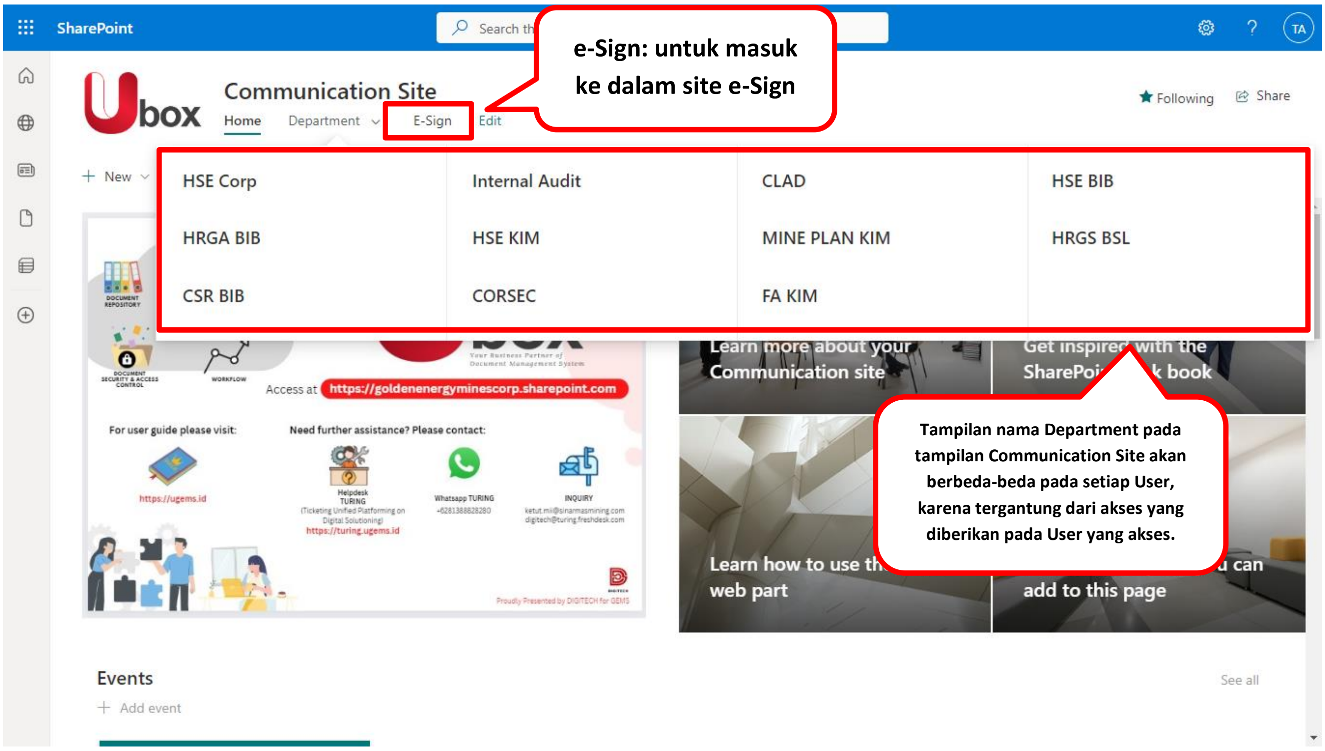
Do this to reduce the number of times you are asked to sign in.

☑ Don't show this again

10. Sistem akan menampilkan approval berhasil. Dan User dapat melanjutkan proses login.

Berikut merupakan halaman utama dari sharepoint yang dapat diakses oleh setiap user setelah melakukan login. Halaman Communication Site ini dapat dicustom dan disesuaikan informasinya sesuai kebutuhan dengan fitur yang diberikan oleh Sharepoint. Halaman ini dapat ditambahkan beberapa komponen yang disebut webpart oleh user yang terdaftar sebagai Owner pada Communication Site ini.

Jikalau User ingin mengakses site Department, maka User bisa masuk ke menu Department dan masuk ke halaman sesuai dengan Departmentnya.


SharePoint
Search th
TA
Ubox
Communication Site
Home
Department
E-Sign
Edit
Following
Share
New
HSE Corp
Internal Audit
CLAD
HSE BIB
HRGA BIB
HSE KIM
MINE PLAN KIM
HRGS BSL
CSR BIB
CORSEC
FA KIM
DOCUMENT REPOSITORY
DOCUMENT SECURITY & ACCESS CONTROL
WORKFLOW
Access at https://goldenenergyminescorp.sharepoint.com
For user guide please visit:
https://ugems.id
Need further assistance? Please contact:
Helpdesk TURING
https://turing.ugems.id
Whatsapp TURING
INQUIRY
Learn more about your Communication site
Get inspired with the SharePoint look book
Learn how to use the web part
add to this page
Events
Add event
See all

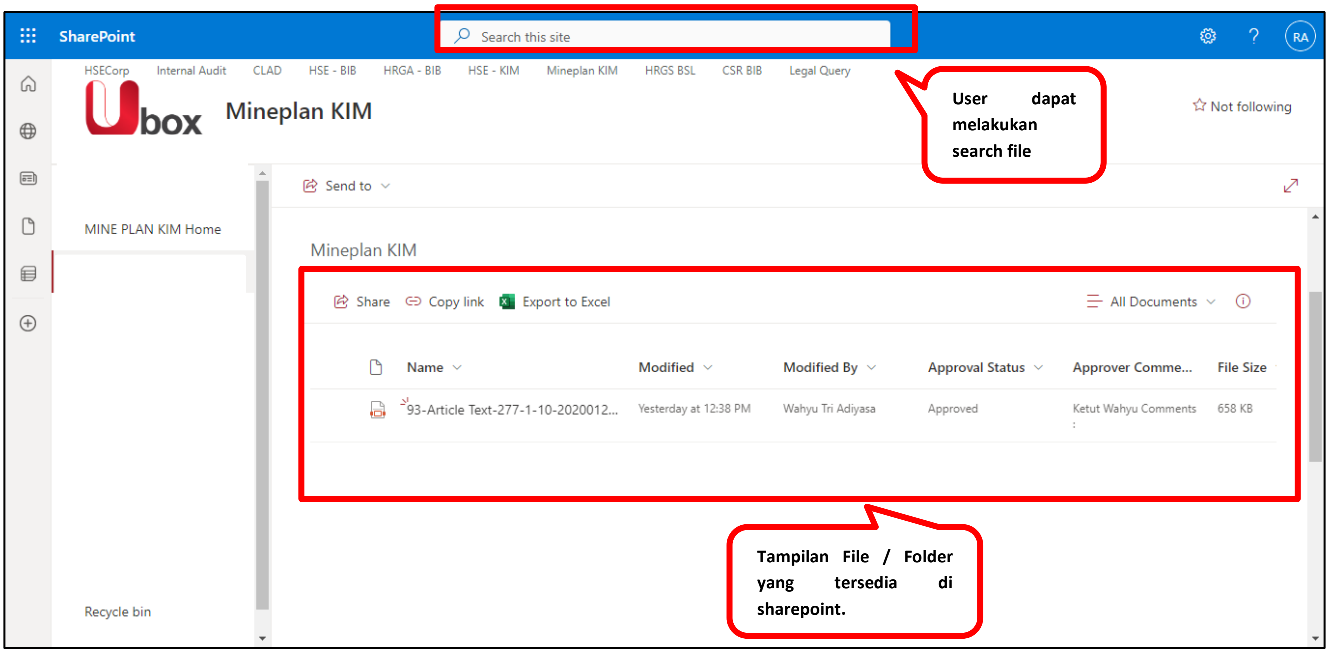
e-Sign: untuk masuk ke dalam site e-Sign

Tampilan nama Department pada tampilan Communication Site akan berbeda-beda pada setiap User, karena tergantung dari akses yang diberikan pada User yang akses.

Untuk User yang memiliki akses di satu department, maka menu Department yang tertampil pada halaman ini hanya satu. Jika ingin dilakukan penambahan akses, maka dapat dilakukan melalui User Owner (Document Controller) sesuai dengan User Manual pada sub bab 3.6 terkait Manage User.

## 1.2. DOCUMENT LIBRARY

User visitor hanya dapat melihat tampilan document library. User visitor dapat melihat file dan metadata pada document library dan melakukan pencarian file pada halaman document library. User Visitor dapat mengkases document Library dengan cara **Klik Department pada communication page > klik Department yang dipilih (Contoh Mineplan KIM) > klik nama modul (di sebelah kiri)**.


SharePoint
Search this site
RA
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Legal Query
Mineplan KIM
Not following
Send to
MINE PLAN KIM Home
Recycle bin
Mineplan KIM
Share
Copy link
Export to Excel
All Documents

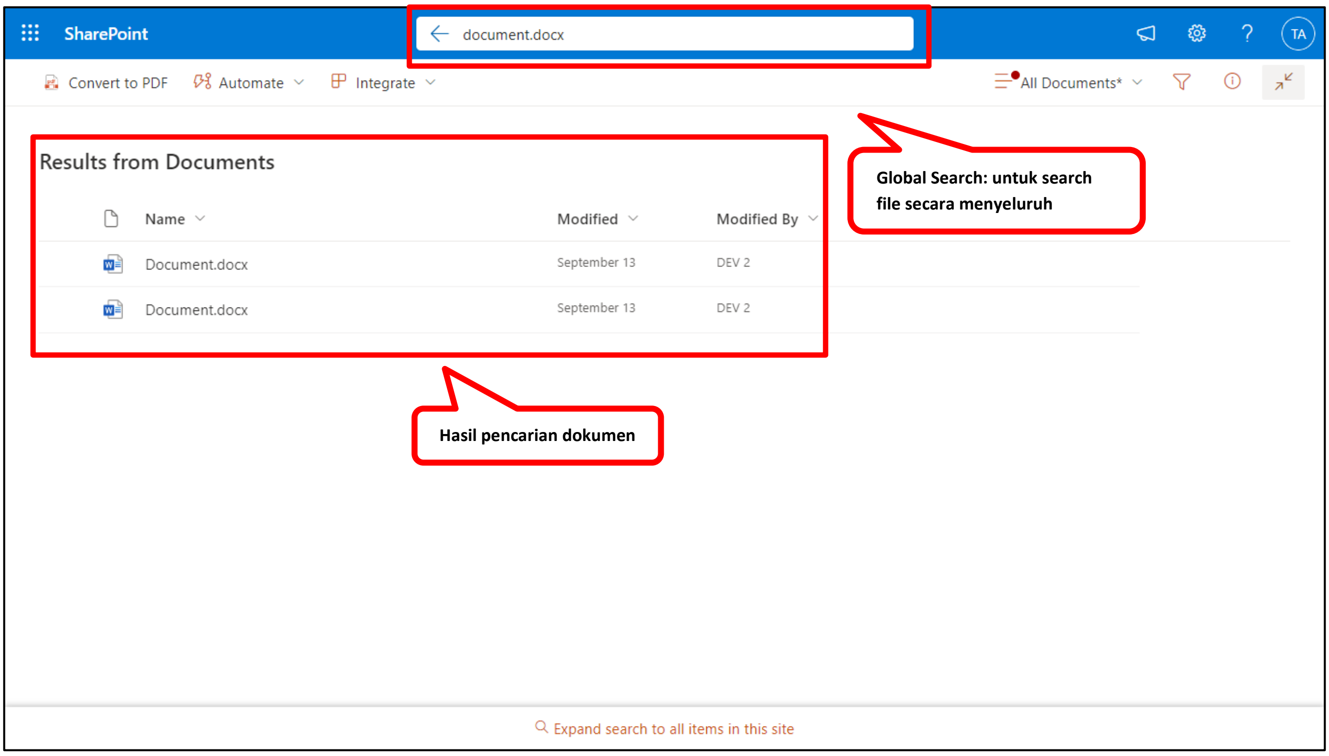
| Name | Modified | Modified By | Approval Status | Approver Comme... | File Size |
|---|---|---|---|---|---|
| 93-Article Text-277-1-10-2020012... | Yesterday at 12:38 PM | Wahyu Tri Adiyasa | Approved | Ketut Wahyu Comments : | 658 KB |

**User dapat melakukan search file**

**Tampilan File / Folder yang tersedia di sharepoint.**

### 1.2.1 GLOBAL SEARCH

User Visitor dapat melakukan pencarian menggunakan **Global search** dimana berfungsi untuk mencari dokumen tanpa limitasi informasi berdasarkan metadata. User dapat melakukan pencarian pada Global search dengan **klik search bar (paling atas) yang tersedia pada halaman (site).**


SharePoint
document.docx
Convert to PDF
Automate
Integrate
All Documents*
Expand search to all items in this site

Results from Documents

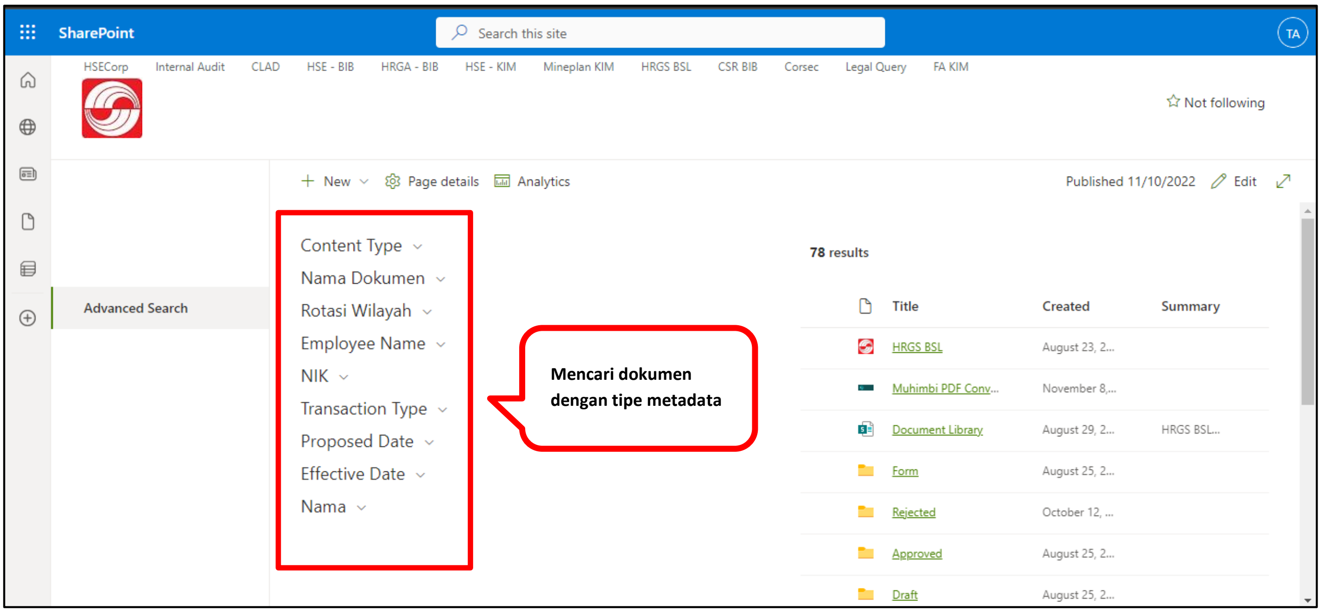
| Name | Modified | Modified By |
|---|---|---|
| Document.docx | September 13 | DEV 2 |
| Document.docx | September 13 | DEV 2 |

Global Search: untuk search file secara menyeluruh

Hasil pencarian dokumen

## 1.2.2 ADVANCED SEARCH

User Visitor dapat mencari suatu file pada halaman **advance search**. Pada halam ini, disediakan kemudahan pencarian data sesuai dengan metadata pada file tersebut (contoh: Content type, Nama dokumen, dll). User dapat mengaksesnya dengan cara **Klik Advance search (di Navigation bar sebelah kiri).**

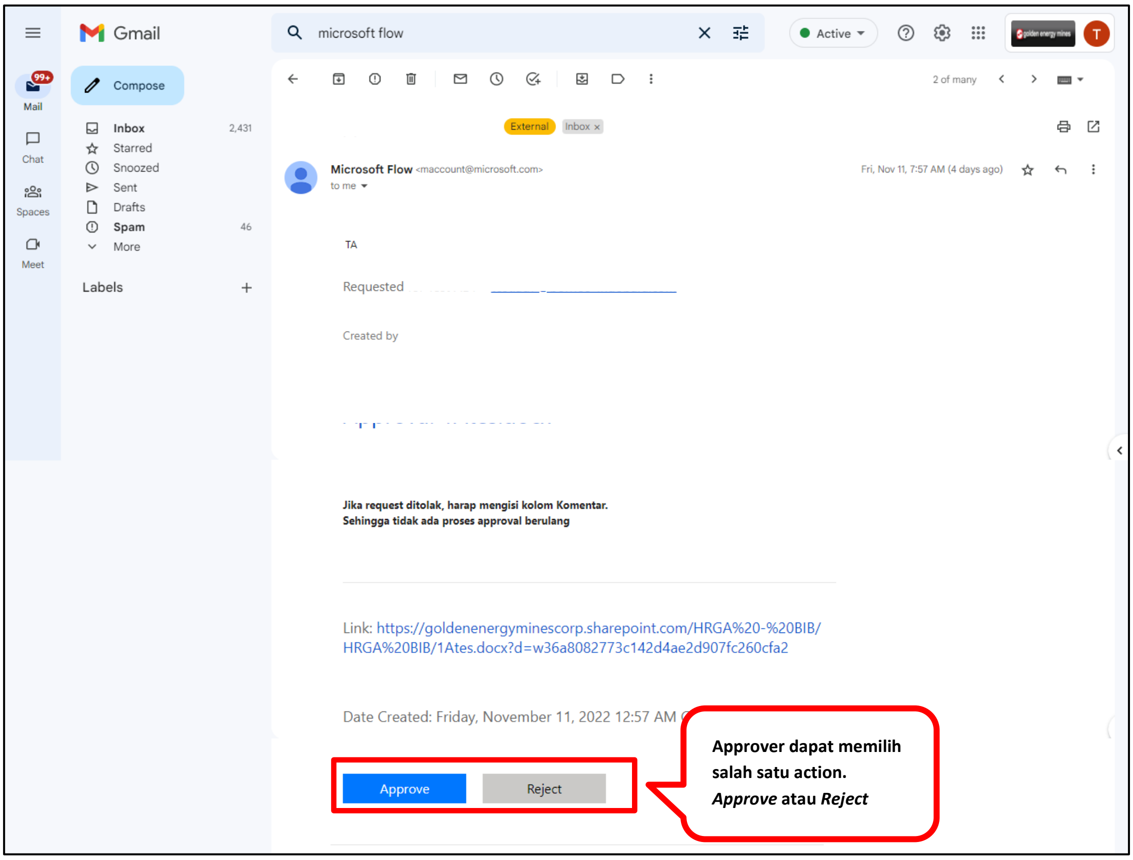

SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Not following
New
Page details
Analytics
Published 11/10/2022
Edit
Advanced Search
Content Type
Nama Dokumen
Rotasi Wilayah
Employee Name
NIK
Transaction Type
Proposed Date
Effective Date
Nama
78 results

| Title | Created | Summary |
|---|---|---|
| HRGS BSL | August 23, 2... | |
| Muhimbi PDF Conv... | November 8,... | |
| Document Library | August 29, 2... | HRGS BSL... |
| Form | August 25, 2... | |
| Rejected | October 12, ... | |
| Approved | August 25, 2... | |
| Draft | August 25, 2... | |

Mencari dokumen dengan tipe metadata

## 1.3. APPROVAL

Approval merupakan feature untuk mendapatkan tanda Approval dokumen secara daring (online), lebih cepat, dan dapat dilakukan dimana pun dan kapan pun. Proses Approval dapat diakses dengan **membuka document library** yang ada di tiap modul. Pada sistem approval, ketika User Member sudah disesuaikan sebagai Approver, maka Approver akan menerima email untuk melakukan proses approval setelah User Member atau pun User Owner lain melakukan request approval (Guidance request approval dapat diakses pada point 2.3 atau 3.4).


Gmail
microsoft flow
Active
Compose
Mail
Chat
Spaces
Meet
Inbox 2,431
Starred
Snoozed
Sent
Drafts
Spam 46
More
Labels
2 of many
External
Inbox ×

Microsoft Flow <maccount@microsoft.com>
to me
Fri, Nov 11, 7:57 AM (4 days ago)

TA

Requested

Created by

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

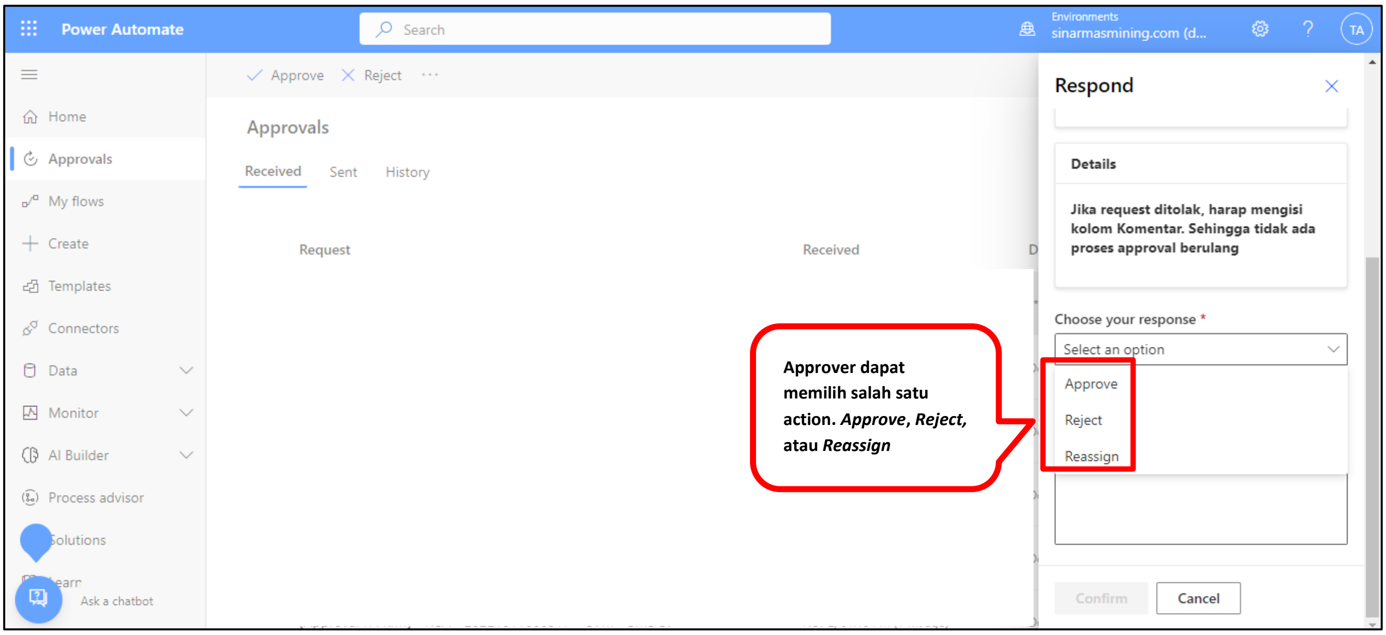
Link: https://goldenenergyminescorp.sharepoint.com/HRGA%20-%20BIB/HRGA%20BIB/1Ates.docx?d=w36a8082773c142d4ae2d907fc260cfa2

Date Created: Friday, November 11, 2022 12:57 AM

Approve
Reject

**Approver dapat memilih salah satu action. *Approve* atau *Reject***

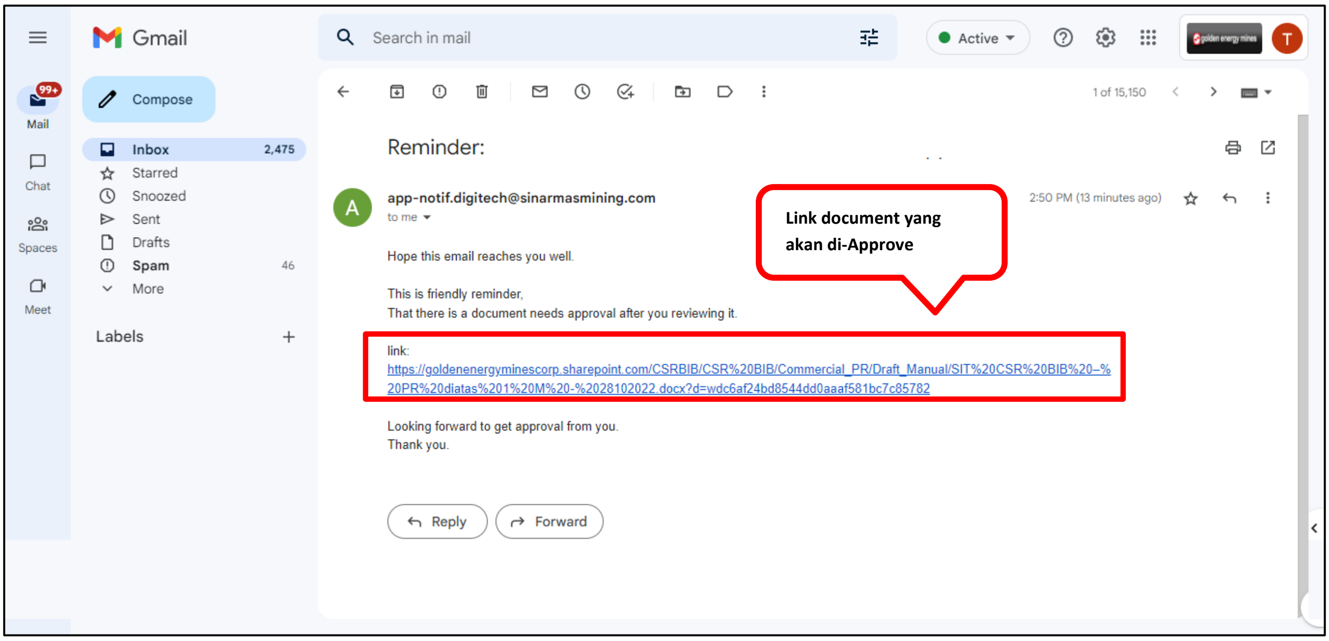
Selanjutnya Approver akan dialihkan ke halaman power automate ketika klik salah satu action Approve / Reject, dimana Approver dapat melakukan action Approve, Reject atau Reassign.


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approve
Reject
Approvals
Received
Sent
History
Request
Received
Respond
Details
Choose your response *
Select an option
Approve
Reject
Reassign
Confirm
Cancel

**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

**Approver dapat memilih salah satu action. *Approve*, *Reject*, atau *Reassign***

Apabila Approver belum memberikan tanggapan (Approve, Reject, Reassign) pada suatu dokumen, maka sistem akan mengirimkan email reminder kepada user yang bersangkutan beserta dengan link untuk document.


Gmail
Search in mail
Active
Compose
Mail
99+
Chat
Spaces
Meet
Inbox 2,475
Starred
Snoozed
Sent
Drafts
Spam 46
More
Labels
1 of 15,150
Reply
Forward

Reminder:

app-notif.digitech@sinarmasmining.com
to me
2:50 PM (13 minutes ago)

Hope this email reaches you well.

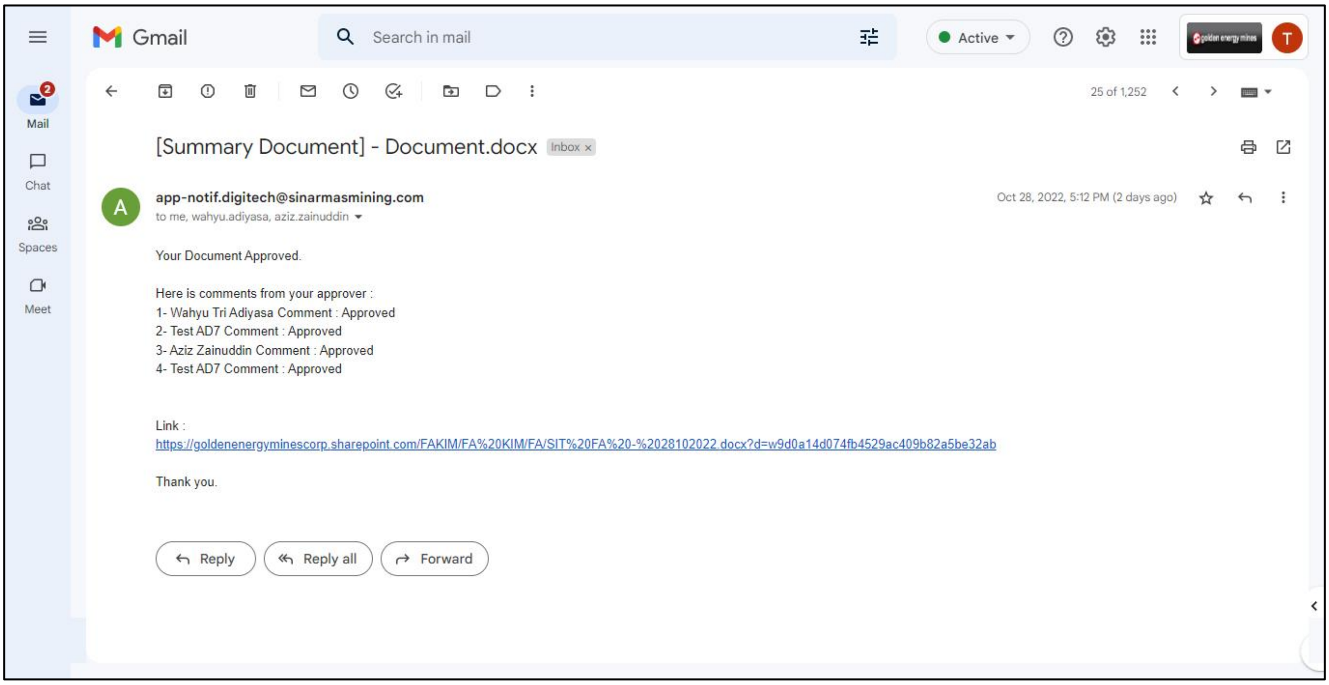
This is friendly reminder,
That there is a document needs approval after you reviewing it.

link:
https://goldenenergyminescorp.sharepoint.com/CSRBIB/CSR%20BIB/Commercial_PR/Draft_Manual/SIT%20CSR%20BIB%20–%20PR%20diatas%201%20M%20-%2028102022.docx?d=wdc6af24bd8544dd0aaaf581bc7c85782

Looking forward to get approval from you.
Thank you.

**Link document yang akan di-Approve**

Setelah proses approval selesai, maka requestor akan mendapatkan email pemberitahuan summary approval yang bersisikan status approval beserta link untuk document bersangkutan.



[Summary Document] - Document.docx

app-notif.digitech@sinarmasmining.com
to me, wahyu.adiyasa, aziz.zainuddin
Oct 28, 2022, 5:12 PM (2 days ago)

Your Document Approved.

Here is comments from your approver :
1- Wahyu Tri Adiyasa Comment : Approved
2- Test AD7 Comment : Approved
3- Aziz Zainuddin Comment : Approved
4- Test AD7 Comment : Approved

Link :
https://goldenenergyminescorp.sharepoint.com/FAKIM/FA%20KIM/FA/SIT%20FA%20-%2028102022.docx?d=w9d0a14d074fb4529ac409b82a5be32ab

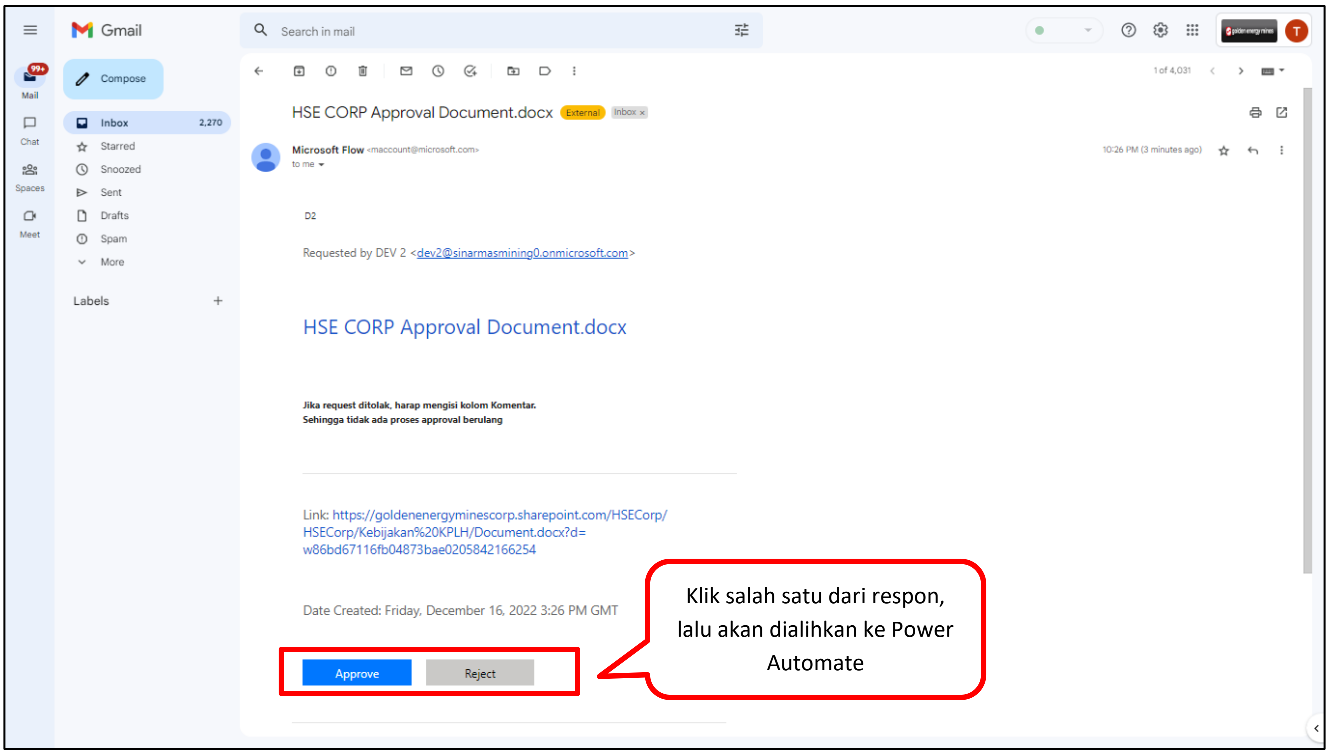
Thank you.

Respon terhadap document akan dijelaskan sebagai berikut:

- **Approve** : Apabila Approver menekan tombol Approve, maka dokumen akan dilanjutkan ke level Approval berikutnya
- **Reject** : Apabila Approver menekan tombol Reject, maka dokumen akan berhenti sirkulasi. Untuk Reject, Approver **harus meninggalkan notes**. Apabila tidak (Reject tanpa komen), maka proses approval akan looping (email approval) akan masuk lagi ke email Approver.
- **Reassign** : Apabila Approver menekan tombol Reassign, maka Approver akan memberikan kewenangannya kepada orang lain (add email).

## 1.3.1 APPROVE

User akan menerima email permintaan Approval sebagai berikut;


Gmail
Compose
Inbox 2,270
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Search in mail
1 of 4,031

HSE CORP Approval Document.docx External Inbox

Microsoft Flow <maccount@microsoft.com>
to me
10:26 PM (3 minutes ago)

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document.docx

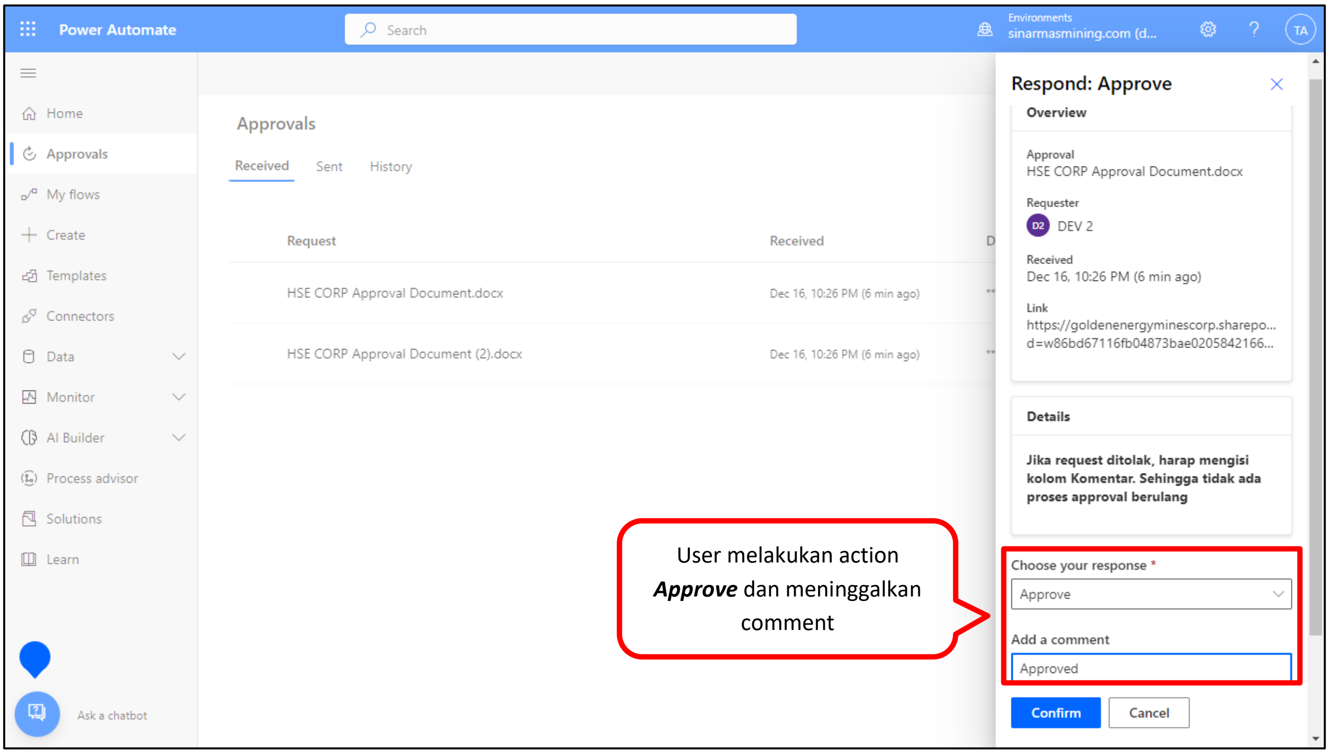
**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document.docx?d=w86bd67116fb04873bae0205842166254

Date Created: Friday, December 16, 2022 3:26 PM GMT

Approve
Reject

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate


Power Automate
Search
Environments
sinarmasmining.com (d...
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History

| Request | Received |
|---|---|
| HSE CORP Approval Document.docx | Dec 16, 10:26 PM (6 min ago) |
| HSE CORP Approval Document (2).docx | Dec 16, 10:26 PM (6 min ago) |

**Respond: Approve**

**Overview**

Approval
HSE CORP Approval Document.docx

Requester
D2 DEV 2

Received
Dec 16, 10:26 PM (6 min ago)

Link
https://goldenenergyminescorp.sharepo... d=w86bd67116fb04873bae0205842166...

**Details**

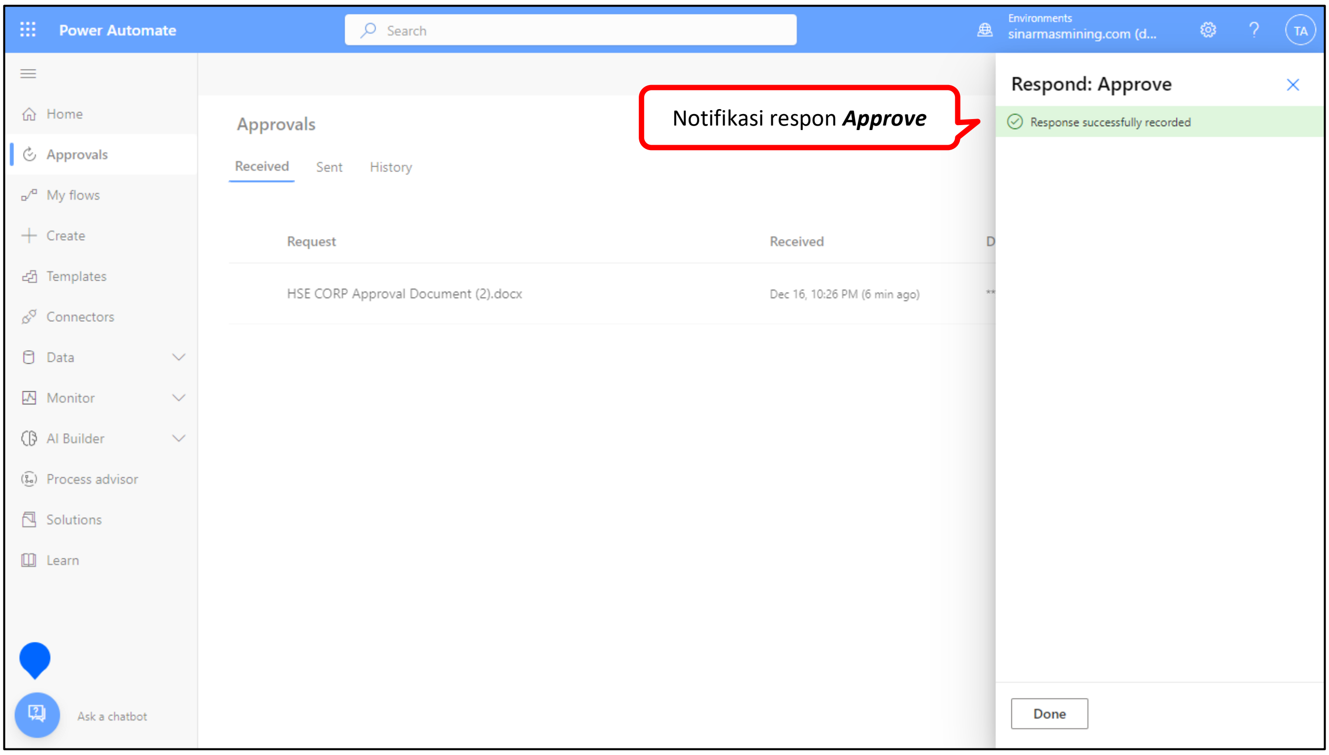
**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *
Approve

Add a comment
Approved

Confirm
Cancel

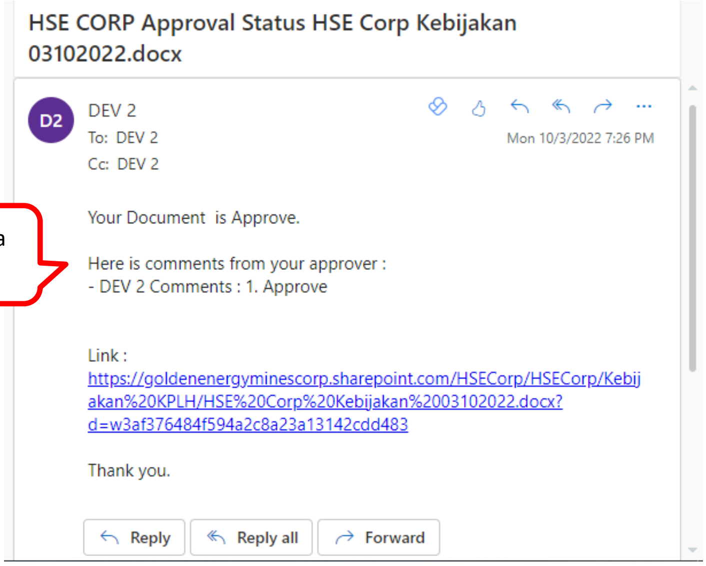
User melakukan action ***Approve*** dan meninggalkan comment


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Request
Received
D
Respond: Approve
Done

HSE CORP Approval Document (2).docx — Dec 16, 10:26 PM (6 min ago)

Response successfully recorded

Notifikasi respon ***Approve***


D2
Reply
Reply all
Forward

HSE CORP Approval Status HSE Corp Kebijakan 03102022.docx

DEV 2
To: DEV 2
Cc: DEV 2
Mon 10/3/2022 7:26 PM

Your Document is Approve.

Here is comments from your approver :
- DEV 2 Comments : 1. Approve

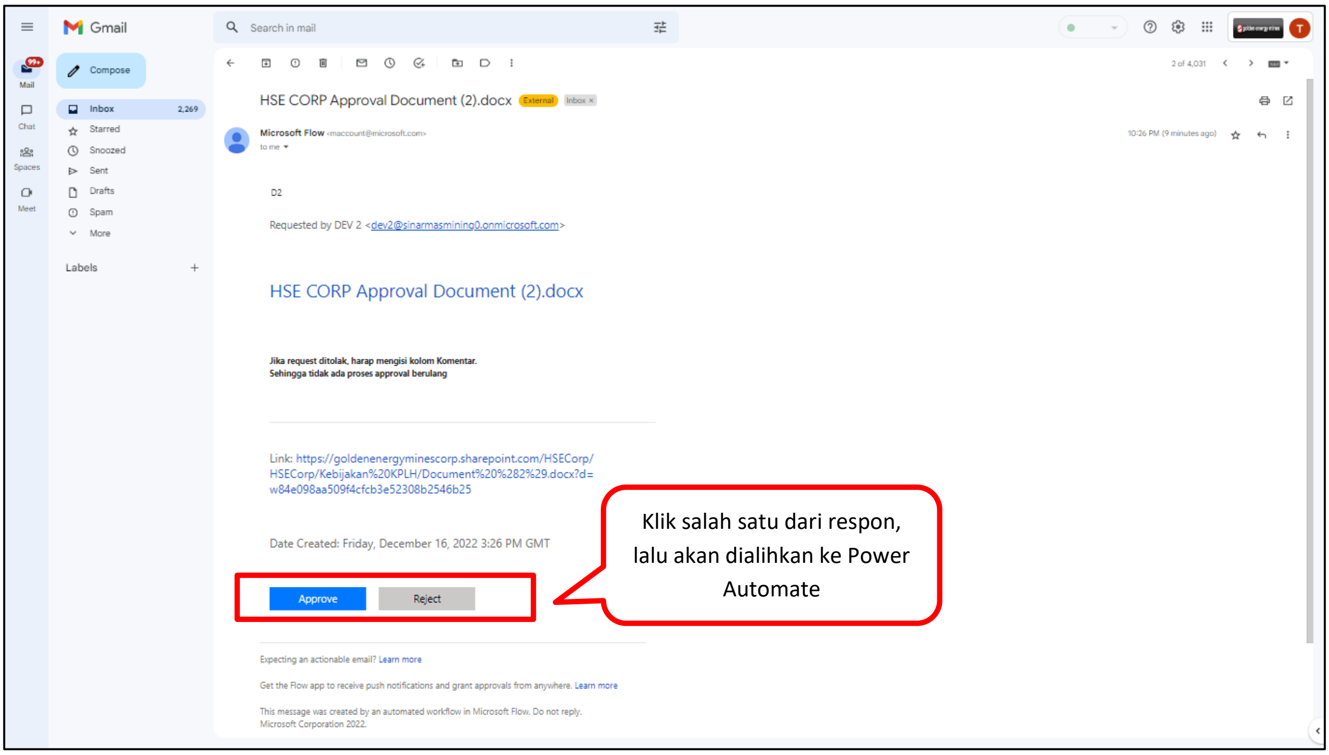
Link :
https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/HSE%20Corp%20Kebijakan%2003102022.docx?d=w3af376484f594a2c8a23a13142cdd483

Thank you.

Email summary Approval bahwa document telah di ***Approve***

## 1.3.2 REJECT

User akan menerima email permintaan Approval sebagai berikut;



Gmail
Compose
Inbox 2,269
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Search in mail
2 of 4,031
External
Inbox ×
10:26 PM (9 minutes ago)

HSE CORP Approval Document (2).docx

**Microsoft Flow** <maccount@microsoft.com>
to me

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document (2).docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document%20%282%29.docx?d=w84e098aa509f4cfcb3e52308b2546b25

Date Created: Friday, December 16, 2022 3:26 PM GMT

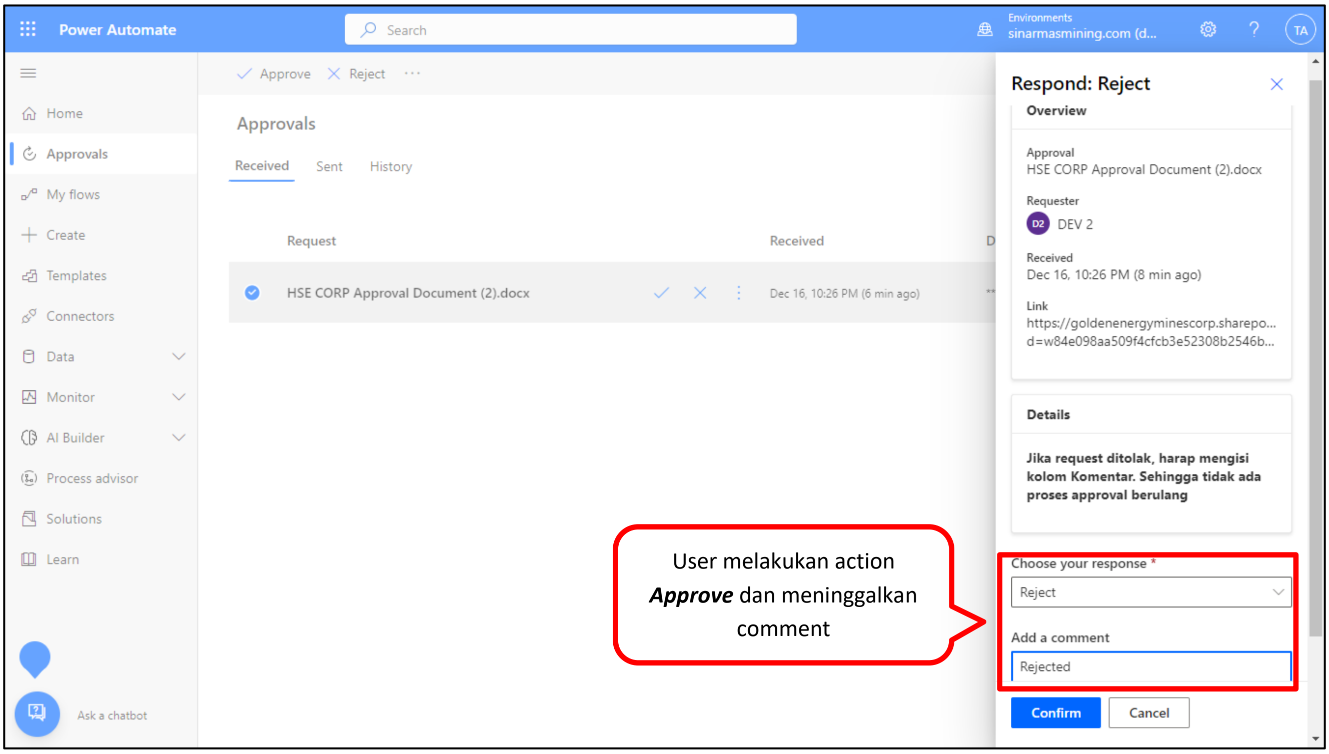
Approve Reject

Expecting an actionable email? Learn more

Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more

This message was created by an automated workflow in Microsoft Flow. Do not reply.
Microsoft Corporation 2022.

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate



Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Approve
Reject
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Request
Received

HSE CORP Approval Document (2).docx — Dec 16, 10:26 PM (6 min ago)

Respond: Reject

Overview

Approval
HSE CORP Approval Document (2).docx

Requester
DEV 2

Received
Dec 16, 10:26 PM (8 min ago)

Link
https://goldenenergyminescorp.sharepo...
d=w84e098aa509f4cfcb3e52308b2546b...

Details

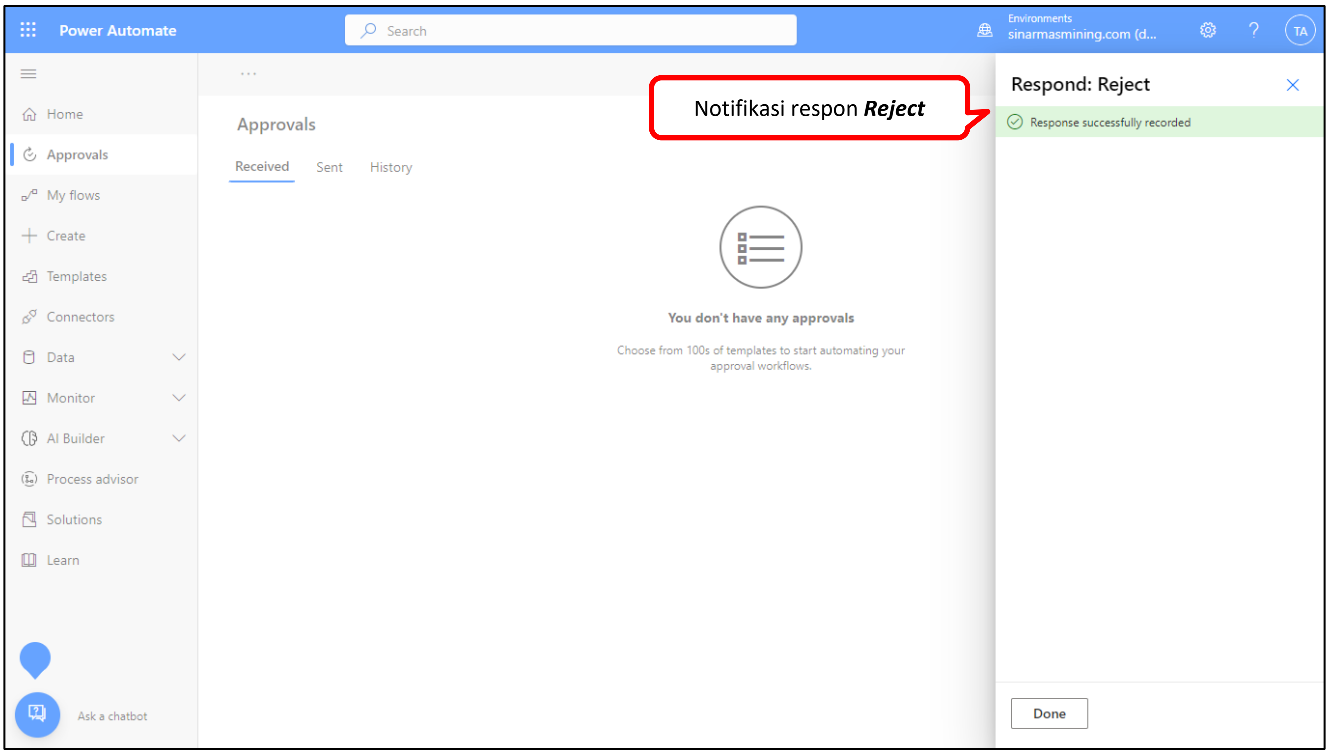
**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *
Reject

Add a comment
Rejected

Confirm Cancel

User melakukan action ***Approve*** dan meninggalkan comment


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Done

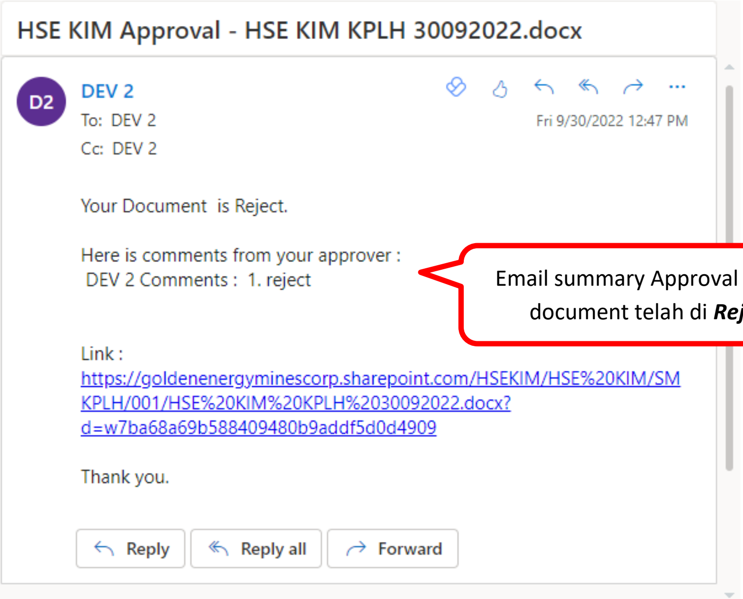
Respond: Reject

Response successfully recorded

You don't have any approvals

Choose from 100s of templates to start automating your approval workflows.

Notifikasi respon ***Reject***


D2
Reply
Reply all
Forward

HSE KIM Approval - HSE KIM KPLH 30092022.docx

DEV 2
To: DEV 2
Cc: DEV 2
Fri 9/30/2022 12:47 PM

Your Document is Reject.

Here is comments from your approver :
DEV 2 Comments : 1. reject

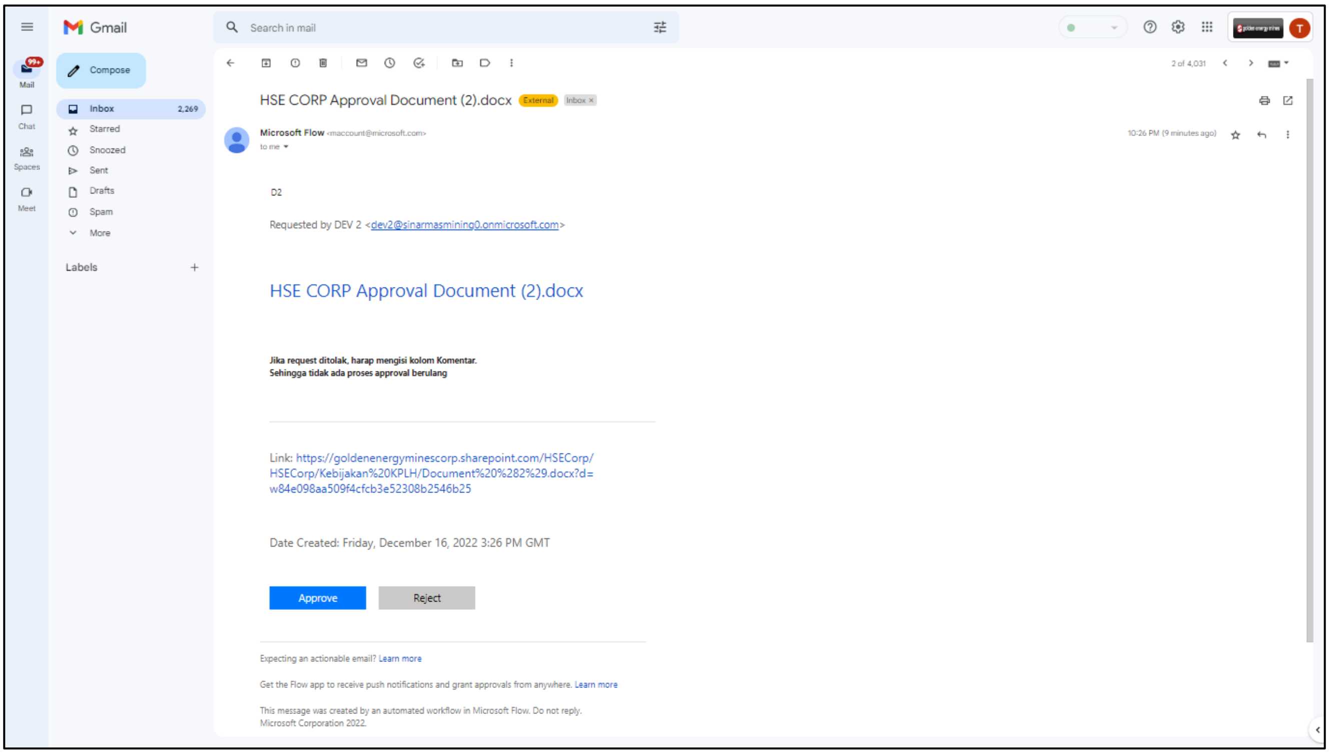
Link :
https://goldenenergyminescorp.sharepoint.com/HSEKIM/HSE%20KIM/SMKPLH/001/HSE%20KIM%20KPLH%2030092022.docx?d=w7ba68a69b588409480b9addf5d0d4909

Thank you.

Email summary Approval bahwa document telah di ***Reject***

## 1.3.3 REJECT TANPA KOMEN

User akan menerima email permintaan Approval sebagai berikut;


Gmail
Search in mail
Compose
Inbox 2,269
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Mail
Chat
Spaces
Meet
2 of 4,031
External
Inbox ×
10:26 PM (9 minutes ago)

HSE CORP Approval Document (2).docx

Microsoft Flow <maccount@microsoft.com>
to me

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document (2).docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document%20%282%29.docx?d=w84e098aa509f4cfcb3e52308b2546b25

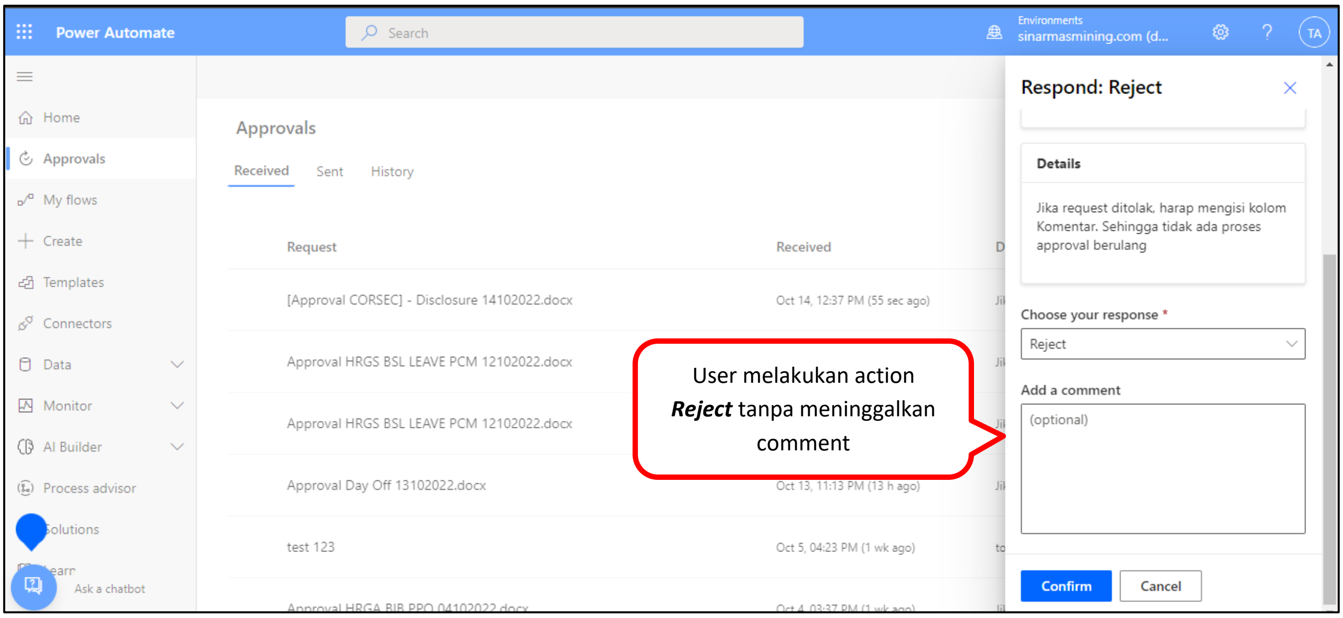
Date Created: Friday, December 16, 2022 3:26 PM GMT

Approve | Reject

Expecting an actionable email? Learn more

Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more

This message was created by an automated workflow in Microsoft Flow. Do not reply.
Microsoft Corporation 2022.


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Received
Sent
History

Approvals

| Request | Received |
|---|---|
| [Approval CORSEC] - Disclosure 14102022.docx | Oct 14, 12:37 PM (55 sec ago) |
| Approval HRGS BSL LEAVE PCM 12102022.docx | |
| Approval HRGS BSL LEAVE PCM 12102022.docx | |
| Approval Day Off 13102022.docx | Oct 13, 11:13 PM (13 h ago) |
| test 123 | Oct 5, 04:23 PM (1 wk ago) |
| Approval HRGA BIB PPO 04102022.docx | Oct 4, 03:37 PM (1 wk ago) |

**Respond: Reject**

**Details**

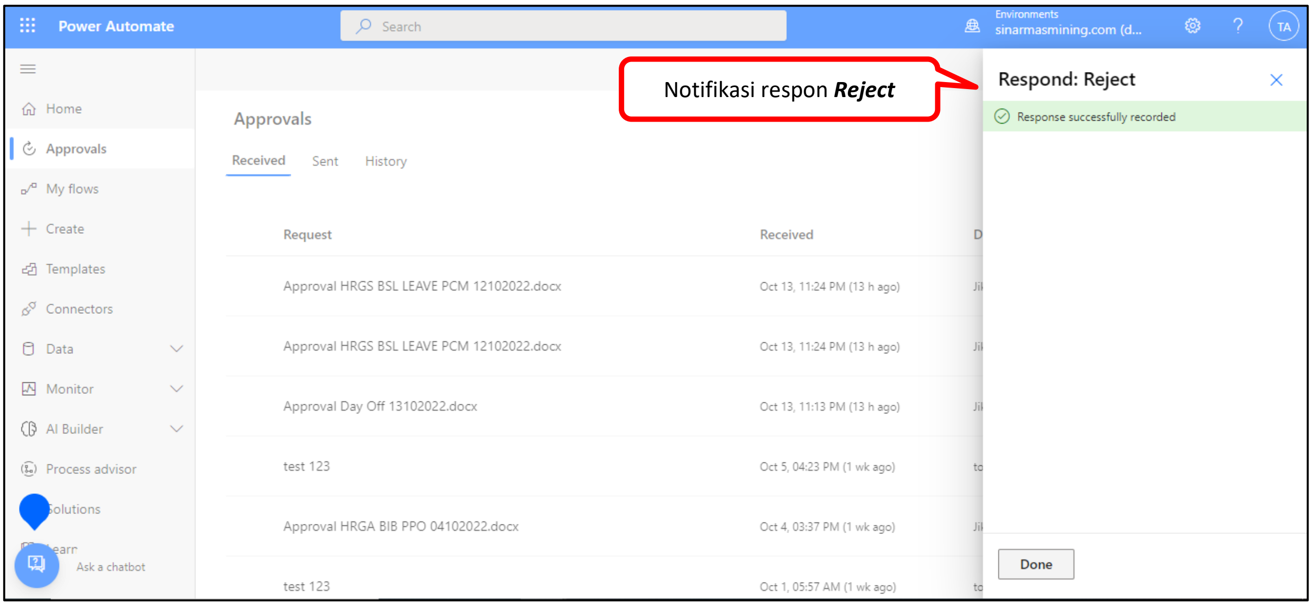
Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang

Choose your response *
Reject

Add a comment
(optional)

Confirm | Cancel

User melakukan action ***Reject*** tanpa meninggalkan comment


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Received
Sent
History
Done

Notifikasi respon ***Reject***

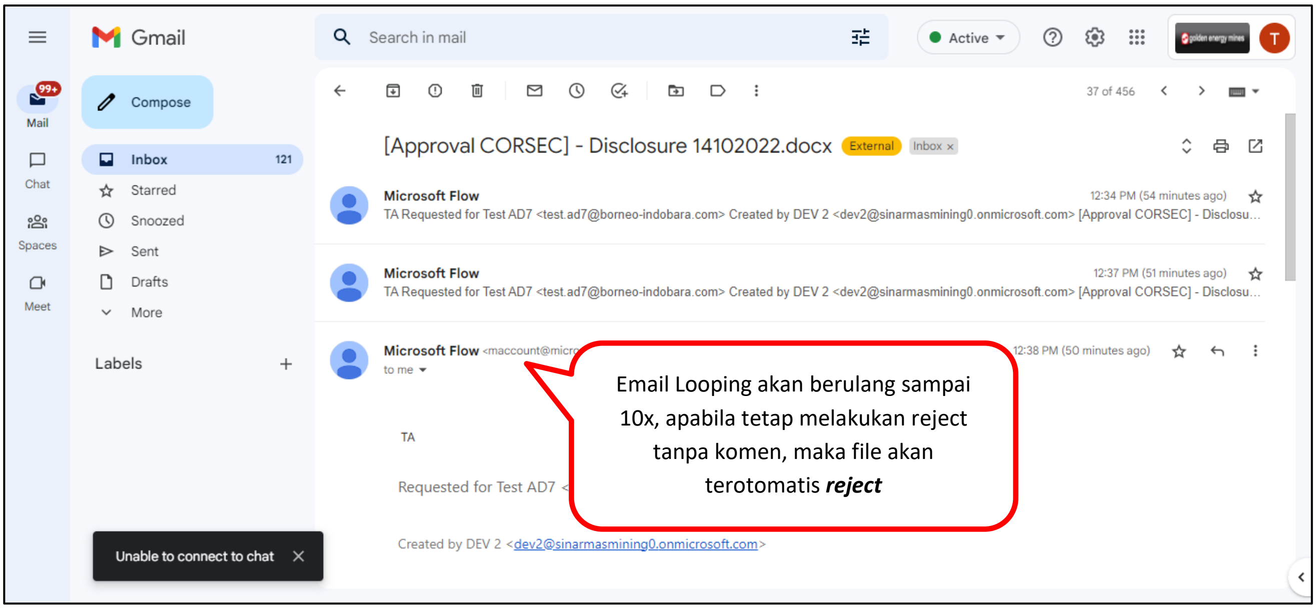
Respond: Reject

Response successfully recorded

Approvals

| Request | Received |
|---|---|
| Approval HRGS BSL LEAVE PCM 12102022.docx | Oct 13, 11:24 PM (13 h ago) |
| Approval HRGS BSL LEAVE PCM 12102022.docx | Oct 13, 11:24 PM (13 h ago) |
| Approval Day Off 13102022.docx | Oct 13, 11:13 PM (13 h ago) |
| test 123 | Oct 5, 04:23 PM (1 wk ago) |
| Approval HRGA BIB PPO 04102022.docx | Oct 4, 03:37 PM (1 wk ago) |
| test 123 | Oct 1, 05:57 AM (1 wk ago) |

Ketika user melakukan action reject tanpa comment maka user akan medapatkan email notification yang berisi email permintaan kembali untuk proses approval.


Gmail
Search in mail
Active
Mail
99+
Chat
Spaces
Meet
Compose
Inbox 121
Starred
Snoozed
Sent
Drafts
More
Labels
37 of 456
External
Inbox ×
to me
Unable to connect to chat

[Approval CORSEC] - Disclosure 14102022.docx

**Microsoft Flow** 12:34 PM (54 minutes ago)
TA Requested for Test AD7 <test.ad7@borneo-indobara.com> Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com> [Approval CORSEC] - Disclosu...

**Microsoft Flow** 12:37 PM (51 minutes ago)
TA Requested for Test AD7 <test.ad7@borneo-indobara.com> Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com> [Approval CORSEC] - Disclosu...

**Microsoft Flow** <maccount@micr 12:38 PM (50 minutes ago)

TA

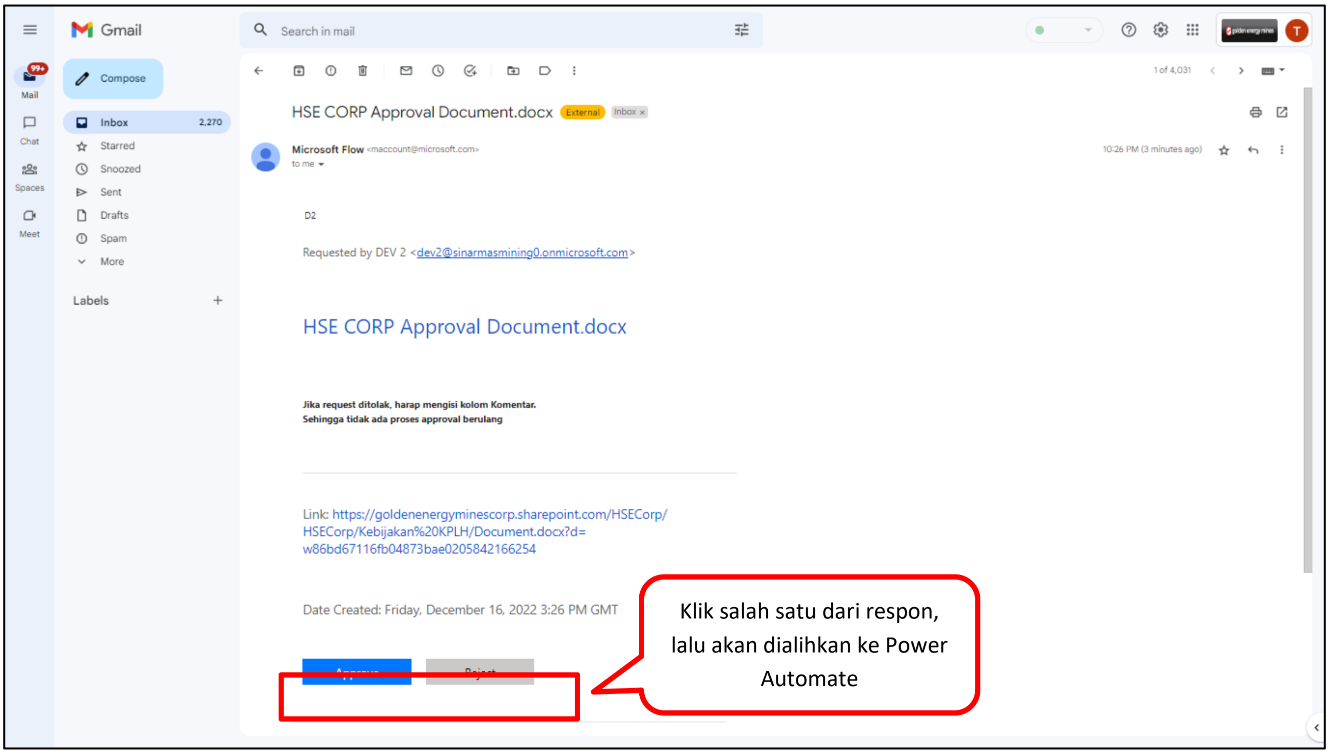
Requested for Test AD7 <

Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

Email Looping akan berulang sampai 10x, apabila tetap melakukan reject tanpa komen, maka file akan terotomatis ***reject***

## 1.3.4 REASSIGN

User akan menerima email sebagai berikut:


Gmail
Search in mail
Compose
Mail
Chat
Spaces
Meet
Inbox 2,270
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
1 of 4,031
External
Inbox ×
Approve
Reject

HSE CORP Approval Document.docx

**Microsoft Flow** <maccount@microsoft.com>
to me
10:26 PM (3 minutes ago)

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

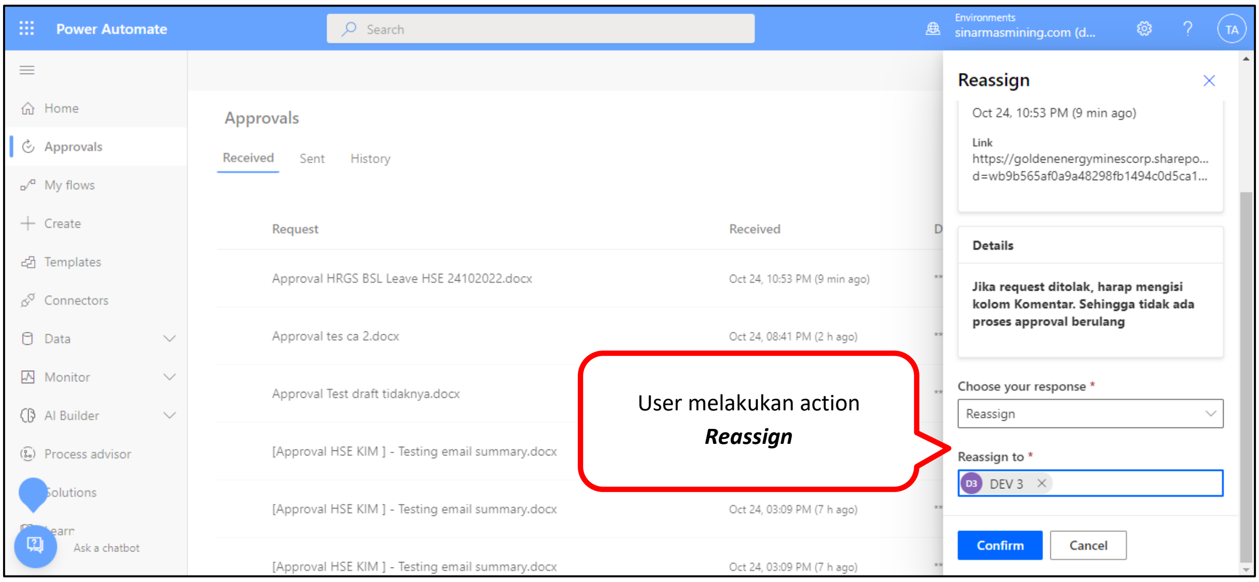
HSE CORP Approval Document.docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document.docx?d=w86bd67116fb04873bae0205842166254

Date Created: Friday, December 16, 2022 3:26 PM GMT

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Received
Sent
History
Confirm
Cancel

Approvals

| Request | Received |
|---|---|
| Approval HRGS BSL Leave HSE 24102022.docx | Oct 24, 10:53 PM (9 min ago) |
| Approval tes ca 2.docx | Oct 24, 08:41 PM (2 h ago) |
| Approval Test draft tidaknya.docx | |
| [Approval HSE KIM ] - Testing email summary.docx | |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |

Reassign

Oct 24, 10:53 PM (9 min ago)

Link
https://goldenenergyminescorp.sharepo...
d=wb9b565af0a9a48298fb1494c0d5ca1...

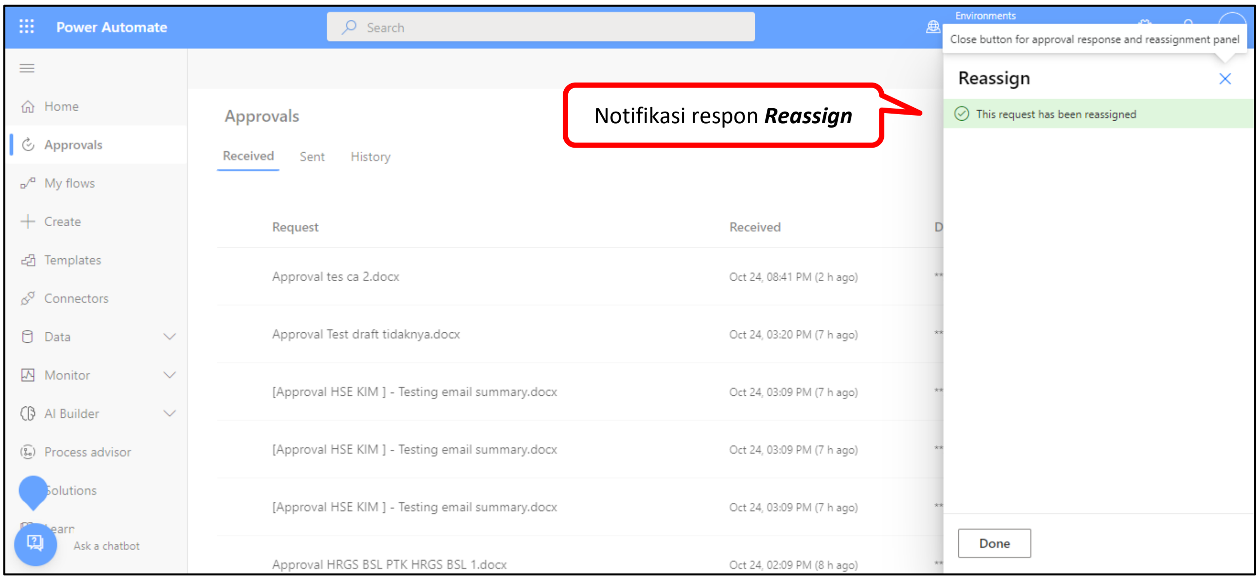
Details

**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *
Reassign

Reassign to *
DEV 3

User melakukan action ***Reassign***


Power Automate
Search
Environments
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Received
Sent
History
Done

Notifikasi respon ***Reassign***

Close button for approval response and reassignment panel

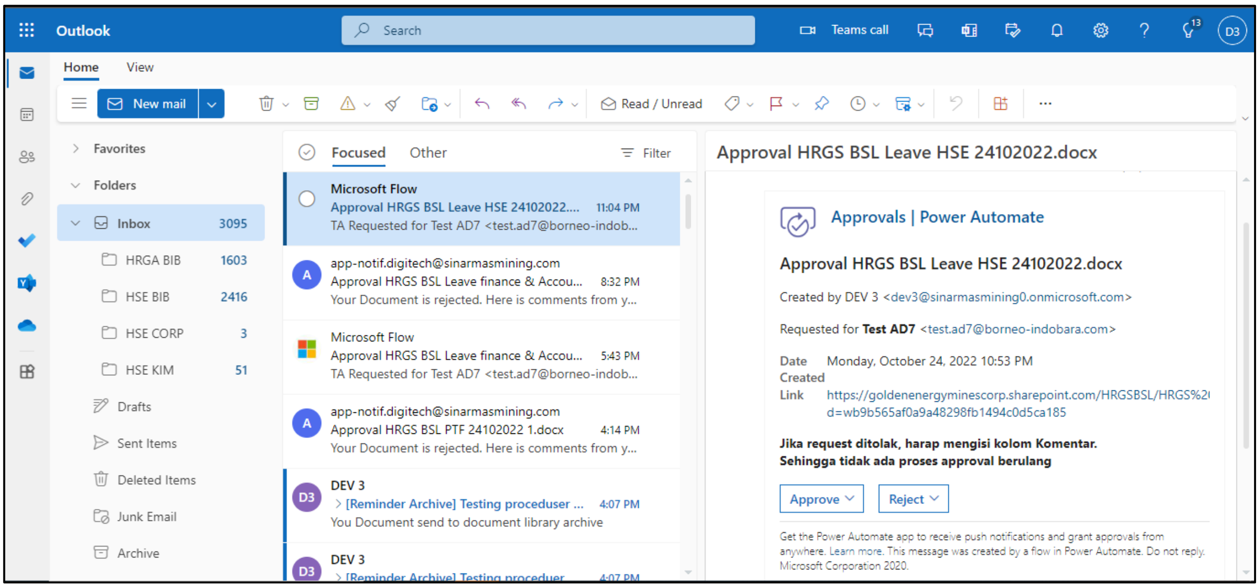
Reassign

This request has been reassigned

Approvals

| Request | Received |
|---|---|
| Approval tes ca 2.docx | Oct 24, 08:41 PM (2 h ago) |
| Approval Test draft tidaknya.docx | Oct 24, 03:20 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| Approval HRGS BSL PTK HRGS BSL 1.docx | Oct 24, 02:09 PM (8 h ago) |

Approval berhasil di Reassign ke user lain (Berubah akun dari Test AD7 ke akun Dev 3)


Outlook
Search
Teams call
D3
Home
View
New mail
Read / Unread
Favorites
Folders
Inbox 3095
HRGA BIB 1603
HSE BIB 2416
HSE CORP 3
HSE KIM 51
Drafts
Sent Items
Deleted Items
Junk Email
Archive
Focused
Other
Filter
Approve
Reject

Microsoft Flow
Approval HRGS BSL Leave HSE 24102022.... 11:04 PM
TA Requested for Test AD7 <test.ad7@borneo-indob...

app-notif.digitech@sinarmasmining.com
Approval HRGS BSL Leave finance & Accou... 8:32 PM
Your Document is rejected. Here is comments from y...

Microsoft Flow
Approval HRGS BSL Leave finance & Accou... 5:43 PM
TA Requested for Test AD7 <test.ad7@borneo-indob...

app-notif.digitech@sinarmasmining.com
Approval HRGS BSL PTF 24102022 1.docx 4:14 PM
Your Document is rejected. Here is comments from y...

DEV 3
[Reminder Archive] Testing proceduser ... 4:07 PM
You Document send to document library archive

DEV 3
[Reminder Archive] Testing proceduer 4:07 PM

Approval HRGS BSL Leave HSE 24102022.docx

Approvals | Power Automate

Approval HRGS BSL Leave HSE 24102022.docx

Created by DEV 3 <dev3@sinarmasmining0.onmicrosoft.com>

Requested for **Test AD7** <test.ad7@borneo-indobara.com>

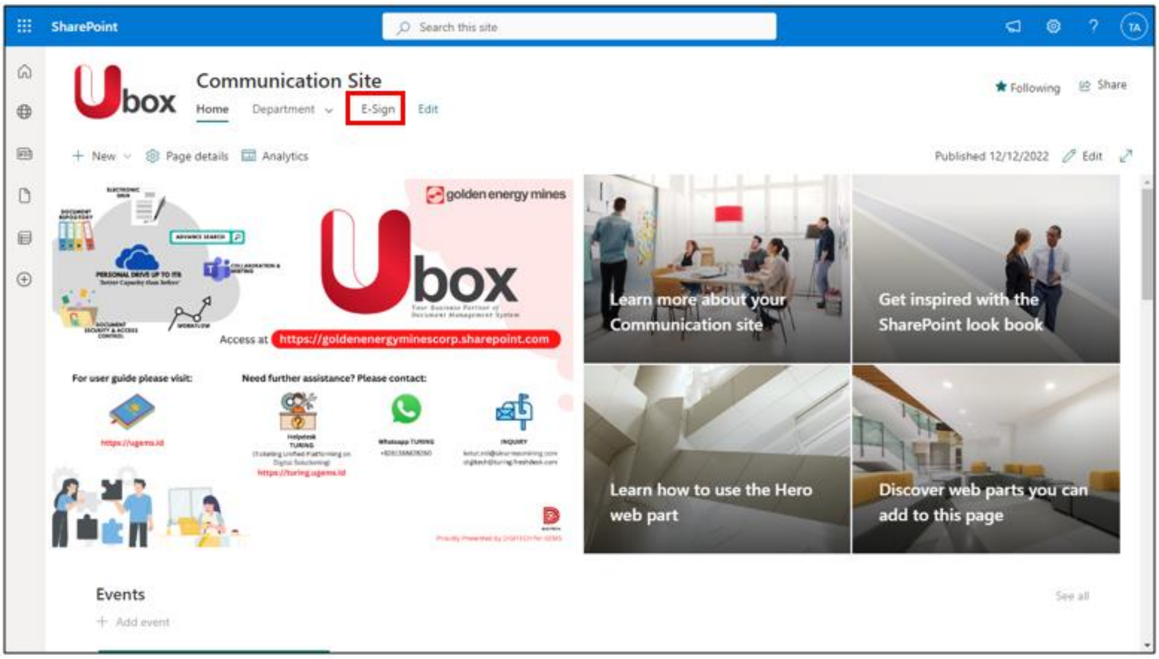
Date Created Monday, October 24, 2022 10:53 PM
Link https://goldenenergyminescorp.sharepoint.com/HRGSBSL/HRGS%2
d=wb9b565af0a9a48298fb1494c0d5ca185

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Get the Power Automate app to receive push notifications and grant approvals from anywhere. Learn more. This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

## 1.4. E-SIGN APPROVAL

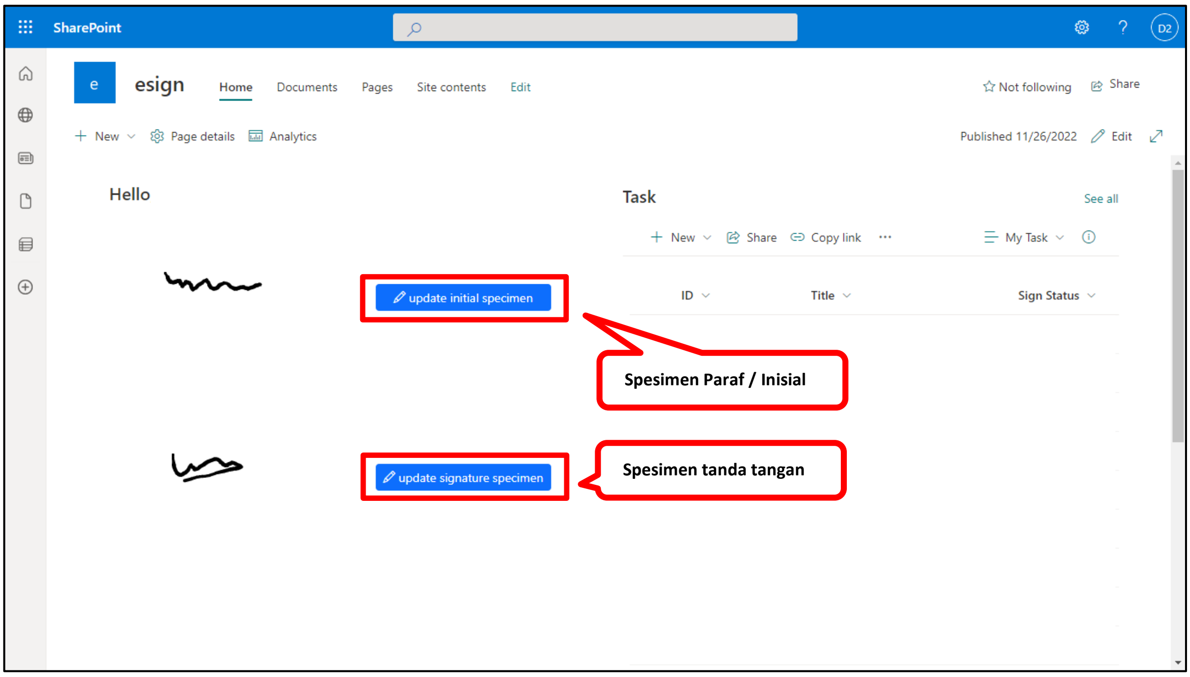
Approval e-Sign merupakan feature untuk mendapatkan tanda tangan / spesimen Approval secara daring (online). Untuk dapat mengkases e-Sign, User dapat **masuk ke dalam Communication Site > Klik e-Sign**.


SharePoint
Search this site
Communication Site
Home
Department
E-Sign
Edit
Following
Share
New
Page details
Analytics
Published 12/12/2022
Edit
golden energy mines
box
Access at https://goldenenergyminescorp.sharepoint.com
For user guide please visit:
Need further assistance? Please contact:
Learn more about your Communication site
Get inspired with the SharePoint look book
Learn how to use the Hero web part
Discover web parts you can add to this page
Events
Add event
See all

### 1.4.1 ADD SPESIMEN

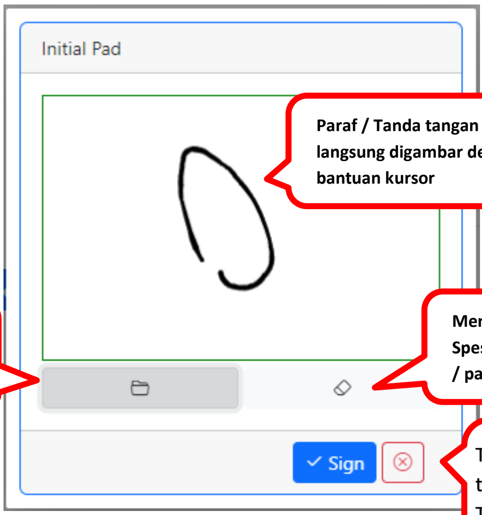
Approver dapat menambahkan specimen paraf & tanda tangan

- **Tanda Tangan** : Merupakan tanda identifikasi pribadi yang dibuat dan digunakan sebagai tanda pengesahan dokumen.
- **Paraf** : Merupakan kependekan dari tanda tangan dan ditulis lebih pendek serta sederhana


SharePoint
e
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Page details
Analytics
Published 11/26/2022
Edit
Hello
Task
See all
New
Share
Copy link
My Task
ID
Title
Sign Status
update initial specimen
update signature specimen

Spesimen Paraf / Inisial

Spesimen tanda tangan


Initial Pad
Sign

Paraf / Tanda tangan dapat langsung digambar dengan bantuan kursor

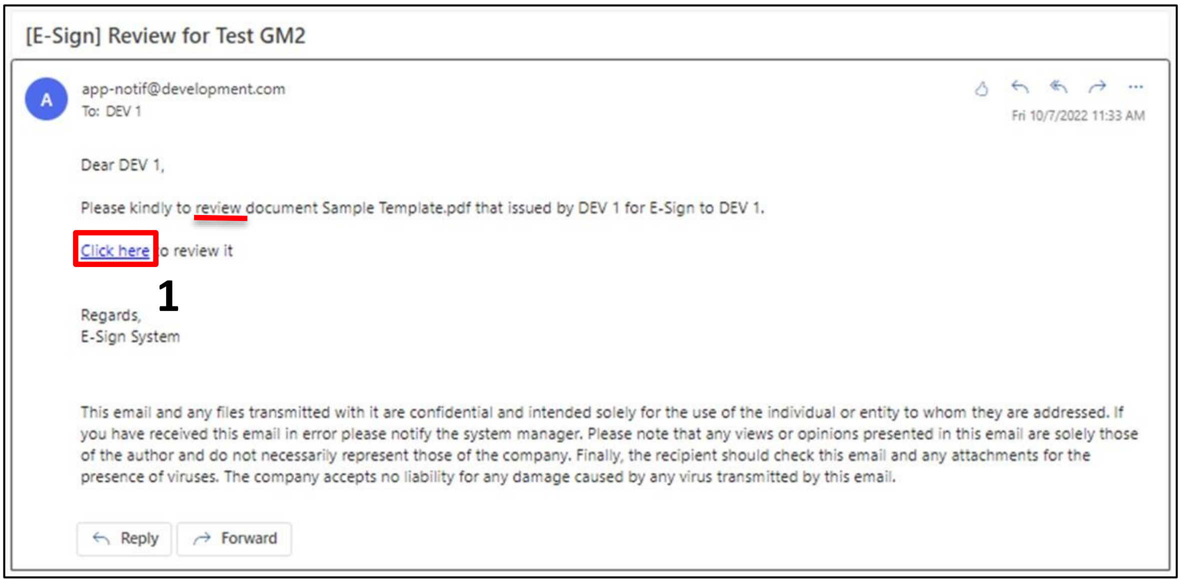
Tanda tangan dapat di upload gambarnya.

Menhapus Spesimen ttd / paraf

Tombol Sign : Untuk menyimpan tanda Initial.
Tombol X : Untuk membatalkan aksi.

## 1.4.2 REVIEWER

Selanjutnya, Reviewer (Sekretaris) dapat melakukan review terhadap dokumen yang akan ditanda tangani. Reviewer akan menerima email untuk memberikan Approval. Reviewer (Sekretaris) akan mendapatkan email dengan kata-kata **"Please kindly to review…."**



[E-Sign] Review for Test GM2

app-notif@development.com
To: DEV 1
Fri 10/7/2022 11:33 AM

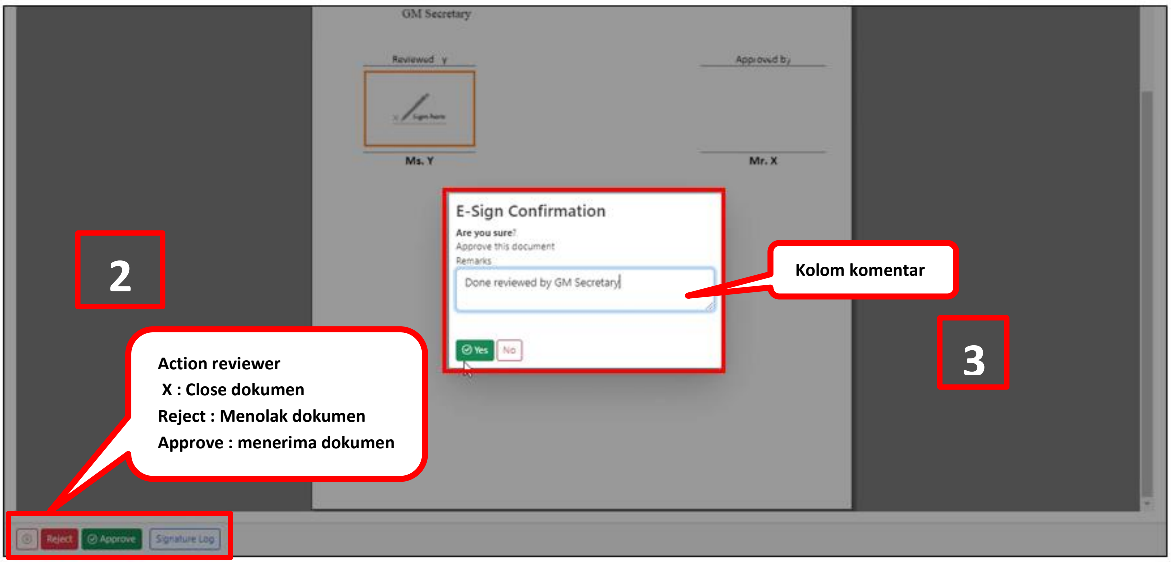
Dear DEV 1,

Please kindly to review document Sample Template.pdf that issued by DEV 1 for E-Sign to DEV 1.

Click here to review it

Regards,
E-Sign System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.



GM Secretary

Reviewed by
Approved by
Ms. Y
Mr. X

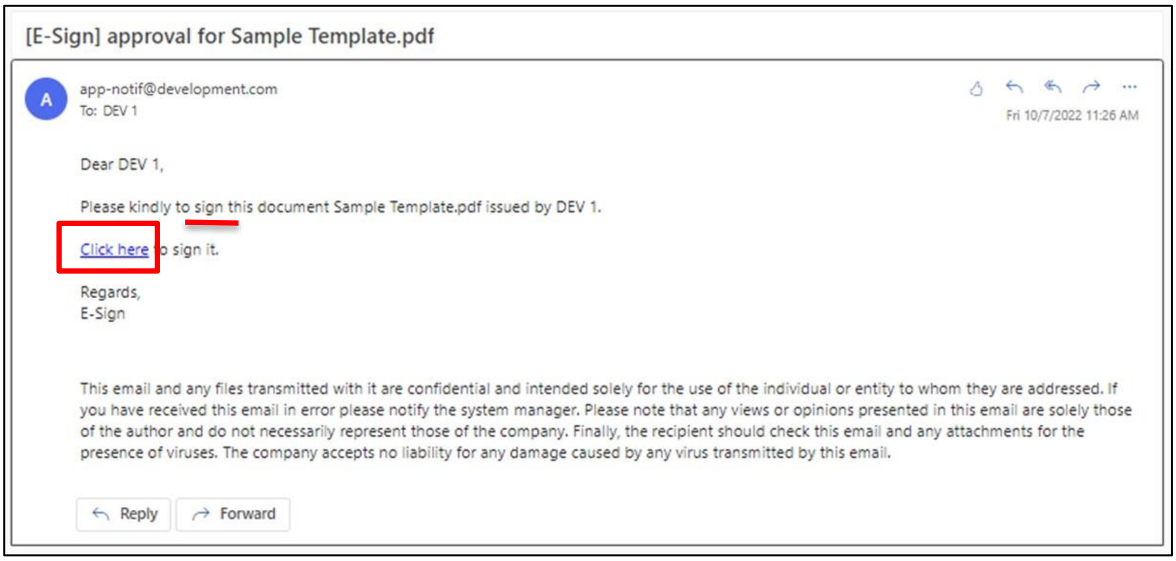
E-Sign Confirmation
Are you sure?
Approve this document
Remarks
Done reviewed by GM Secretary

**Kolom komentar**

**Action reviewer**
**X : Close dokumen**
**Reject : Menolak dokumen**
**Approve : menerima dokumen**

## 1.4.3 APPROVER

Setelah dokumen selesai di review, maka system akan mengirimkan email kepada Approver



[E-Sign] approval for Sample Template.pdf

app-notif@development.com
To: DEV 1
Fri 10/7/2022 11:26 AM

Dear DEV 1,

Please kindly to sign this document Sample Template.pdf issued by DEV 1.

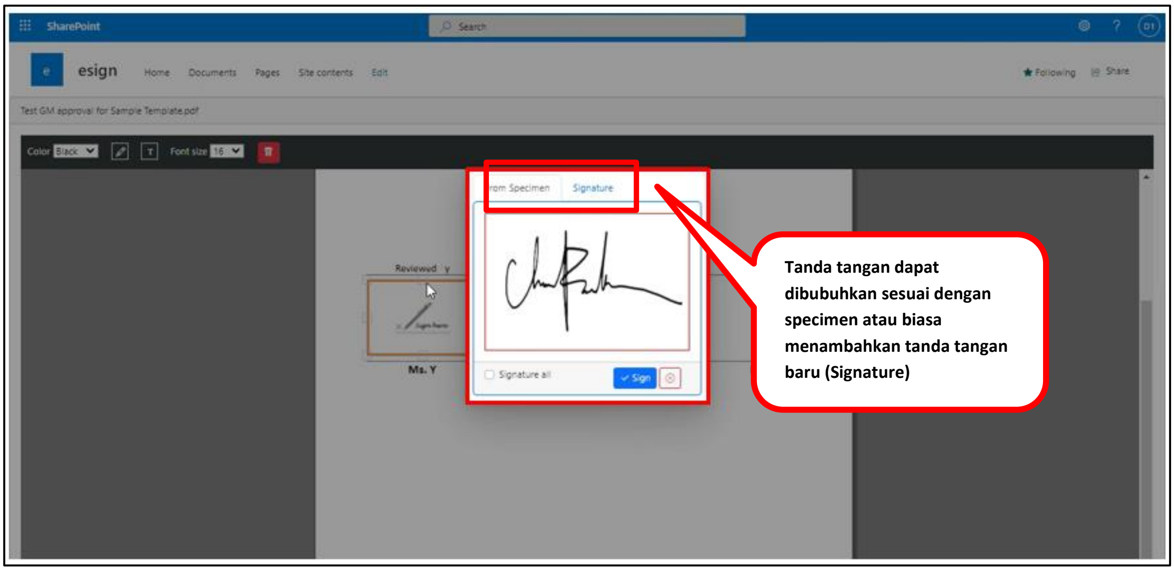
Click here to sign it.

Regards,
E-Sign

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

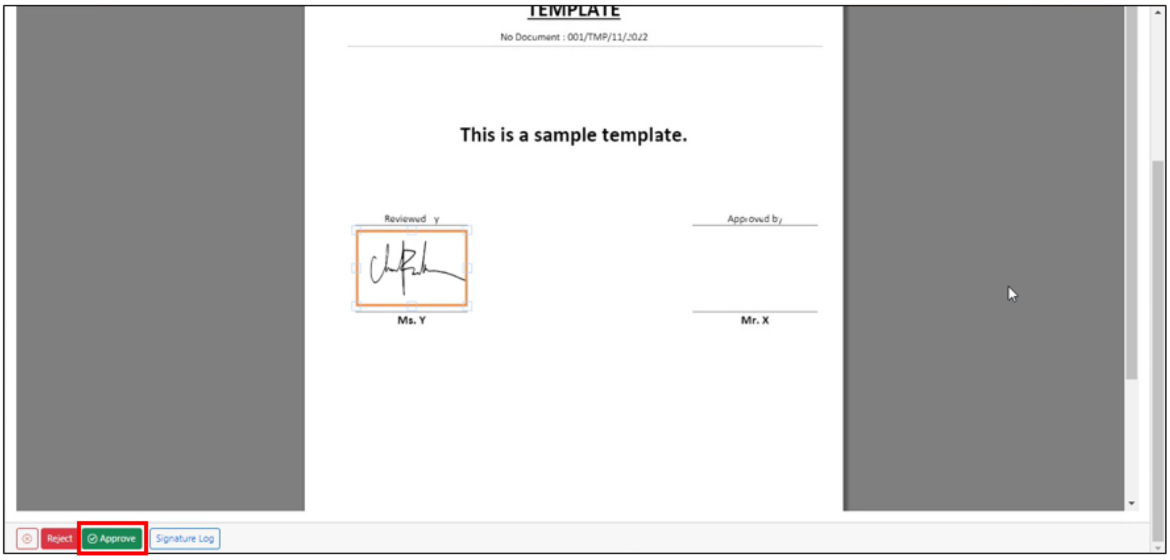
Reply
Forward

Approver dapat membubuhkan tanda tangan digital (e-sign) sesuai dengan letak yang ditandai oleh requestor



SharePoint
Search
esign
Home
Documents
Pages
Site contents
Edit
Following
Share
Test GM approval for Sample Template.pdf
Color Black
Font size 16
Reviewed by
Ms. Y
rom Specimen
Signature
☐ Signature all
✓ Sign

Tanda tangan dapat dibubuhkan sesuai dengan specimen atau biasa menambahkan tanda tangan baru (Signature)

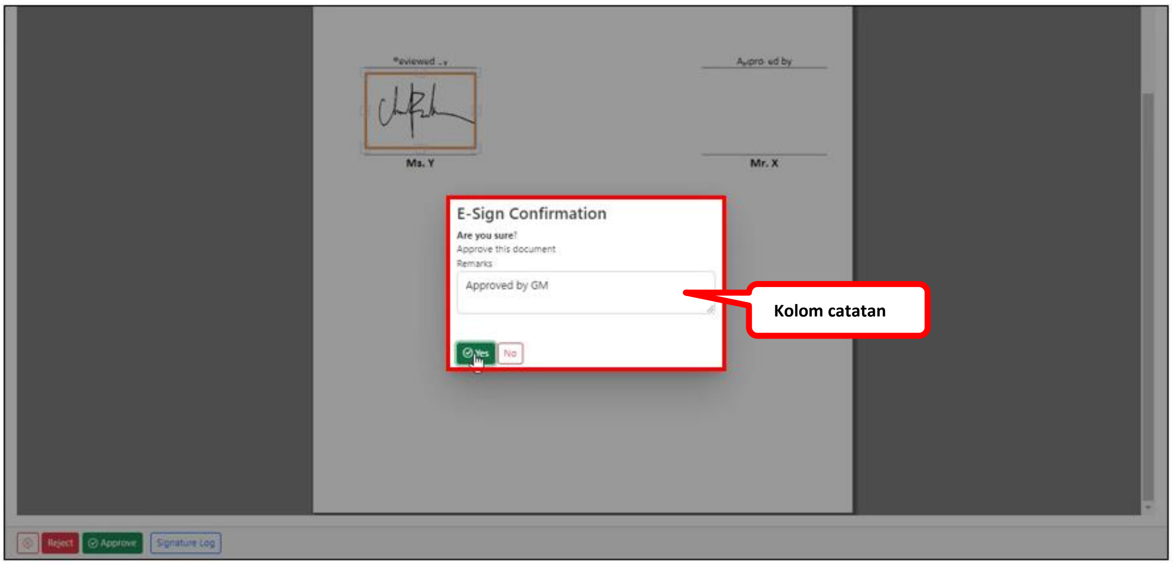


TEMPLATE

No Document : 001/TMP/11/2022

This is a sample template.

Reviewed by
Approved by
Ms. Y
Mr. X
Reject
Approve
Signature Log



**E-Sign Confirmation**

**Are you sure?**

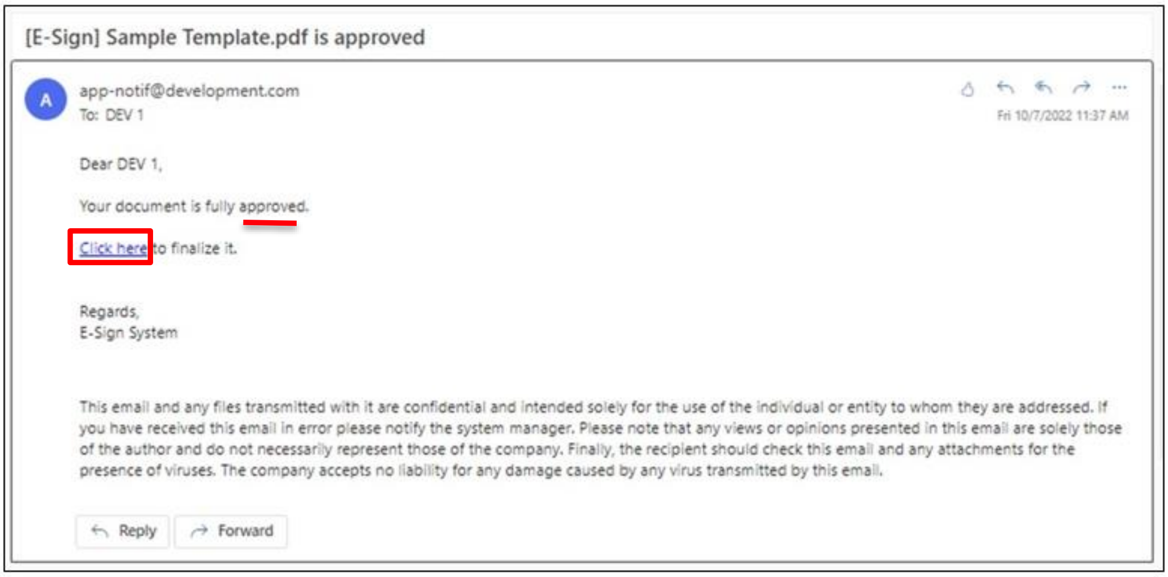
Approve this document

Remarks

Approved by GM

Yes No

Apabila dokumen sudah selesai, maka system akan mengirimkan email notifikasi kepada requestor bahwa dokumen telah disetujui (ada e-Sign)



[E-Sign] Sample Template.pdf is approved

app-notif@development.com
To: DEV 1

Fri 10/7/2022 11:37 AM

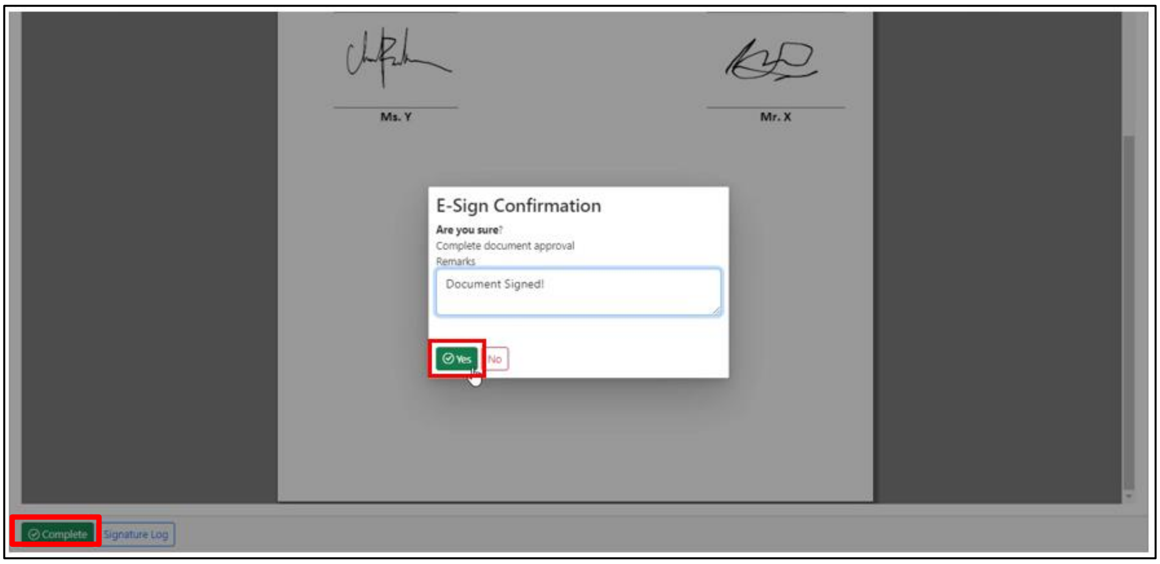
Dear DEV 1,

Your document is fully approved.

Click here to finalize it.

Regards,
E-Sign System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.



Ms. Y
Mr. X

E-Sign Confirmation

**Are you sure?**

Complete document approval

Remarks

Document Signed!

Yes
No
Complete
Signature Log

## 1.5. GENERAL FEATURE

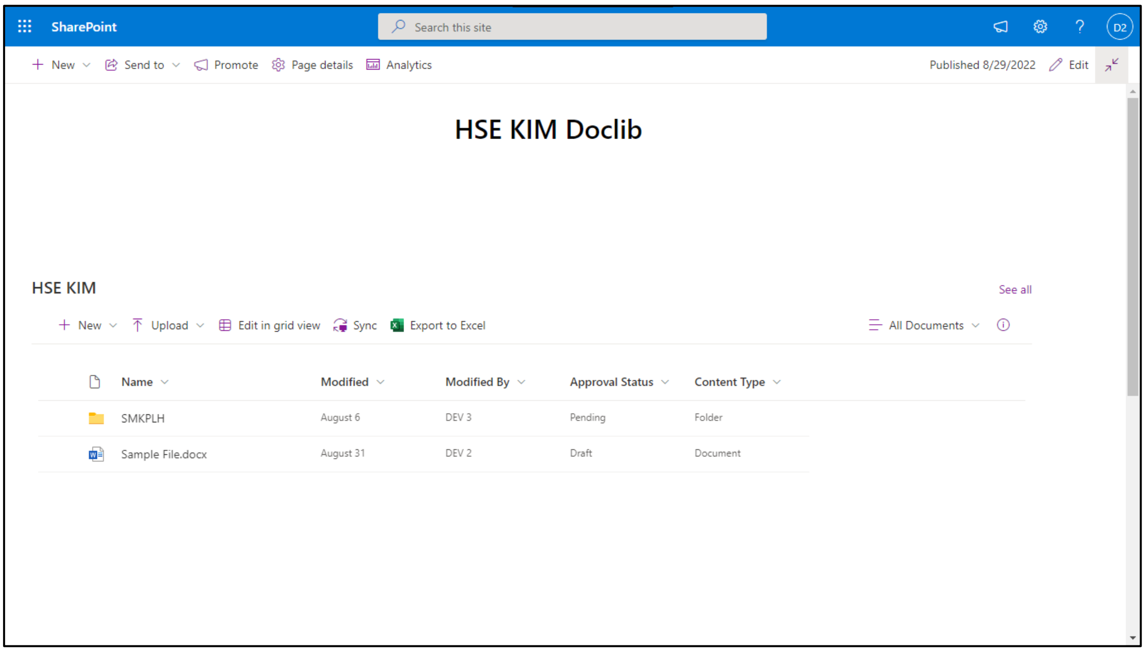
User visitor memiliki beberapa batasan untuk mengakses halaman document library. User visitor tidak memiliki akses untuk screenshot, download, dan print. Apabila ada kebutuhan menambahkan user baru yang kebutuhan aksesnya dibatasi, maka dapat ditambahkan ke dalam **Group User Visitor**.

Ketika user sudah masuk ke dalam group user visitor, maka user tersebut tidak dapat melakukan download, print, dan screenshot (restricted) halaman sharepoint. Dalam hal pembatasan tersebut, tidak ada pengaturan terpisah, sehingga user pada group User Visitor akan secara otomatis memiliki keterbatasan akses.

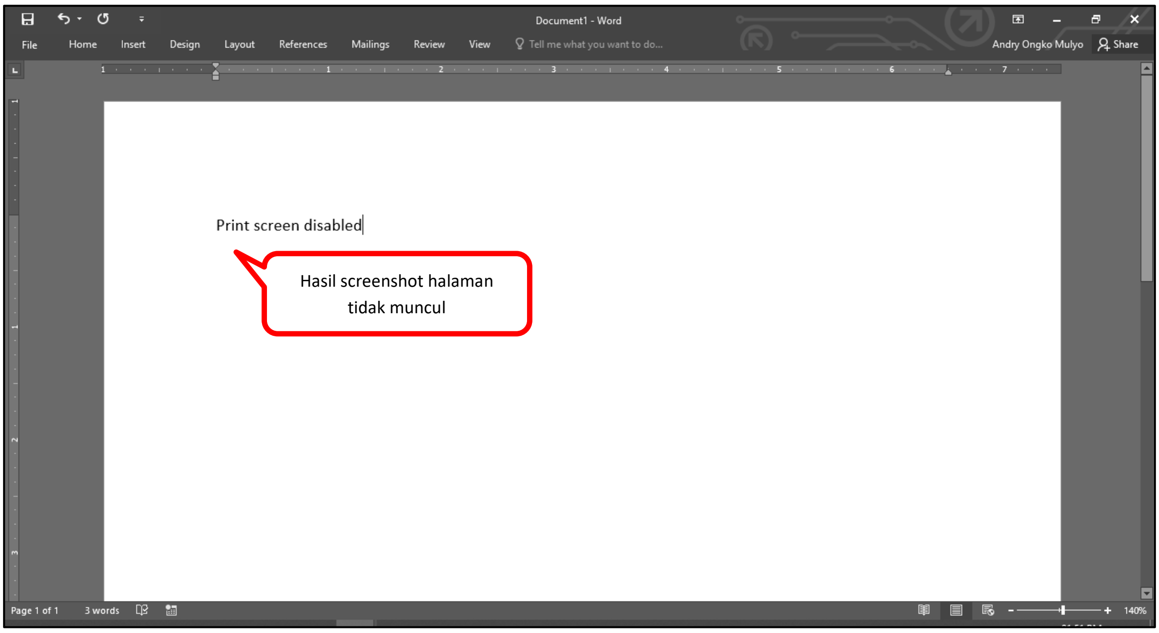
Apabila terdapat user yang ingin ditambahkan ke dalam Group User Visitor, maka dapat dilakukan melalui User Visitor sesuai dengan User Manual pada sub bab 3.4 terkait Manage User.

### 1.5.1 SCREENSHOT BLOCKER

Apabila user visitor melakukan screenshot, ketika user melakukan function paste pada suatu aplikasi maka sistem akan menampilkan text **“Print Screen Disable”**dan screenshot tidak akan terpaste.


SharePoint
Search this site
D2
New
Send to
Promote
Page details
Analytics
Published 8/29/2022
Edit
HSE KIM Doclib
HSE KIM
See all
New
Upload
Edit in grid view
Sync
Export to Excel
All Documents

| Name | Modified | Modified By | Approval Status | Content Type |
|---|---|---|---|---|
| SMKPLH | August 6 | DEV 3 | Pending | Folder |
| Sample File.docx | August 31 | DEV 2 | Draft | Document |

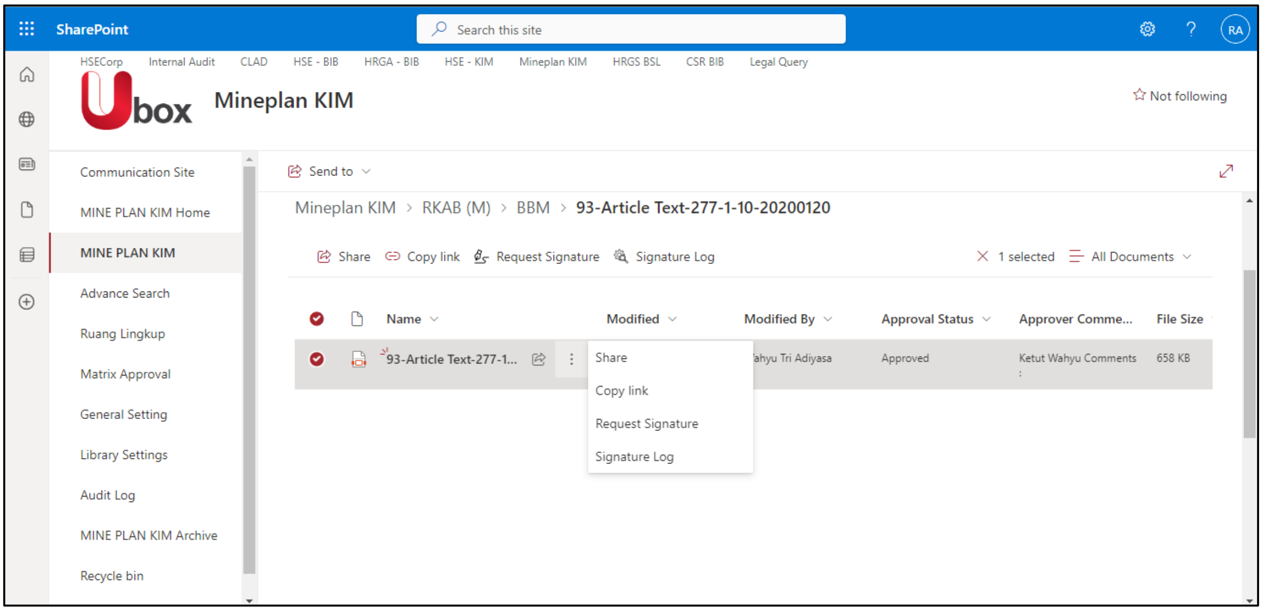

Document1 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Andry Ongko Mulyo
Share
Page 1 of 1
3 words
140%

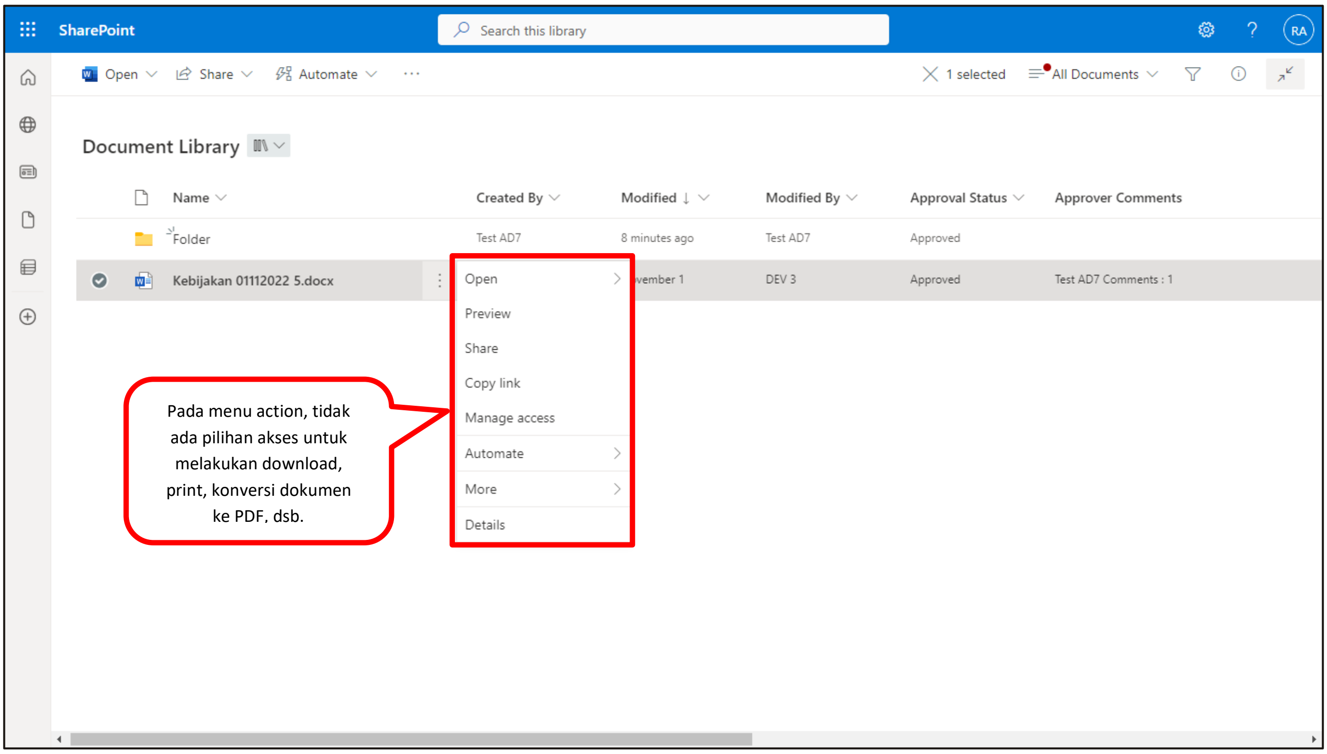
Print screen disabled

Hasil screenshot halaman tidak muncul

## 1.5.2 RESTRICTED DOWNLOAD & PRINT ACCESS

User visitor tidak diperkenankan untuk mendownload men print ataupun menkonferensi data menjadi PDF. Hal ini ditampilkan dengan hilangnya tombol function tersebut.


SharePoint
Search this site
RA
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Legal Query
Ubox
Mineplan KIM
Not following
Communication Site
MINE PLAN KIM Home
MINE PLAN KIM
Advance Search
Ruang Lingkup
Matrix Approval
General Setting
Library Settings
Audit Log
MINE PLAN KIM Archive
Recycle bin
Send to
Mineplan KIM > RKAB (M) > BBM > 93-Article Text-277-1-10-20200120
Share
Copy link
Request Signature
Signature Log
1 selected
All Documents
Name
Modified
Modified By
Approval Status
Approver Comme...
File Size
93-Article Text-277-1...
ahyu Tri Adiyasa
Approved
Ketut Wahyu Comments
658 KB
Share
Copy link
Request Signature
Signature Log


SharePoint
Search this library
RA
Open
Share
Automate
1 selected
All Documents
Document Library
Open
Preview
Share
Copy link
Manage access
Automate
More
Details

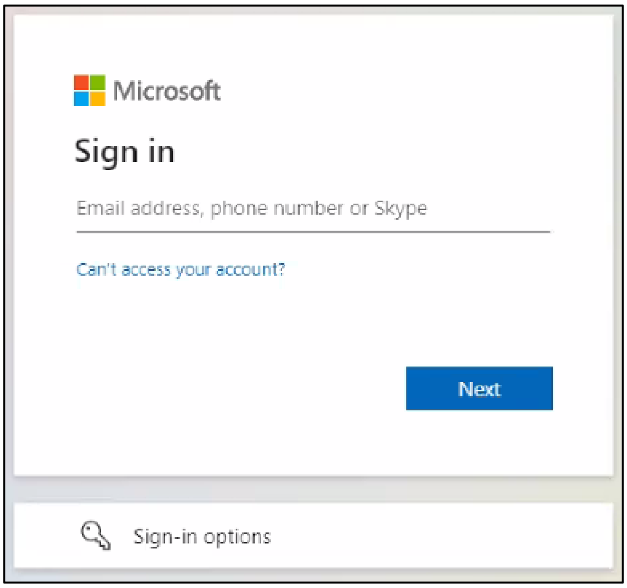
| Name | Created By | Modified | Modified By | Approval Status | Approver Comments |
|---|---|---|---|---|---|
| Folder | Test AD7 | 8 minutes ago | Test AD7 | Approved | |
| Kebijakan 01112022 5.docx | | vember 1 | DEV 3 | Approved | Test AD7 Comments : 1 |

Pada menu action, tidak ada pilihan akses untuk melakukan download, print, konversi dokumen ke PDF, dsb.

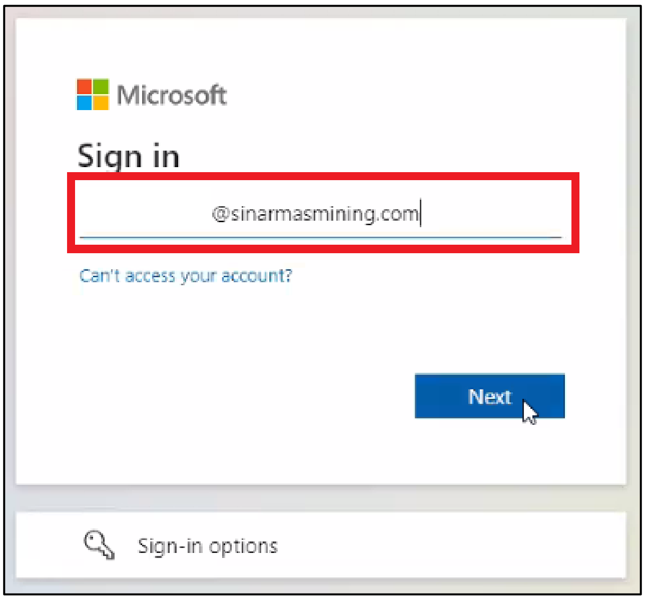
# 2. USER MEMBER

## 2.1. LOGIN

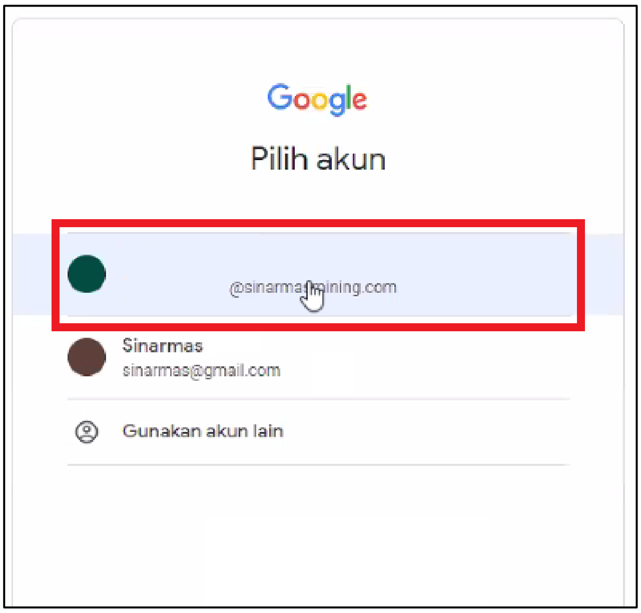
User member diharuskan log in terlebih dahulu untuk mengakses site sharepoint dengan langkah-langkah sebagai berikut:


Microsoft
Sign in
Email address, phone number or Skype
Can't access your account?
Next
Sign-in options

1. User melakukan login menggunakan alamat email kantor resmi yang dimiliki.


Microsoft
Sign in
@sinarmasmining.com
Can't access your account?
Next
Sign-in options

2. Setelah mengisi alamat email, User dapat melanjutkan dengan menekan tombol Next.



Google

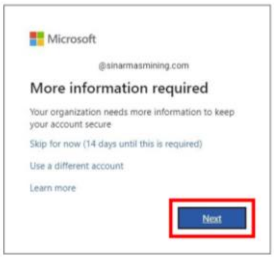
Pilih akun

@sinarmasmining.com

Sinarmas
sinarmas@gmail.com

Gunakan akun lain

3. Melakukan konfirmasi untuk alamat email yang digunakan.



Microsoft

@sinarmasmining.com

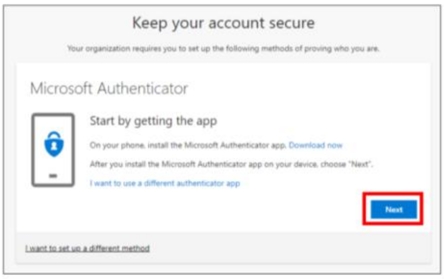
More information required

Your organization needs more information to keep your account secure

Skip for now (14 days until this is required)

Use a different account

Learn more



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

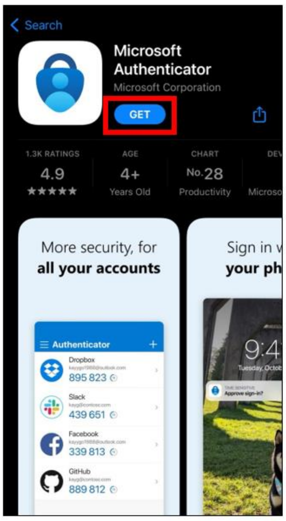
On your phone, install the Microsoft Authenticator app. Download now

After you install the Microsoft Authenticator app on your device, choose "Next".

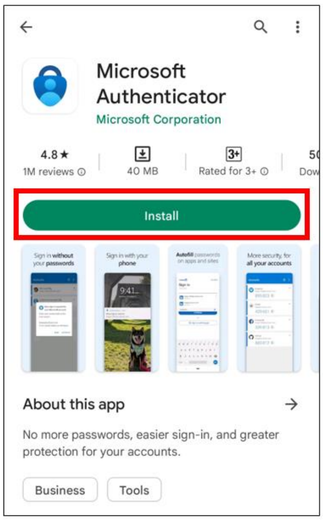
I want to use a different authenticator app

I want to set up a different method

4. User dapat mengunduh aplikasi **Microsoft Authenticator** pada **App Store** dan **Play Store**
   *Apabila sudah install, dapat dilanjutkan ke point 6

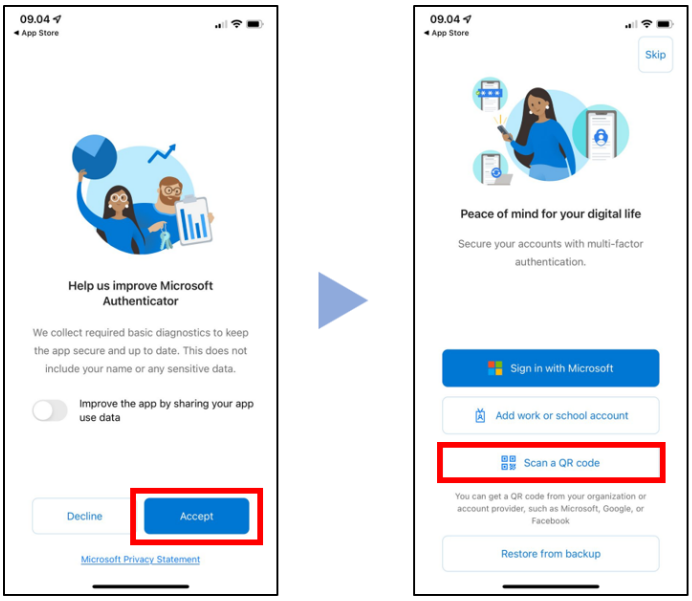


Search
Microsoft Authenticator
Microsoft Corporation
GET
1.3K RATINGS
4.9
AGE
4+
Years Old
CHART
No. 28
Productivity
More security, for all your accounts
Sign in w your ph
Authenticator
Dropbox
895 823
Slack
439 651
Facebook
339 813
GitHub
889 812



Microsoft Authenticator
Microsoft Corporation
4.8★
1M reviews
40 MB
Rated for 3+
Install
About this app
No more passwords, easier sign-in, and greater protection for your accounts.
Business
Tools

5. (Tampilan pada Handphone) Microsoft Authenticator pada App Store dan Play Store.


09.04
◂ App Store
Decline
Accept
Microsoft Privacy Statement
09.04
◂ App Store
Skip
Sign in with Microsoft
Add work or school account
Scan a QR code
Restore from backup

**Help us improve Microsoft Authenticator**

We collect required basic diagnostics to keep the app secure and up to date. This does not include your name or any sensitive data.

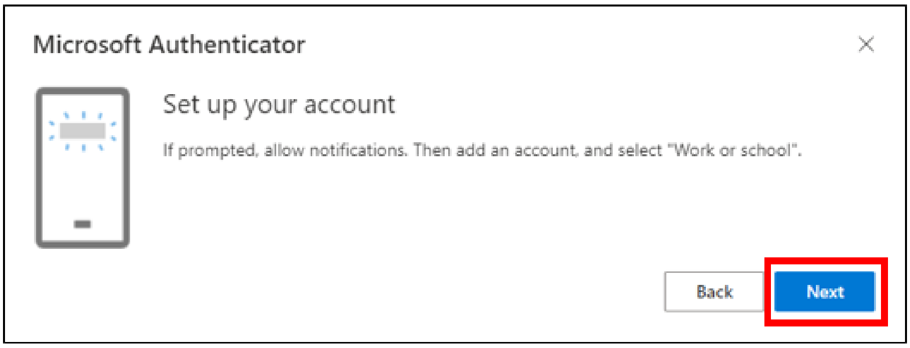
○ Improve the app by sharing your app use data

**Peace of mind for your digital life**

Secure your accounts with multi-factor authentication.

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

6. (Tampilan pada Handphone) Setelah User menginstall dapat dilanjutkan dengan menekan tombol Scan a QR Code

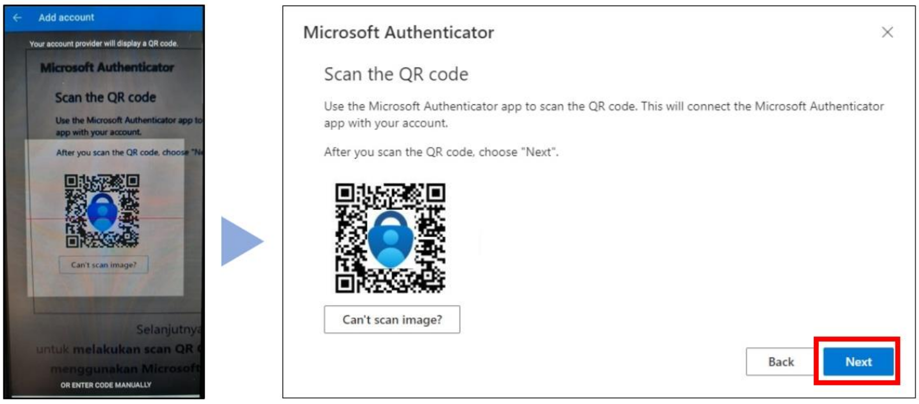


Microsoft Authenticator

Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

7. Memilih opsi Scan a QR Code.


Add account
Can't scan image?
OR ENTER CODE MANUALLY
Can't scan image?
Back
Next

Your account provider will display a QR code.

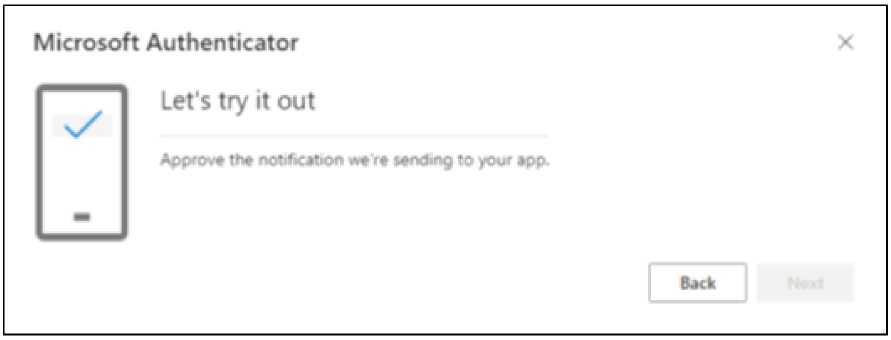
Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

8. Untuk melakukan scan QR Code yang tertampil di layar computer, menggunakan Microsoft Authenticator pada mobile device.

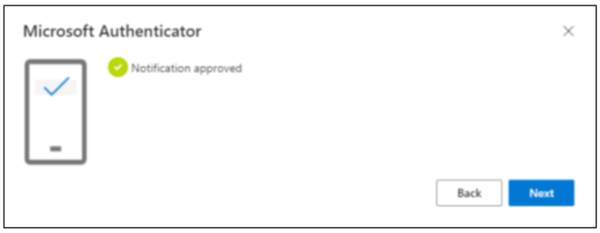


Microsoft Authenticator

Let's try it out

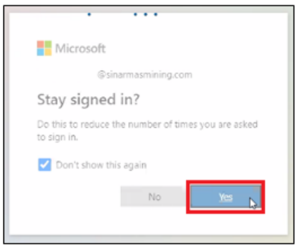
Approve the notification we're sending to your app.

9. User akan menerima notifikasi permintaan approval dari aplikasi, User dapat melakukan Approved dari aplikasi Microsoft Authenticator.



Microsoft Authenticator

Notification approved



Microsoft

@sinarmasmining.com

Stay signed in?

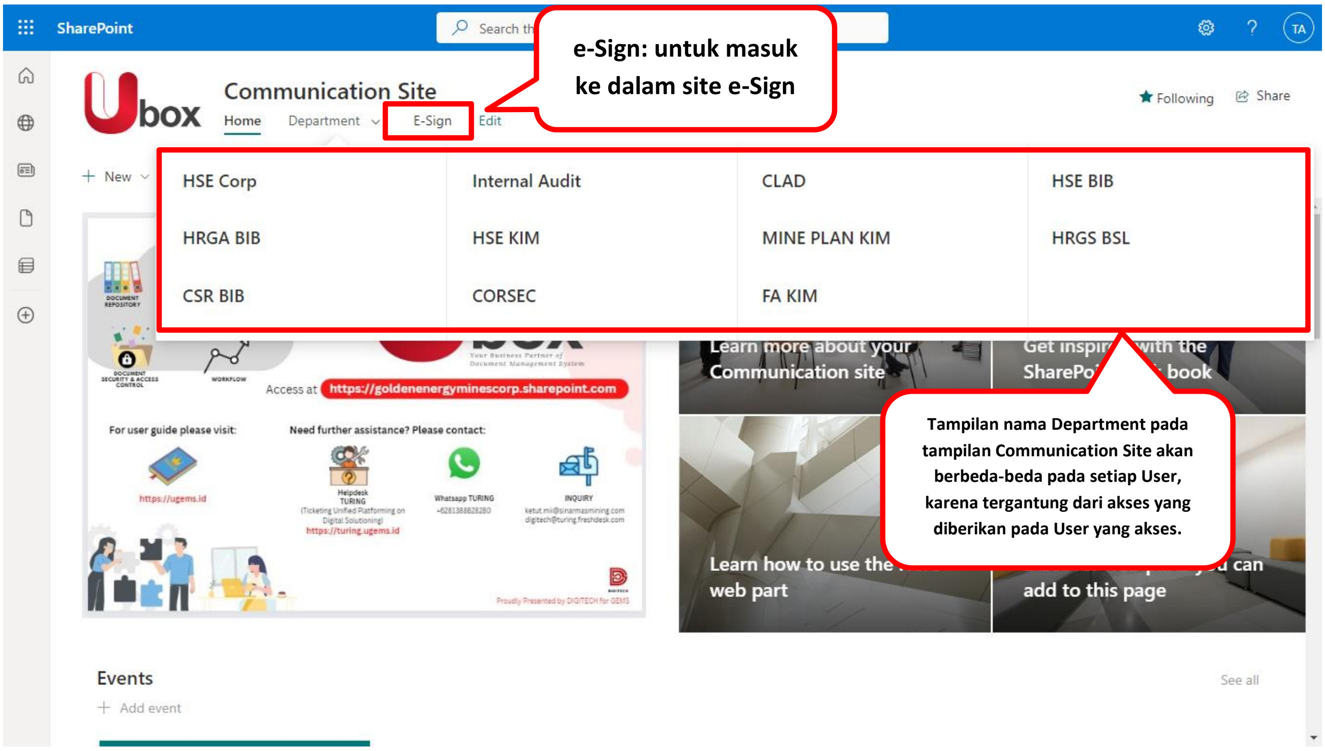
Do this to reduce the number of times you are asked to sign in.

☑ Don't show this again

10. Sistem akan menampilkan approval berhasil. Dan User dapat melanjutkan proses login.

Berikut merupakan halaman utama dari sharepoint yang dapat diakses oleh setiap user setelah melakukan login. Halaman Communication Site ini dapat dicustom dan disesuaikan informasinya sesuai kebutuhan dengan fitur yang diberikan oleh Sharepoint. Halaman ini dapat ditambahkan beberapa komponen yang disebut webpart oleh user yang terdaftar sebagai Owner pada Communication Site ini.

Jikalau User ingin mengakses site Department, maka User bisa masuk ke menu Department dan masuk ke halaman sesuai dengan Departmentnya.



e-Sign: untuk masuk ke dalam site e-Sign

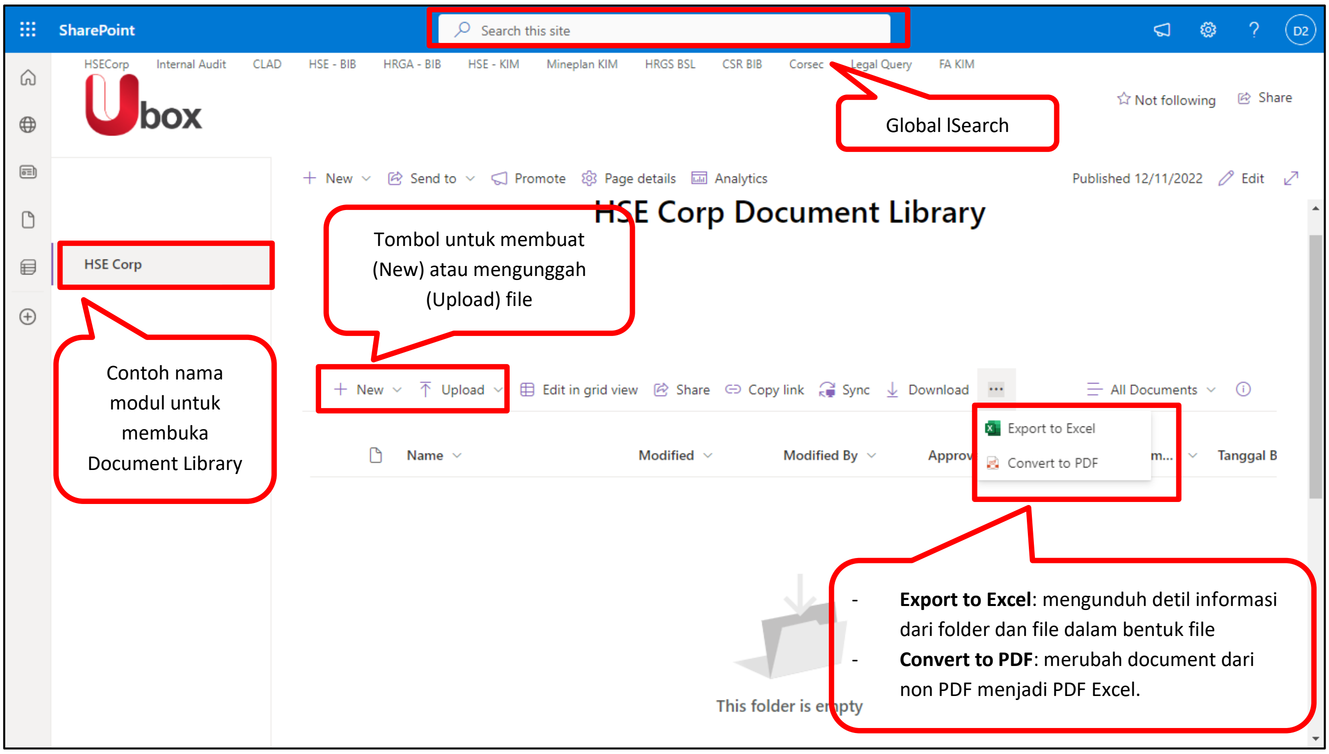
Tampilan nama Department pada tampilan Communication Site akan berbeda-beda pada setiap User, karena tergantung dari akses yang diberikan pada User yang akses.

SharePoint
Search th
TA
Ubox
Communication Site
Home
Department
E-Sign
Edit
Following
Share
New
HSE Corp
Internal Audit
CLAD
HSE BIB
HRGA BIB
HSE KIM
MINE PLAN KIM
HRGS BSL
CSR BIB
CORSEC
FA KIM
Learn more about your Communication site
Get inspir... with the SharePo... book
Learn how to use the ... web part
... add to this page
Access at https://goldenenergyminescorp.sharepoint.com
For user guide please visit:
https://ugems.id
Need further assistance? Please contact:
Helpdesk TURING
Whatsapp TURING
INQUIRY
https://turing.ugems.id
Events
Add event
See all

Untuk User yang memiliki akses di satu department, maka menu Department yang tertampil pada halaman ini hanya satu. Jika ingin dilakukan penambahan akses, maka dapat dilakukan melalui User Owner (Document Controller) sesuai dengan User Manual pada sub bab 3.6 terkait Manage User.

## 2.2. DOCUMENT LIBRARY

User Member dapat melihat tampilan document library. User Member dapat membuat file baru, mengunduh file (download), mengunggah file (upload), melakukan sikronisasi ke akun Onedrive (Sync), dan melakukan pencarian file pada halaman document library. User member dapat mengkases document Library dengan cara **Klik Department pada communication page > klik Department yang dipilih (Contoh Mineplan KIM) > klik nama modul (di sebelah kiri)**.


SharePoint
Search this site
D2
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 12/11/2022
Edit
HSE Corp Document Library
HSE Corp
New
Upload
Edit in grid view
Share
Copy link
Sync
Download
All Documents
Export to Excel
Convert to PDF
Name
Modified
Modified By
Approv
m...
Tanggal B
This folder is empty

Global ISearch

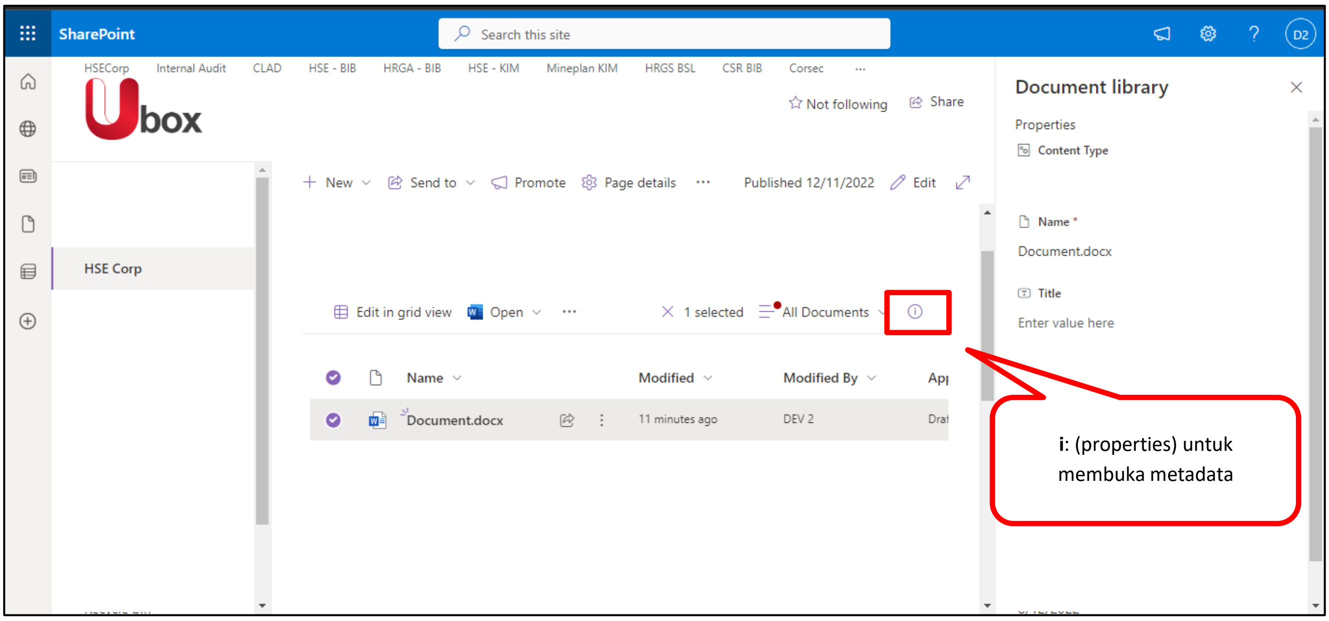
Tombol untuk membuat (New) atau mengunggah (Upload) file

Contoh nama modul untuk membuka Document Library

- **Export to Excel**: mengunduh detil informasi dari folder dan file dalam bentuk file
- **Convert to PDF**: merubah document dari non PDF menjadi PDF Excel.

### 2.2.1 PENGISIAN METADATA

Setelah user melakukan upload / create Dokumen, User juga dapat melakukan beberapa action seperti pada file-file yang ada di sharepoint serta melakukan penyesuaian data metadata pada pilihan action **Properties** dengan cara **klik tombol i** (kanan atas). Pengisian metadata akan berbeda berdasarkan jenis content typenya.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Not following
Share
New
Send to
Promote
Page details
Published 12/11/2022
Edit
HSE Corp
Edit in grid view
Open
1 selected
All Documents
Name
Modified
Modified By
Document.docx
11 minutes ago
DEV 2
Document library
Properties
Content Type

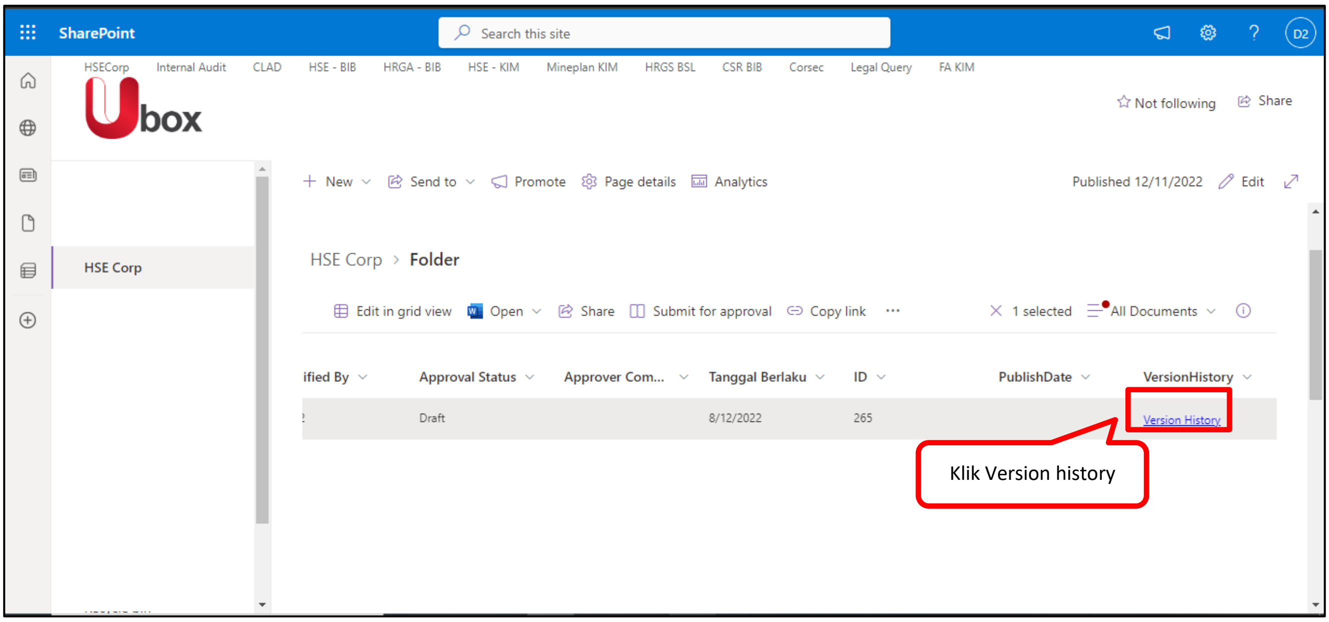
Name *
Document.docx

Title
Enter value here

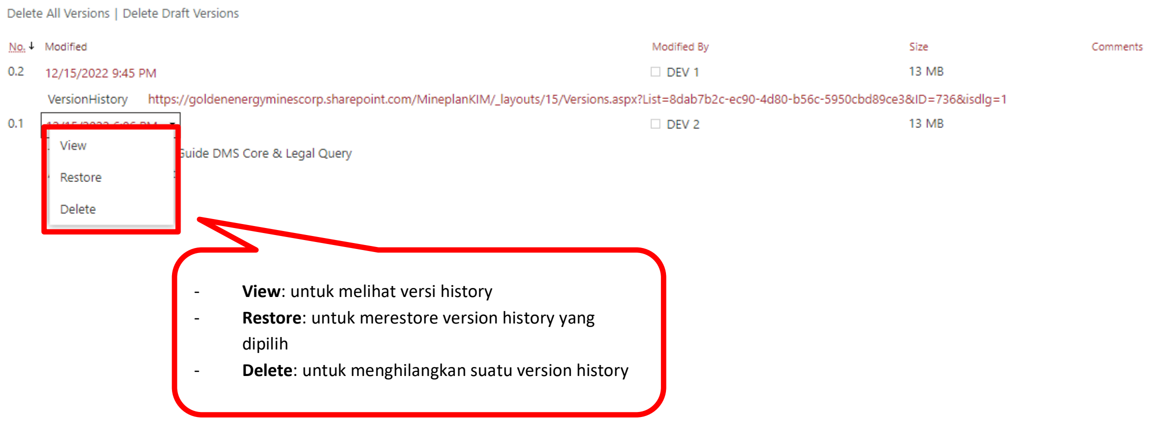
i: (properties) untuk membuka metadata

## 2.2.2 VERSION HISTORY

Version history merupakan feature untuk melihat versi perubahan dari suatu file. User juga dapat mengecek perubahan-perubahan pada dokumen dengan cara **klik tombol version history**. Letak version history berada pada coloum file.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 12/11/2022
Edit
HSE Corp
HSE Corp > Folder
Edit in grid view
Open
Share
Submit for approval
Copy link
1 selected
All Documents
ified By
Approval Status
Approver Com...
Tanggal Berlaku
ID
PublishDate
VersionHistory
Draft
8/12/2022
265
Version History

Klik Version history



Delete All Versions | Delete Draft Versions

| No. ↓ | Modified | Modified By | Size | Comments |
|---|---|---|---|---|
| 0.2 | 12/15/2022 9:45 PM | ☐ DEV 1 | 13 MB | |
| | VersionHistory https://goldenenergyminescorp.sharepoint.com/MineplanKIM/_layouts/15/Versions.aspx?List=8dab7b2c-ec90-4d80-b56c-5950cbd89ce3&ID=736&isdlg=1 | | | |
| 0.1 | | ☐ DEV 2 | 13 MB | |

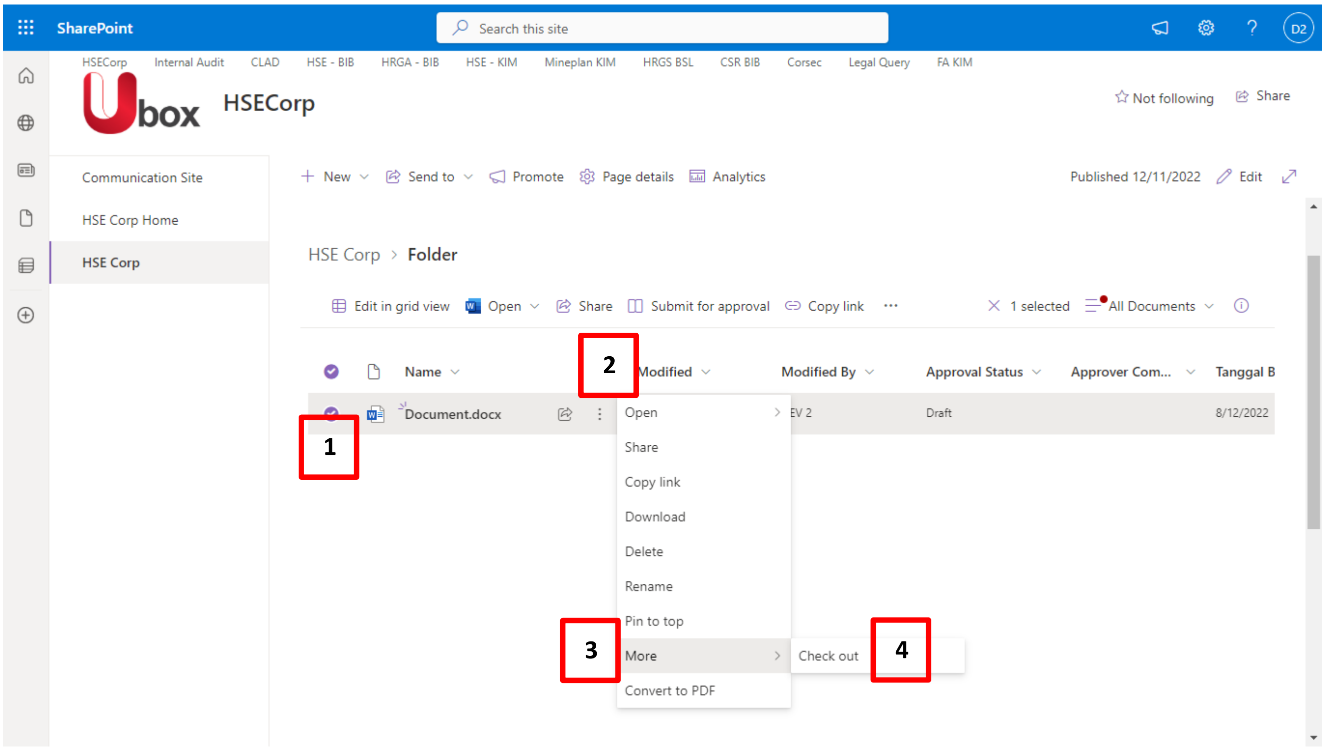
View
Restore
Delete
Guide DMS Core & Legal Query

- **View**: untuk melihat versi history
- **Restore**: untuk merestore version history yang dipilih
- **Delete**: untuk menghilangkan suatu version history

## 2.2.3 CHECK IN / CHECK OUT

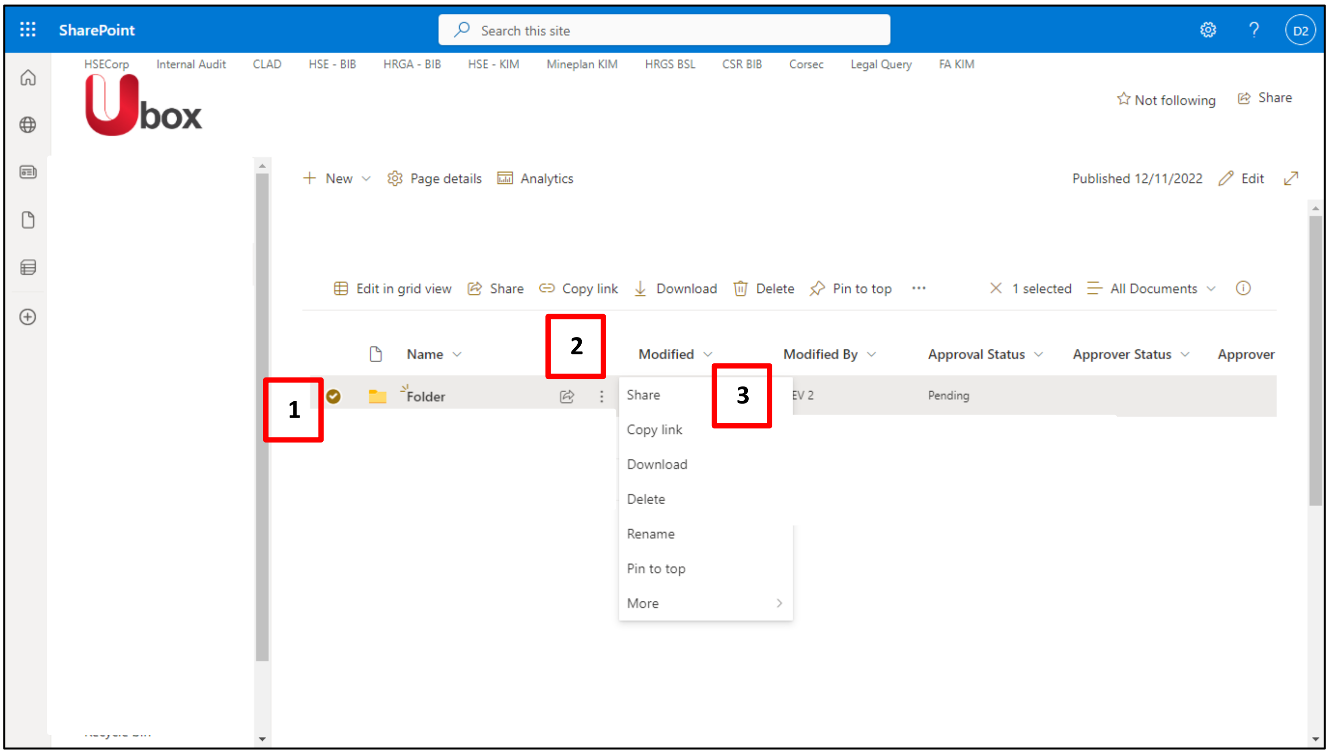
User Member dapat melakukan check in / check out dokumen. Untuk melakukan check in / check out, User Member dapat **klik file > action (titik 3) > More > Check out / Check in**.

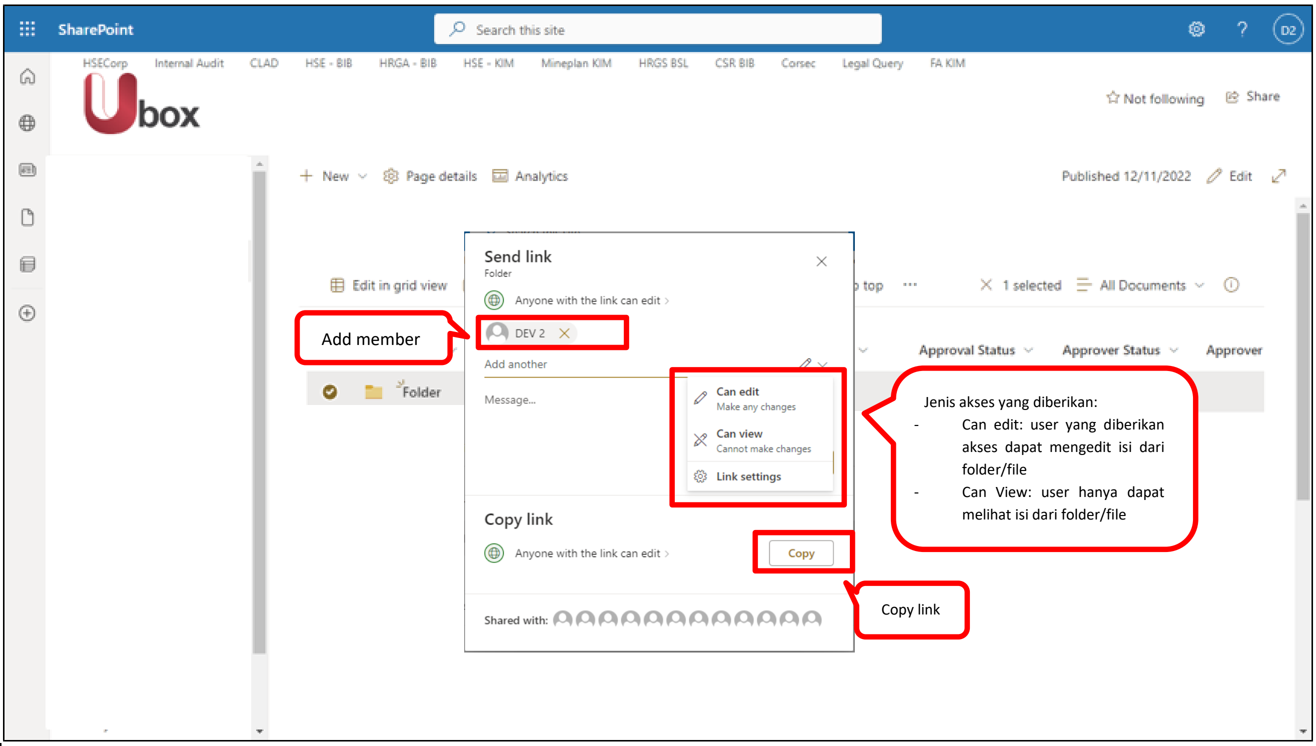
- **Check in** adalah kondisi ketika User dan User lain dapat melakukan edit pada file dokumen.
- **Check out** adalah kondisi dimana User dapat melakukan edit pada file dokumen dan User lain tidak dapat melakukan edit pada file dokumen yang sedang di check out.


SharePoint
Search this site
D2
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
HSECorp
Not following
Share
Communication Site
HSE Corp Home
HSE Corp
New
Send to
Promote
Page details
Analytics
Published 12/11/2022
Edit
HSE Corp > Folder
Edit in grid view
Open
Share
Submit for approval
Copy link
1 selected
All Documents
Name
Modified
Modified By
Approval Status
Approver Com...
Tanggal B
Document.docx
DEV 2
Draft
8/12/2022
Open
Share
Copy link
Download
Delete
Rename
Pin to top
More
Convert to PDF
Check out
1
2
3
4

## 2.2.4 SHARE

User Member dapat membagi (share) document tertentu kepada user lain. User dapat melakukannya denagn cara memilih dokumen **klik file > action (titik 3) > share** dan dilanjutkan dengan mencantumkan nama user yang akan diberika akses dokumen tersebut.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Page details
Analytics
Published 12/11/2022
Edit
Edit in grid view
Share
Copy link
Download
Delete
Pin to top
1 selected
All Documents
Name
Modified
Modified By
Approval Status
Approver Status
Approver
Folder
EV 2
Pending
Share
Copy link
Download
Delete
Rename
Pin to top
More
1
2
3


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Page details
Analytics
Published 12/11/2022
Edit
Edit in grid view
top
1 selected
All Documents
Approval Status
Approver Status
Approver
Folder
Send link
Folder
Anyone with the link can edit
DEV 2
Add another
Message...
Can edit
Make any changes
Can view
Cannot make changes
Link settings
Copy link
Anyone with the link can edit
Copy
Shared with:

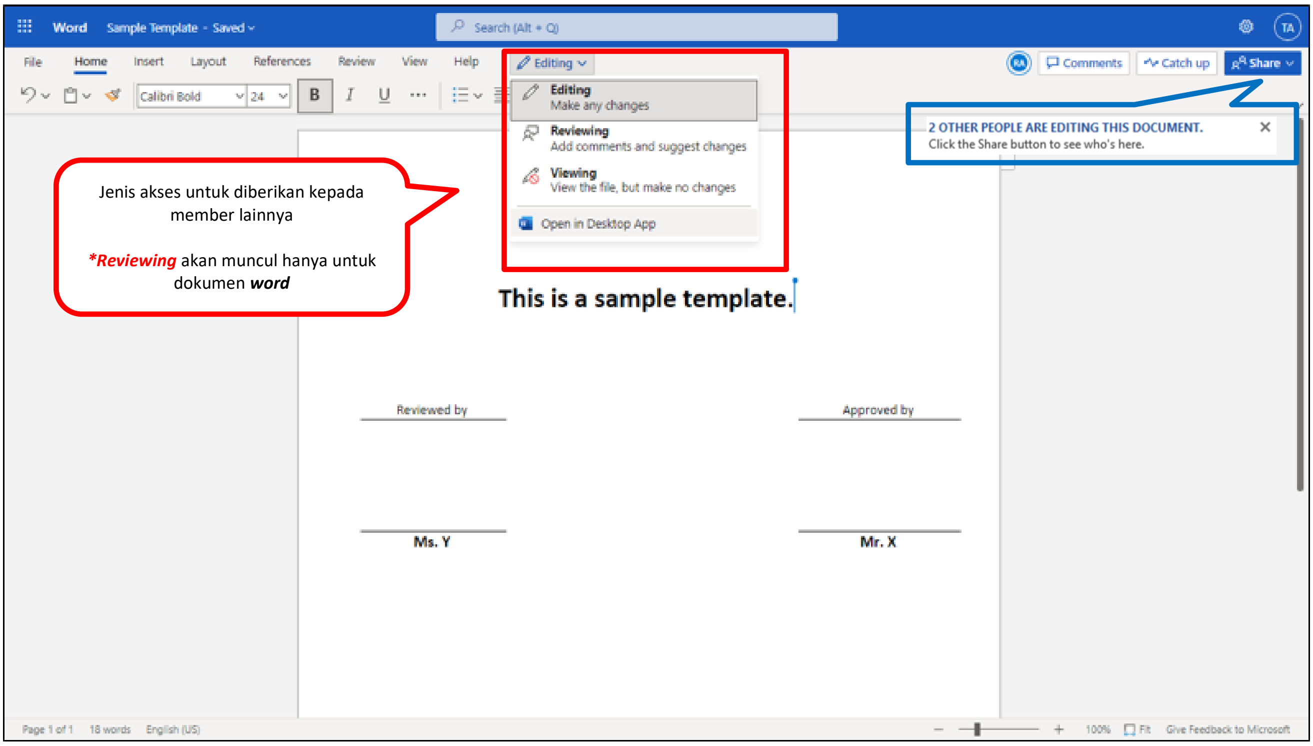
Add member

Jenis akses yang diberikan:
- Can edit: user yang diberikan akses dapat mengedit isi dari folder/file
- Can View: user hanya dapat melihat isi dari folder/file

Copy link

## 2.2.5 COLLABORATION

User Member dapat membuat kolaborasi (Collaboration) kepada member untuk membuka dokumen di waktu yang bersamaan. User Member dapat memberikan beberapa akses kepada member lainnya untuk dapat **Editing (menyunting), review (melihat comment), dan viewing (hanya melihat)**.

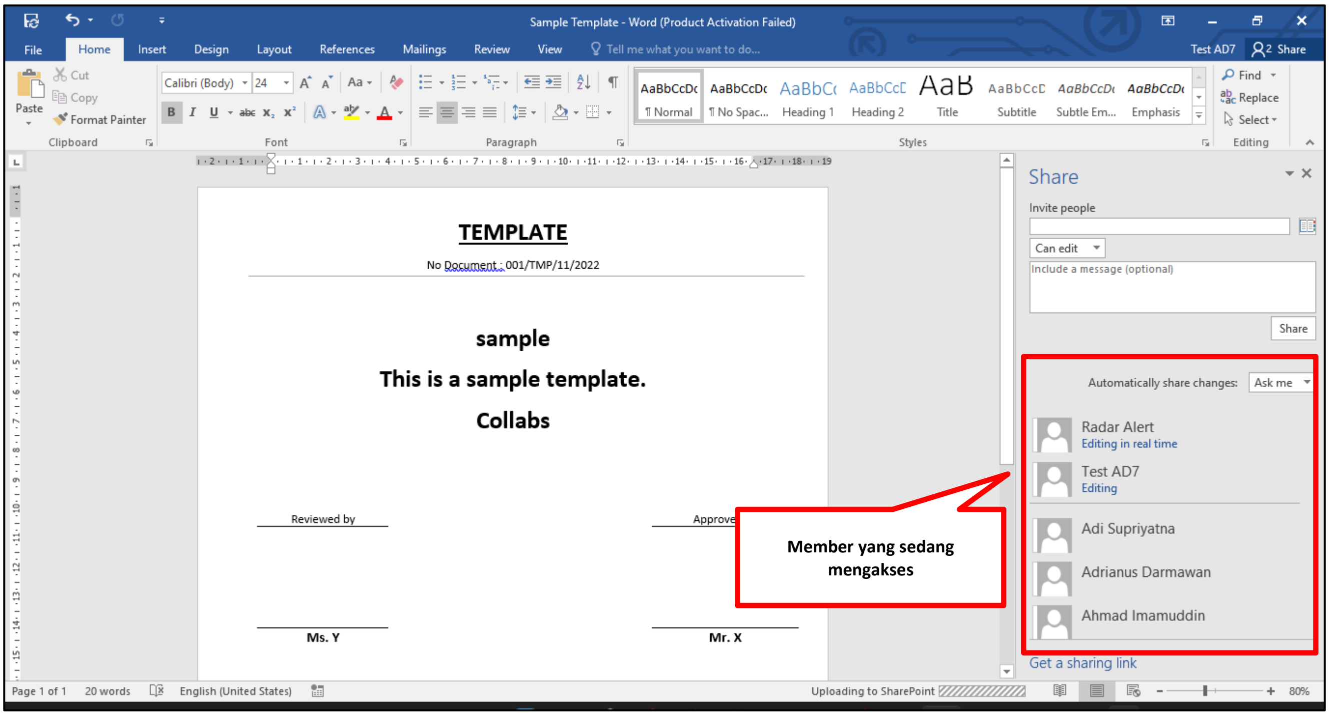


Jenis akses untuk diberikan kepada member lainnya

****Reviewing** akan muncul hanya untuk dokumen **word***

2 OTHER PEOPLE ARE EDITING THIS DOCUMENT.
Click the Share button to see who's here.

Word
Sample Template - Saved
Search (Alt + Q)
File
Home
Insert
Layout
References
Review
View
Help
Editing
Editing
Make any changes
Reviewing
Add comments and suggest changes
Viewing
View the file, but make no changes
Open in Desktop App
Comments
Catch up
Share
This is a sample template.
Reviewed by
Approved by
Ms. Y
Mr. X
Page 1 of 1
18 words
English (US)
100%
Fit
Give Feedback to Microsoft

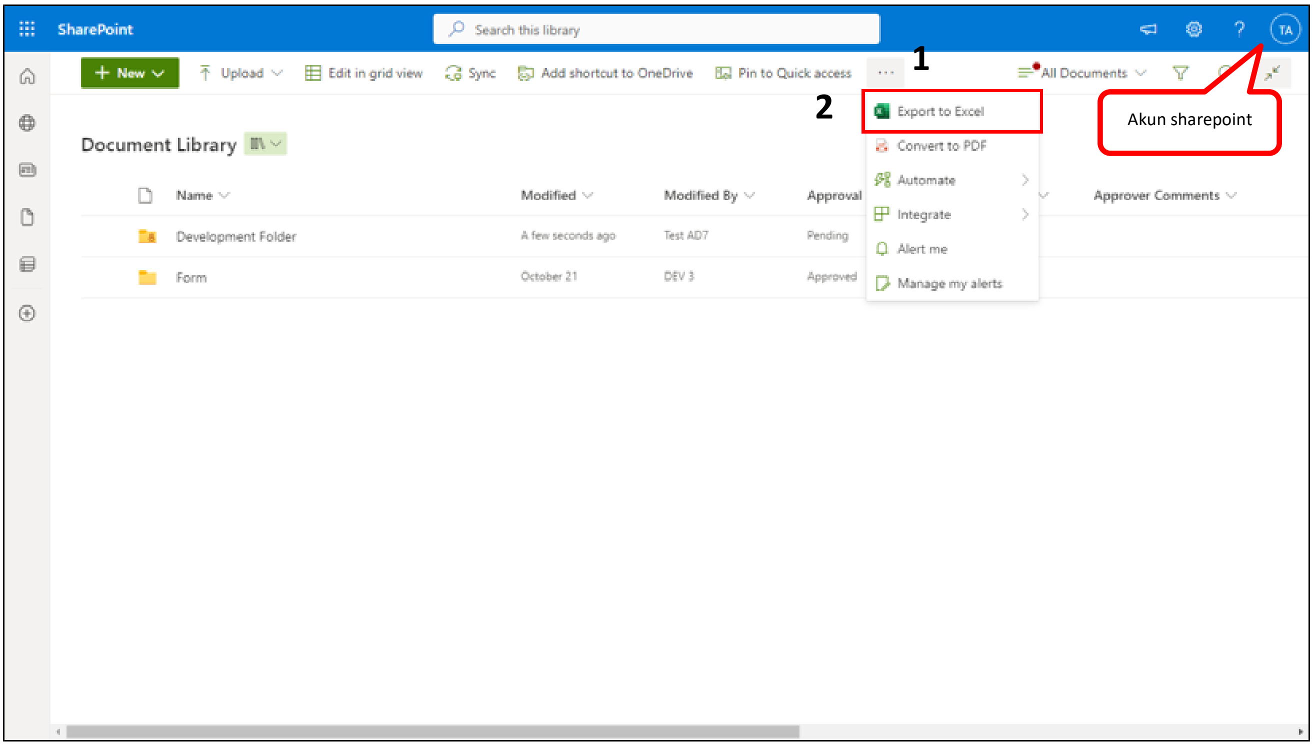


**Member yang sedang mengakses**

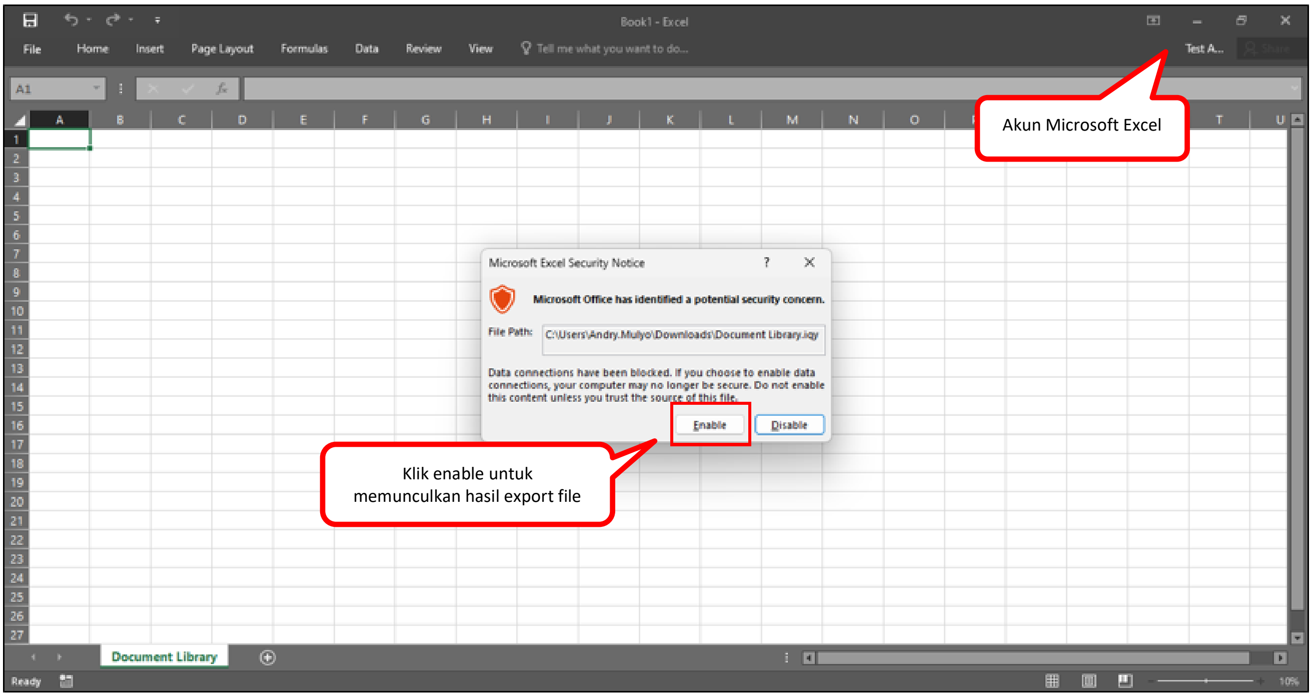
Sample Template - Word (Product Activation Failed)
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Test AD7
Share
TEMPLATE
No Document : 001/TMP/11/2022
sample
This is a sample template.
Collabs
Reviewed by
Approved by
Ms. Y
Mr. X
Share
Invite people
Can edit
Include a message (optional)
Share
Automatically share changes:
Ask me
Radar Alert
Editing in real time
Test AD7
Editing
Adi Supriyatna
Adrianus Darmawan
Ahmad Imamuddin
Get a sharing link
Page 1 of 1
20 words
English (United States)
Uploading to SharePoint
80%

### 2.2.6 EXPORT TO EXCEL

User Member dapat melakukan export data ke excel berdasarkan metadatanya. User Member dapat mengakses dengan cara **klik Action (titik 3 yang terletak di atas bar) > Export to Excel**. Saat melakukan export to excel, pastikan bahwa Akun Microsoft yang telah terpasang sama dengan akun saat mengakses sharepoint.


SharePoint
Search this library
TA
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
…
1
All Documents
2
Export to Excel
Convert to PDF
Automate
Integrate
Alert me
Manage my alerts
Akun sharepoint
Document Library

| Name | Modified | Modified By | Approval | Approver Comments |
|---|---|---|---|---|
| Development Folder | A few seconds ago | Test AD7 | Pending | |
| Form | October 21 | DEV 3 | Approved | |



Microsoft Excel Security Notice

**Microsoft Office has identified a potential security concern.**

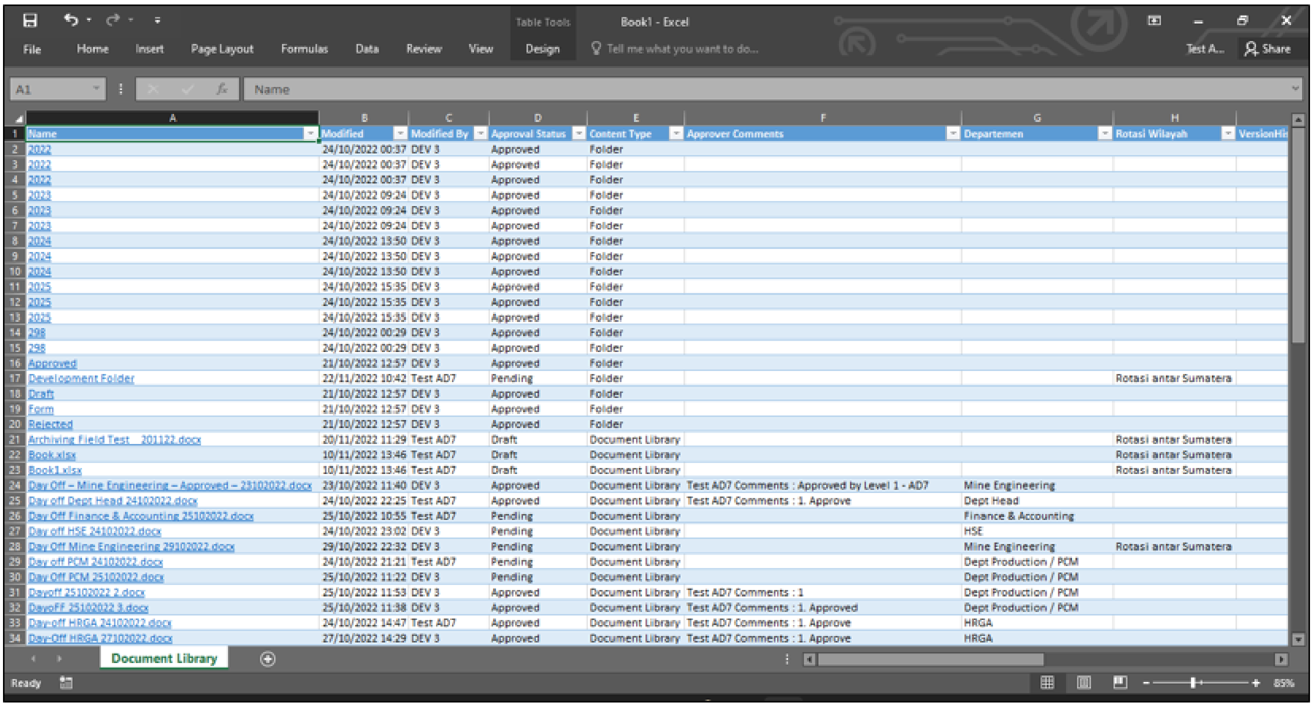
File Path: C:\Users\Andry.Mulyo\Downloads\Document Library.iqy

Data connections have been blocked. If you choose to enable data connections, your computer may no longer be secure. Do not enable this content unless you trust the source of this file.

Enable  Disable

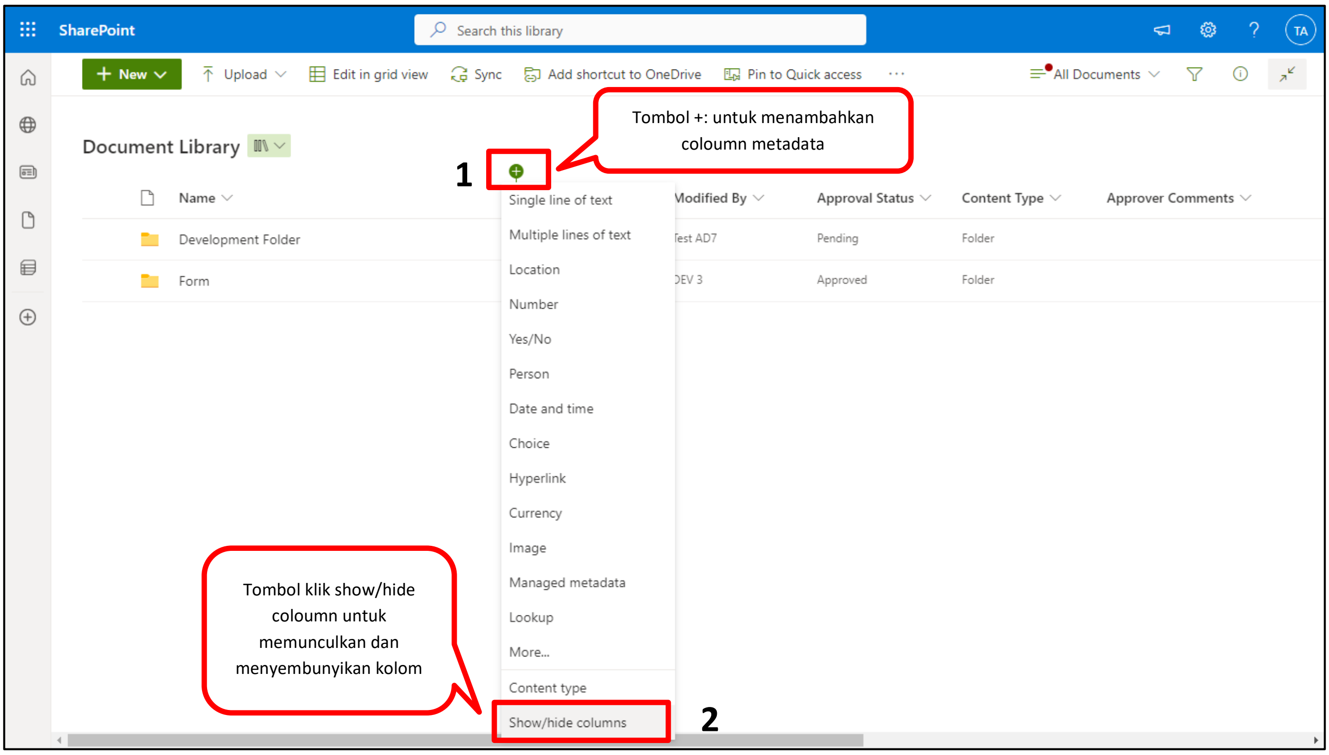
Akun Microsoft Excel

Klik enable untuk
memunculkan hasil export file



| Name | Modified | Modified By | Approval Status | Content Type | Approver Comments | Departemen | Rotasi Wilayah | VersionHi |
|---|---|---|---|---|---|---|---|---|
| 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder | | | | |
| 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder | | | | |
| 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder | | | | |
| 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder | | | | |
| 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder | | | | |
| 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder | | | | |
| 2024 | 24/10/2022 13:50 | DEV 3 | Approved | Folder | | | | |
| 2024 | 24/10/2022 13:50 | DEV 3 | Approved | Folder | | | | |
| 2024 | 24/10/2022 13:50 | DEV 3 | Approved | Folder | | | | |
| 2025 | 24/10/2022 15:35 | DEV 3 | Approved | Folder | | | | |
| 2025 | 24/10/2022 15:35 | DEV 3 | Approved | Folder | | | | |
| 2025 | 24/10/2022 15:35 | DEV 3 | Approved | Folder | | | | |
| 298 | 24/10/2022 00:29 | DEV 3 | Approved | Folder | | | | |
| 298 | 24/10/2022 00:29 | DEV 3 | Approved | Folder | | | | |
| Approved | 21/10/2022 12:57 | DEV 3 | Approved | Folder | | | | |
| Development Folder | 22/11/2022 10:42 | Test AD7 | Pending | Folder | | | Rotasi antar Sumatera | |
| Draft | 21/10/2022 12:57 | DEV 3 | Approved | Folder | | | | |
| Form | 21/10/2022 12:57 | DEV 3 | Approved | Folder | | | | |
| Rejected | 21/10/2022 12:57 | DEV 3 | Approved | Folder | | | | |
| Archiving Field Test _ 201122.docx | 20/11/2022 11:29 | Test AD7 | Draft | Document Library | | | Rotasi antar Sumatera | |
| Book.xlsx | 10/11/2022 13:46 | Test AD7 | Draft | Document Library | | | Rotasi antar Sumatera | |
| Book1.xlsx | 10/11/2022 13:46 | Test AD7 | Draft | Document Library | | | Rotasi antar Sumatera | |
| Day Off – Mine Engineering – Approved – 23102022.docx | 23/10/2022 11:40 | DEV 3 | Approved | Document Library | Test AD7 Comments : Approved by Level 1 - AD7 | Mine Engineering | | |
| Day off Dept Head 24102022.docx | 24/10/2022 22:25 | Test AD7 | Approved | Document Library | Test AD7 Comments : 1. Approve | Dept Head | | |
| Day Off Finance & Accounting 25102022.docx | 25/10/2022 10:55 | Test AD7 | Pending | Document Library | | Finance & Accounting | | |
| Day off HSE 24102022.docx | 24/10/2022 23:02 | DEV 3 | Pending | Document Library | | HSE | | |
| Day Off Mine Engineering 29102022.docx | 29/10/2022 22:32 | DEV 3 | Pending | Document Library | | Mine Engineering | Rotasi antar Sumatera | |
| Day off PCM 24102022.docx | 24/10/2022 21:21 | Test AD7 | Pending | Document Library | | Dept Production / PCM | | |
| Day Off PCM 25102022.docx | 25/10/2022 11:22 | DEV 3 | Pending | Document Library | | Dept Production / PCM | | |
| Dayoff 25102022 2.docx | 25/10/2022 11:53 | DEV 3 | Approved | Document Library | Test AD7 Comments : 1 | Dept Production / PCM | | |
| DayoFF 25102022 3.docx | 25/10/2022 11:38 | DEV 3 | Approved | Document Library | Test AD7 Comments : 1. Approved | Dept Production / PCM | | |
| Day-off HRGA 24102022.docx | 24/10/2022 14:47 | Test AD7 | Approved | Document Library | Test AD7 Comments : 1. Approve | HRGA | | |
| Day-Off HRGA 27102022.docx | 27/10/2022 14:29 | DEV 3 | Approved | Document Library | Test AD7 Comments : 1. Approve | HRGA | | |

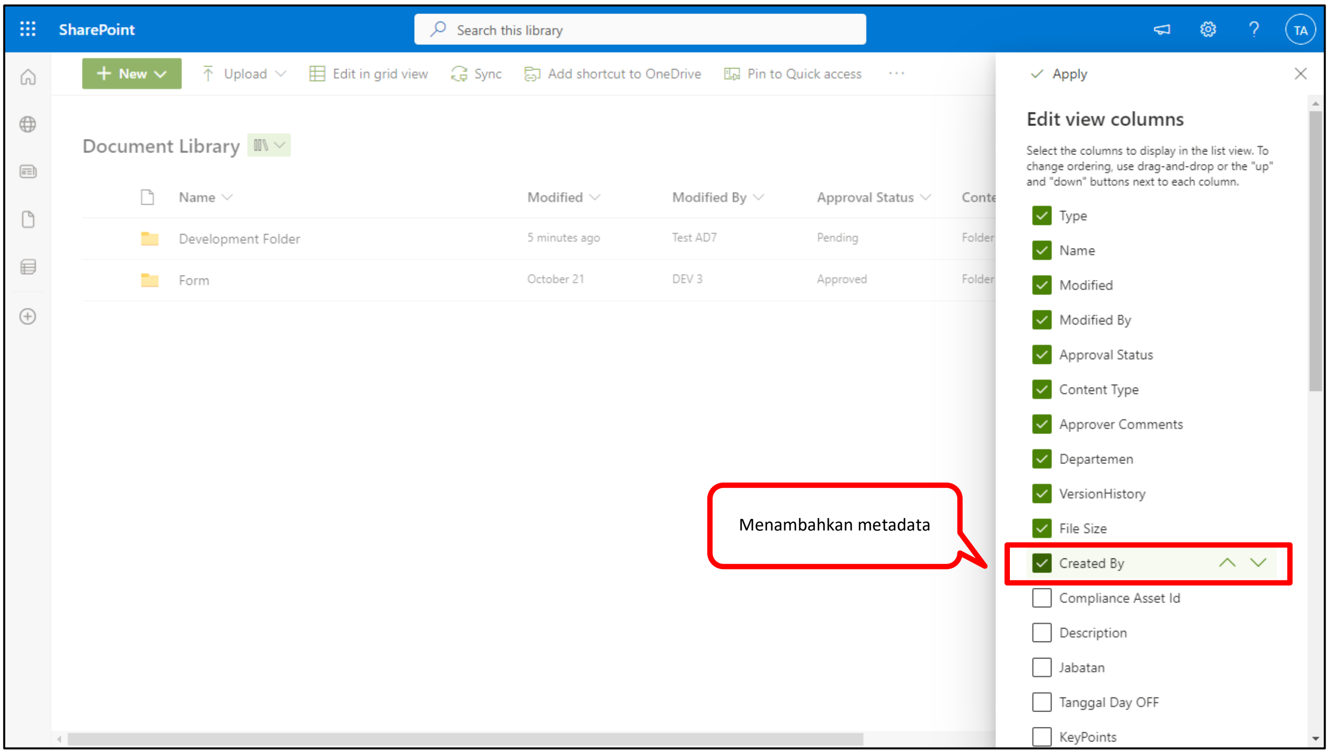
User Member juga dapat menambahkan kolom metadata pada tampilan Document Library lalu melakukan export to excel dengan kolom metadata yang telah ditambahkan.



Tombol +: untuk menambahkan coloumn metadata

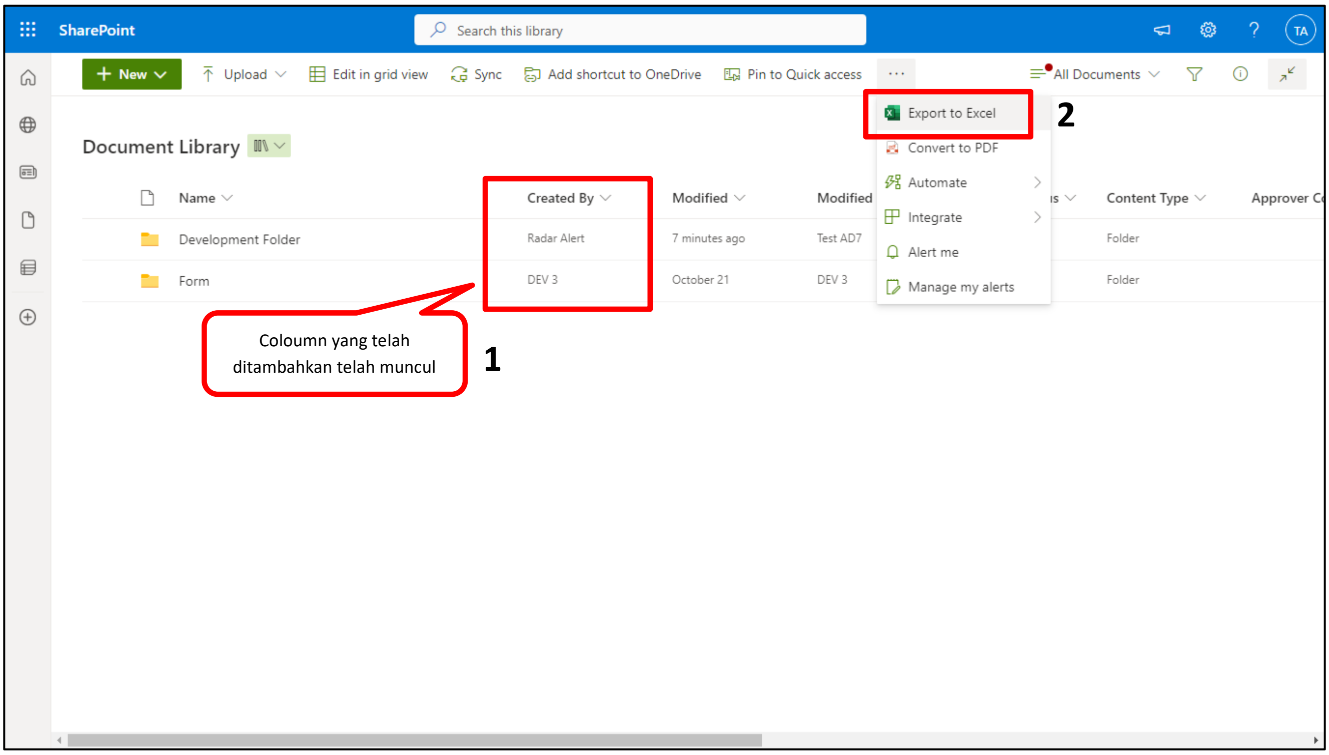
Tombol klik show/hide coloumn untuk memunculkan dan menyembunyikan kolom

SharePoint
Search this library
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
All Documents
Document Library
1
Name
Modified By
Approval Status
Content Type
Approver Comments
Development Folder
Test AD7
Pending
Folder
Form
DEV 3
Approved
Folder
Single line of text
Multiple lines of text
Location
Number
Yes/No
Person
Date and time
Choice
Hyperlink
Currency
Image
Managed metadata
Lookup
More...
Content type
Show/hide columns
2



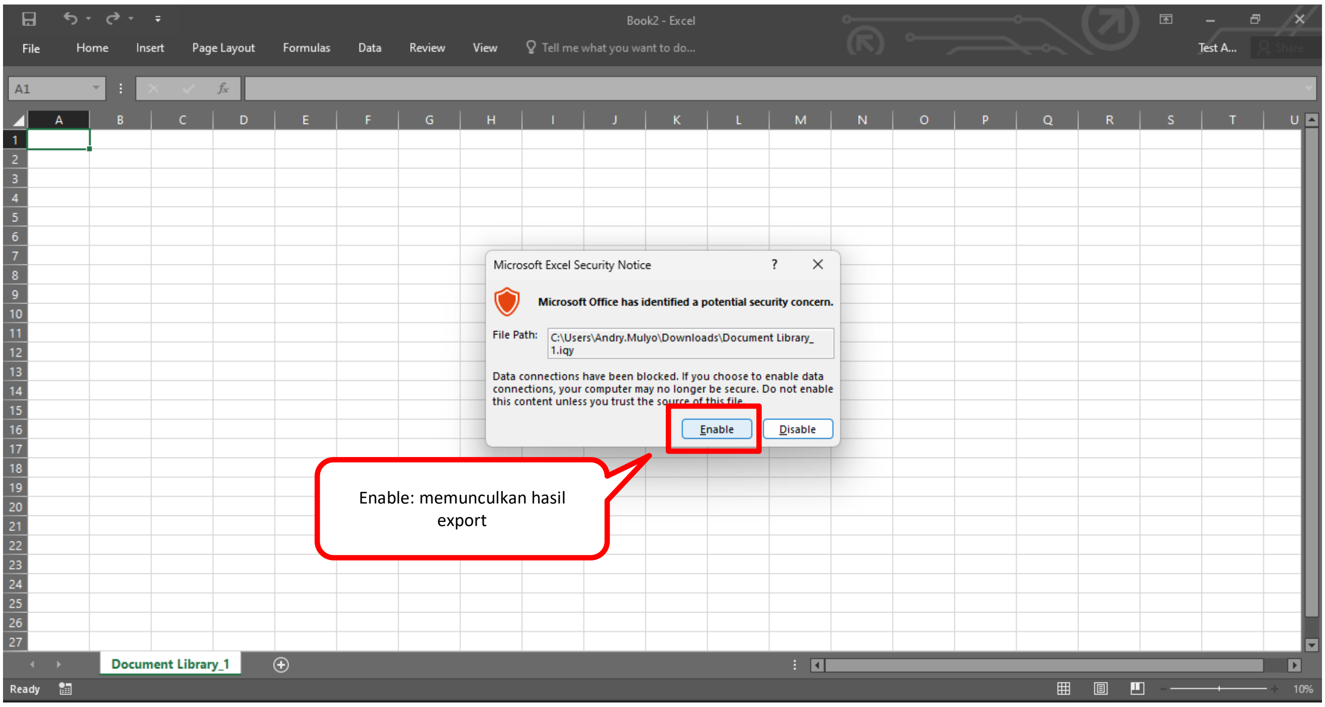
Menambahkan metadata

SharePoint
Search this library
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
Document Library
Name
Modified
Modified By
Approval Status
Development Folder
5 minutes ago
Test AD7
Pending
Form
October 21
DEV 3
Approved
Apply
Edit view columns
Select the columns to display in the list view. To change ordering, use drag-and-drop or the "up" and "down" buttons next to each column.
☑ Type
☑ Name
☑ Modified
☑ Modified By
☑ Approval Status
☑ Content Type
☑ Approver Comments
☑ Departemen
☑ VersionHistory
☑ File Size
☑ Created By
☐ Compliance Asset Id
☐ Description
☐ Jabatan
☐ Tanggal Day OFF
☐ KeyPoints


SharePoint
Search this library
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
All Documents
Export to Excel
Convert to PDF
Automate
Integrate
Alert me
Manage my alerts
2
Document Library
1

| Name | Created By | Modified | Modified | Content Type |
|---|---|---|---|---|
| Development Folder | Radar Alert | 7 minutes ago | Test AD7 | Folder |
| Form | DEV 3 | October 21 | DEV 3 | Folder |

Coloumn yang telah ditambahkan telah muncul


Book2 - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Document Library_1
Ready

Microsoft Excel Security Notice

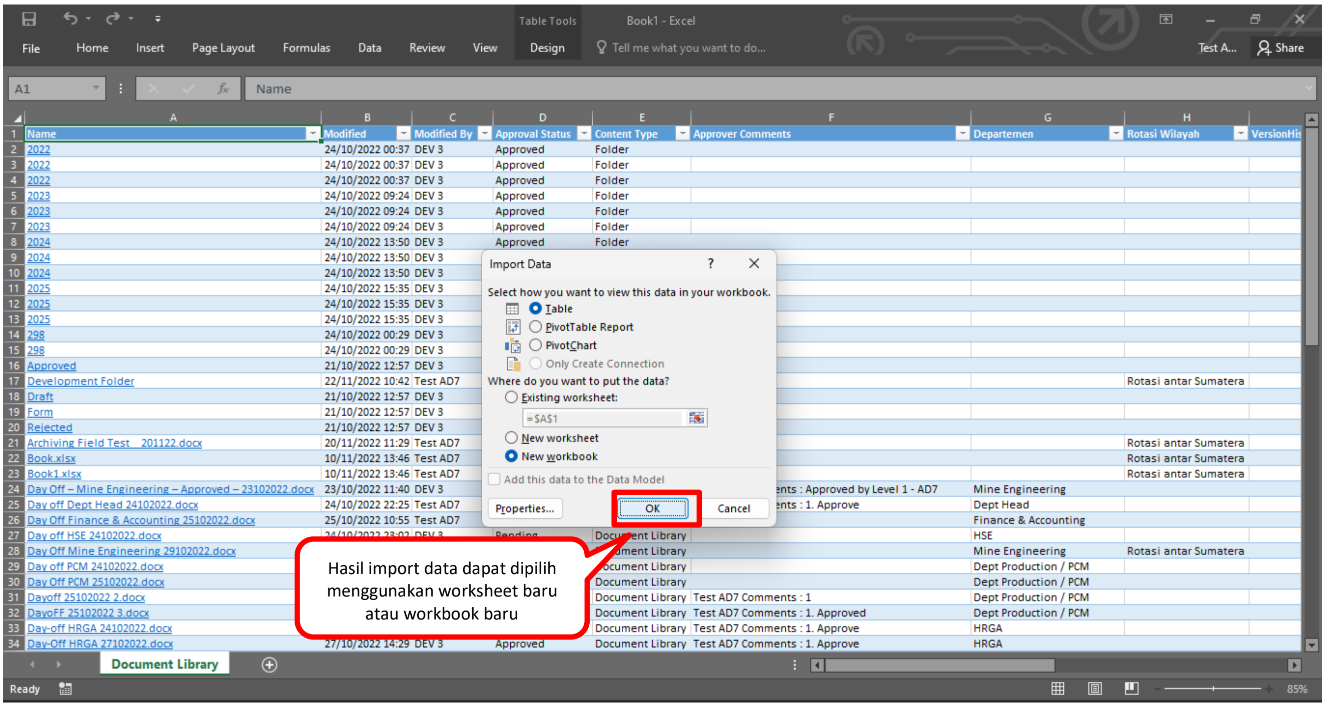
**Microsoft Office has identified a potential security concern.**

File Path: C:\Users\Andry.Mulyo\Downloads\Document Library_1.iqy

Data connections have been blocked. If you choose to enable data connections, your computer may no longer be secure. Do not enable this content unless you trust the source of this file.

Enable | Disable

Enable: memunculkan hasil export


Book1 - Excel
Table Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Tell me what you want to do...
Document Library
Ready

Import Data

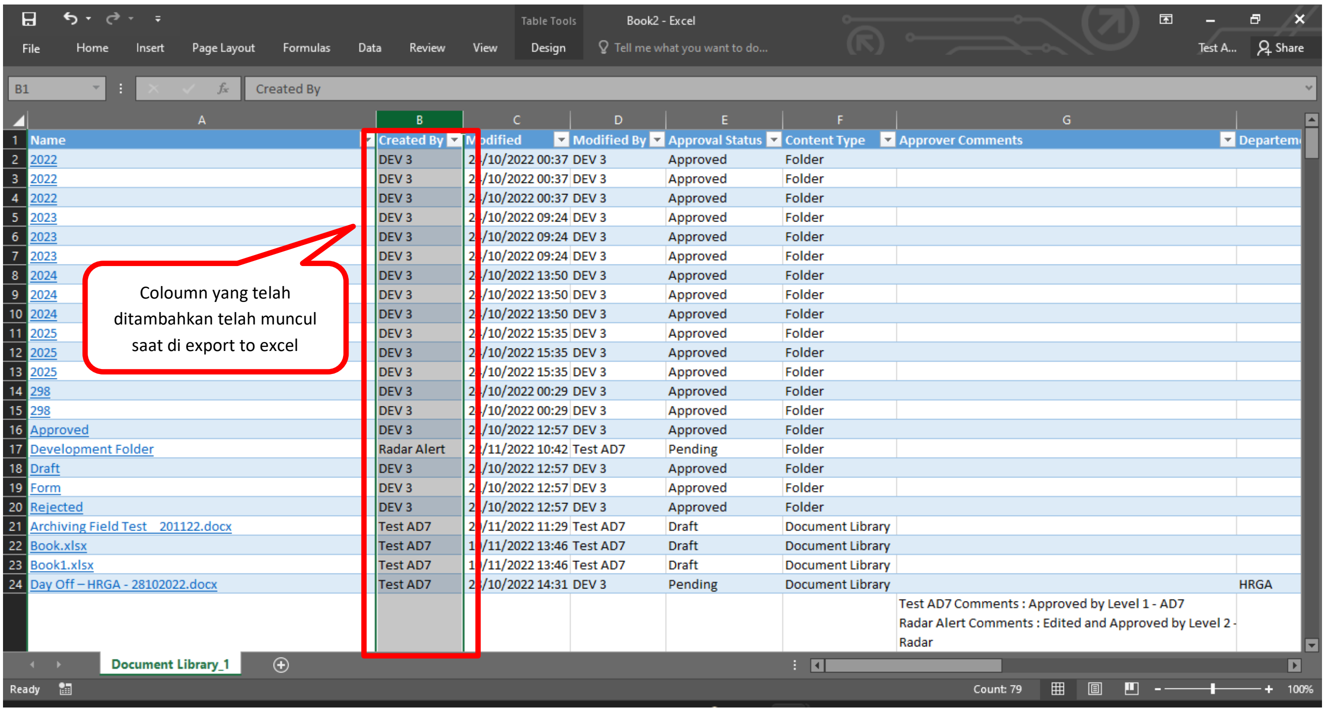
Select how you want to view this data in your workbook.
● Table
○ PivotTable Report
○ PivotChart
○ Only Create Connection

Where do you want to put the data?
○ Existing worksheet: =$A$1
○ New worksheet
● New workbook

☐ Add this data to the Data Model

Properties... | OK | Cancel

Hasil import data dapat dipilih menggunakan worksheet baru atau workbook baru

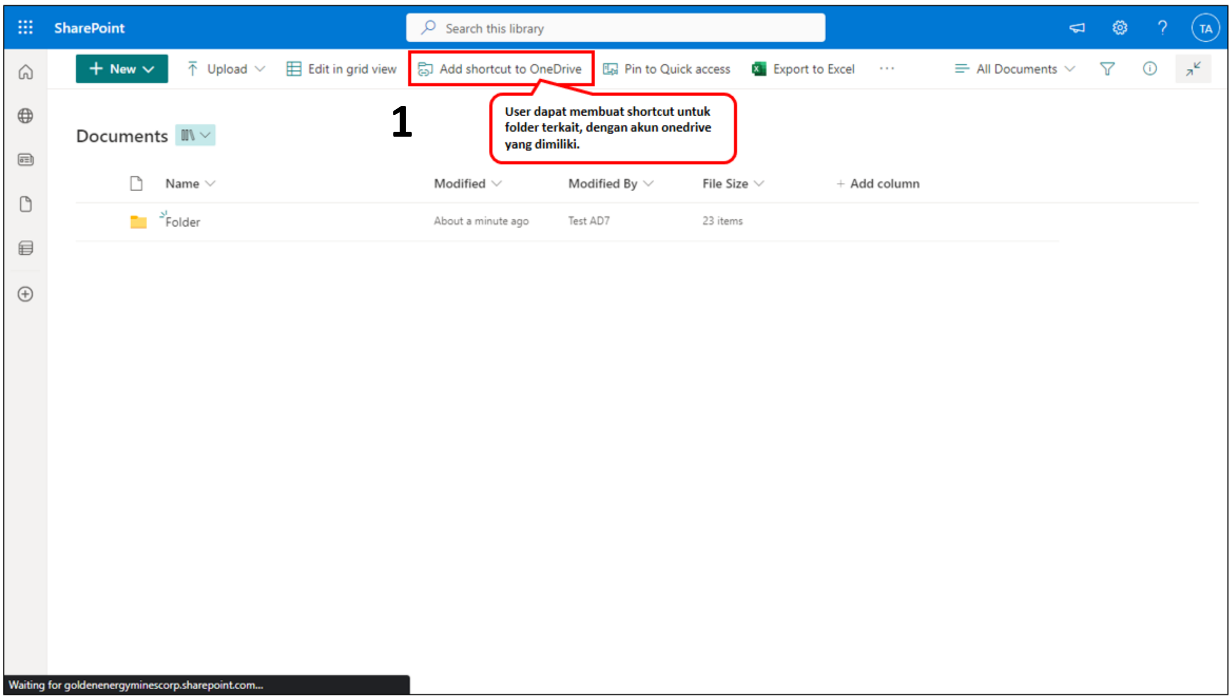

Book2 - Excel
Table Tools
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Tell me what you want to do...
B1
Created By
Document Library_1
Ready
Count: 79
100%

| | Name | Created By | Modified | Modified By | Approval Status | Content Type | Approver Comments | Departem |
|---|---|---|---|---|---|---|---|---|
| 2 | 2022 | DEV 3 | 2 /10/2022 00:37 | DEV 3 | Approved | Folder | | |
| 3 | 2022 | DEV 3 | 2 /10/2022 00:37 | DEV 3 | Approved | Folder | | |
| 4 | 2022 | DEV 3 | 2 /10/2022 00:37 | DEV 3 | Approved | Folder | | |
| 5 | 2023 | DEV 3 | 2 /10/2022 09:24 | DEV 3 | Approved | Folder | | |
| 6 | 2023 | DEV 3 | 2 /10/2022 09:24 | DEV 3 | Approved | Folder | | |
| 7 | 2023 | DEV 3 | 2 /10/2022 09:24 | DEV 3 | Approved | Folder | | |
| 8 | 2024 | DEV 3 | 2 /10/2022 13:50 | DEV 3 | Approved | Folder | | |
| 9 | 2024 | DEV 3 | 2 /10/2022 13:50 | DEV 3 | Approved | Folder | | |
| 10 | 2024 | DEV 3 | 2 /10/2022 13:50 | DEV 3 | Approved | Folder | | |
| 11 | 2025 | DEV 3 | 2 /10/2022 15:35 | DEV 3 | Approved | Folder | | |
| 12 | 2025 | DEV 3 | 2 /10/2022 15:35 | DEV 3 | Approved | Folder | | |
| 13 | 2025 | DEV 3 | 2 /10/2022 15:35 | DEV 3 | Approved | Folder | | |
| 14 | 298 | DEV 3 | 2 /10/2022 00:29 | DEV 3 | Approved | Folder | | |
| 15 | 298 | DEV 3 | 2 /10/2022 00:29 | DEV 3 | Approved | Folder | | |
| 16 | Approved | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 17 | Development Folder | Radar Alert | 2 /11/2022 10:42 | Test AD7 | Pending | Folder | | |
| 18 | Draft | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 19 | Form | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 20 | Rejected | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 21 | Archiving Field Test _201122.docx | Test AD7 | 2 /11/2022 11:29 | Test AD7 | Draft | Document Library | | |
| 22 | Book.xlsx | Test AD7 | 1 /11/2022 13:46 | Test AD7 | Draft | Document Library | | |
| 23 | Book1.xlsx | Test AD7 | 1 /11/2022 13:46 | Test AD7 | Draft | Document Library | | |
| 24 | Day Off – HRGA - 28102022.docx | Test AD7 | 2 /10/2022 14:31 | DEV 3 | Pending | Document Library | Test AD7 Comments : Approved by Level 1 - AD7<br>Radar Alert Comments : Edited and Approved by Level 2 -<br>Radar | HRGA |

Coloumn yang telah ditambahkan telah muncul saat di export to excel

## 2.2.7 ADD SHORT CUT TO ONEDRIVE ACCOUNT

User Member dapat melakukan short cut ke dalam akun One Drive. One Drive bermanfaat untuk melakukan back up data. User Owner (Document Controller) dapat membuka document library > klik Add shortcut to One Drive.

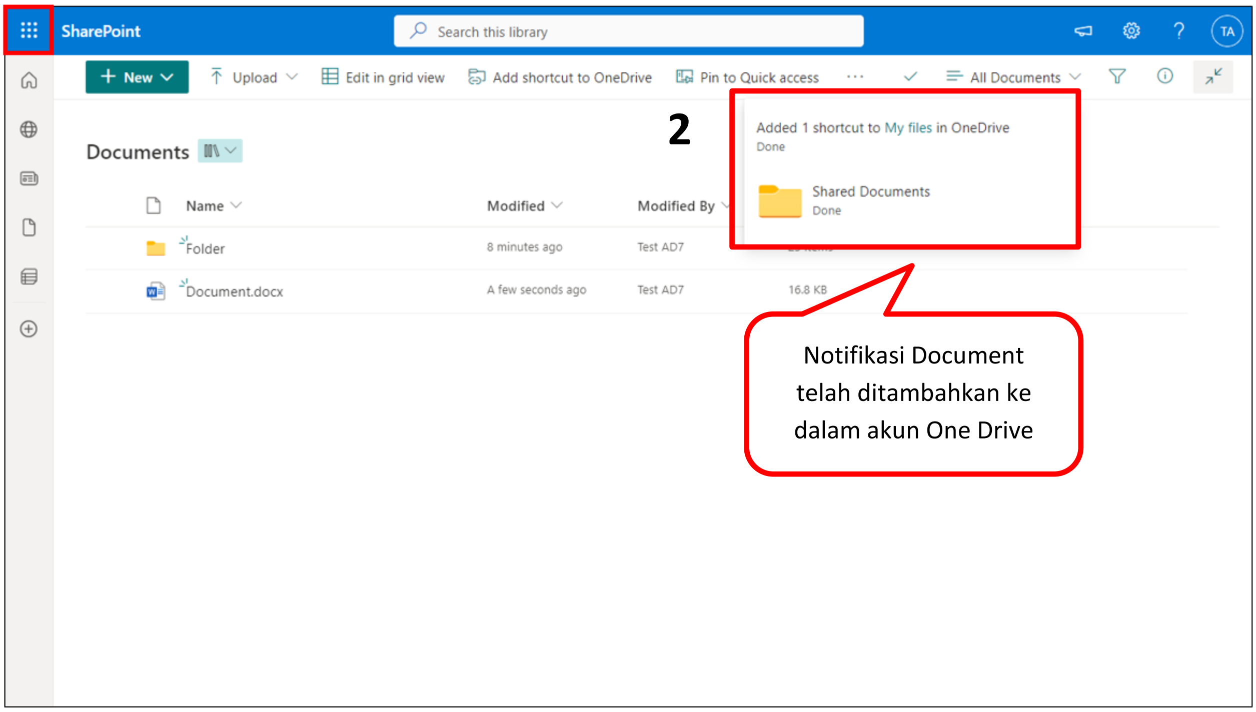

SharePoint
Search this library
New
Upload
Edit in grid view
Add shortcut to OneDrive
Pin to Quick access
Export to Excel
All Documents
TA
Documents
Add column

1

User dapat membuat shortcut untuk folder terkait, dengan akun onedrive yang dimiliki.

| Name | Modified | Modified By | File Size |
|---|---|---|---|
| Folder | About a minute ago | Test AD7 | 23 items |

Waiting for goldenenergyminescorp.sharepoint.com...


SharePoint
Search this library
New
Upload
Edit in grid view
Add shortcut to OneDrive
Pin to Quick access
All Documents
TA
Documents

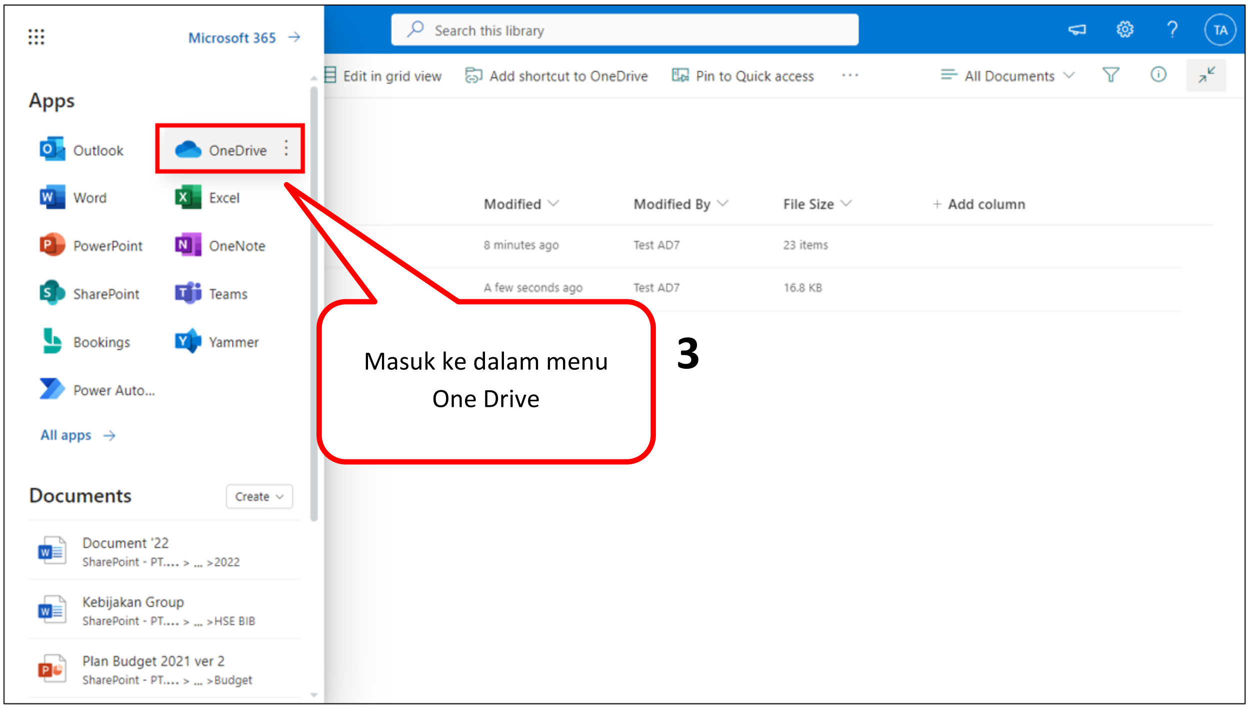
2

Added 1 shortcut to My files in OneDrive
Done

Shared Documents
Done

| Name | Modified | Modified By | |
|---|---|---|---|
| Folder | 8 minutes ago | Test AD7 | |
| Document.docx | A few seconds ago | Test AD7 | 16.8 KB |

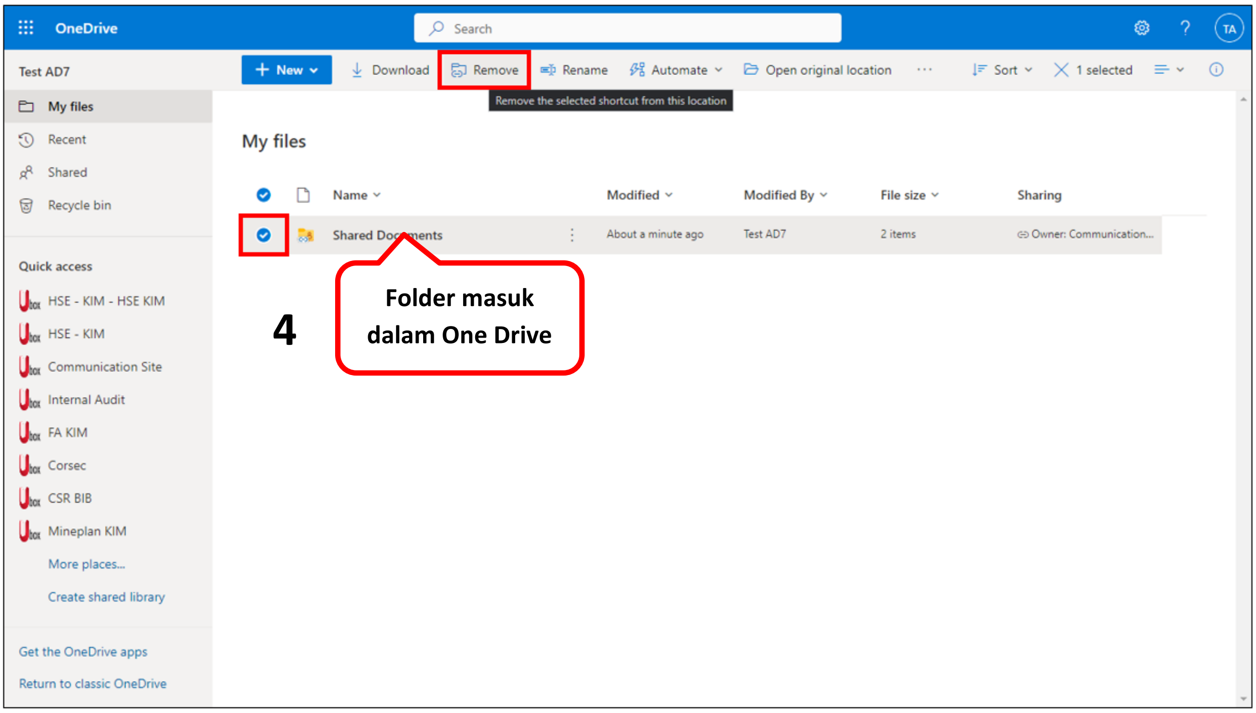
Notifikasi Document telah ditambahkan ke dalam akun One Drive


Microsoft 365 →
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Bookings
Yammer
Power Auto...
All apps →
Documents
Create
Document '22
SharePoint - PT.... > ... >2022
Kebijakan Group
SharePoint - PT.... > ... >HSE BIB
Plan Budget 2021 ver 2
SharePoint - PT.... > ... >Budget
Search this library
Edit in grid view
Add shortcut to OneDrive
Pin to Quick access
All Documents
Modified
Modified By
File Size
+ Add column
8 minutes ago
Test AD7
23 items
A few seconds ago
Test AD7
16.8 KB
TA

3

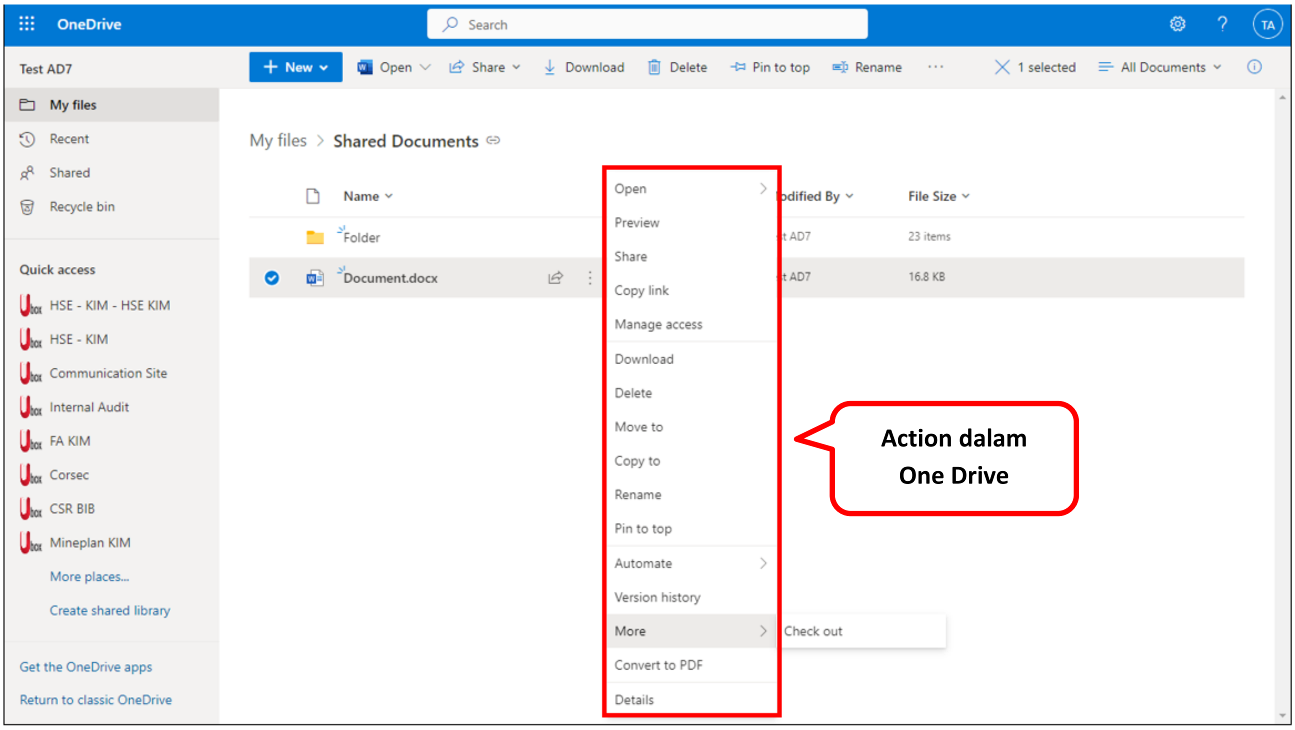
Masuk ke dalam menu One Drive

Folder yang sudah ditambahkan menjadi shortcut pada akun onedrive, dapat dihapus. Yaitu dengan menggunakan tombol Remove.


OneDrive
Search
TA
Test AD7
My files
Recent
Shared
Recycle bin
Quick access
HSE - KIM - HSE KIM
HSE - KIM
Communication Site
Internal Audit
FA KIM
Corsec
CSR BIB
Mineplan KIM
More places...
Create shared library
Get the OneDrive apps
Return to classic OneDrive
+ New
Download
Remove
Rename
Automate
Open original location
Sort
1 selected
Remove the selected shortcut from this location
My files
Name
Modified
Modified By
File size
Sharing
Shared Documents
About a minute ago
Test AD7
2 items
Owner: Communication...

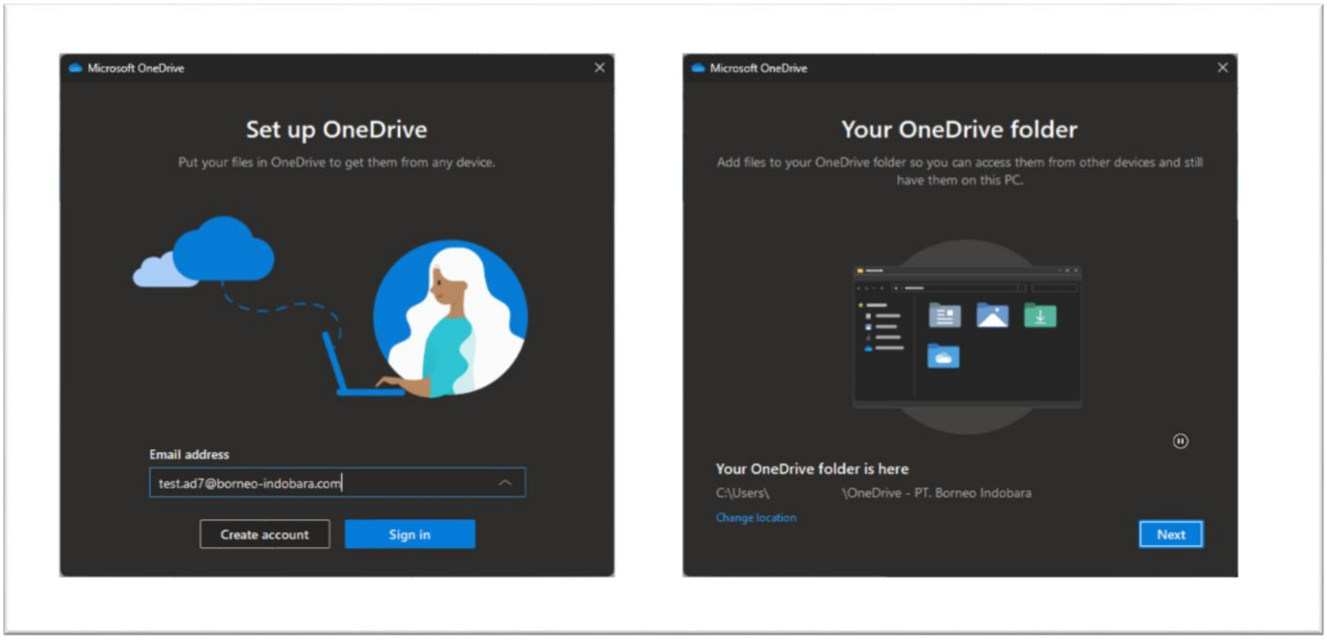
4

Folder masuk dalam One Drive


OneDrive
Search
Test AD7
New
Open
Share
Download
Delete
Pin to top
Rename
1 selected
All Documents
My files
Recent
Shared
Recycle bin
Quick access
HSE - KIM - HSE KIM
HSE - KIM
Communication Site
Internal Audit
FA KIM
Corsec
CSR BIB
Mineplan KIM
More places...
Create shared library
Get the OneDrive apps
Return to classic OneDrive
My files > Shared Documents
Name
Folder
Document.docx
odified By
File Size
t AD7
23 items
t AD7
16.8 KB
Open
Preview
Share
Copy link
Manage access
Download
Delete
Move to
Copy to
Rename
Pin to top
Automate
Version history
More
Check out
Convert to PDF
Details

**Action dalam One Drive**

Selanjutnya User Owner (Document Controller) dapat masuk dalam One Drive pada Desktop. User Owner (Document Controller) dapat memback up document.

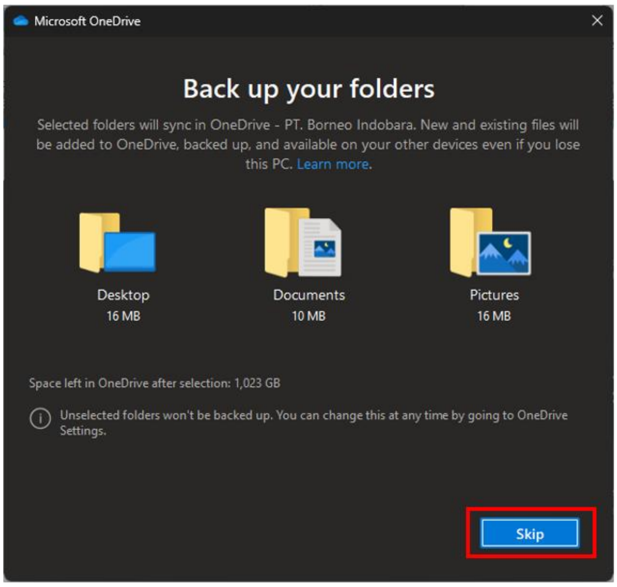

Microsoft OneDrive
Set up OneDrive
Create account
Sign in
Microsoft OneDrive
Your OneDrive folder
Change location
Next

Put your files in OneDrive to get them from any device.

Email address: test.ad7@borneo-indobara.com

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

Your OneDrive folder is here
C:\Users\ \OneDrive - PT. Borneo Indobara



Microsoft OneDrive

Back up your folders

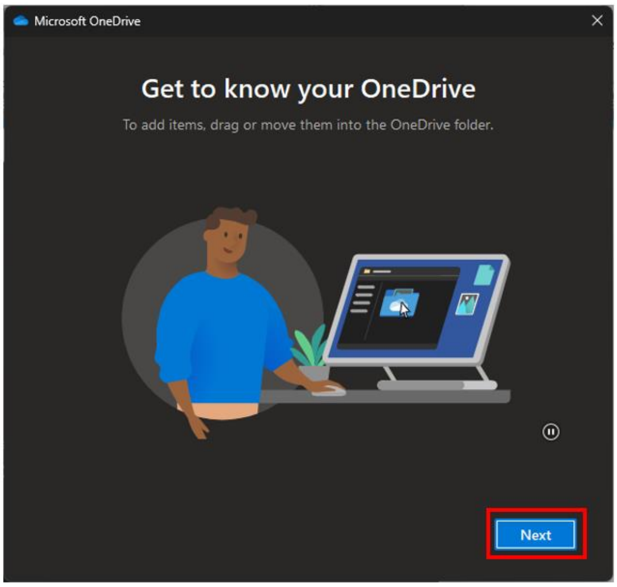
Selected folders will sync in OneDrive - PT. Borneo Indobara. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.

Desktop
16 MB
Documents
10 MB
Pictures
16 MB

Space left in OneDrive after selection: 1,023 GB

Unselected folders won't be backed up. You can change this at any time by going to OneDrive Settings.

Skip

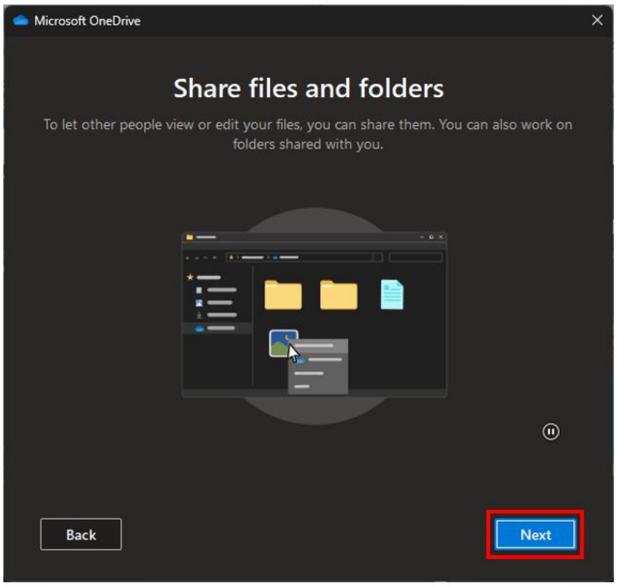


Microsoft OneDrive

Get to know your OneDrive

To add items, drag or move them into the OneDrive folder.

Next

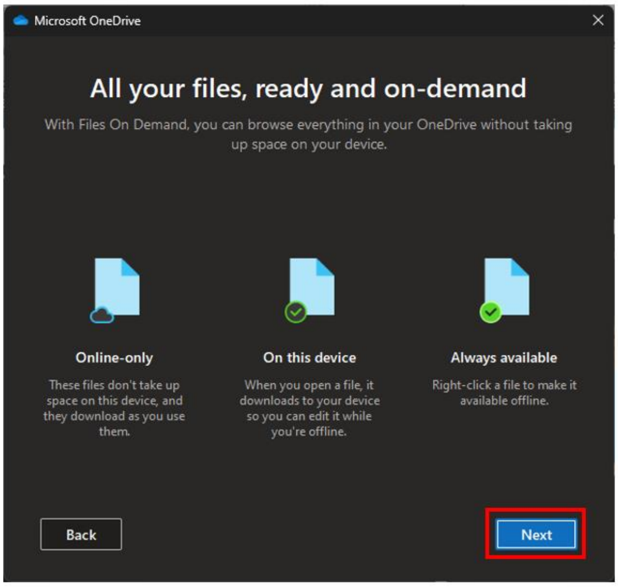


Microsoft OneDrive

Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.

Back
Next



Microsoft OneDrive

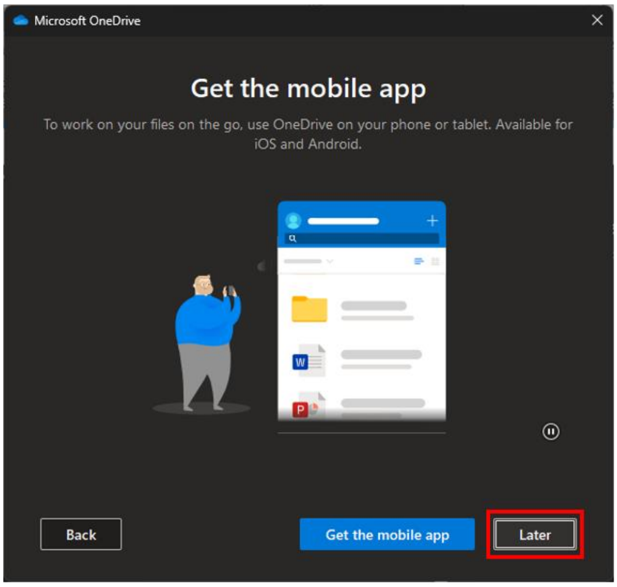
All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.

**Online-only**
These files don't take up space on this device, and they download as you use them.

**On this device**
When you open a file, it downloads to your device so you can edit it while you're offline.

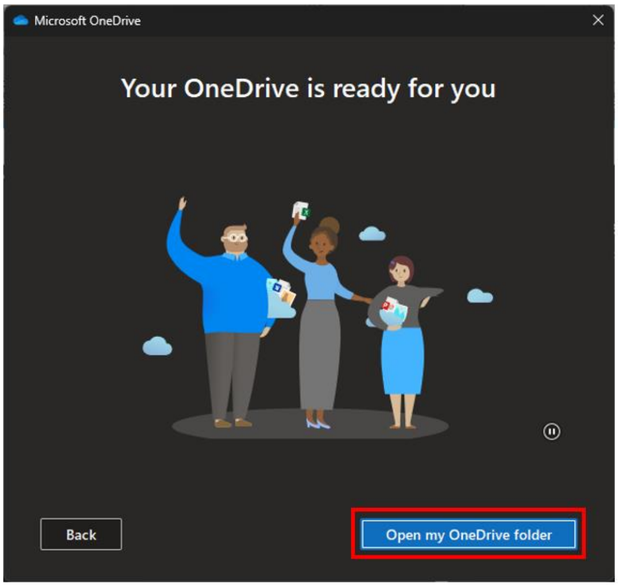
**Always available**
Right-click a file to make it available offline.


Microsoft OneDrive

Get the mobile app

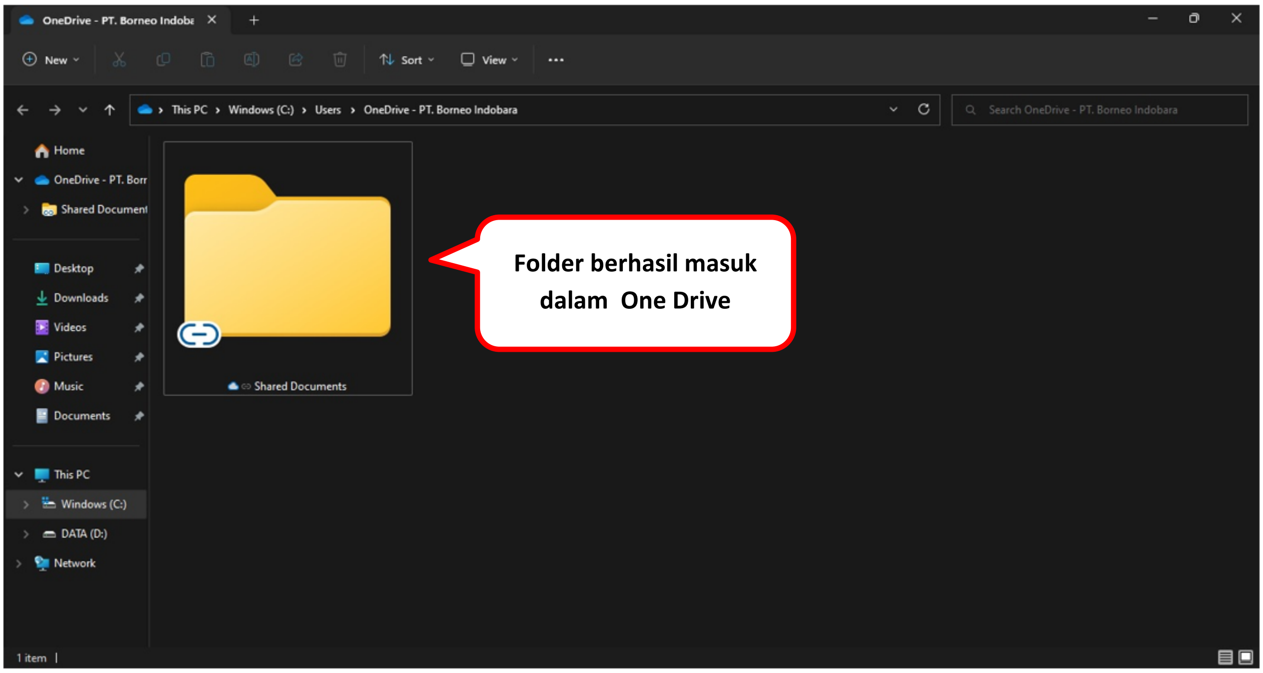
To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

Back
Get the mobile app
Later

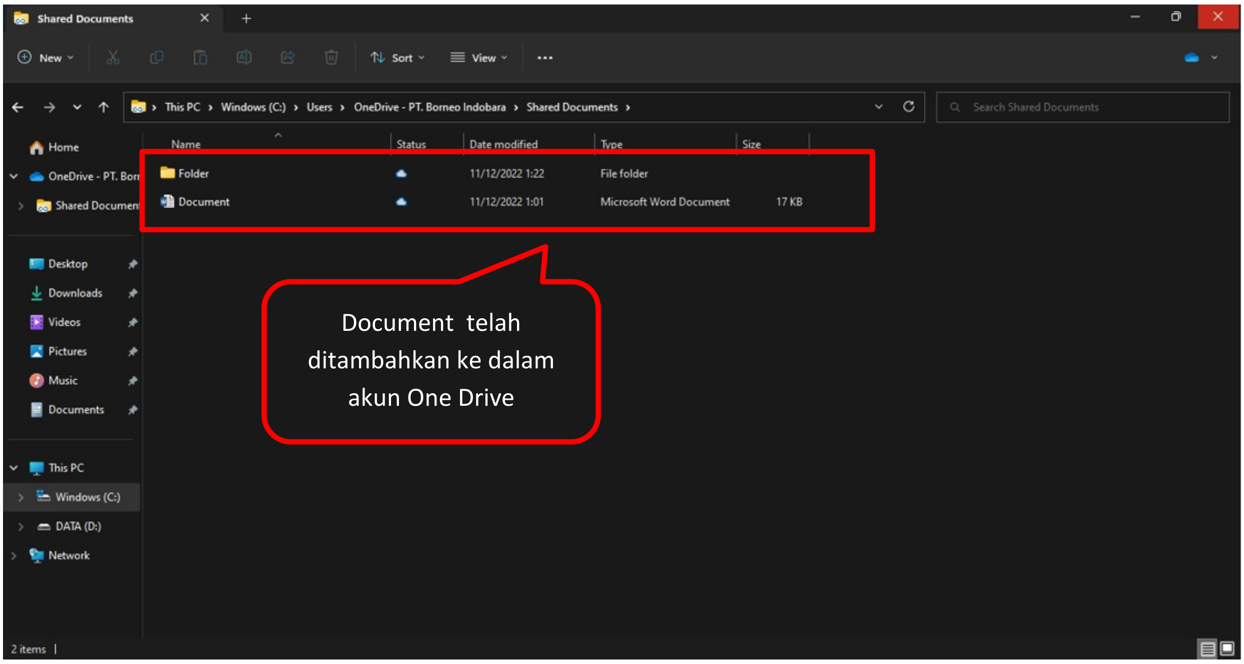

Microsoft OneDrive

Your OneDrive is ready for you

Back
Open my OneDrive folder


OneDrive - PT. Borneo Indoba
New
Sort
View
This PC › Windows (C:) › Users › OneDrive - PT. Borneo Indobara
Search OneDrive - PT. Borneo Indobara
Home
OneDrive - PT. Borr
Shared Document
Desktop
Downloads
Videos
Pictures
Music
Documents
This PC
Windows (C:)
DATA (D:)
Network
Shared Documents
1 item

Folder berhasil masuk dalam One Drive



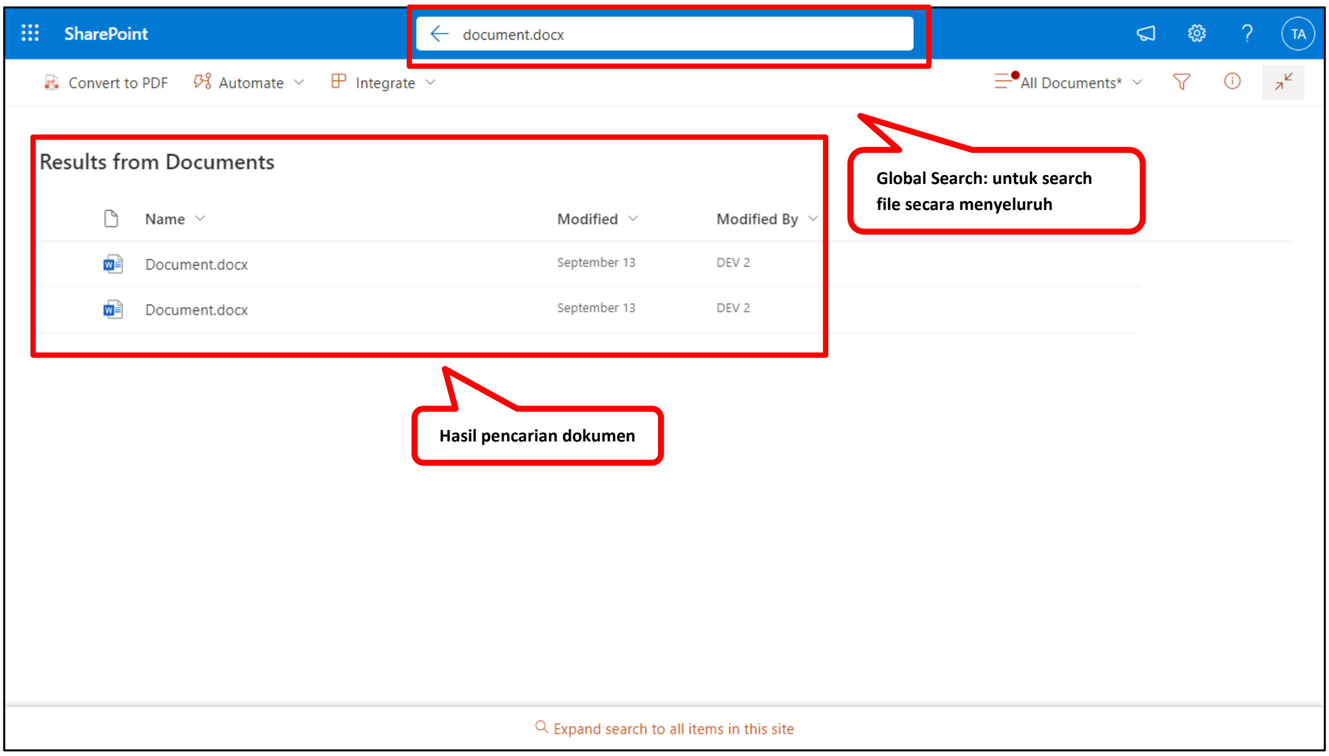
Shared Documents
New
Sort
View
This PC › Windows (C:) › Users › OneDrive - PT. Borneo Indobara › Shared Documents ›
Search Shared Documents
Home
OneDrive - PT. Born
Shared Documen
Desktop
Downloads
Videos
Pictures
Music
Documents
This PC
Windows (C:)
DATA (D:)
Network
2 items

| Name | Status | Date modified | Type | Size |
|---|---|---|---|---|
| Folder | ☁ | 11/12/2022 1:22 | File folder | |
| Document | ☁ | 11/12/2022 1:01 | Microsoft Word Document | 17 KB |

Document telah ditambahkan ke dalam akun One Drive

## 2.2.8 GLOBAL SEARCH

User Member dapat melakukan pencarian menggunakan **Global search** dimana berfungsi untuk mencari dokumen tanpa limitasi informasi berdasarkan metadata. User dapat melakukan pencarian pada Global search dengan **klik search bar (paling atas) yang tersedia pada halaman (site).**


SharePoint
document.docx
Convert to PDF
Automate
Integrate
All Documents*
TA
Expand search to all items in this site

Results from Documents

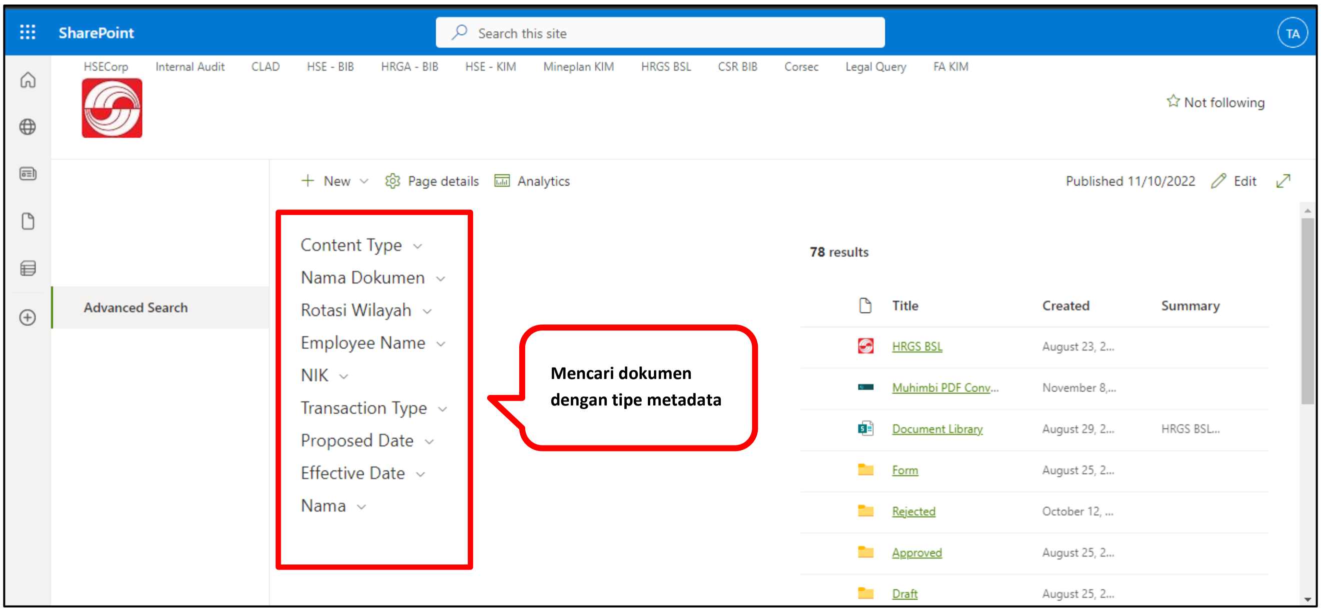
| Name | Modified | Modified By |
|---|---|---|
| Document.docx | September 13 | DEV 2 |
| Document.docx | September 13 | DEV 2 |

Global Search: untuk search file secara menyeluruh

Hasil pencarian dokumen

## 2.2.9 ADVANCE SEARCH

User Member dapat mencari suatu file pada halaman **advance search**. Pada halam ini, disediakan kemudahan pencarian data sesuai dengan metadata pada file tersebut (contoh: Content type, Nama dokumen, dll). User dapat mengaksesnya dengan cara **Klik Advance search (di Navigation bar sebelah kiri).**


SharePoint
Search this site
TA
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Not following
New
Page details
Analytics
Published 11/10/2022
Edit
Advanced Search
Content Type
Nama Dokumen
Rotasi Wilayah
Employee Name
NIK
Transaction Type
Proposed Date
Effective Date
Nama

Mencari dokumen dengan tipe metadata

78 results

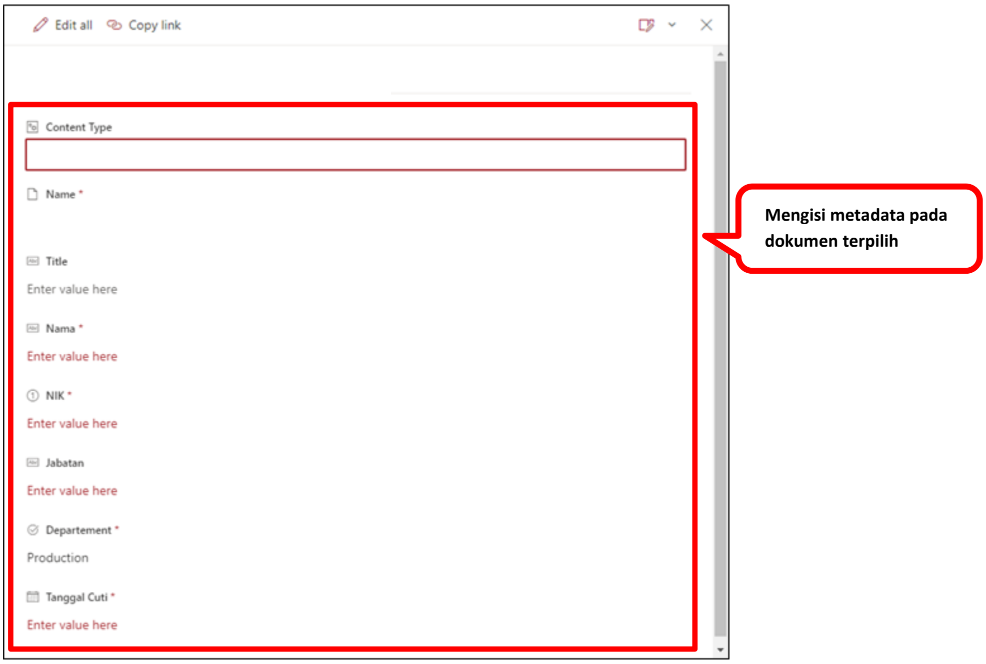
| Title | Created | Summary |
|---|---|---|
| HRGS BSL | August 23, 2... | |
| Muhimbi PDF Conv... | November 8,... | |
| Document Library | August 29, 2... | HRGS BSL... |
| Form | August 25, 2... | |
| Rejected | October 12, ... | |
| Approved | August 25, 2... | |
| Draft | August 25, 2... | |

## 2.3. APPROVAL

Approval merupakan feature untuk mendapatkan tanda Approval dokumen secara daring (online), lebih cepat, dan dapat dilakukan dimana pun dan kapan pun. Proses Approval dapat diakses dengan **membuka document library** yang ada di tiap modul. Pada sistem approval, ketika User Member sudah disesuaikan sebagai Approver, maka Approver akan menerima email untuk melakukan proses approval setelah User Member atau pun User Owner lain melakukan request approval.

### 2.3.1 PENGISIAN METADATA

User dapat melakukan request approval untuk dokumen kepada orang yang sudah diatur pada menu Matrix Approval untuk menyetujui suatu dokumen (Approver) sesuai dengan content type masing-masing. Untuk dapat menjalankan proses approval, **dokumen harus berisi metadata terlebih dahulu**. Proses pengisian metadata dapat diakses pada point 2.2.1



Content Type

Name *

Title
Enter value here

Nama *
Enter value here

NIK *
Enter value here

Jabatan
Enter value here

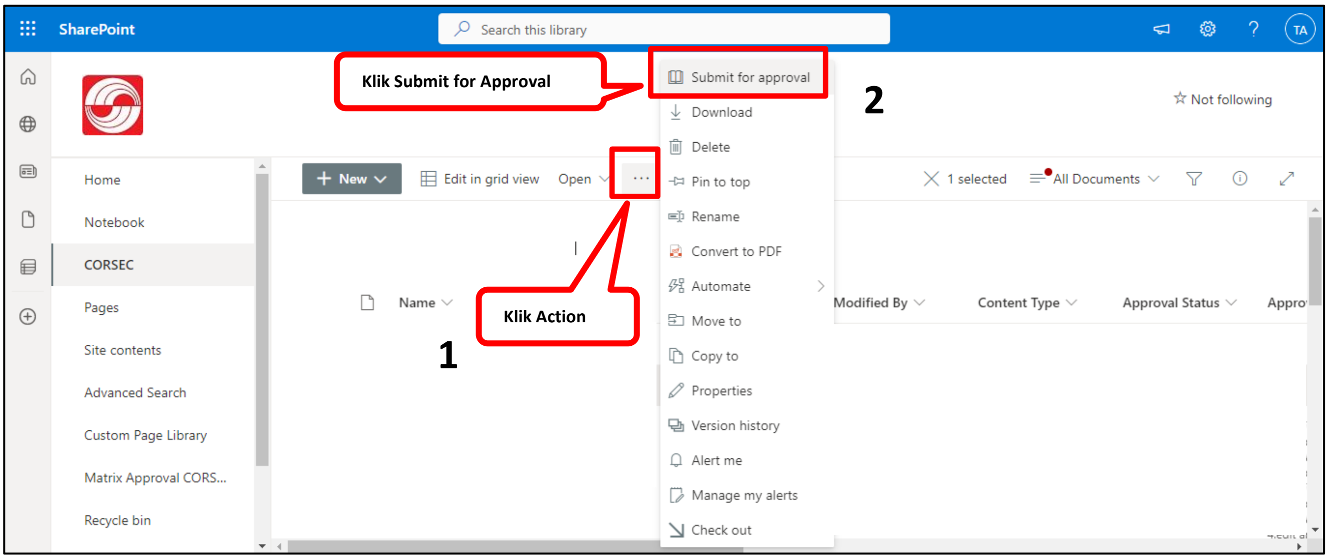
Departement *
Production

Tanggal Cuti *
Enter value here

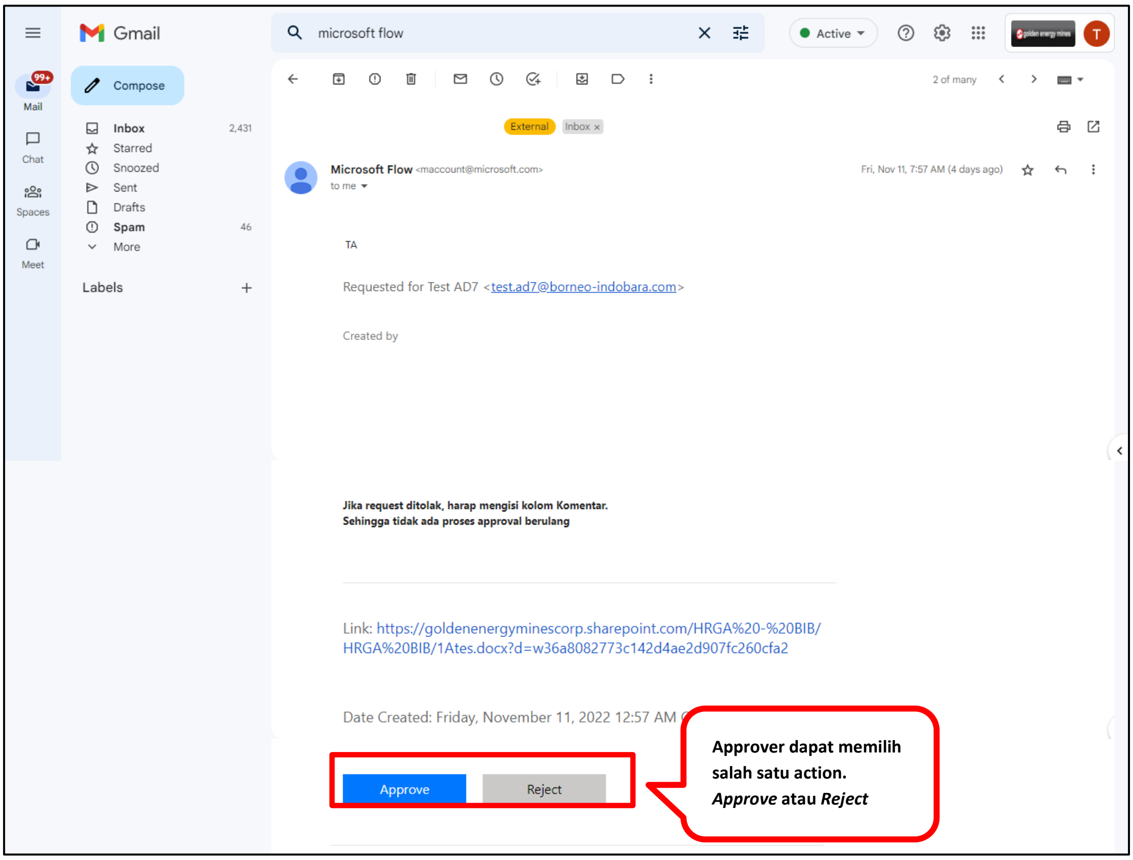
Mengisi metadata pada dokumen terpilih

### 2.3.2 PROSES APPROVAL

Setelah metadata terisi, user dapat menjalankan proses approval dengan cara **klik file > Action (titik tiga) > Submit to Approval**.


SharePoint
Search this library
Klik Submit for Approval
Submit for approval
Download
Delete
Pin to top
Rename
Convert to PDF
Automate
Move to
Copy to
Properties
Version history
Alert me
Manage my alerts
Check out
2
Not following
Home
Notebook
CORSEC
Pages
Site contents
Advanced Search
Custom Page Library
Matrix Approval CORS...
Recycle bin
New
Edit in grid view
Open
1 selected
All Documents
Name
Klik Action
1
Modified By
Content Type
Approval Status

Lalu akan muncul email permintaan Approval kepada email Approver.


Gmail
microsoft flow
Active
Compose
Inbox
2,431
Starred
Snoozed
Sent
Drafts
Spam
46
More
Labels
Mail
Chat
Spaces
Meet
2 of many
External
Inbox
Microsoft Flow <maccount@microsoft.com>
to me
Fri, Nov 11, 7:57 AM (4 days ago)

TA

Requested for Test AD7 <test.ad7@borneo-indobara.com>

Created by

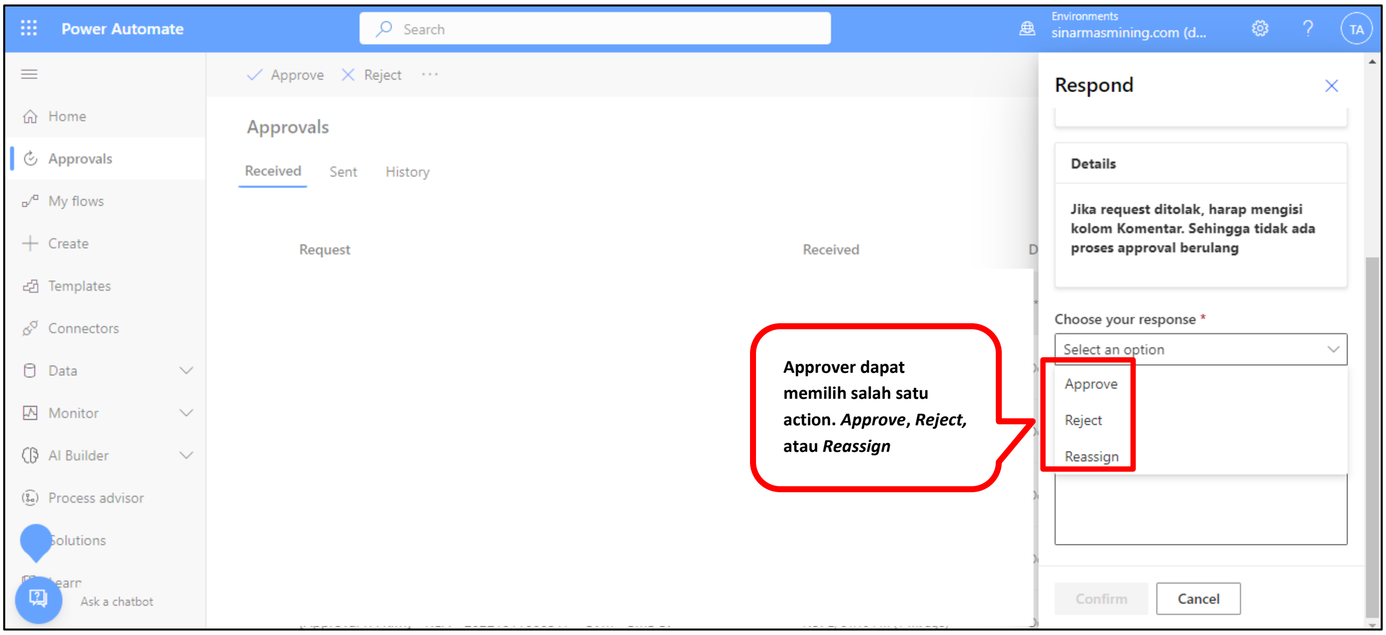
**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HRGA%20-%20BIB/HRGA%20BIB/1Ates.docx?d=w36a8082773c142d4ae2d907fc260cfa2

Date Created: Friday, November 11, 2022 12:57 AM

Approve
Reject
Approver dapat memilih salah satu action. Approve atau Reject

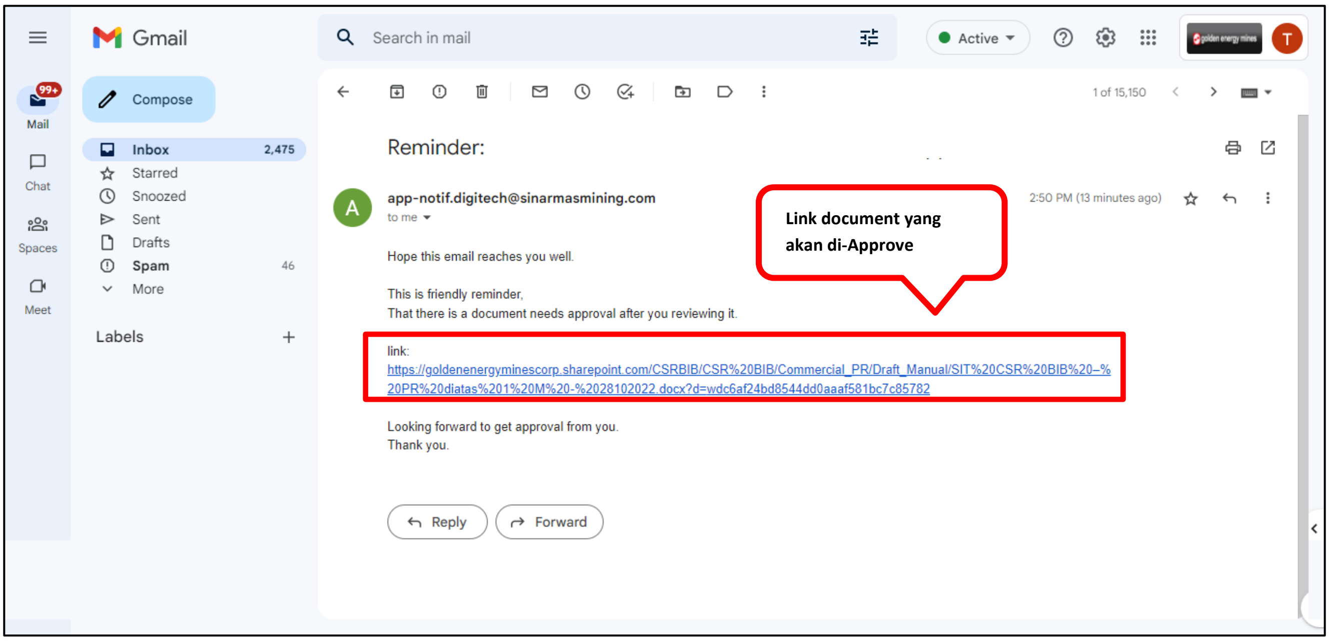
Selanjutnya Approver akan dialihkan ke halaman power automate klik salah satu action Approve / Reject, dimana Approver dapat melakukan action Approve, Reject atau Reassign.


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approve
Reject
Approvals
Received
Sent
History
Request
Received
Respond
Details
Choose your response *
Select an option
Approve
Reject
Reassign
Confirm
Cancel

Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang

Approver dapat memilih salah satu action. *Approve*, *Reject*, atau *Reassign*

Apabila Approver belum memberikan tanggapan (Approve, Reject, Reassign) pada suatu dokumen, maka sistem akan mengirimkan email reminder kepada user yang bersangkutan beserta dengan link untuk document.


Gmail
Search in mail
Active
Compose
Mail
99+
Chat
Spaces
Meet
Inbox 2,475
Starred
Snoozed
Sent
Drafts
Spam 46
More
Labels
1 of 15,150
Reply
Forward

Reminder:

app-notif.digitech@sinarmasmining.com
to me
2:50 PM (13 minutes ago)

Hope this email reaches you well.

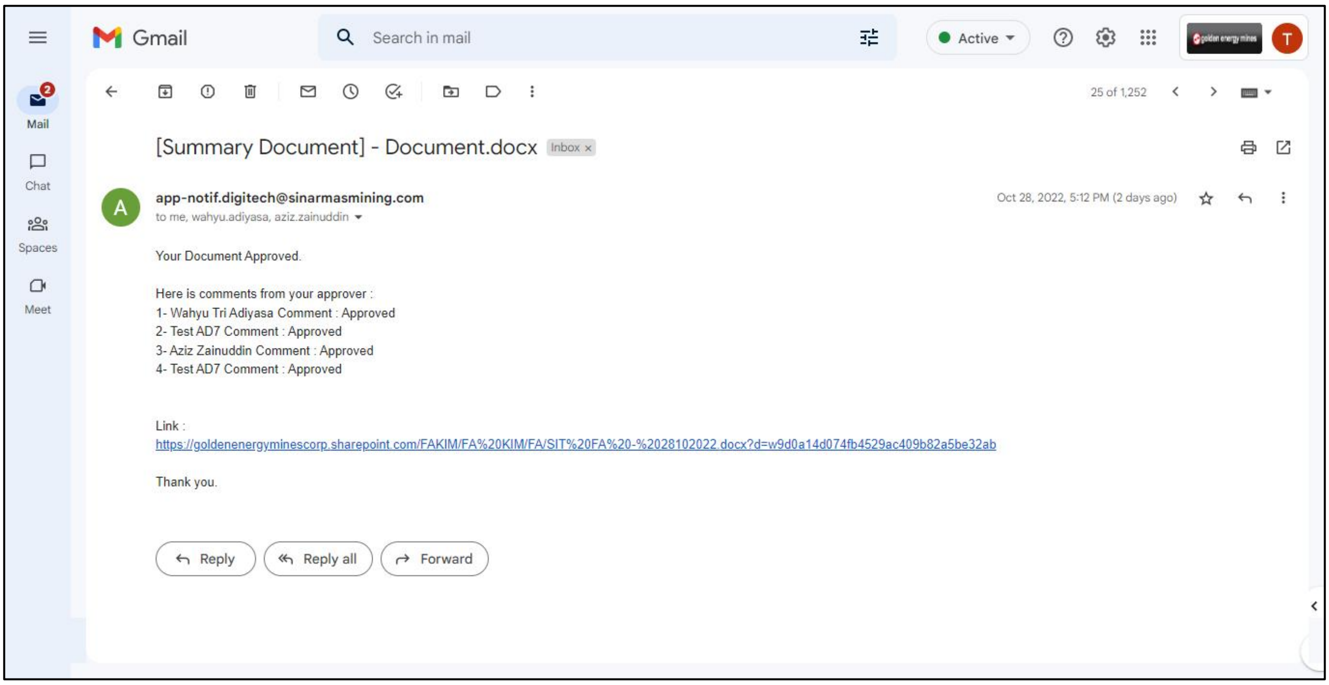
This is friendly reminder,
That there is a document needs approval after you reviewing it.

link:
https://goldenenergyminescorp.sharepoint.com/CSRBIB/CSR%20BIB/Commercial_PR/Draft_Manual/SIT%20CSR%20BIB%20–%20PR%20diatas%201%20M%20-%2028102022.docx?d=wdc6af24bd8544dd0aaaf581bc7c85782

Looking forward to get approval from you.
Thank you.

Link document yang akan di-Approve

Setelah proses approval selesai, maka requestor akan mendapatkan email pemberitahuan summary approval yang bersisikan status approval beserta link untuk document bersangkutan.



[Summary Document] - Document.docx

app-notif.digitech@sinarmasmining.com
to me, wahyu.adiyasa, aziz.zainuddin
Oct 28, 2022, 5:12 PM (2 days ago)

Your Document Approved.

Here is comments from your approver :
1- Wahyu Tri Adiyasa Comment : Approved
2- Test AD7 Comment : Approved
3- Aziz Zainuddin Comment : Approved
4- Test AD7 Comment : Approved

Link :
https://goldenenergyminescorp.sharepoint.com/FAKIM/FA%20KIM/FA/SIT%20FA%20-%2028102022.docx?d=w9d0a14d074fb4529ac409b82a5be32ab

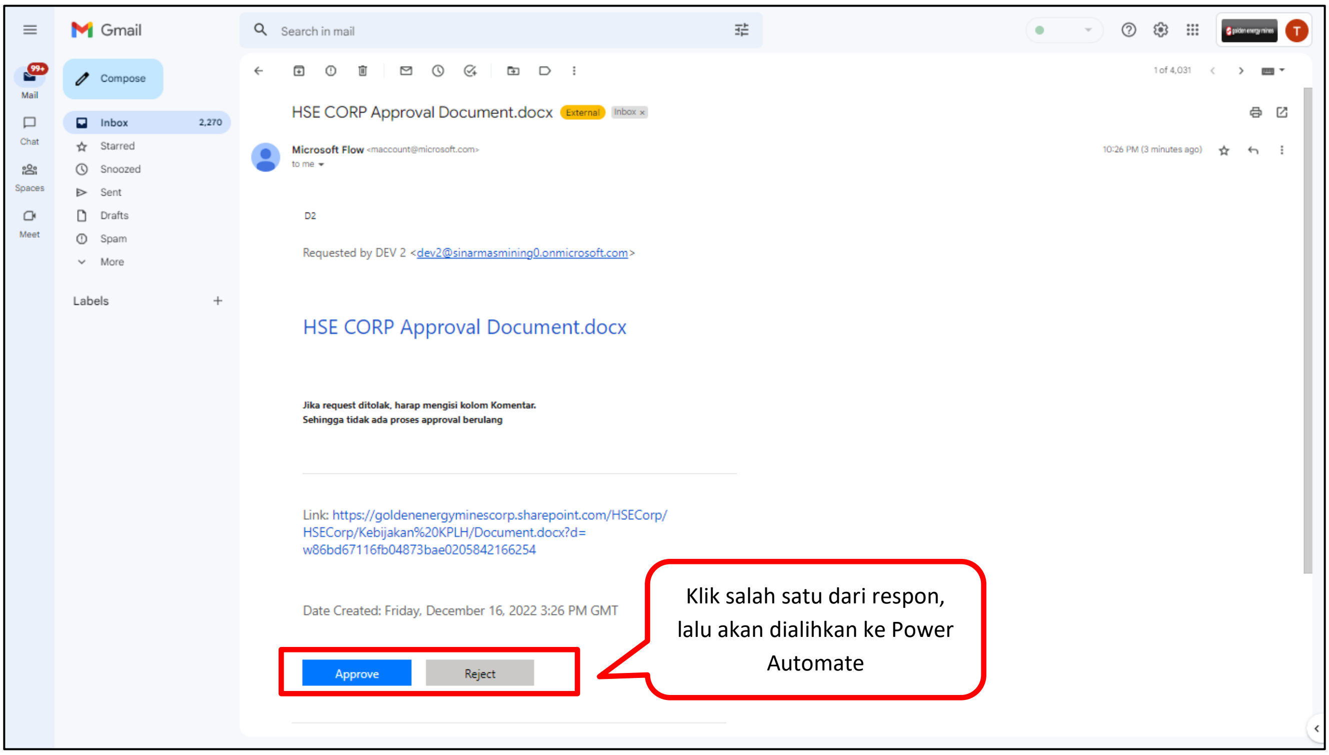
Thank you.

Respon terhadap document akan dijelaskan sebagai berikut:

- **Approve** : Apabila Approver menekan tombol Approve, maka dokumen akan dilanjutkan ke level Approval berikutnya
- **Reject** : Apabila Approver menekan tombol Reject, maka dokumen akan berhenti sirkulasi. Untuk Reject, Approver **harus meninggalkan notes**. Apabila tidak (Reject tanpa komen), maka proses approval akan looping (email approval) akan masuk lagi ke email Approver.
- **Reassign** : Apabila Approver menekan tombol Reassign, maka Approver akan memberikan kewenangannya kepada orang lain (add email).

### 2.3.2.1. APPROVE

User akan menerima email permintaan Approval sebagai berikut;


Gmail
Compose
Inbox 2,270
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Search in mail
1 of 4,031
External
Inbox

HSE CORP Approval Document.docx

**Microsoft Flow** <maccount@microsoft.com>
to me
10:26 PM (3 minutes ago)

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document.docx

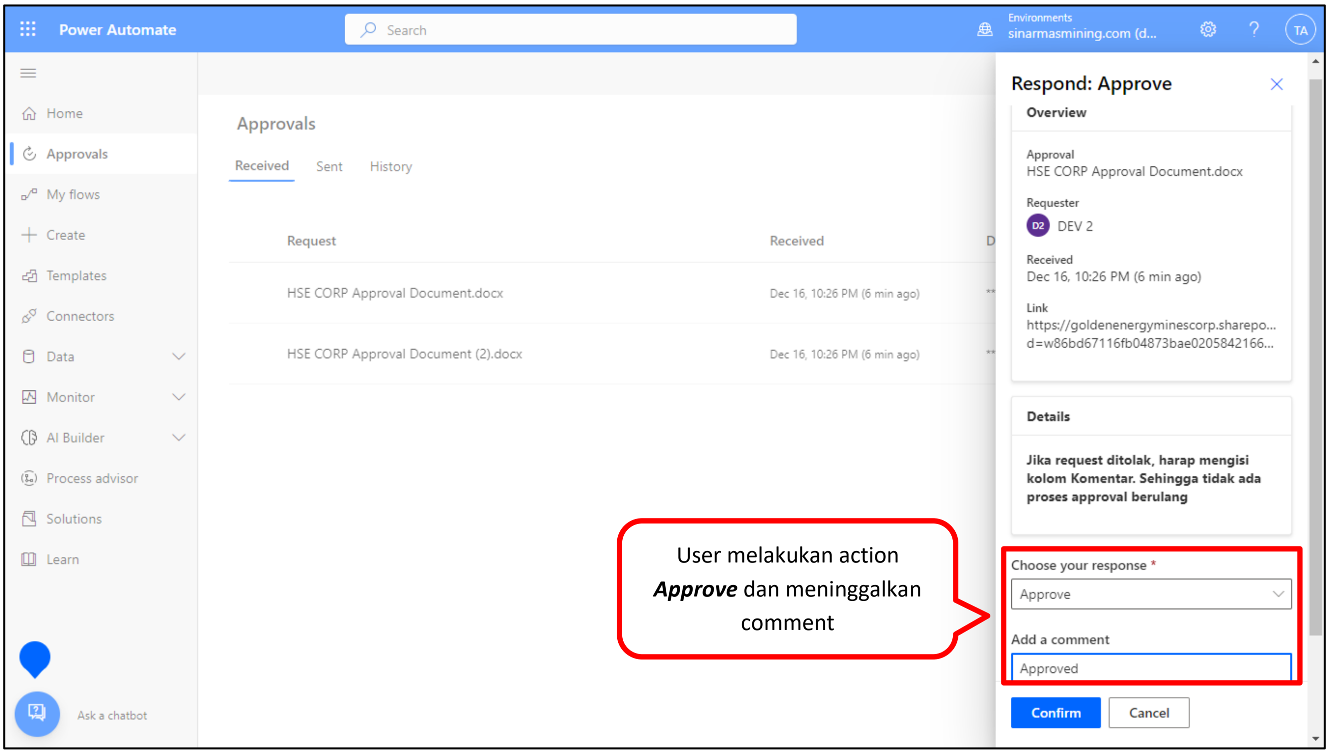
**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document.docx?d=w86bd67116fb04873bae0205842166254

Date Created: Friday, December 16, 2022 3:26 PM GMT

Approve Reject

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate


Power Automate
Search
Environments
sinarmasmining.com (d...
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot

Approvals

Received Sent History

| Request | Received |
|---|---|
| HSE CORP Approval Document.docx | Dec 16, 10:26 PM (6 min ago) |
| HSE CORP Approval Document (2).docx | Dec 16, 10:26 PM (6 min ago) |

Respond: Approve

Overview

Approval
HSE CORP Approval Document.docx

Requester
D2 DEV 2

Received
Dec 16, 10:26 PM (6 min ago)

Link
https://goldenenergyminescorp.sharepo...
d=w86bd67116fb04873bae0205842166...

Details

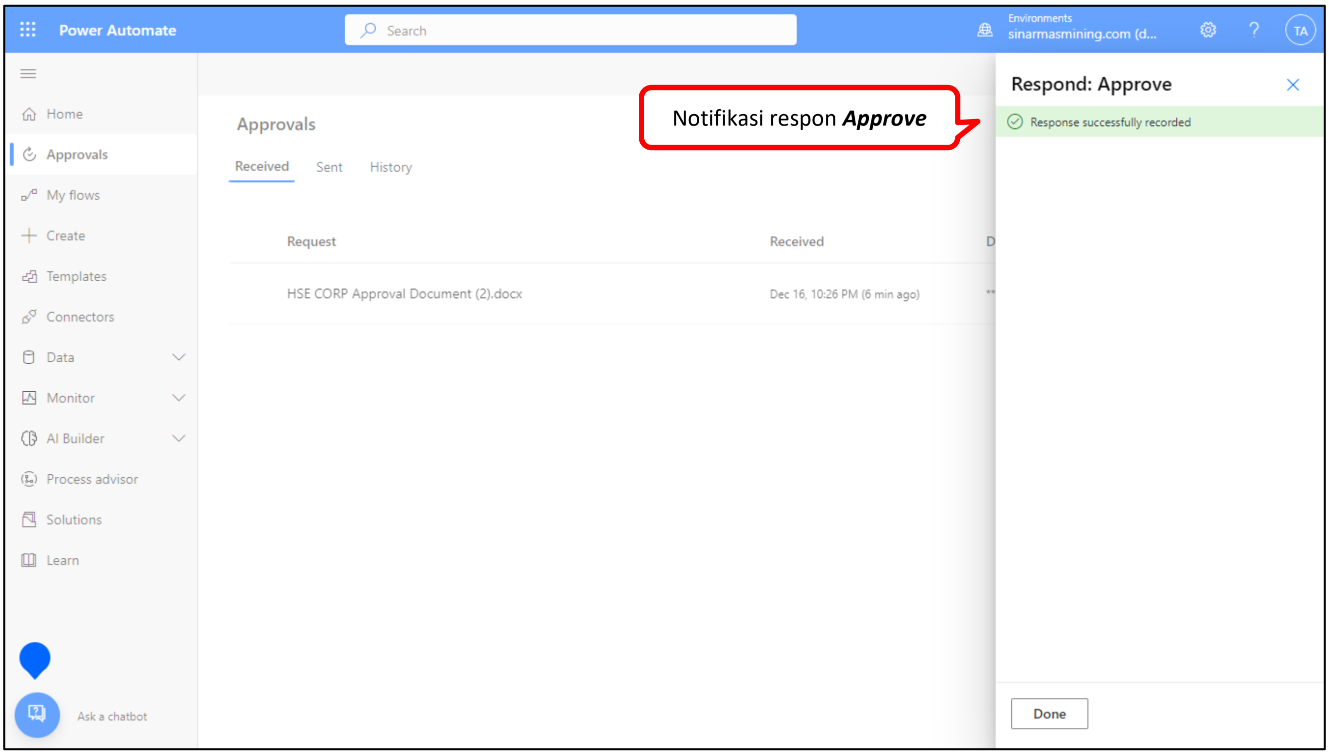
**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *: Approve

Add a comment: Approved

Confirm Cancel

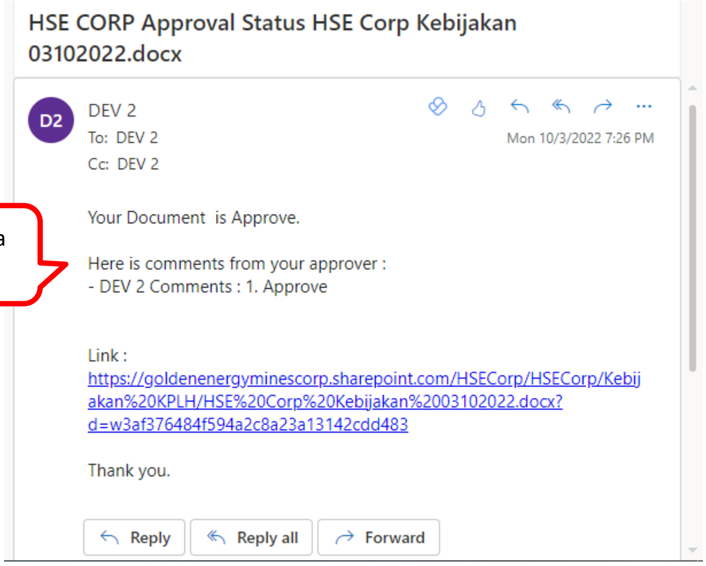
User melakukan action ***Approve*** dan meninggalkan comment


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Request
Received
D
Respond: Approve
Done

| Request | Received |
|---|---|
| HSE CORP Approval Document (2).docx | Dec 16, 10:26 PM (6 min ago) |

Response successfully recorded

Notifikasi respon ***Approve***


D2
Reply
Reply all
Forward

HSE CORP Approval Status HSE Corp Kebijakan 03102022.docx

DEV 2
To: DEV 2
Cc: DEV 2
Mon 10/3/2022 7:26 PM

Your Document is Approve.

Here is comments from your approver :
- DEV 2 Comments : 1. Approve

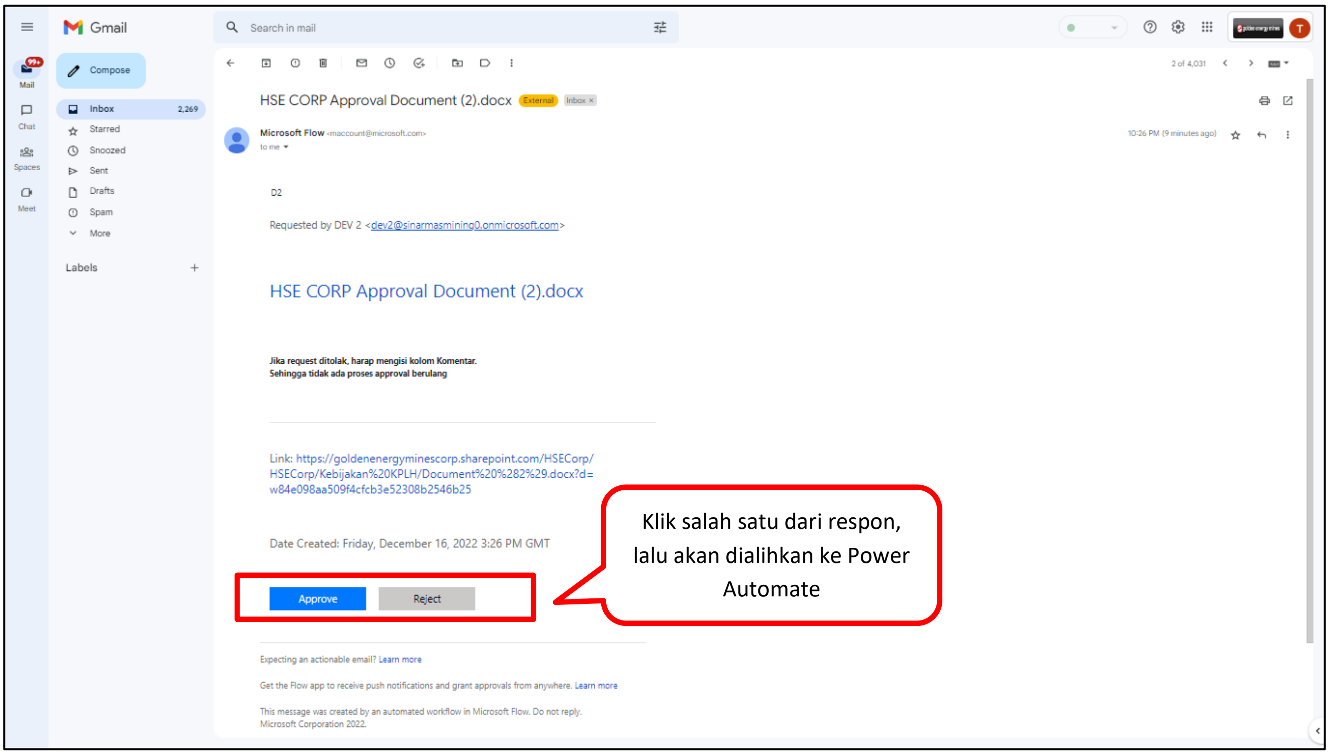
Link :
https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/HSE%20Corp%20Kebijakan%2003102022.docx?d=w3af376484f594a2c8a23a13142cdd483

Thank you.

Email summary Approval bahwa document telah di ***Approve***

### 2.3.2.2. REJECT

User akan menerima email permintaan Approval sebagai berikut;



Gmail
Compose
Inbox 2,269
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Search in mail

HSE CORP Approval Document (2).docx External Inbox ×

**Microsoft Flow** <maccount@microsoft.com>
to me

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document (2).docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document%20%282%29.docx?d=w84e098aa509f4cfcb3e52308b2546b25

Date Created: Friday, December 16, 2022 3:26 PM GMT

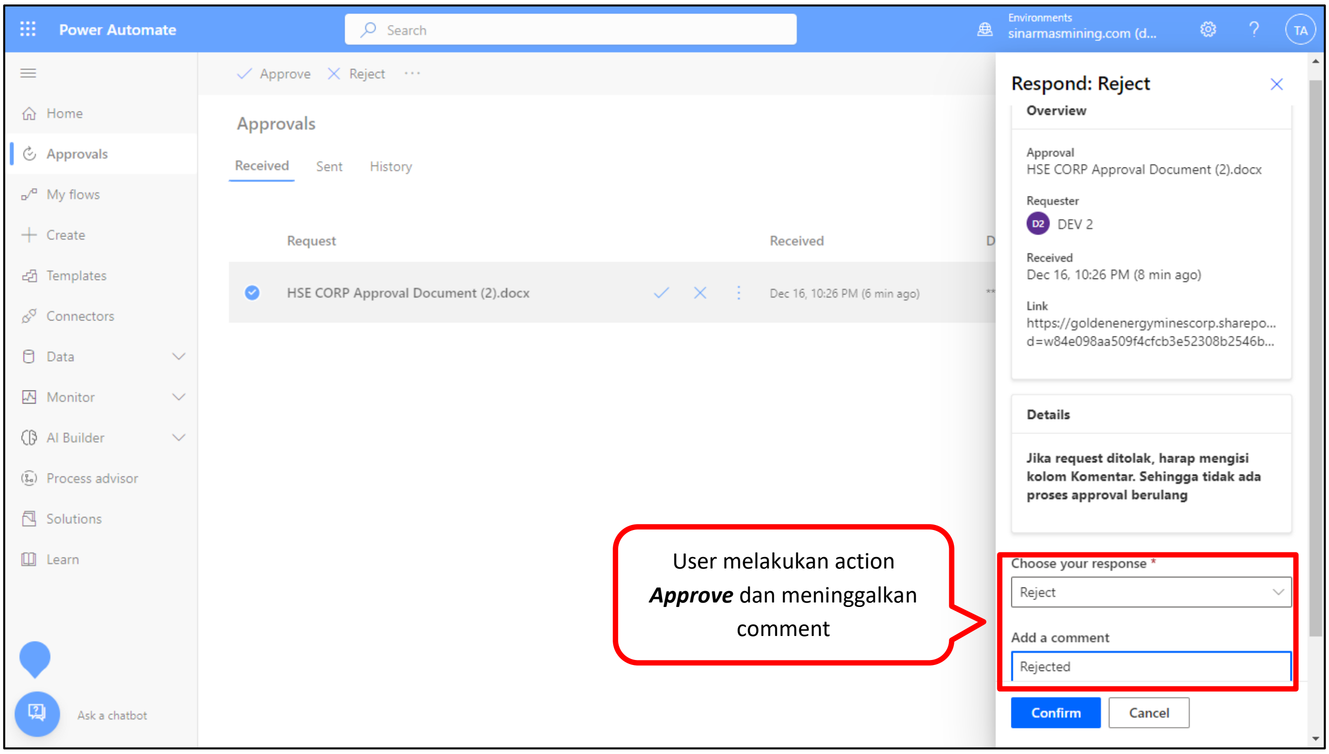
Approve | Reject

Expecting an actionable email? Learn more

Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more

This message was created by an automated workflow in Microsoft Flow. Do not reply.
Microsoft Corporation 2022.

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate



Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approve
Reject

Approvals

Received | Sent | History

| Request | Received |
|---|---|
| HSE CORP Approval Document (2).docx | Dec 16, 10:26 PM (6 min ago) |

**Respond: Reject**

**Overview**

Approval
HSE CORP Approval Document (2).docx

Requester
DEV 2

Received
Dec 16, 10:26 PM (8 min ago)

Link
https://goldenenergyminescorp.sharepo...
d=w84e098aa509f4cfcb3e52308b2546b...

**Details**

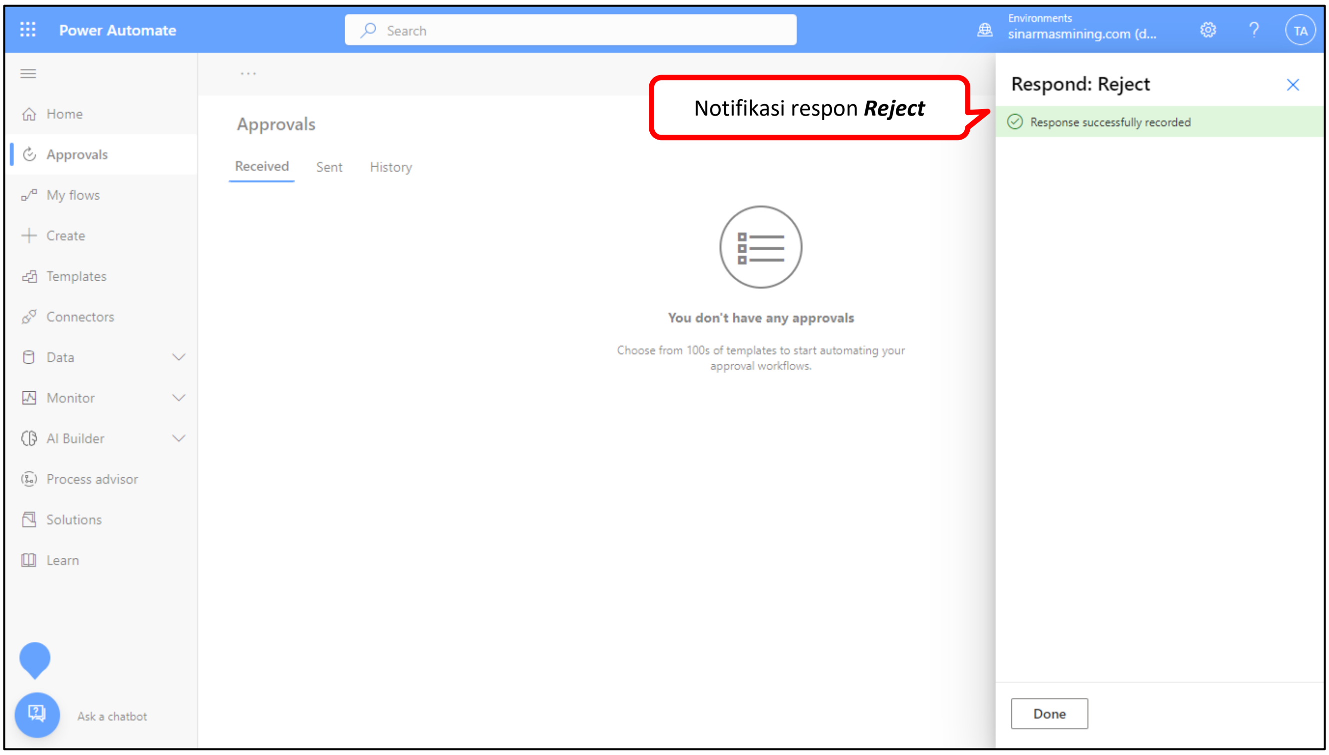
**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *
Reject

Add a comment
Rejected

Confirm | Cancel

User melakukan action ***Approve*** dan meninggalkan comment


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Done

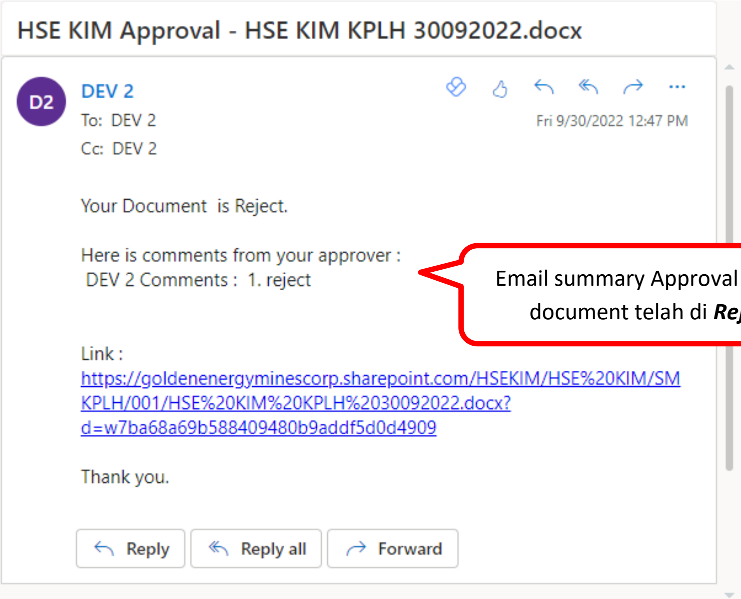
Respond: Reject

Response successfully recorded

You don't have any approvals

Choose from 100s of templates to start automating your approval workflows.

Notifikasi respon ***Reject***


D2
Reply
Reply all
Forward

HSE KIM Approval - HSE KIM KPLH 30092022.docx

DEV 2
To: DEV 2
Cc: DEV 2
Fri 9/30/2022 12:47 PM

Your Document is Reject.

Here is comments from your approver :
DEV 2 Comments : 1. reject

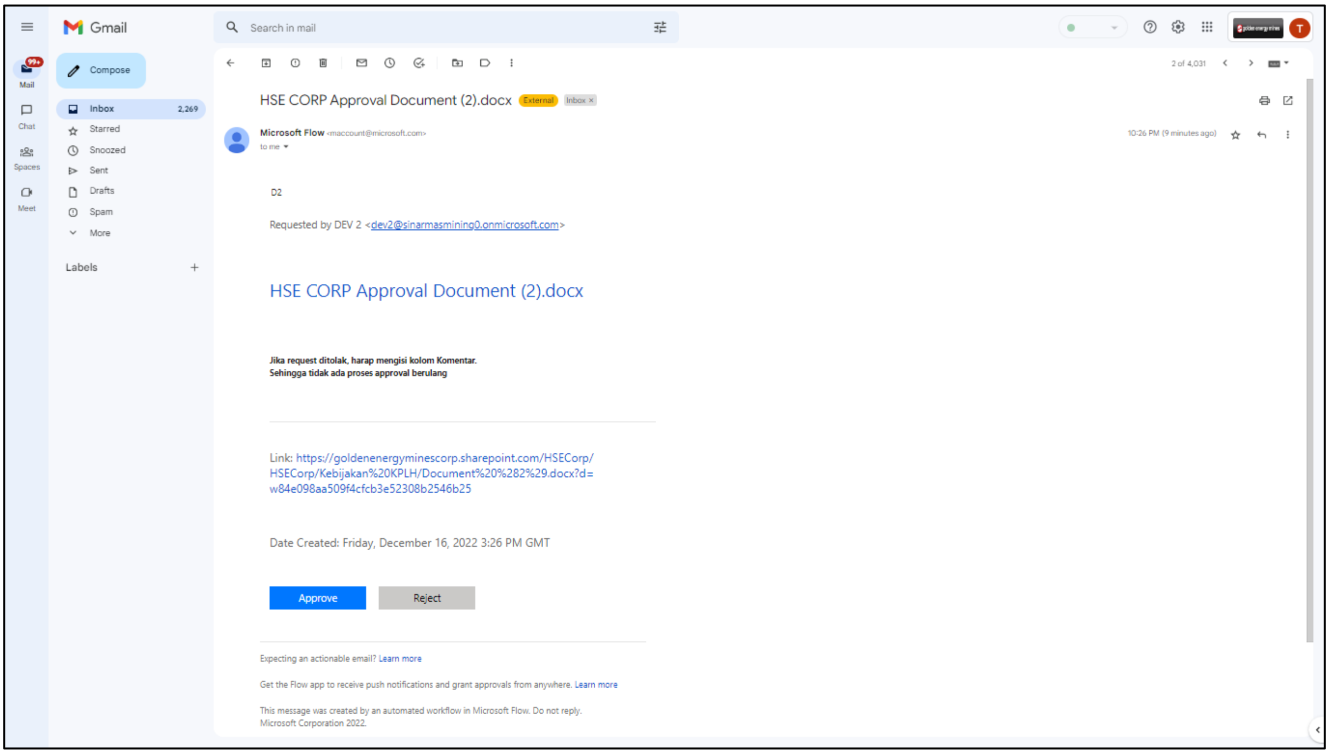
Link :
https://goldenenergyminescorp.sharepoint.com/HSEKIM/HSE%20KIM/SMKPLH/001/HSE%20KIM%20KPLH%2030092022.docx?d=w7ba68a69b588409480b9addf5d0d4909

Thank you.

Email summary Approval bahwa document telah di ***Reject***

### 2.3.2.3. REJECT TANPA KOMEN

User akan menerima email permintaan Approval sebagai berikut;


Gmail
Search in mail
Compose
Mail
Chat
Spaces
Meet
Inbox 2,269
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
2 of 4,031
External
Inbox ×
10:26 PM (9 minutes ago)

HSE CORP Approval Document (2).docx

Microsoft Flow <maccount@microsoft.com>
to me

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document (2).docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document%20%282%29.docx?d=w84e098aa509f4cfcb3e52308b2546b25

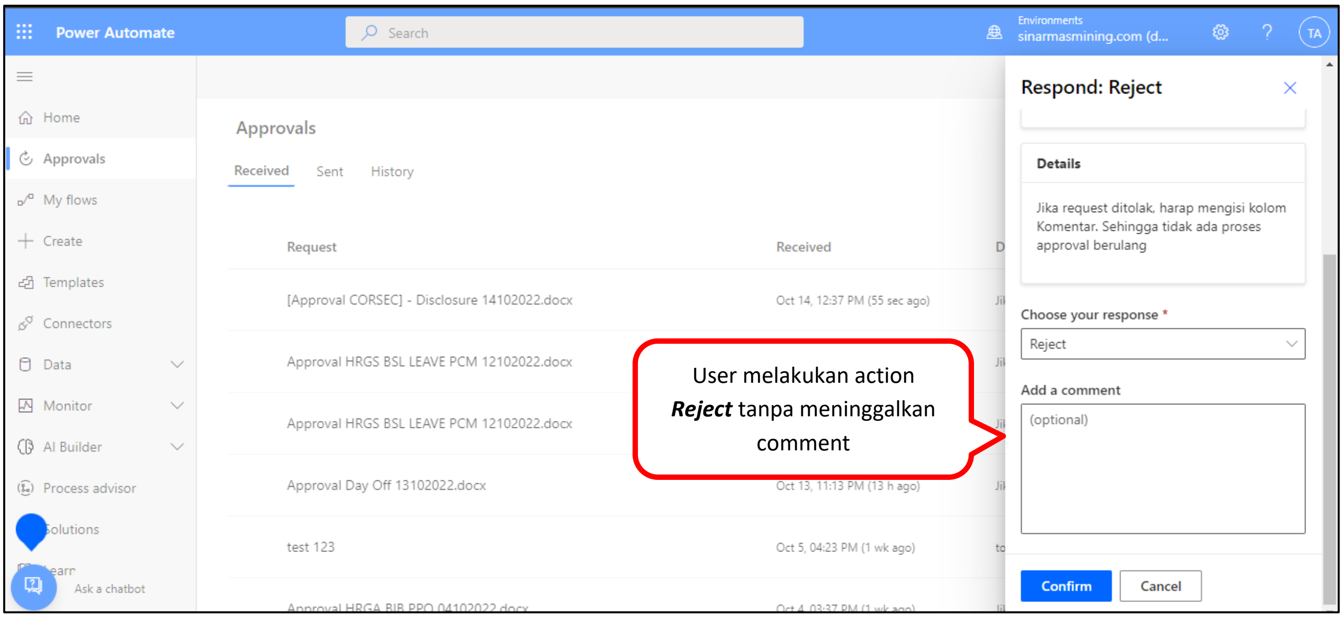
Date Created: Friday, December 16, 2022 3:26 PM GMT

Approve Reject

Expecting an actionable email? Learn more

Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more

This message was created by an automated workflow in Microsoft Flow. Do not reply.
Microsoft Corporation 2022.


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Received
Sent
History

Approvals

| Request | Received |
|---|---|
| [Approval CORSEC] - Disclosure 14102022.docx | Oct 14, 12:37 PM (55 sec ago) |
| Approval HRGS BSL LEAVE PCM 12102022.docx | |
| Approval HRGS BSL LEAVE PCM 12102022.docx | |
| Approval Day Off 13102022.docx | Oct 13, 11:13 PM (13 h ago) |
| test 123 | Oct 5, 04:23 PM (1 wk ago) |
| Approval HRGA BIB PPO 04102022.docx | Oct 4, 03:37 PM (1 wk ago) |

Respond: Reject

**Details**

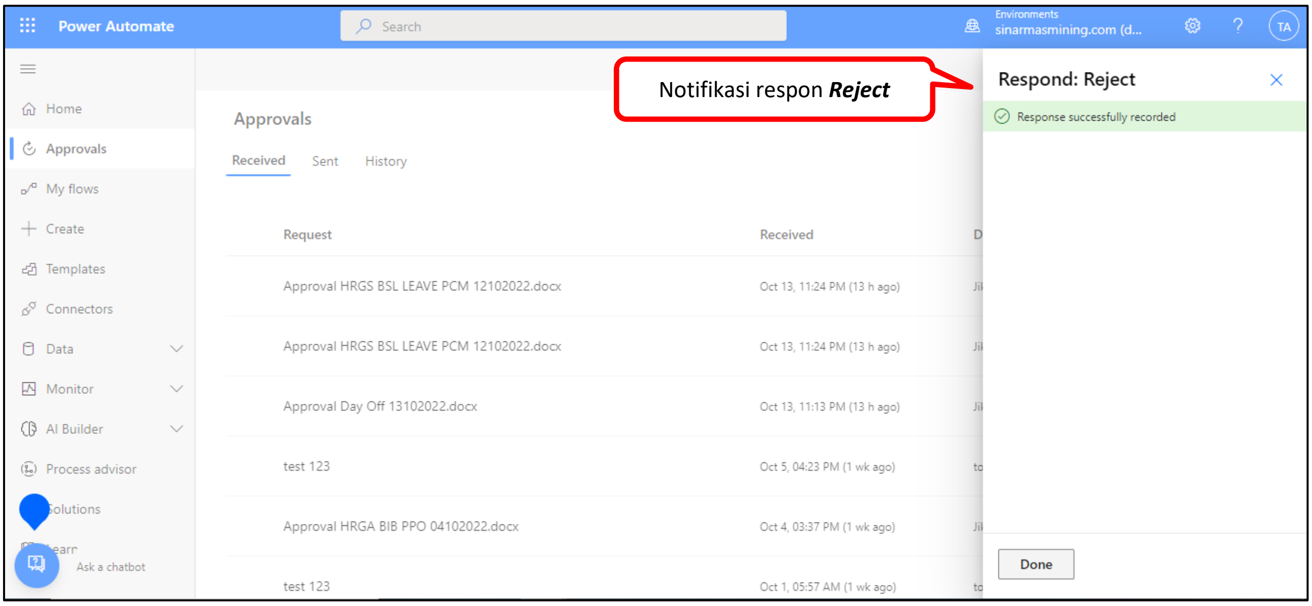
Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang

Choose your response *
Reject

Add a comment
(optional)

Confirm Cancel

User melakukan action ***Reject*** tanpa meninggalkan comment



Notifikasi respon ***Reject***

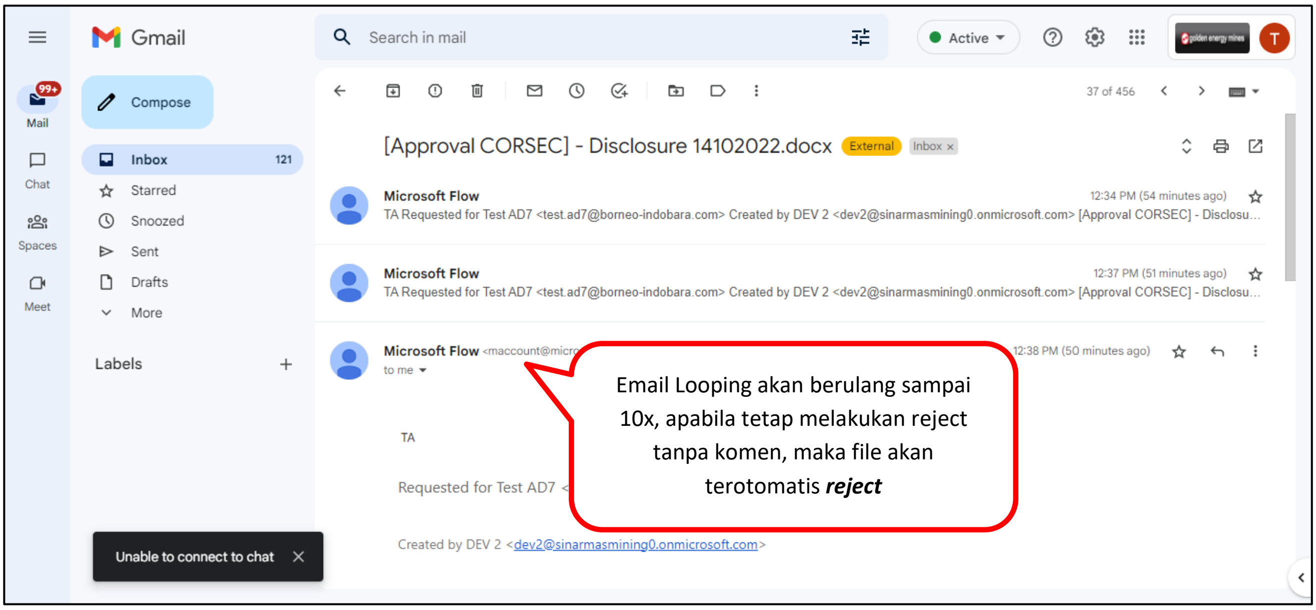
Respond: Reject

Response successfully recorded

| Request | Received |
|---|---|
| Approval HRGS BSL LEAVE PCM 12102022.docx | Oct 13, 11:24 PM (13 h ago) |
| Approval HRGS BSL LEAVE PCM 12102022.docx | Oct 13, 11:24 PM (13 h ago) |
| Approval Day Off 13102022.docx | Oct 13, 11:13 PM (13 h ago) |
| test 123 | Oct 5, 04:23 PM (1 wk ago) |
| Approval HRGA BIB PPO 04102022.docx | Oct 4, 03:37 PM (1 wk ago) |
| test 123 | Oct 1, 05:57 AM (1 wk ago) |

Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Done

Ketika user melakukan action reject tanpa comment maka user akan medapatkan email notification yang berisi email permintaan kembali untuk proses approval.



[Approval CORSEC] - Disclosure 14102022.docx

Microsoft Flow — 12:34 PM (54 minutes ago)
TA Requested for Test AD7 <test.ad7@borneo-indobara.com> Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com> [Approval CORSEC] - Disclosu...

Microsoft Flow — 12:37 PM (51 minutes ago)
TA Requested for Test AD7 <test.ad7@borneo-indobara.com> Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com> [Approval CORSEC] - Disclosu...

Microsoft Flow <maccount@micro... — 12:38 PM (50 minutes ago)
to me

TA

Requested for Test AD7 <

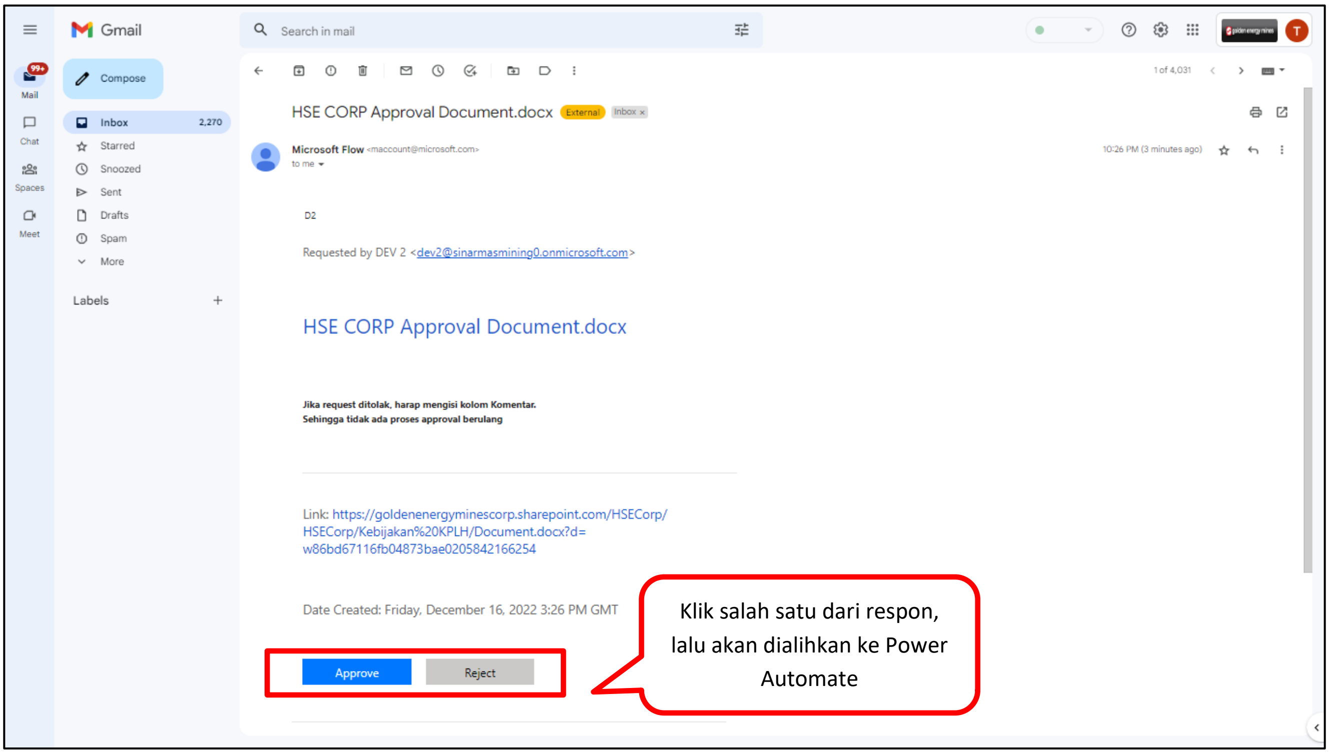
Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

Email Looping akan berulang sampai 10x, apabila tetap melakukan reject tanpa komen, maka file akan terotomatis ***reject***

Gmail
Search in mail
Active
Mail
99+
Chat
Spaces
Meet
Compose
Inbox 121
Starred
Snoozed
Sent
Drafts
More
Labels
37 of 456
External
Inbox
Unable to connect to chat

## 2.3.2.4. REASSIGN

User akan menerima email sebagai berikut:


Gmail
Search in mail
Compose
Mail
Chat
Spaces
Meet
Inbox 2,270
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
1 of 4,031

HSE CORP Approval Document.docx External Inbox ×

Microsoft Flow <maccount@microsoft.com>
to me

10:26 PM (3 minutes ago)

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document.docx

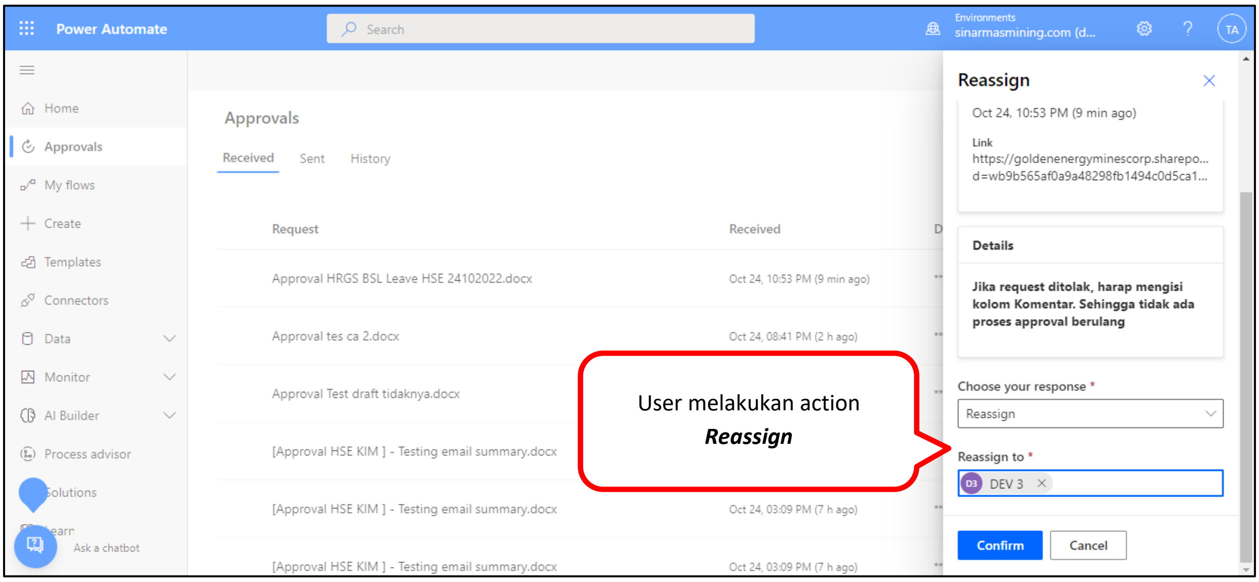
**Jika request ditolak, harap mengisi kolom Komentar.
Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document.docx?d=w86bd67116fb04873bae0205842166254

Date Created: Friday, December 16, 2022 3:26 PM GMT

Approve | Reject

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate


Power Automate
Search
Environments
sinarmasmining.com (d...
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot

Approvals

Received | Sent | History

| Request | Received |
|---|---|
| Approval HRGS BSL Leave HSE 24102022.docx | Oct 24, 10:53 PM (9 min ago) |
| Approval tes ca 2.docx | Oct 24, 08:41 PM (2 h ago) |
| Approval Test draft tidaknya.docx | |
| [Approval HSE KIM ] - Testing email summary.docx | |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |

Reassign

Oct 24, 10:53 PM (9 min ago)

Link
https://goldenenergyminescorp.sharepo... d=wb9b565af0a9a48298fb1494c0d5ca1...

Details

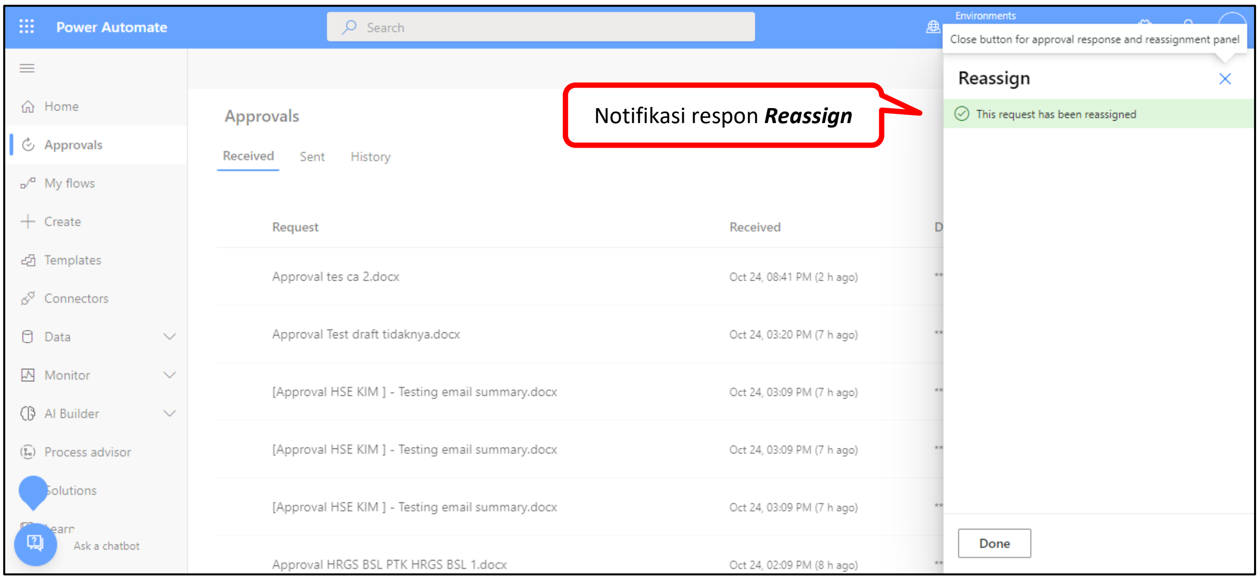
**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *: Reassign

Reassign to *: DEV 3

Confirm | Cancel

User melakukan action ***Reassign***


Power Automate
Search
Environments
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Received
Sent
History
Done

Close button for approval response and reassignment panel

Notifikasi respon ***Reassign***

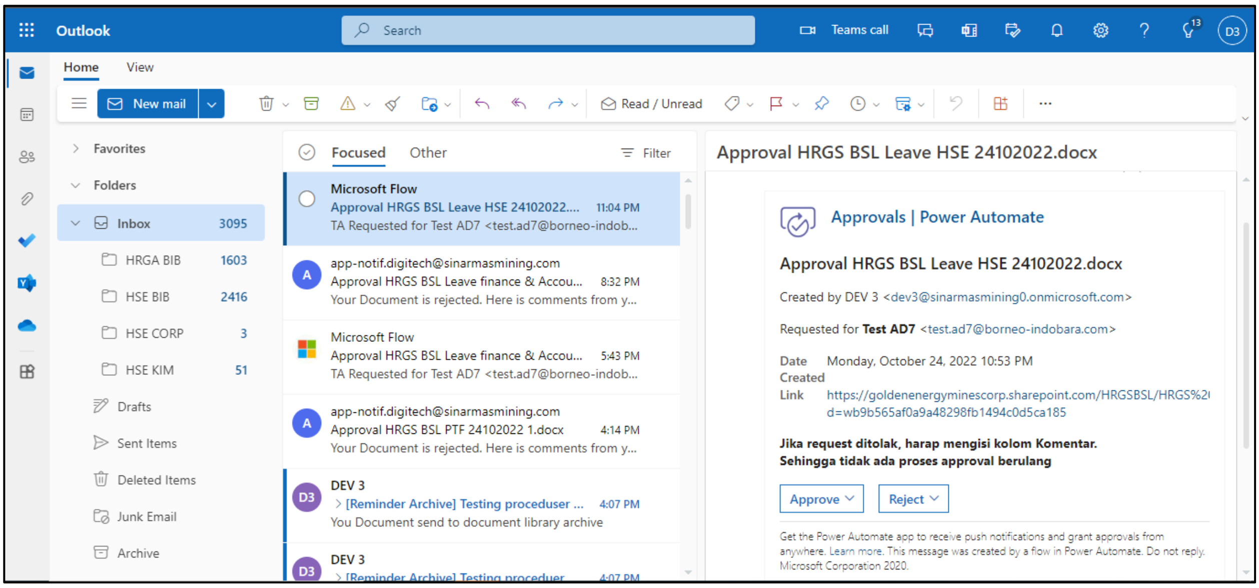
## Approvals

| Request | Received |
|---|---|
| Approval tes ca 2.docx | Oct 24, 08:41 PM (2 h ago) |
| Approval Test draft tidaknya.docx | Oct 24, 03:20 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| Approval HRGS BSL PTK HRGS BSL 1.docx | Oct 24, 02:09 PM (8 h ago) |

**Reassign**

This request has been reassigned

Approval berhasil di Reassign ke user lain (Berubah akun dari Test AD7 ke akun Dev 3)


Outlook
Search
Teams call
D3
Home
View
New mail
Read / Unread
Favorites
Folders
Inbox 3095
HRGA BIB 1603
HSE BIB 2416
HSE CORP 3
HSE KIM 51
Drafts
Sent Items
Deleted Items
Junk Email
Archive
Focused
Other
Filter
Approve
Reject

Microsoft Flow
Approval HRGS BSL Leave HSE 24102022.... 11:04 PM
TA Requested for Test AD7 <test.ad7@borneo-indob...

app-notif.digitech@sinarmasmining.com
Approval HRGS BSL Leave finance & Accou... 8:32 PM
Your Document is rejected. Here is comments from y...

Microsoft Flow
Approval HRGS BSL Leave finance & Accou... 5:43 PM
TA Requested for Test AD7 <test.ad7@borneo-indob...

app-notif.digitech@sinarmasmining.com
Approval HRGS BSL PTF 24102022 1.docx 4:14 PM
Your Document is rejected. Here is comments from y...

DEV 3
[Reminder Archive] Testing proceduser ... 4:07 PM
You Document send to document library archive

DEV 3
[Reminder Archive] Testing proceduer 4:07 PM

Approval HRGS BSL Leave HSE 24102022.docx

Approvals | Power Automate

Approval HRGS BSL Leave HSE 24102022.docx

Created by DEV 3 <dev3@sinarmasmining0.onmicrosoft.com>

Requested for **Test AD7** <test.ad7@borneo-indobara.com>

Date Created Monday, October 24, 2022 10:53 PM
Link https://goldenenergyminescorp.sharepoint.com/HRGSBSL/HRGS%2
d=wb9b565af0a9a48298fb1494c0d5ca185

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Get the Power Automate app to receive push notifications and grant approvals from anywhere. Learn more. This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

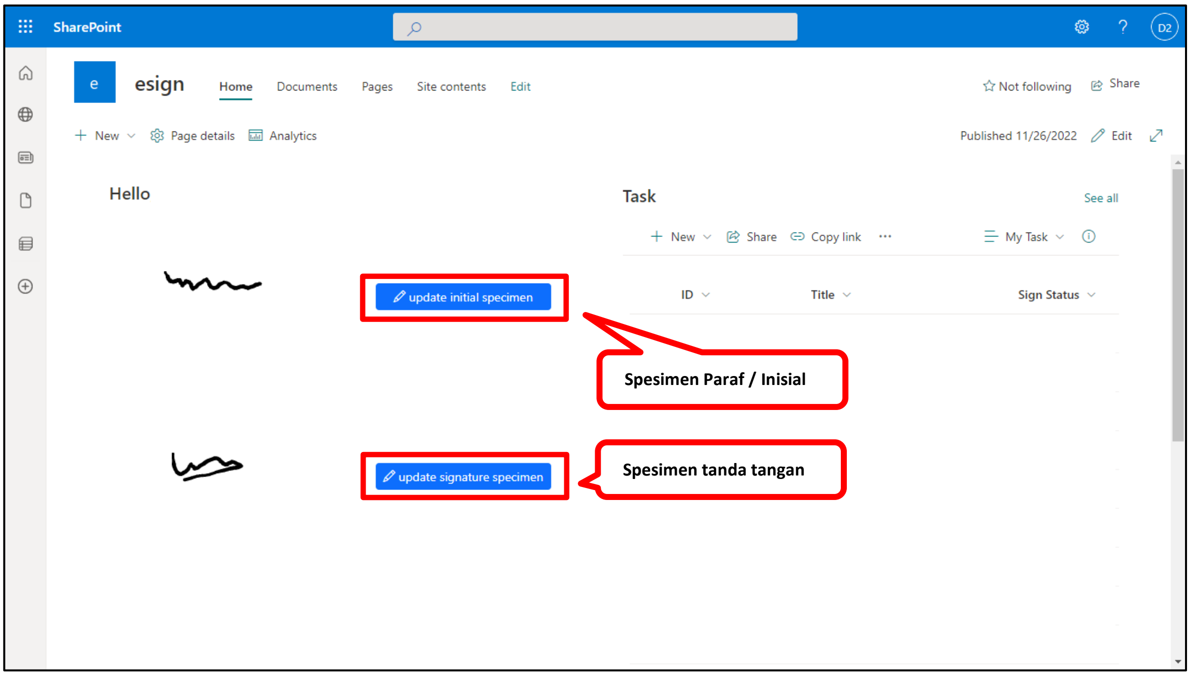
## 2.4. E-SIGN APPROVAL

Approval e-Sign merupakan feature untuk mendapatkan tanda tangan / spesimen Approval secara daring (online). Untuk dapat mengkases e-Sign, User dapat **masuk ke dalam Communication Site > Klik e-Sign**.

### 2.4.1 ADD SPECIMENT

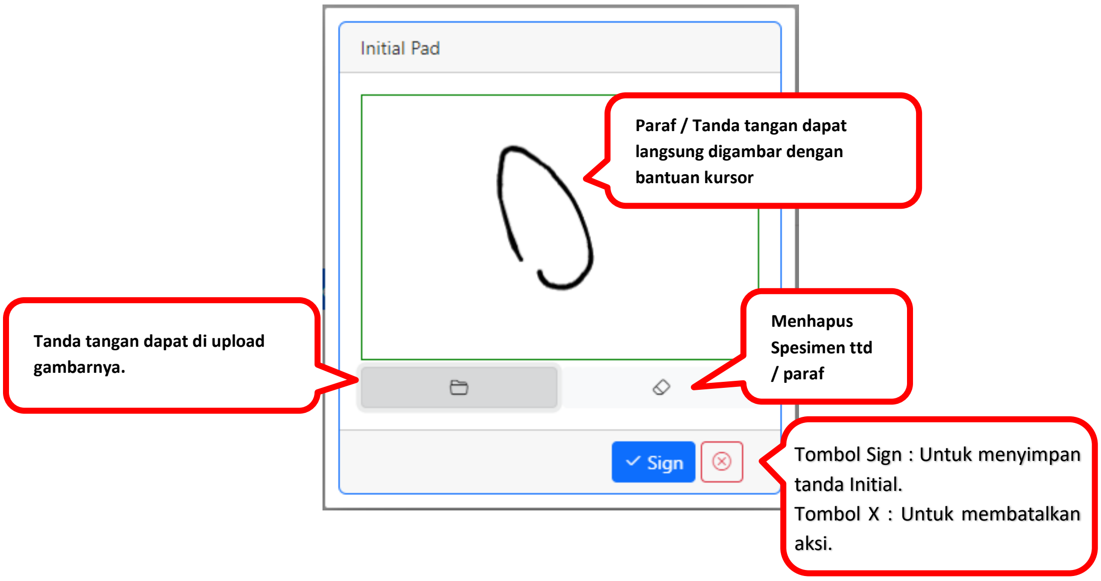
Approver dapat menambahkan specimen paraf & tanda tangan

- **Tanda Tangan** : Merupakan tanda identifikasi pribadi yang dibuat dan digunakan sebagai tanda pengesahan dokumen.
- **Paraf** : Merupakan kependekan dari tanda tangan dan ditulis lebih pendek serta sederhana


SharePoint
D2
e
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Page details
Analytics
Published 11/26/2022
Edit
Hello
Task
See all
New
Share
Copy link
My Task
update initial specimen
ID
Title
Sign Status
update signature specimen

**Spesimen Paraf / Inisial**

**Spesimen tanda tangan**


Initial Pad
Sign

**Paraf / Tanda tangan dapat langsung digambar dengan bantuan kursor**

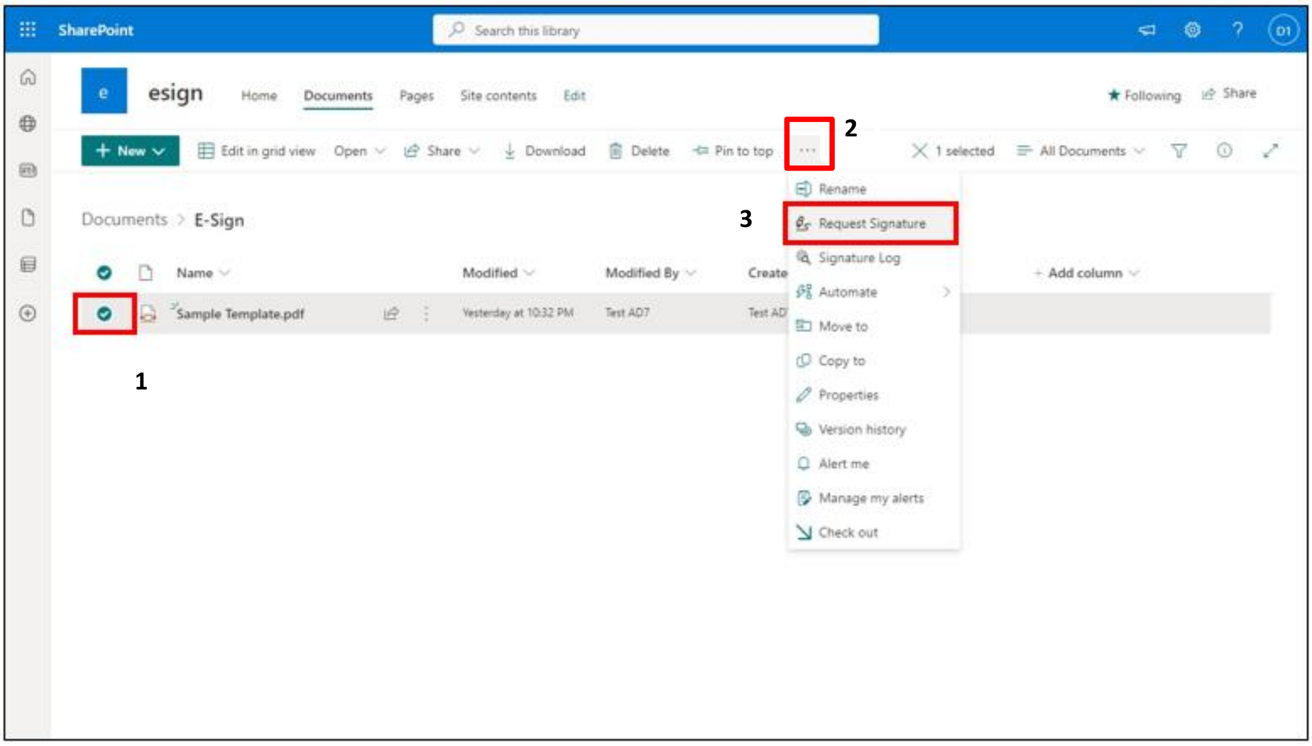
**Tanda tangan dapat di upload gambarnya.**

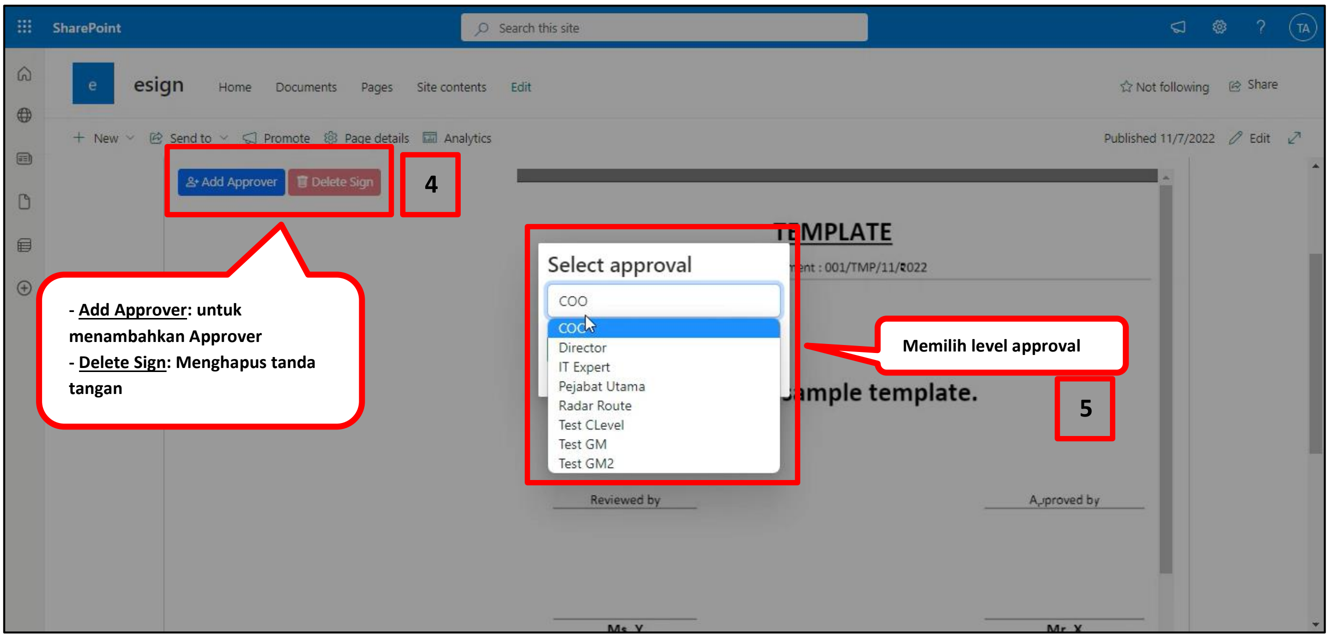
**Menhapus Spesimen ttd / paraf**

Tombol Sign : Untuk menyimpan tanda Initial.
Tombol X : Untuk membatalkan aksi.

## 2.4.2 REQUEST APPROVAL

User Member dapat mengajukan request signature Approval untuk suatu dokumen. Untuk melakukan request, User dapat memilih **file> klik tombol action (titik tiga) > klik request signature**.

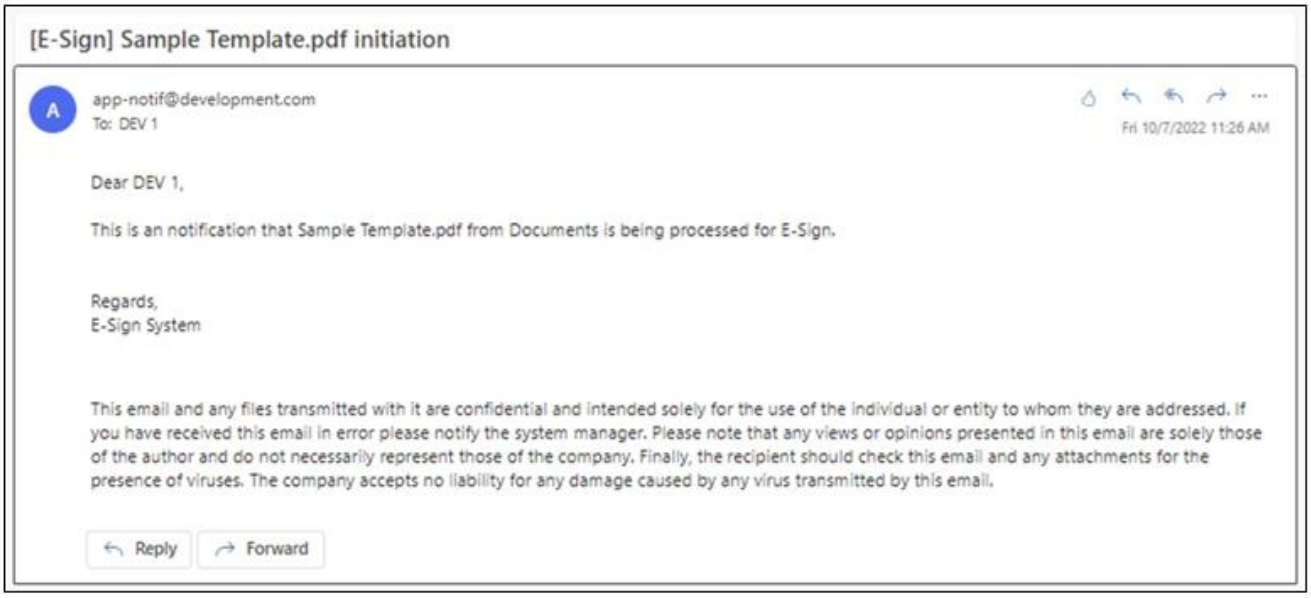

SharePoint
Search this library
esign
Home
Documents
Pages
Site contents
Edit
Following
Share
New
Edit in grid view
Open
Share
Download
Delete
Pin to top
...
1 selected
All Documents
Documents > E-Sign
Name
Modified
Modified By
Create
Add column
Sample Template.pdf
Yesterday at 10:32 PM
Test AD7
Rename
Request Signature
Signature Log
Automate
Move to
Copy to
Properties
Version history
Alert me
Manage my alerts
Check out
1
2
3


SharePoint
Search this site
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 11/7/2022
Edit
Add Approver
Delete Sign
4
TEMPLATE
ent : 001/TMP/11/2022
Select approval
COO
COO
Director
IT Expert
Pejabat Utama
Radar Route
Test CLevel
Test GM
Test GM2
ample template.
Reviewed by
Approved by
Ms. X
Mr. X
5

- **Add Approver**: untuk menambahkan Approver
- **Delete Sign**: Menghapus tanda tangan

**Memilih level approval**

Apabila dokumen terproses, maka requestor mendapatkan email notifikasi bahwa dokumen sedang diproses



[E-Sign] Sample Template.pdf initiation

app-notif@development.com
To: DEV 1
Fri 10/7/2022 11:26 AM

Dear DEV 1,

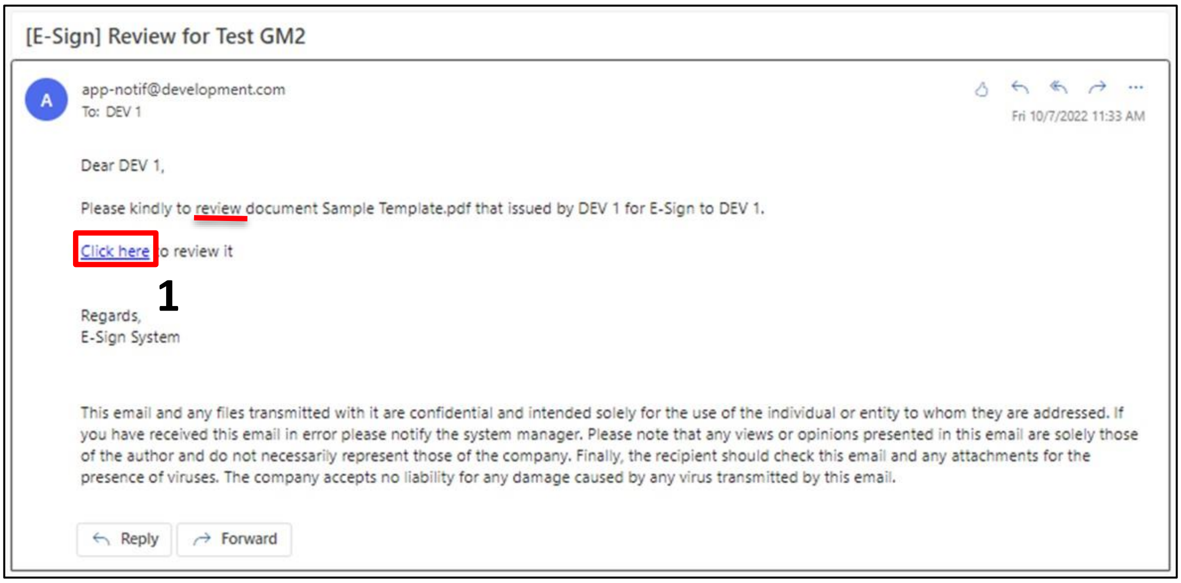
This is an notification that Sample Template.pdf from Documents is being processed for E-Sign.

Regards,
E-Sign System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

### 2.4.2.1. REVIEWER

Selanjutnya, Reviewer (Sekretaris) dapat melakukan review terhadap dokumen yang akan ditanda tangani. Reviewer akan menerima email untuk memberikan Approval. Reviewer (Sekretaris) akan mendapatkan email dengan kata-kata **"Please kindly to review…."**



[E-Sign] Review for Test GM2

app-notif@development.com
To: DEV 1
Fri 10/7/2022 11:33 AM

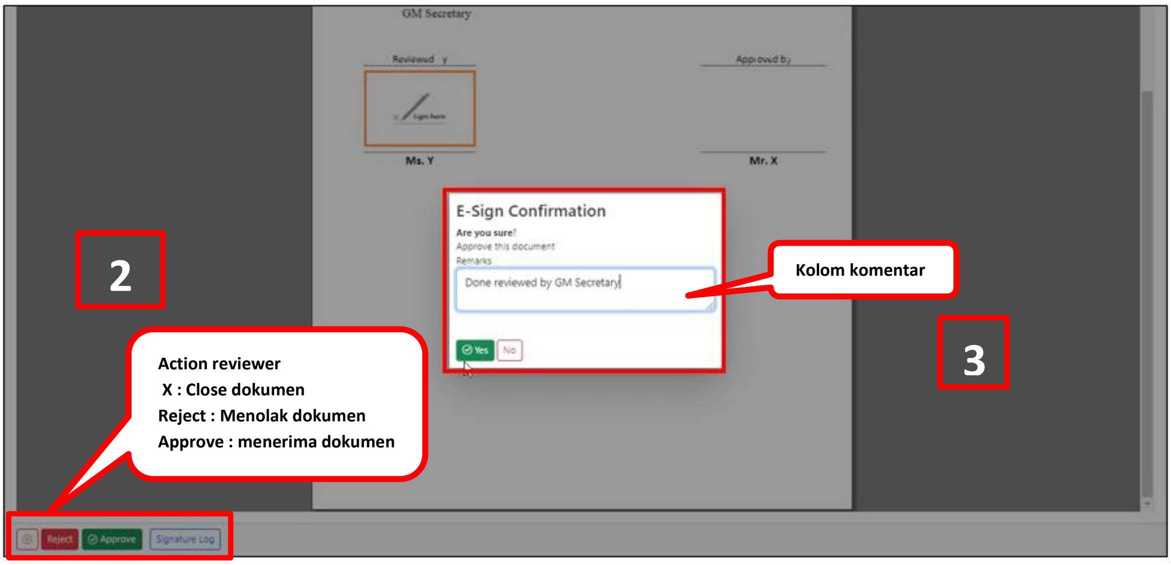
Dear DEV 1,

Please kindly to review document Sample Template.pdf that issued by DEV 1 for E-Sign to DEV 1.

Click here to review it

Regards,
E-Sign System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.



E-Sign Confirmation

**Are you sure?**

Approve this document

Remarks

Done reviewed by GM Secretary

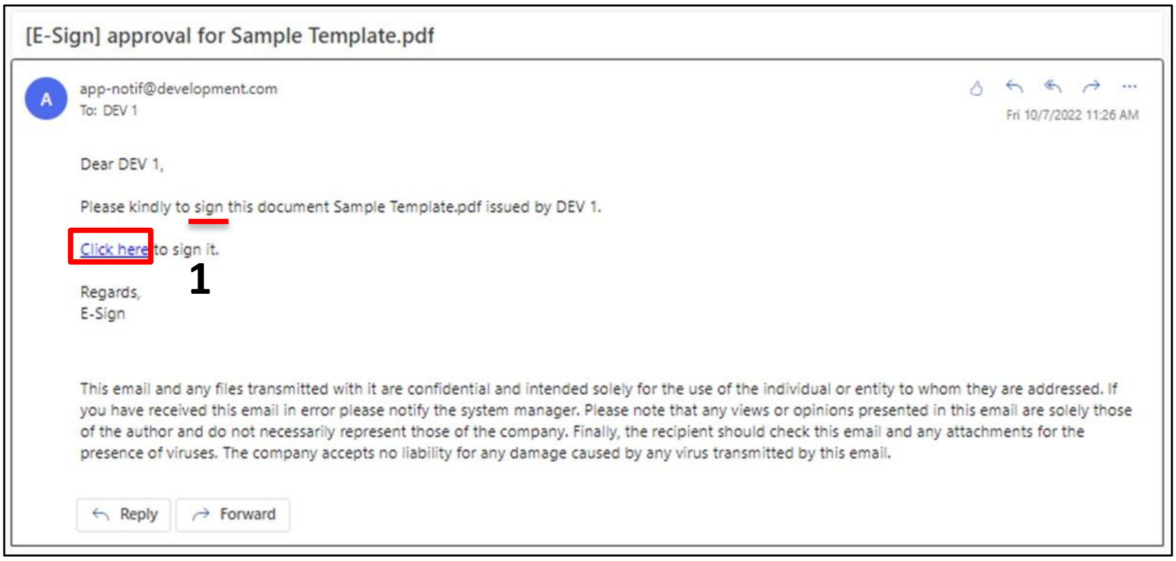
Yes No

**Kolom komentar**

**Action reviewer**
**X : Close dokumen**
**Reject : Menolak dokumen**
**Approve : menerima dokumen**

### 2.4.2.2. APPROVER

Setelah dokumen selesai di review, maka akan ada email kepada Approver. Approver akan mendapatkan email dengan kata-kata **"Please kindly to sign…."**



[E-Sign] approval for Sample Template.pdf

app-notif@development.com
To: DEV 1

Fri 10/7/2022 11:26 AM

Dear DEV 1,

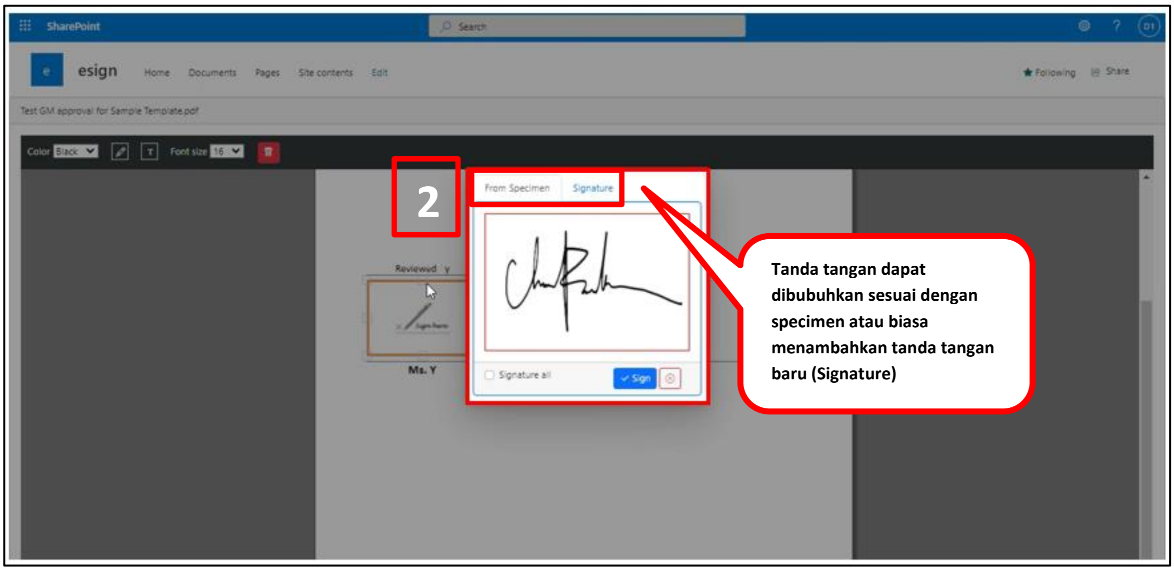
Please kindly to sign this document Sample Template.pdf issued by DEV 1.

Click here to sign it.

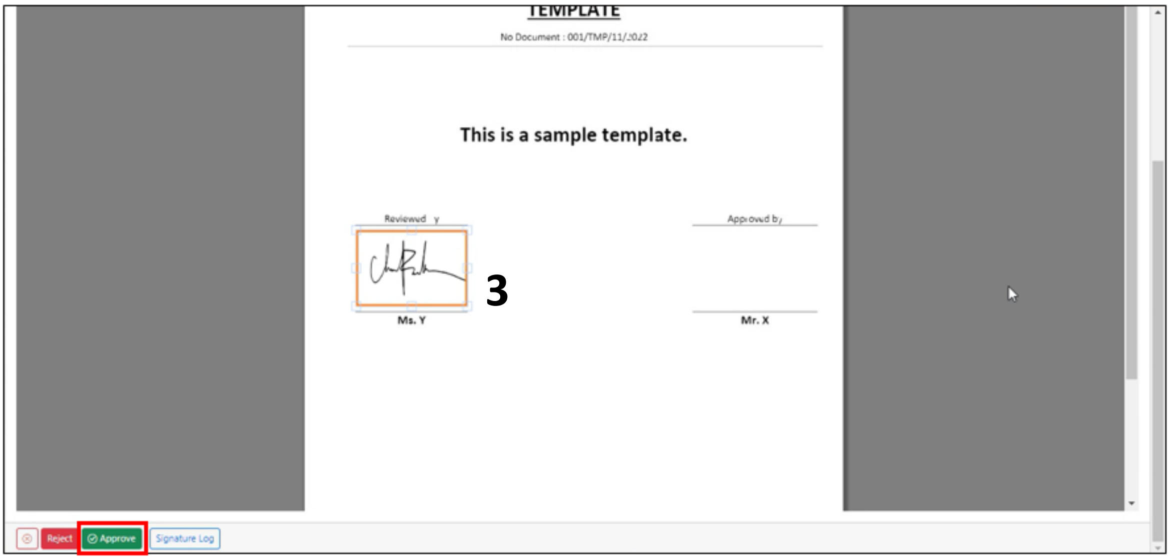
Regards,
E-Sign

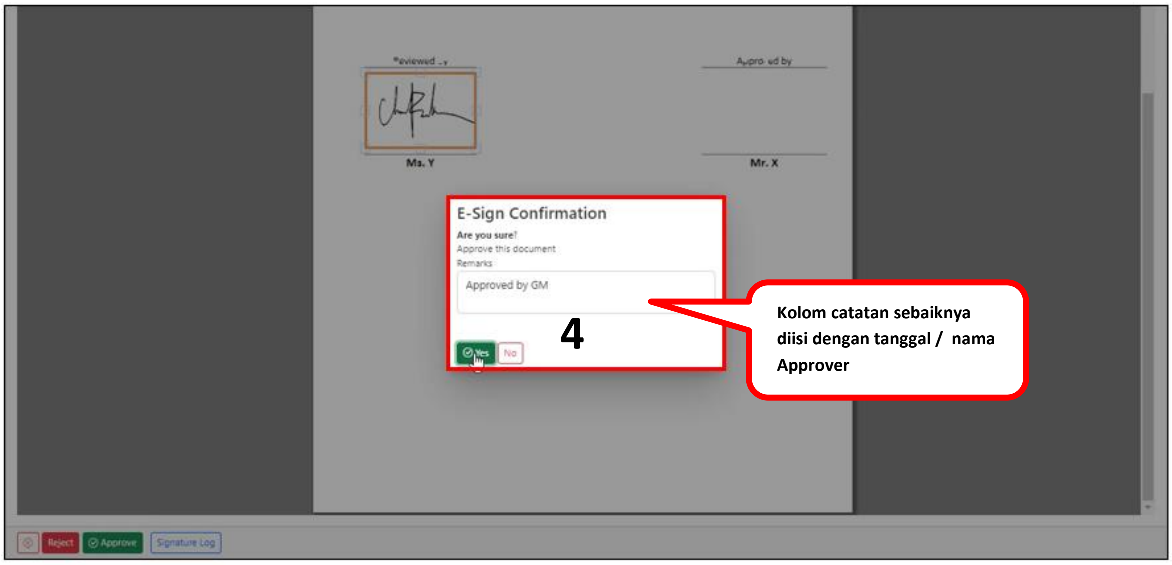
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Approver dapat membubuhkan tanda tangan digital (e-sign) sesuai dengan letak yang ditandai oleh requestor


SharePoint
Search
esign
Home
Documents
Pages
Site contents
Edit
Following
Share
Test GM approval for Sample Template.pdf
Color Black
Font size 16
2
From Specimen
Signature
Reviewed by
Ms. Y
Signature all
Sign

Tanda tangan dapat dibubuhkan sesuai dengan specimen atau biasa menambahkan tanda tangan baru (Signature)


TEMPLATE
No Document : 001/TMP/11/2022
This is a sample template.
Reviewed by
Approved by
Ms. Y
Mr. X
3
Reject
Approve
Signature Log


Reviewed by
Approved by
Ms. Y
Mr. X
4
Yes
No
Reject
Approve
Signature Log

E-Sign Confirmation

Are you sure?

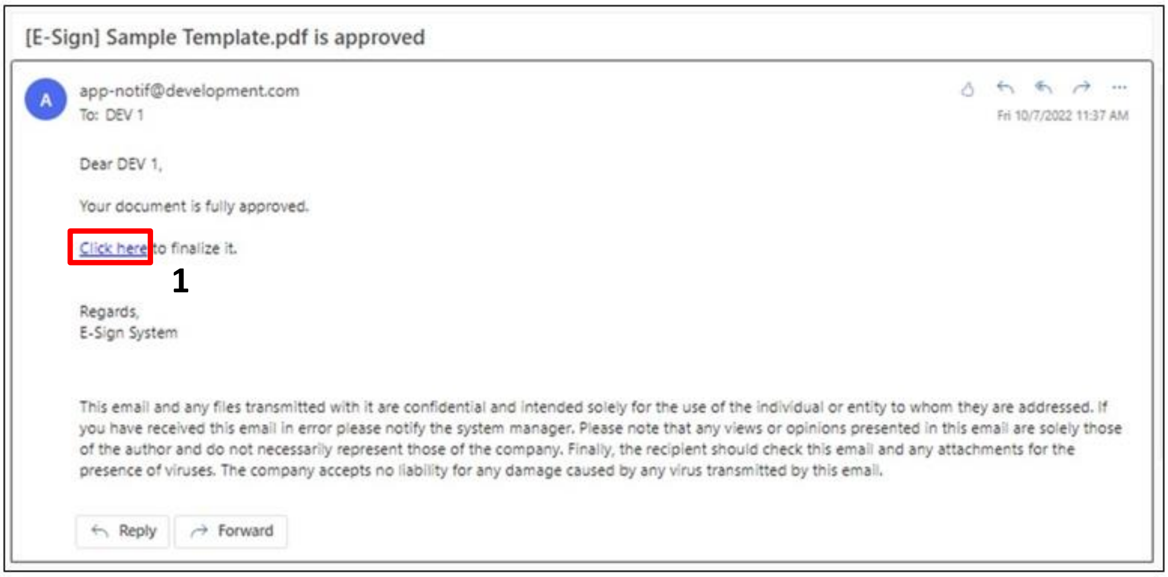
Approve this document

Remarks

Approved by GM

Kolom catatan sebaiknya diisi dengan tanggal / nama Approver

Apabila dokumen sudah selesai, maka aka nada email notifikasi kepada requestor bahwa dokumen telah disetujui (ada e-Sign) dengan kata-kata **“Your document is fully approved”**



[E-Sign] Sample Template.pdf is approved

app-notif@development.com
To: DEV 1
Fri 10/7/2022 11:37 AM

Dear DEV 1,

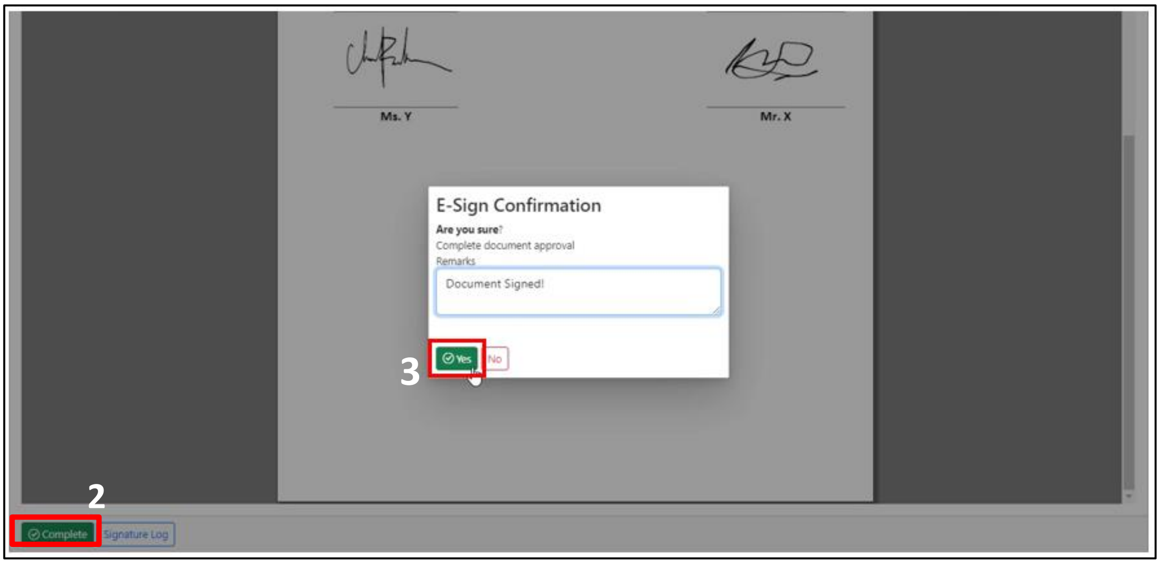
Your document is fully approved.

Click here to finalize it.

Regards,
E-Sign System

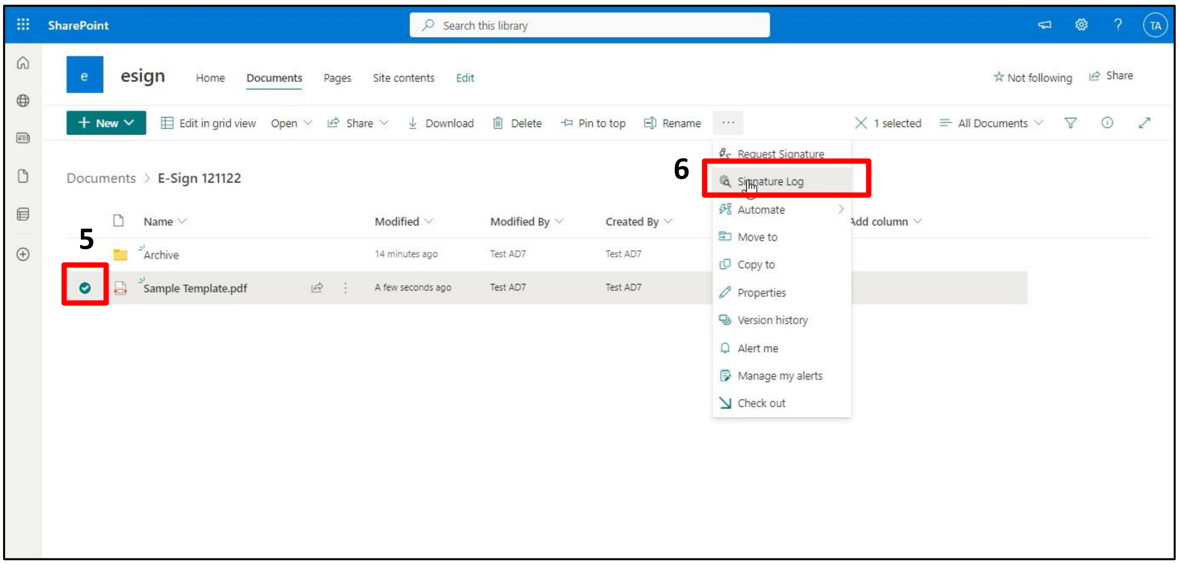
This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

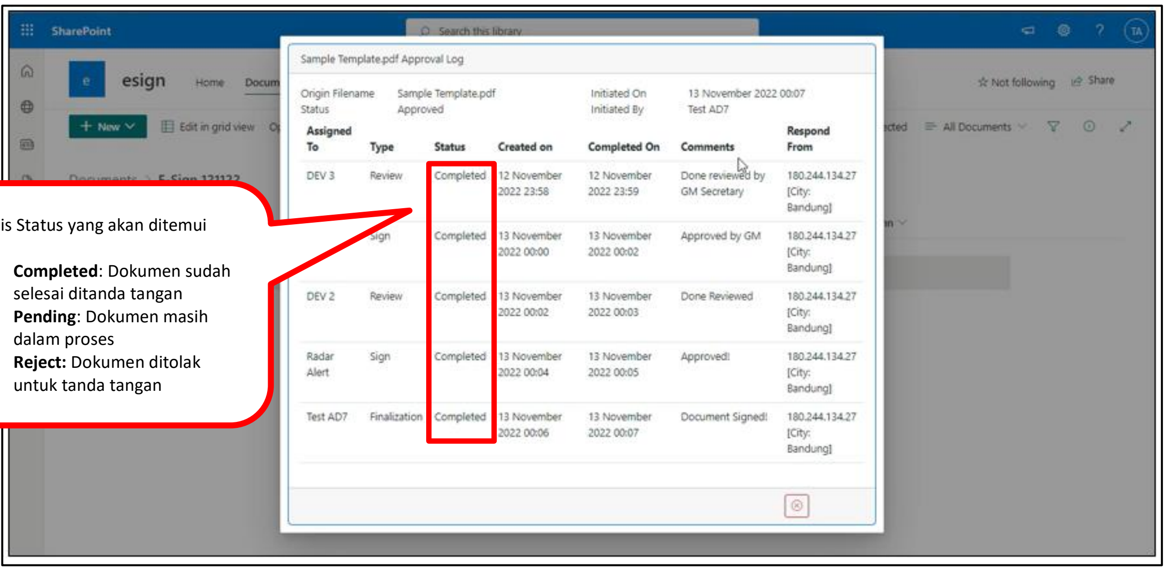
Requestor akan klikComplete > Yes ketika tanda tangan sudah sesuai



E-Sign Confirmation
Are you sure?
Complete document approval
Remarks
Document Signed!

Setelah selesai, requestor dapat melihat history Approval pada signature log.


SharePoint
Search this library
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Edit in grid view
Open
Share
Download
Delete
Pin to top
Rename
1 selected
All Documents
Documents > E-Sign 121122
Name
Modified
Modified By
Created By
Add column
Archive
14 minutes ago
Test AD7
Test AD7
Sample Template.pdf
A few seconds ago
Test AD7
Test AD7
Request Signature
Signature Log
Automate
Move to
Copy to
Properties
Version history
Alert me
Manage my alerts
Check out
5
6


SharePoint
Search this library
esign
Home
New
Edit in grid view
Not following
Share
All Documents

Sample Template.pdf Approval Log

Origin Filename Sample Template.pdf
Status Approved
Initiated On 13 November 2022 00:07
Initiated By Test AD7

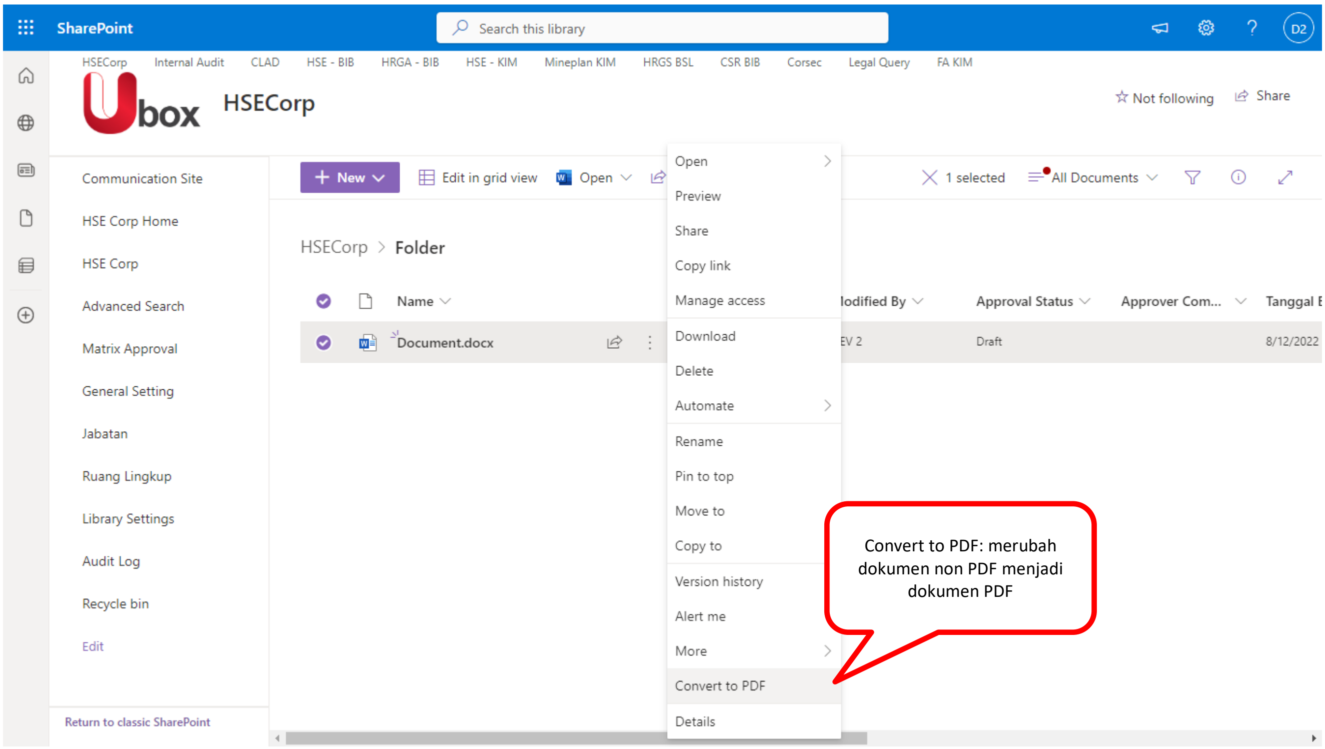
| Assigned To | Type | Status | Created on | Completed On | Comments | Respond From |
|---|---|---|---|---|---|---|
| DEV 3 | Review | Completed | 12 November 2022 23:58 | 12 November 2022 23:59 | Done reviewed by GM Secretary | 180.244.134.27 [City: Bandung] |
|  | Sign | Completed | 13 November 2022 00:00 | 13 November 2022 00:02 | Approved by GM | 180.244.134.27 [City: Bandung] |
| DEV 2 | Review | Completed | 13 November 2022 00:02 | 13 November 2022 00:03 | Done Reviewed | 180.244.134.27 [City: Bandung] |
| Radar Alert | Sign | Completed | 13 November 2022 00:04 | 13 November 2022 00:05 | Approved! | 180.244.134.27 [City: Bandung] |
| Test AD7 | Finalization | Completed | 13 November 2022 00:06 | 13 November 2022 00:07 | Document Signed! | 180.244.134.27 [City: Bandung] |

Jenis Status yang akan ditemui

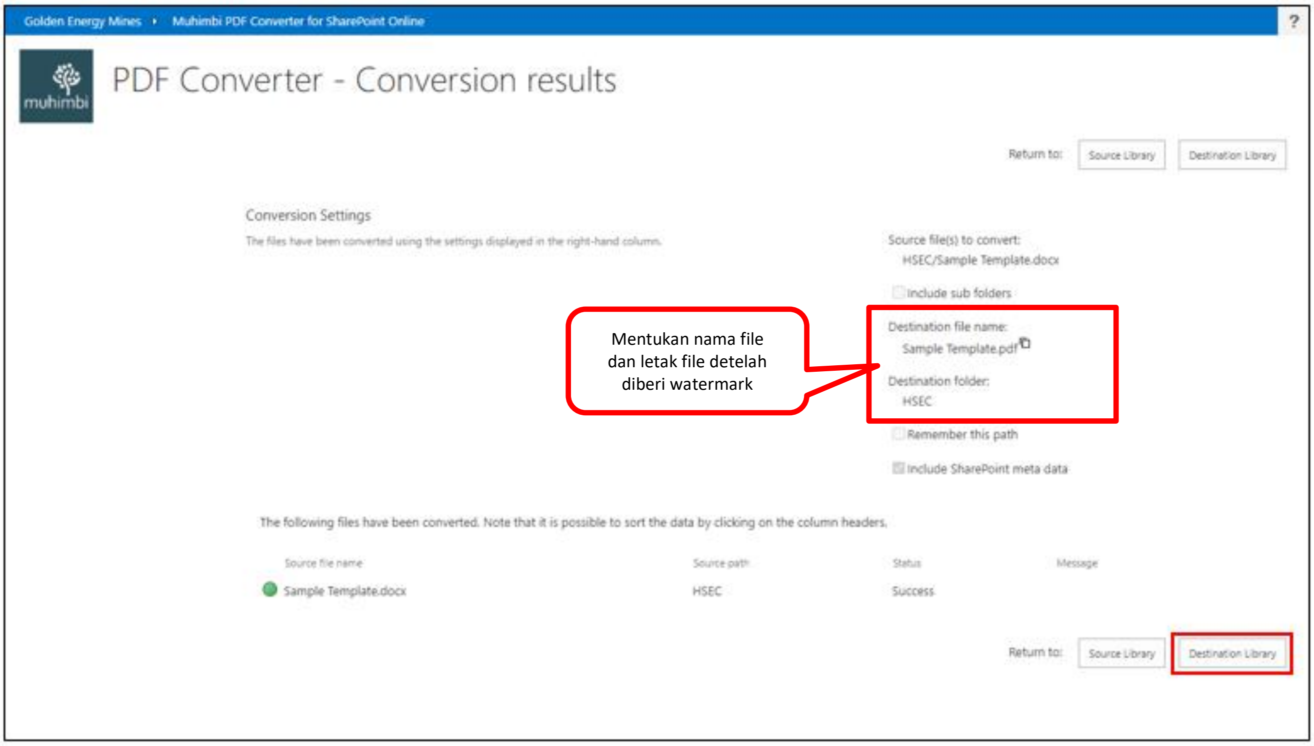
- **Completed**: Dokumen sudah selesai ditanda tangan
- **Pending**: Dokumen masih dalam proses
- **Reject:** Dokumen ditolak untuk tanda tangan

## 2.5. WATERMARKING

A Water marking merupakan feature untuk pemberian tanda air adalah proses memasang logo atau penggalan teks pada dokumen atau file gambar, dan ini merupakan proses yang penting dalam melindungi hak cipta dan pemasaran karya digital. User Member dapat menggunakan watermark sesuai dengan kebutuhan untuk dokumen tertentu yaitu dengan melakukan konversi dokumen ke PDF terlebih dahulu. User Member dapat **klik dokumen yang akan dipilih > klik tombol action (titik tiga) > Convert to PDF**.


SharePoint
Search this library
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
HSECorp
Not following
Share
Communication Site
HSE Corp Home
HSE Corp
Advanced Search
Matrix Approval
General Setting
Jabatan
Ruang Lingkup
Library Settings
Audit Log
Recycle bin
Edit
Return to classic SharePoint
New
Edit in grid view
Open
1 selected
All Documents
HSECorp > Folder
Name
Document.docx
lodified By
Approval Status
Approver Com...
Tanggal E
EV 2
Draft
8/12/2022
Open
Preview
Share
Copy link
Manage access
Download
Delete
Automate
Rename
Pin to top
Move to
Copy to
Version history
Alert me
More
Convert to PDF
Details

Convert to PDF: merubah dokumen non PDF menjadi dokumen PDF


Golden Energy Mines › Muhimbi PDF Converter for SharePoint Online
muhimbi
Return to: Source Library Destination Library

PDF Converter - Conversion results

Conversion Settings

The files have been converted using the settings displayed in the right-hand column.

Source file(s) to convert:
HSEC/Sample Template.docx

☐ Include sub folders

Destination file name:
Sample Template.pdf

Destination folder:
HSEC

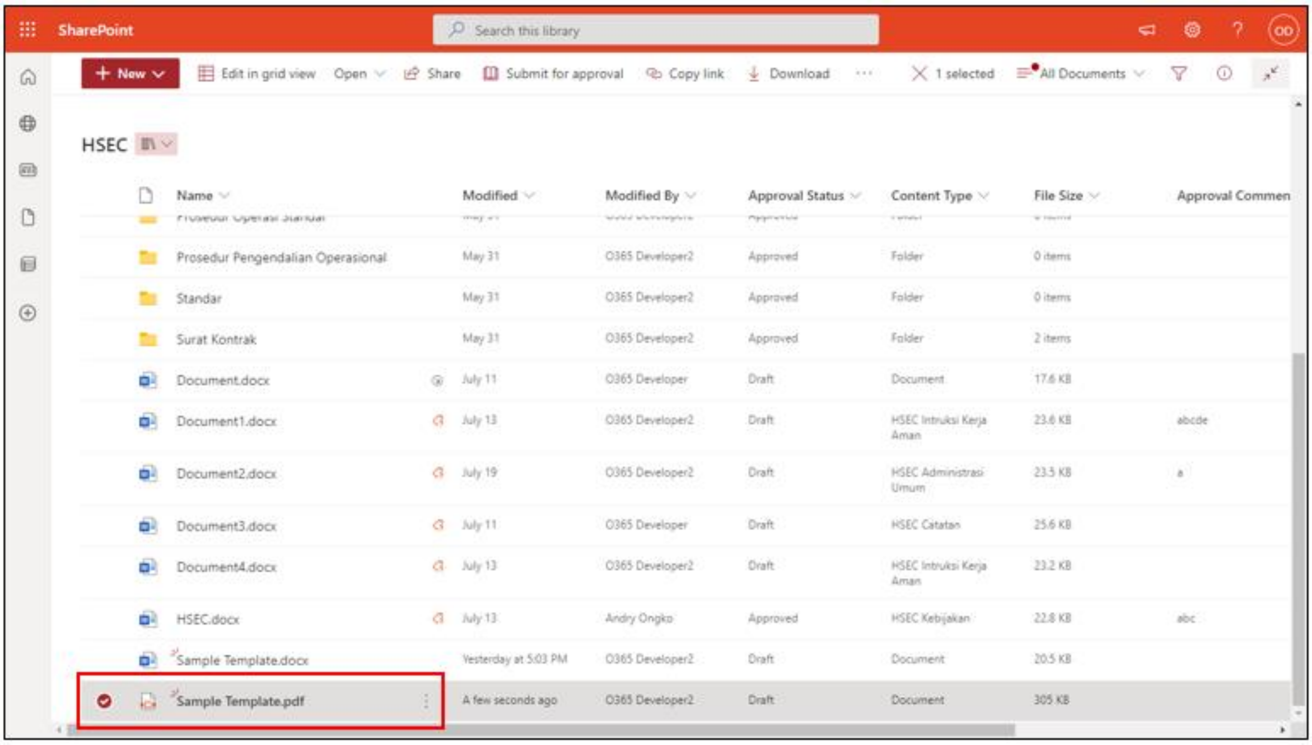
☐ Remember this path

☑ Include SharePoint meta data

Mentukan nama file dan letak file detelah diberi watermark

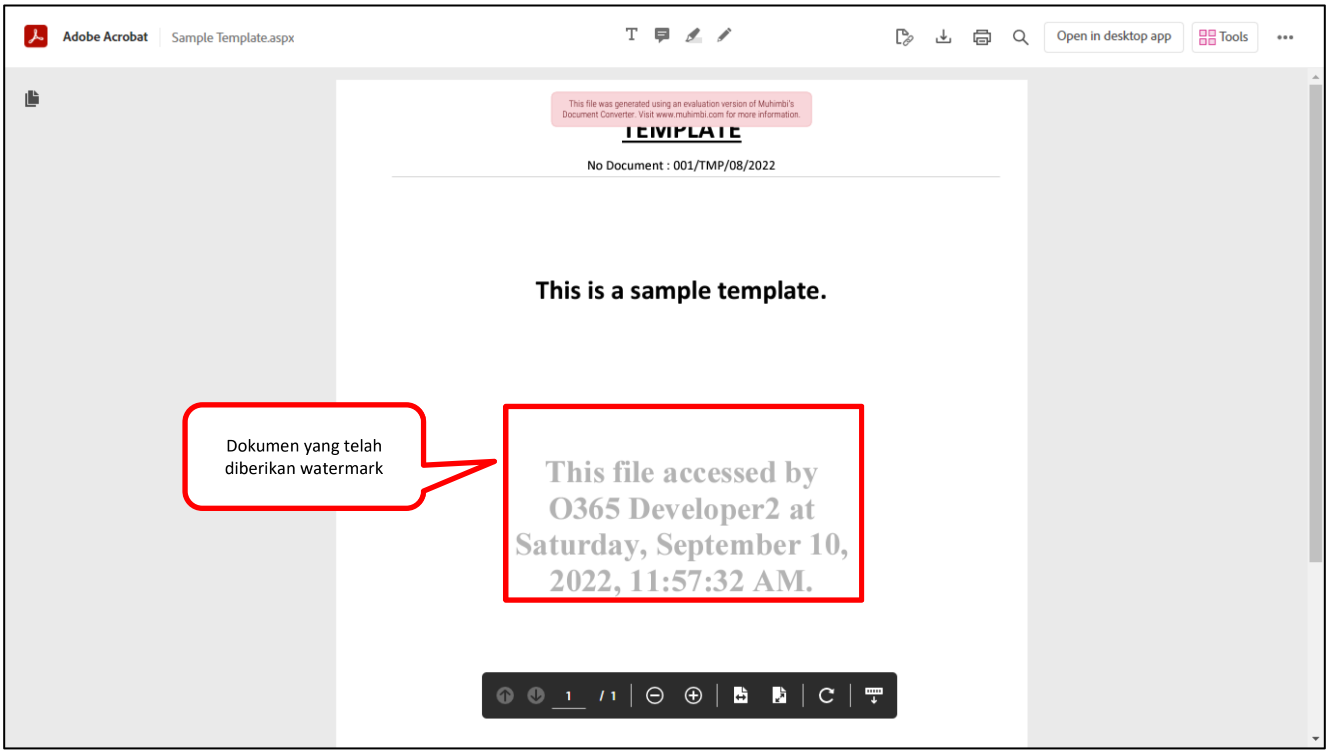
The following files have been converted. Note that it is possible to sort the data by clicking on the column headers.

| Source file name | Source path | Status | Message |
|---|---|---|---|
| ● Sample Template.docx | HSEC | Success | |


SharePoint
Search this library
New
Edit in grid view
Open
Share
Submit for approval
Copy link
Download
1 selected
All Documents

HSEC

| | Name | Modified | Modified By | Approval Status | Content Type | File Size | Approval Commen |
|---|---|---|---|---|---|---|---|
| | Prosedur Pengendalian Operasional | May 31 | O365 Developer2 | Approved | Folder | 0 items | |
| | Standar | May 31 | O365 Developer2 | Approved | Folder | 0 items | |
| | Surat Kontrak | May 31 | O365 Developer2 | Approved | Folder | 2 items | |
| | Document.docx | July 11 | O365 Developer | Draft | Document | 17.6 KB | |
| | Document1.docx | July 13 | O365 Developer2 | Draft | HSEC Intruksi Kerja Aman | 23.6 KB | abcde |
| | Document2.docx | July 19 | O365 Developer2 | Draft | HSEC Administrasi Umum | 23.5 KB | a |
| | Document3.docx | July 11 | O365 Developer | Draft | HSEC Catatan | 25.6 KB | |
| | Document4.docx | July 13 | O365 Developer2 | Draft | HSEC Intruksi Kerja Aman | 23.2 KB | |
| | HSEC.docx | July 13 | Andry Ongko | Approved | HSEC Kebijakan | 22.8 KB | abc |
| | Sample Template.docx | Yesterday at 5:03 PM | O365 Developer2 | Draft | Document | 20.5 KB | |
| ✓ | Sample Template.pdf | A few seconds ago | O365 Developer2 | Draft | Document | 305 KB | |


Adobe Acrobat
Sample Template.aspx
Open in desktop app
Tools
1
/ 1

This file was generated using an evaluation version of Muhimbi's Document Converter. Visit www.muhimbi.com for more information.

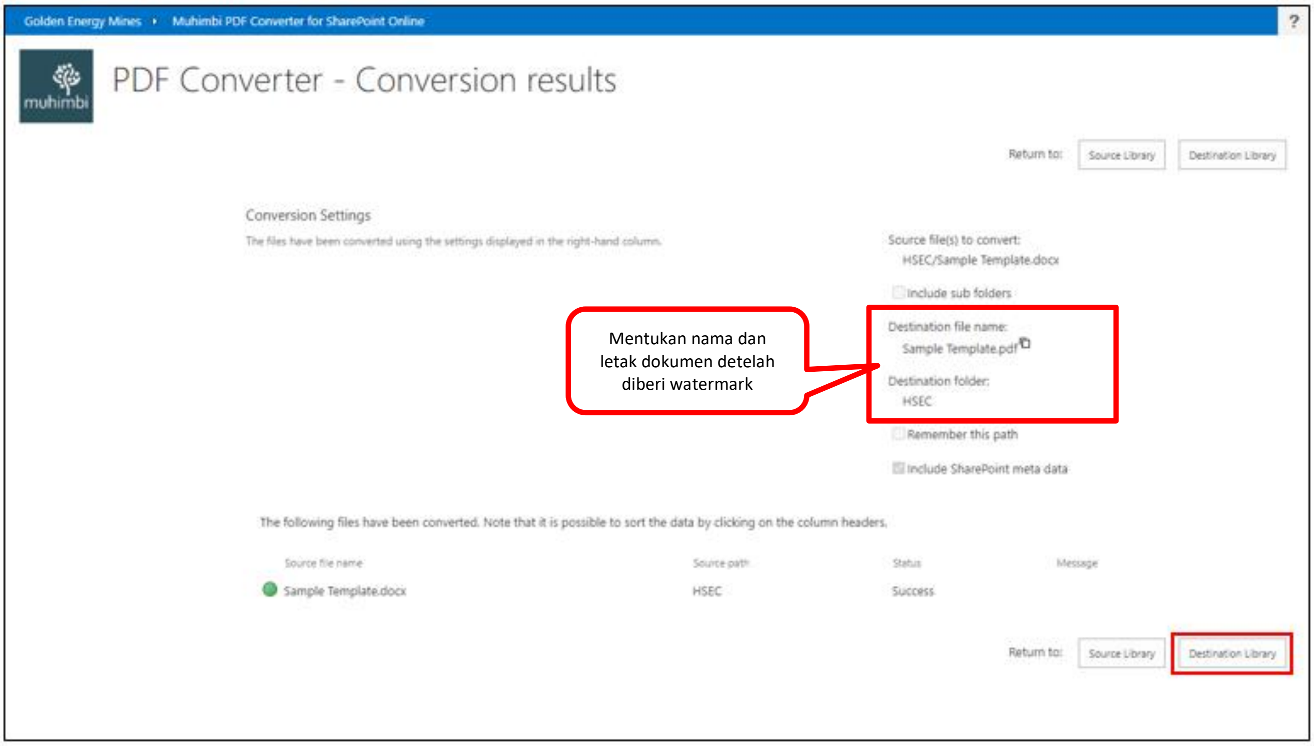
TEMPLATE

No Document : 001/TMP/08/2022

**This is a sample template.**

This file accessed by O365 Developer2 at Saturday, September 10, 2022, 11:57:32 AM.

Dokumen yang telah diberikan watermark


Golden Energy Mines ▸ Muhimbi PDF Converter for SharePoint Online
?
muhimbi
Return to: Source Library Destination Library
Return to: Source Library Destination Library

PDF Converter - Conversion results

Conversion Settings

The files have been converted using the settings displayed in the right-hand column.

Source file(s) to convert:
HSEC/Sample Template.docx

☐ Include sub folders

Destination file name:
Sample Template.pdf

Destination folder:
HSEC

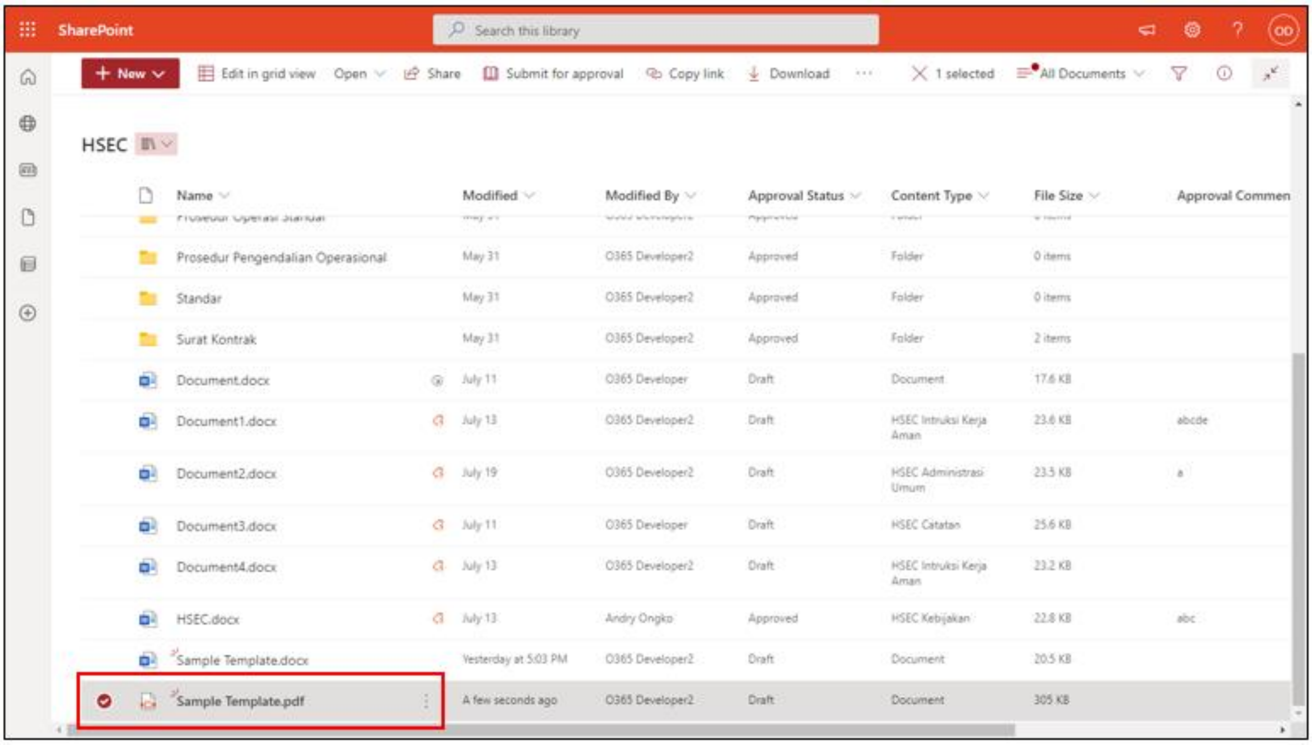
☐ Remember this path

☐ Include SharePoint meta data

Mentukan nama dan letak dokumen detelah diberi watermark

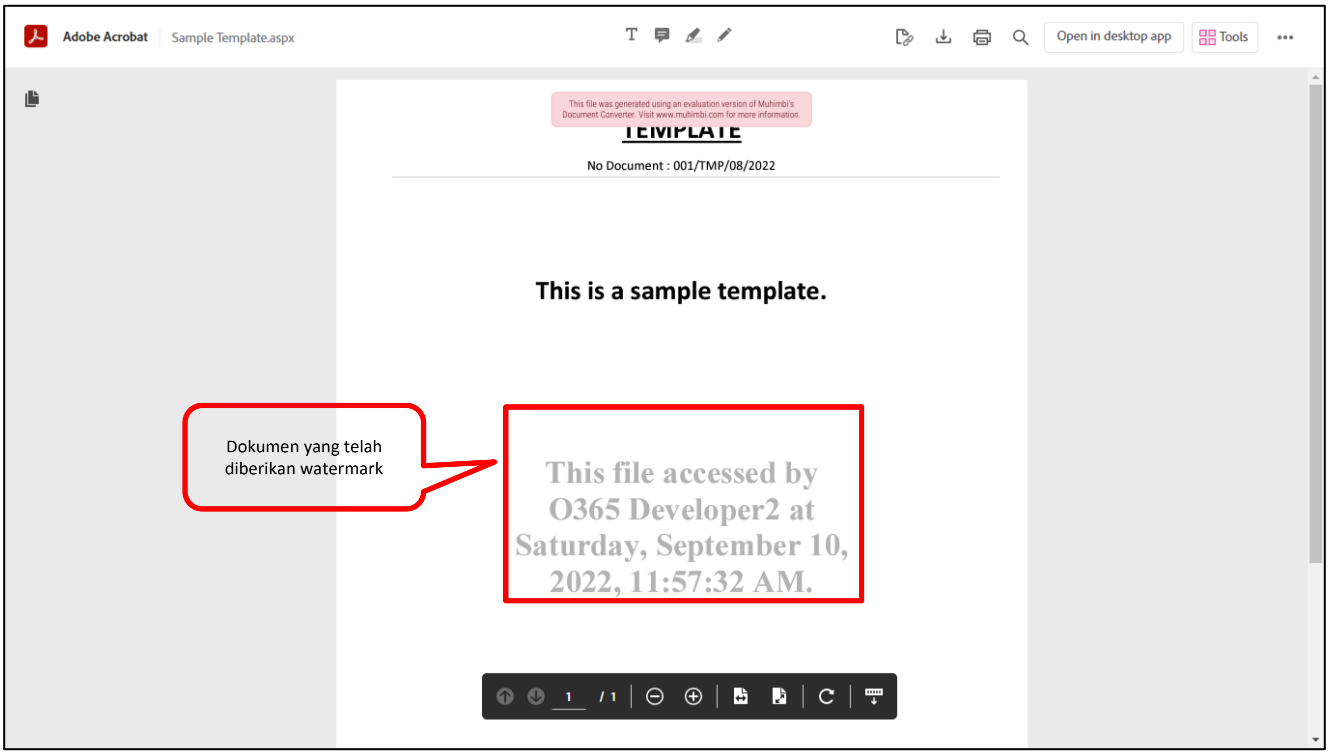
The following files have been converted. Note that it is possible to sort the data by clicking on the column headers.

| Source file name | Source path | Status | Message |
|---|---|---|---|
| ● Sample Template.docx | HSEC | Success | |


SharePoint
Search this library
New
Edit in grid view
Open
Share
Submit for approval
Copy link
Download
1 selected
All Documents

HSEC

| Name | Modified | Modified By | Approval Status | Content Type | File Size | Approval Commen |
|---|---|---|---|---|---|---|
| Prosedur Pengendalian Operasional | May 31 | O365 Developer2 | Approved | Folder | 0 items | |
| Standar | May 31 | O365 Developer2 | Approved | Folder | 0 items | |
| Surat Kontrak | May 31 | O365 Developer2 | Approved | Folder | 2 items | |
| Document.docx | July 11 | O365 Developer | Draft | Document | 17.6 KB | |
| Document1.docx | July 13 | O365 Developer2 | Draft | HSEC Intruksi Kerja Aman | 23.6 KB | abcde |
| Document2.docx | July 19 | O365 Developer2 | Draft | HSEC Administrasi Umum | 23.5 KB | a |
| Document3.docx | July 11 | O365 Developer | Draft | HSEC Catatan | 25.6 KB | |
| Document4.docx | July 13 | O365 Developer2 | Draft | HSEC Intruksi Kerja Aman | 23.2 KB | |
| HSEC.docx | July 13 | Andry Ongko | Approved | HSEC Kebijakan | 22.8 KB | abc |
| Sample Template.docx | Yesterday at 5:03 PM | O365 Developer2 | Draft | Document | 20.5 KB | |
| Sample Template.pdf | A few seconds ago | O365 Developer2 | Draft | Document | 305 KB | |


Adobe Acrobat
Sample Template.aspx
Open in desktop app
Tools
1
/ 1

This file was generated using an evaluation version of Muhimbi's Document Converter. Visit www.muhimbi.com for more information.

TEMPLATE

No Document : 001/TMP/08/2022

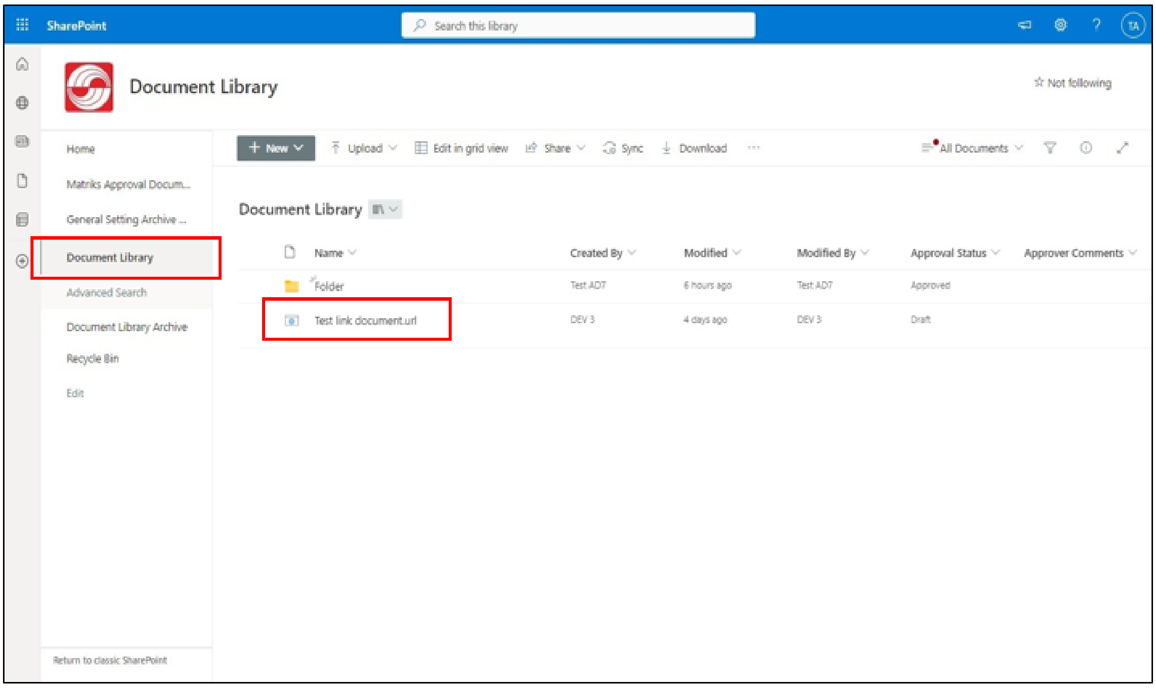
**This is a sample template.**

This file accessed by O365 Developer2 at Saturday, September 10, 2022, 11:57:32 AM.

Dokumen yang telah diberikan watermark

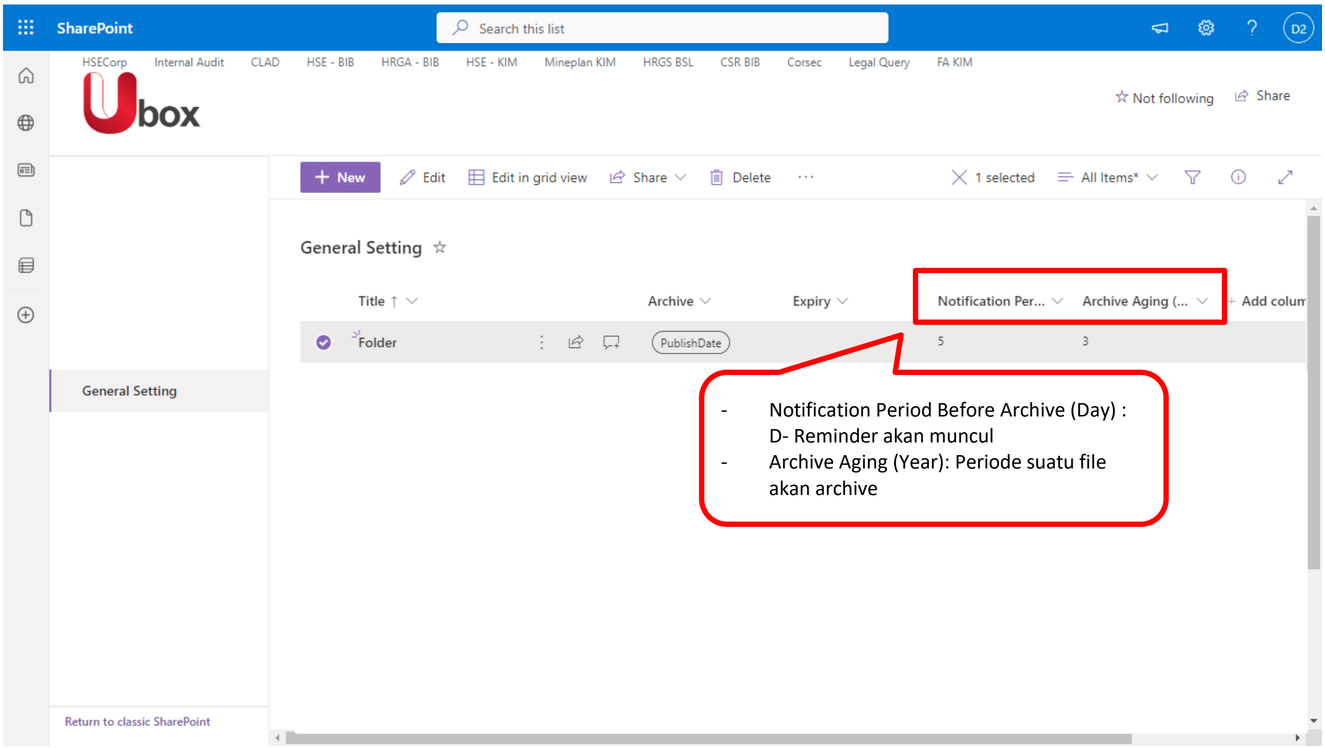
## 2.6. ARCHIVING

Archiving merupakan feature untuk Pengarsipan dokumen perusahaanmu secara digital yang dilakukan secara rapi dan aman. Suatu file pada folder document library yang ada pada suatu modul dalam dilakukan proses archiving (penyimpanan) otomatis dengan penyesuaian jangka waktu yang telah diatur oleh user. Archiving ditujukan agar document yang telah lewat masa expired dapat tersimpan pada suato folder dan tidak memenuhi folder yang sedang dipakai.


SharePoint
Search this library
TA
Document Library
☆ Not following
Home
Matriks Approval Docum...
General Setting Archive ...
Document Library
Advanced Search
Document Library Archive
Recycle Bin
Edit
Return to classic SharePoint
+ New
Upload
Edit in grid view
Share
Sync
Download
All Documents
Document Library

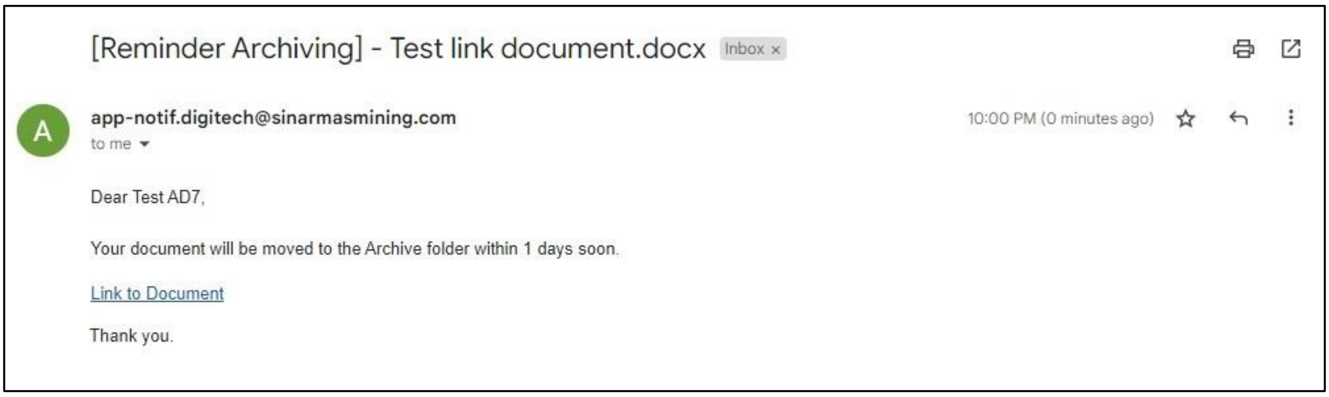
| Name | Created By | Modified | Modified By | Approval Status | Approver Comments |
|---|---|---|---|---|---|
| Folder | Test AD7 | 6 hours ago | Test AD7 | Approved | |
| Test link document.url | DEV 3 | 4 days ago | DEV 3 | Draft | |

User Member dapat mengatur berapa lama dokumen akan mengalami proses archiving. User dapat mengakses dengan cara **Klik General Settings (di bagian kiri)**


SharePoint
Search this list
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Edit
Edit in grid view
Share
Delete
1 selected
All Items*
General Setting
Title
Archive
Expiry
Notification Per...
Archive Aging (...
Add column
Folder
PublishDate
5
3
General Setting
Return to classic SharePoint

- Notification Period Before Archive (Day) : D- Reminder akan muncul
- Archive Aging (Year): Periode suatu file akan archive

Selanjutnya, apabila suatu document mendekati waktu archiving, Document Owner akan mendapatkan email reminder bahwa dokumennya akan dipindahkan ke folder Archive.


Inbox ×
A
to me
10:00 PM (0 minutes ago)

[Reminder Archiving] - Test link document.docx

app-notif.digitech@sinarmasmining.com

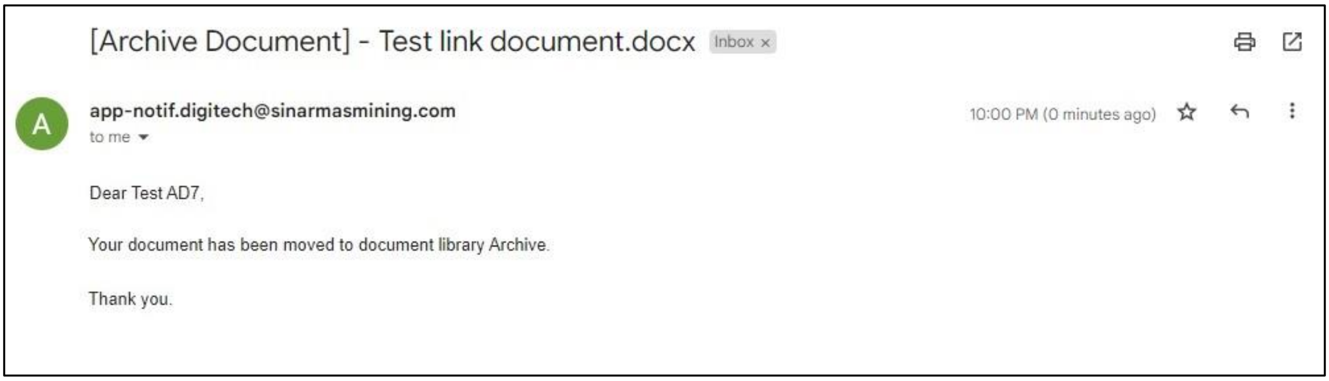
Dear Test AD7,

Your document will be moved to the Archive folder within 1 days soon.

Link to Document

Thank you.

Document owner akan mendapatkan email bahwa dokumennya telah berpindah ke folder Archive



[Archive Document] - Test link document.docx

app-notif.digitech@sinarmasmining.com

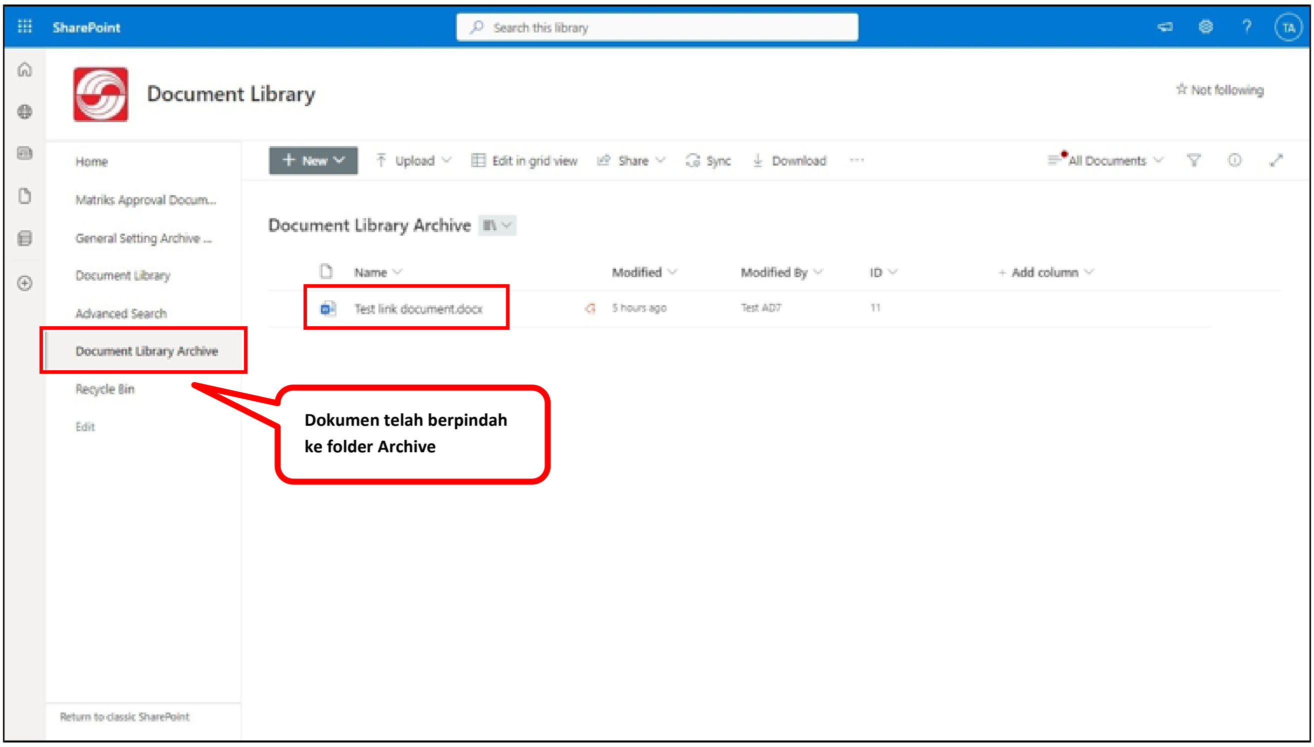
to me

10:00 PM (0 minutes ago)

Dear Test AD7,

Your document has been moved to document library Archive.

Thank you.



SharePoint
Search this library
Document Library
Not following
Home
Matriks Approval Docum...
General Setting Archive ...
Document Library
Advanced Search
Document Library Archive
Recycle Bin
Edit
Return to classic SharePoint
New
Upload
Edit in grid view
Share
Sync
Download
All Documents
Document Library Archive
Name
Modified
Modified By
ID
Add column

| Name | Modified | Modified By | ID |
|---|---|---|---|
| Test link document.docx | 5 hours ago | Test AD7 | 11 |

Dokumen telah berpindah ke folder Archive

## 2.7. GENERAL FEATURE

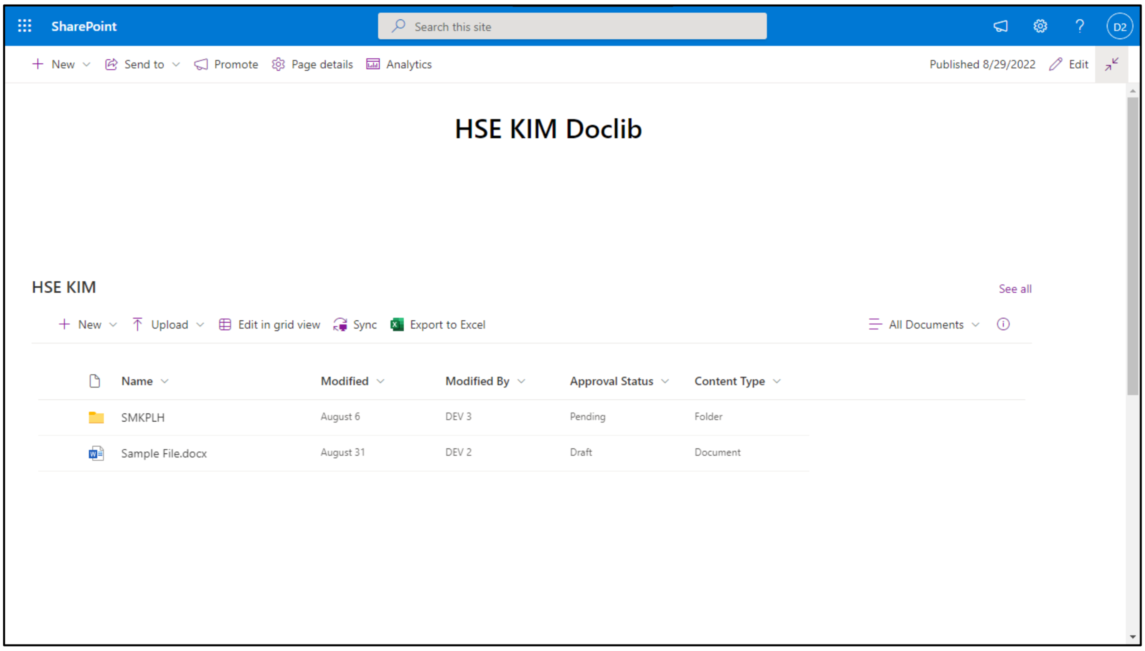
User member memiliki beberapa batasan untuk mengakses halaman document library. User member tidak memiliki akses untuk screenshot (Screenshot Blocker). Apabila ada kebutuhan menambahkan user baru yang kebutuhan aksesnya dibatasi, maka dapat ditambahkan ke dalam **Group User Member**.

Ketika user sudah masuk ke dalam group user member, maka user tersebut tidak dapat melakukan screenshot (restricted) pada halaman sharepoint. Dalam hal pembatasan tersebut, tidak ada pengaturan terpisah, sehingga user pada group User Member akan secara otomatis memiliki keterbatasan akses.

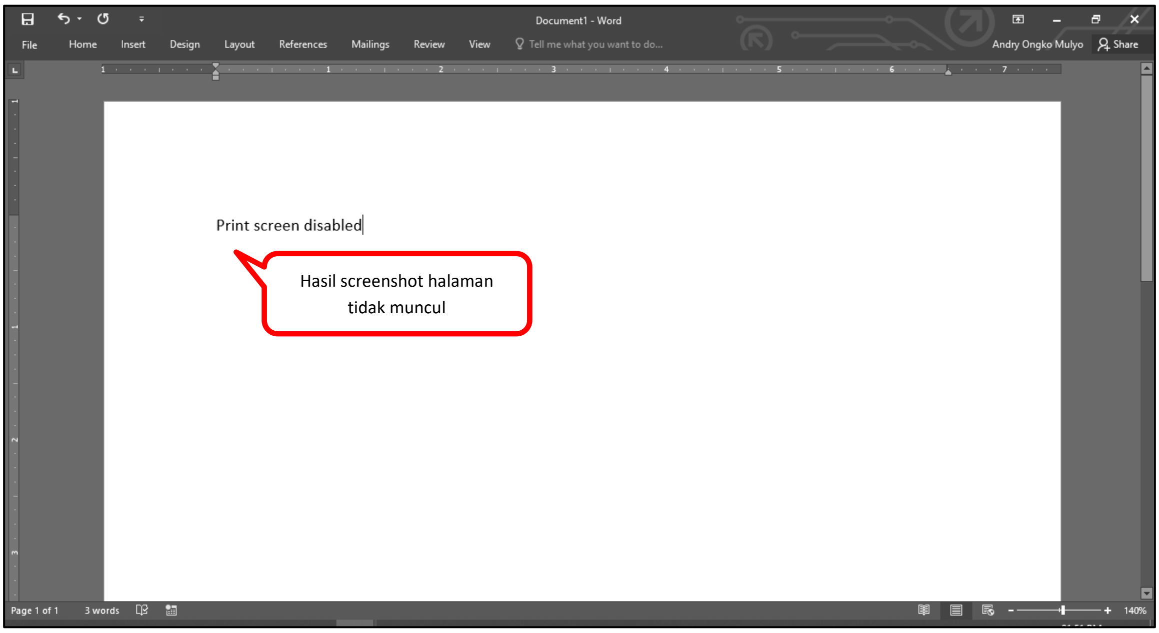
Apabila terdapat user yang ingin ditambahkan ke dalam Group User Member, maka dapat dilakukan melalui User Member sesuai dengan User Manual pada sub bab 3.4 terkait Manage User.

### 2.7.1 SCREENSHOT BLOCKER

Apabila user visitor melakukan screenshot, ketika user melakukan function paste pada suatu aplikasi maka sistem akan menampilkan text **"Print Screen Disable"**dan screenshot tidak akan terpaste.


SharePoint
Search this site
D2
New
Send to
Promote
Page details
Analytics
Published 8/29/2022
Edit
HSE KIM Doclib
HSE KIM
See all
New
Upload
Edit in grid view
Sync
Export to Excel
All Documents

| Name | Modified | Modified By | Approval Status | Content Type |
|---|---|---|---|---|
| SMKPLH | August 6 | DEV 3 | Pending | Folder |
| Sample File.docx | August 31 | DEV 2 | Draft | Document |


Document1 - Word
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Andry Ongko Mulyo
Share
Page 1 of 1
3 words
140%

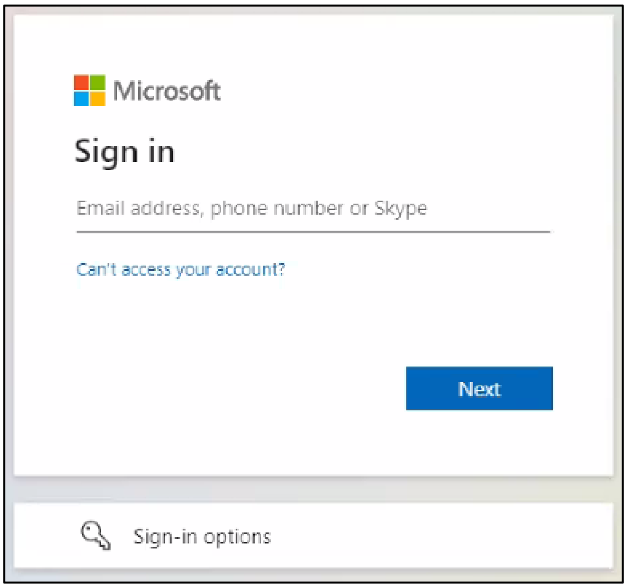
Print screen disabled

Hasil screenshot halaman tidak muncul

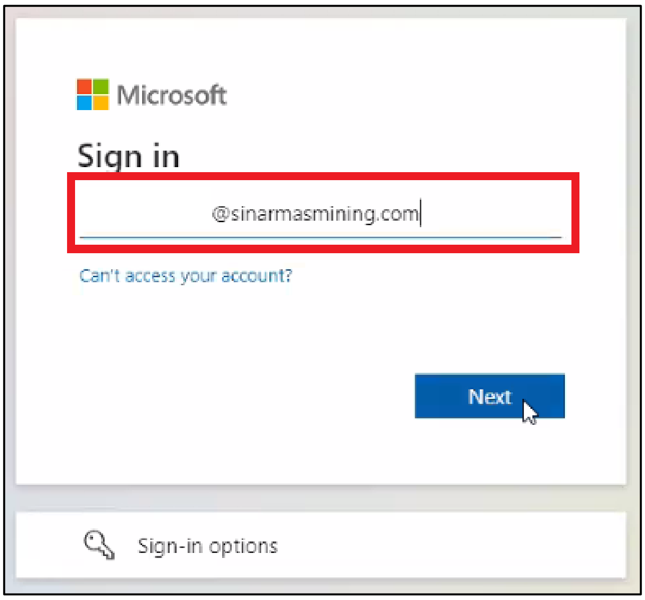
# 3. USER OWNER (DOCUMENT CONTROLLER)

## 3.1. LOGIN

User member diharuskan log in terlebih dahulu untuk mengakses site sharepoint dengan langkah-langkah sebagai berikut:

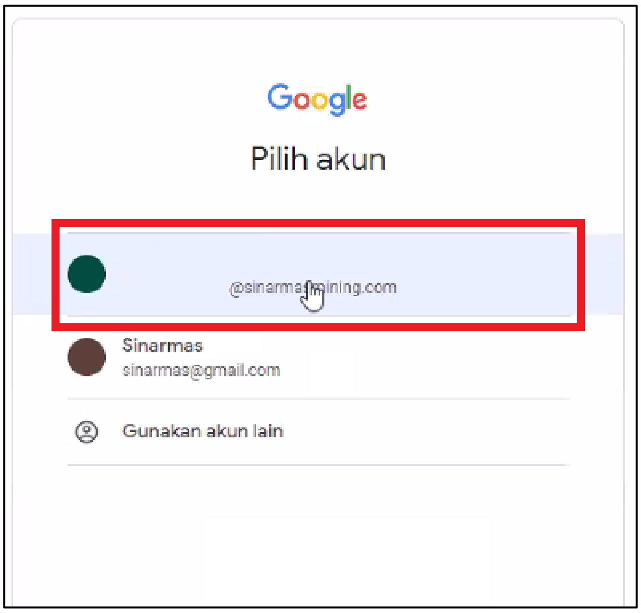

Microsoft
Sign in
Email address, phone number or Skype
Can't access your account?
Next
Sign-in options

1. User melakukan login menggunakan alamat email kantor resmi yang dimiliki.


Microsoft
Sign in
Can't access your account?
Next
Sign-in options

@sinarmasmining.com

2. Setelah mengisi alamat email, User dapat melanjutkan dengan menekan tombol Next.



Google

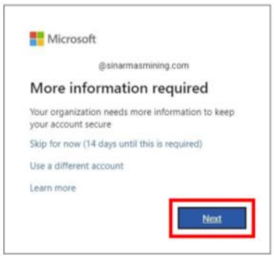
Pilih akun

@sinarmasmining.com

Sinarmas
sinarmas@gmail.com

Gunakan akun lain

3. Melakukan konfirmasi untuk alamat email yang digunakan.



Microsoft

@sinarmasmining.com

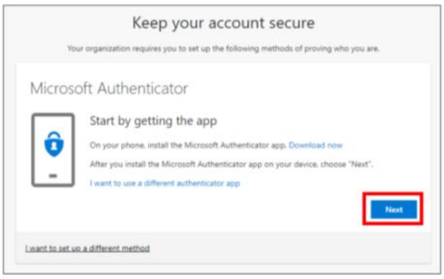
More information required

Your organization needs more information to keep your account secure

Skip for now (14 days until this is required)

Use a different account

Learn more



Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

Microsoft Authenticator

Start by getting the app

On your phone, install the Microsoft Authenticator app. Download now

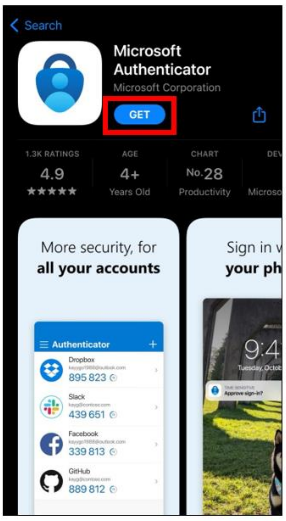
After you install the Microsoft Authenticator app on your device, choose "Next".

I want to use a different authenticator app

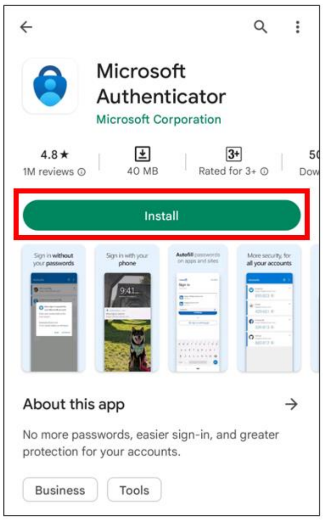
I want to set up a different method

4. User dapat mengunduh aplikasi **Microsoft Authenticator** pada **App Store** dan **Play Store**

   *Apabila sudah install, dapat dilanjutkan ke point 6



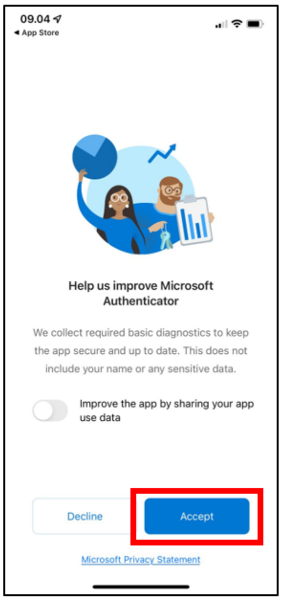
Search
Microsoft Authenticator
Microsoft Corporation
GET
1.3K RATINGS
4.9
AGE
4+
Years Old
CHART
No.28
Productivity
More security, for all your accounts
Sign in w your ph
Authenticator
Dropbox
895 823
Slack
439 651
Facebook
339 813
GitHub
889 812



Microsoft Authenticator
Microsoft Corporation
4.8★
1M reviews
40 MB
Rated for 3+
Install
About this app
Business
Tools

No more passwords, easier sign-in, and greater protection for your accounts.

5. (Tampilan pada Handphone) Microsoft Authenticator pada App Store dan Play Store.



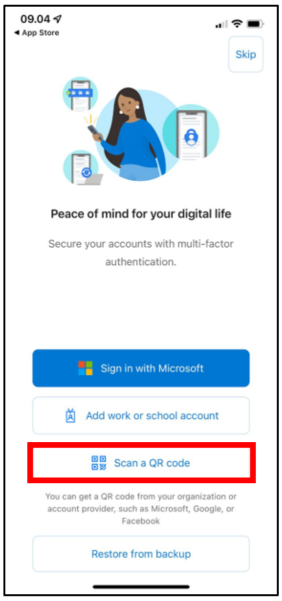
09.04
App Store

Help us improve Microsoft Authenticator

We collect required basic diagnostics to keep the app secure and up to date. This does not include your name or any sensitive data.

○ Improve the app by sharing your app use data

Decline
Accept
Microsoft Privacy Statement



09.04
App Store

Skip

Peace of mind for your digital life

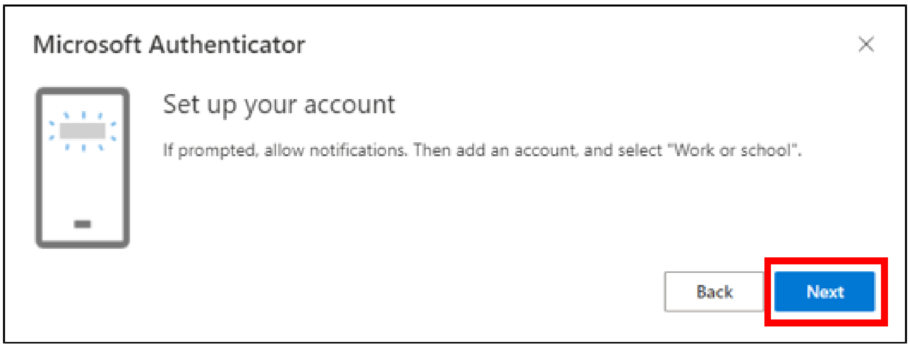
Secure your accounts with multi-factor authentication.

Sign in with Microsoft
Add work or school account
Scan a QR code

You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

Restore from backup

6. (Tampilan pada Handphone) Setelah User menginstall dapat dilanjutkan dengan menekan tombol Scan a QR Code

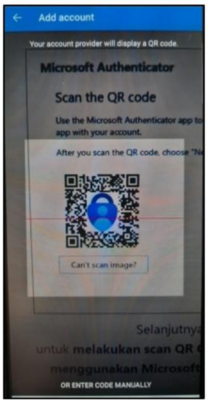


Microsoft Authenticator

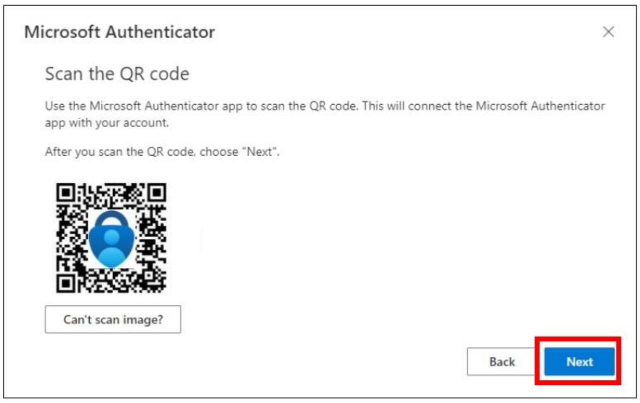
Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

7. Memilih opsi Scan a QR Code.



Add account
Your account provider will display a QR code.
OR ENTER CODE MANUALLY



Microsoft Authenticator

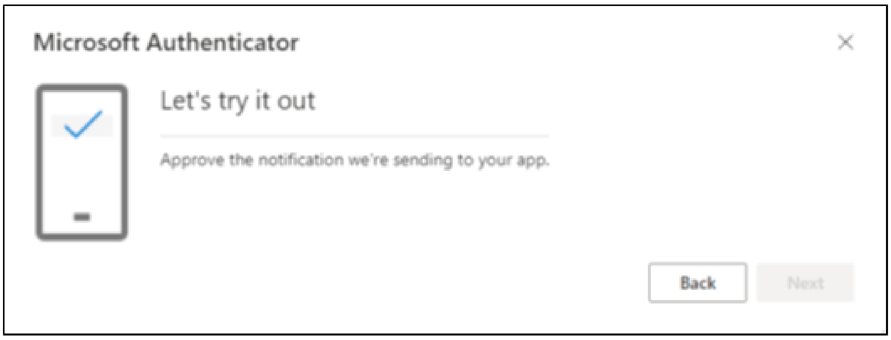
Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?
Back
Next

8. Untuk melakukan scan QR Code yang tertampil di layar computer, menggunakan Microsoft Authenticator pada mobile device.

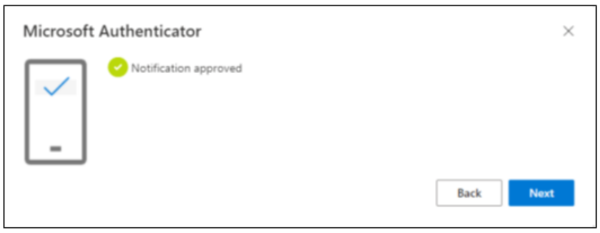


Microsoft Authenticator

Let's try it out

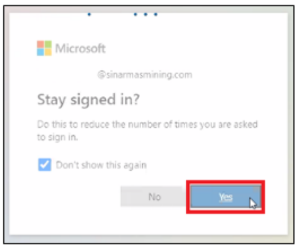
Approve the notification we're sending to your app.

9. User akan menerima notifikasi permintaan approval dari aplikasi, User dapat melakukan Approved dari aplikasi Microsoft Authenticator.



Microsoft Authenticator

Notification approved



Microsoft

@sinarmasmining.com

Stay signed in?

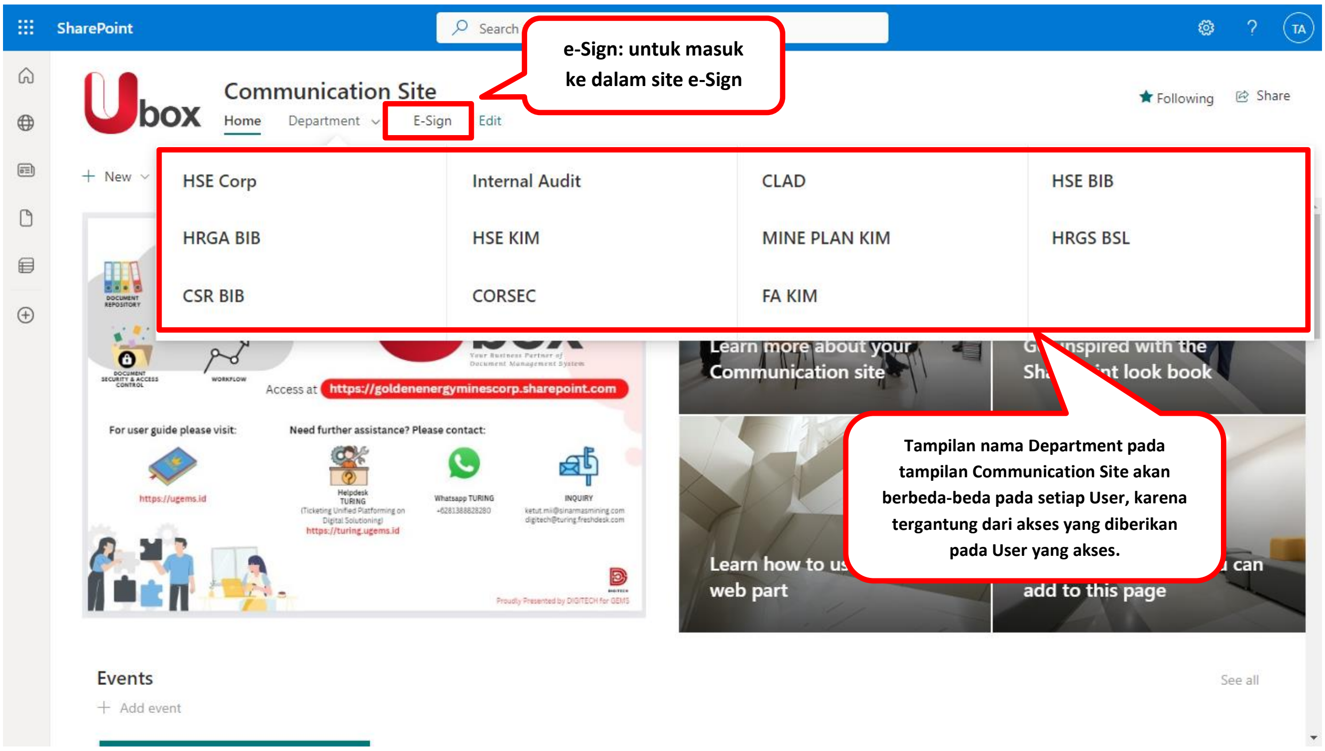
Do this to reduce the number of times you are asked to sign in.

☑ Don't show this again

10. Sistem akan menampilkan approval berhasil. Dan User dapat melanjutkan proses login.

Berikut merupakan halaman utama dari sharepoint yang dapat diakses oleh setiap user setelah melakukan login. Halaman Communication Site ini dapat dikustomisasi dan disesuaikan informasinya sesuai kebutuhan dengan fitur yang diberikan oleh Sharepoint. Halaman ini dapat ditambahkan beberapa komponen yang disebut webpart oleh user yang terdaftar sebagai Owner pada Communication Site ini.

Jika User ingin mengakses site Department, maka User bisa masuk ke menu Department dan masuk ke halaman sesuai dengan Departmentnya.


SharePoint
Search
Communication Site
Home
Department
E-Sign
Edit
Following
Share
New
HSE Corp
Internal Audit
CLAD
HSE BIB
HRGA BIB
HSE KIM
MINE PLAN KIM
HRGS BSL
CSR BIB
CORSEC
FA KIM
Learn more about your Communication site
Get inspired with the SharePoint look book
Learn how to use web part
add to this page
Access at https://goldenenergyminescorp.sharepoint.com
For user guide please visit:
https://ugems.id
Need further assistance? Please contact:
Helpdesk TURING
Whatsapp TURING
INQUIRY
Events
Add event
See all

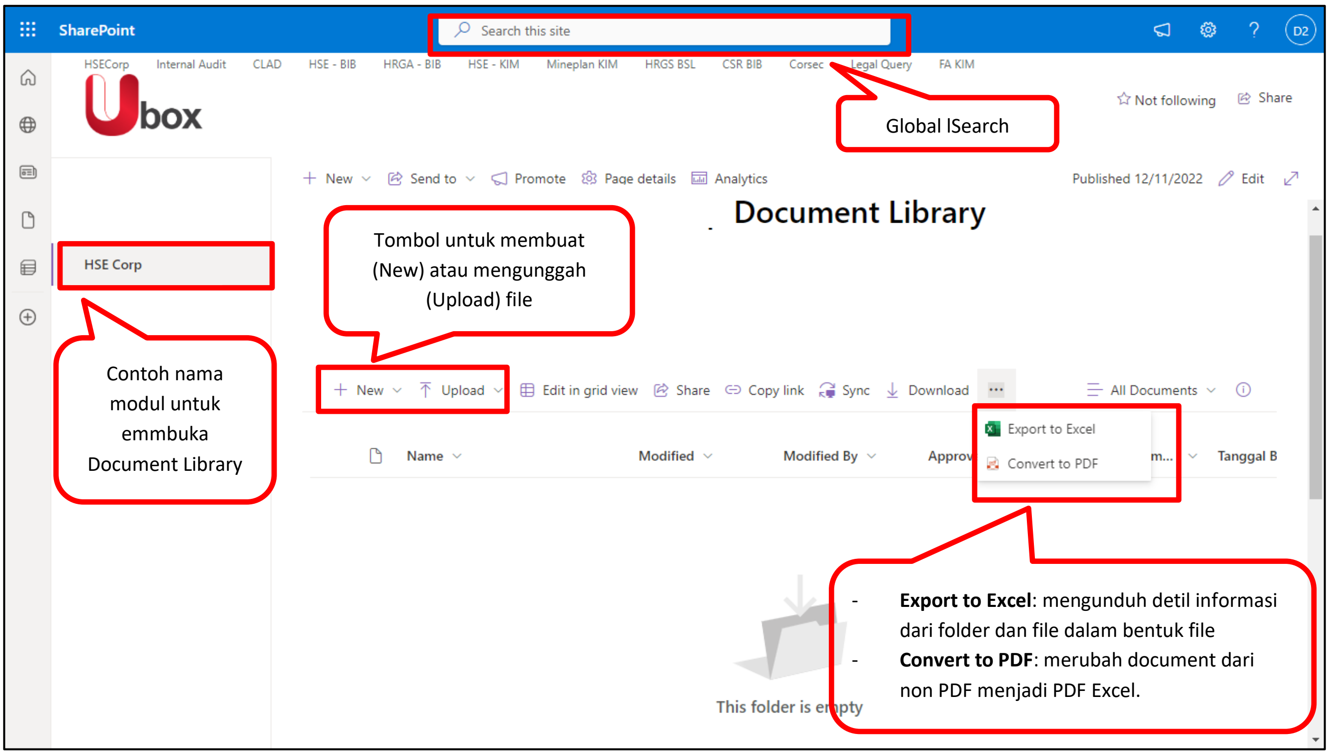
e-Sign: untuk masuk ke dalam site e-Sign

Tampilan nama Department pada tampilan Communication Site akan berbeda-beda pada setiap User, karena tergantung dari akses yang diberikan pada User yang akses.

Untuk User yang memiliki akses di satu department, maka menu Department yang tertampil pada halaman ini hanya satu. Jika ingin dilakukan penambahan akses, maka dapat dilakukan melalui User Owner (Document Controller) sesuai dengan User Manual pada sub bab 3.6 terkait Manage User.

## 3.2. DOCUMENT LIBRARY

User Owner (Document Controller) dapat melihat tampilan document library. User Owner (Document Controller) dapat membuat file baru, mengunduh file (download), mengunggah file (upload), melakukan sikronisasi ke akun Onedrive (Sync), dan melakukan pencarian file pada halaman document library. User Owner (Document Controller) dapat mengkases document Library dengan cara **Klik Department pada communication page > klik Department yang dipilih (Contoh Mineplan KIM) > klik nama modul (di sebelah kiri)**.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 12/11/2022
Edit
Document Library
HSE Corp
New
Upload
Edit in grid view
Share
Copy link
Sync
Download
All Documents
Export to Excel
Convert to PDF
Name
Modified
Modified By
Approv
m...
Tanggal B
This folder is empty

Global ISearch

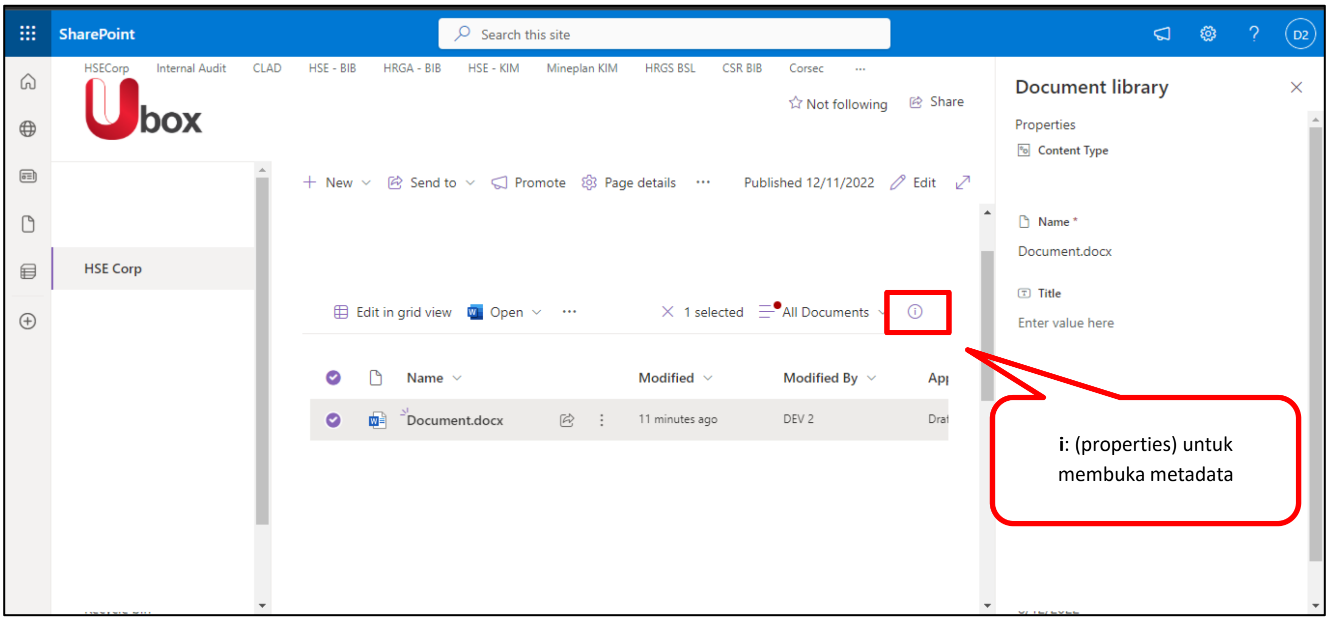
Tombol untuk membuat (New) atau mengunggah (Upload) file

Contoh nama modul untuk emmbuka Document Library

- **Export to Excel**: mengunduh detil informasi dari folder dan file dalam bentuk file
- **Convert to PDF**: merubah document dari non PDF menjadi PDF Excel.

### 3.2.1 PENGISIAN METADATA

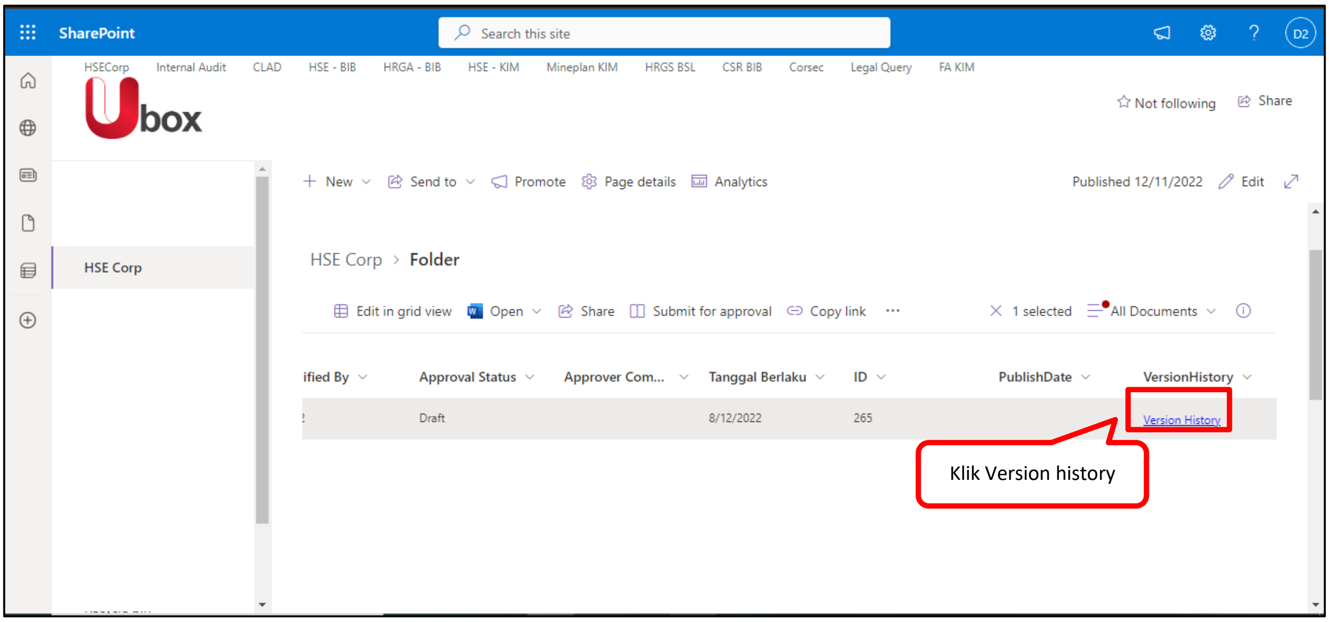
Setelah user melakukan upload / create Dokumen, User juga dapat melakukan beberapa action seperti pada file-file yang ada di sharepoint serta melakukan penyesuaian data metadata pada pilihan action **Properties** dengan cara **klik tombol i** (kanan atas). Pengisian metadata akan berbeda berdasarkan jenis content typenya.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Not following
Share
New
Send to
Promote
Page details
Published 12/11/2022
Edit
HSE Corp
Edit in grid view
Open
1 selected
All Documents
Name
Modified
Modified By
Document.docx
11 minutes ago
DEV 2
Document library
Properties
Content Type
Name *
Document.docx
Title
Enter value here

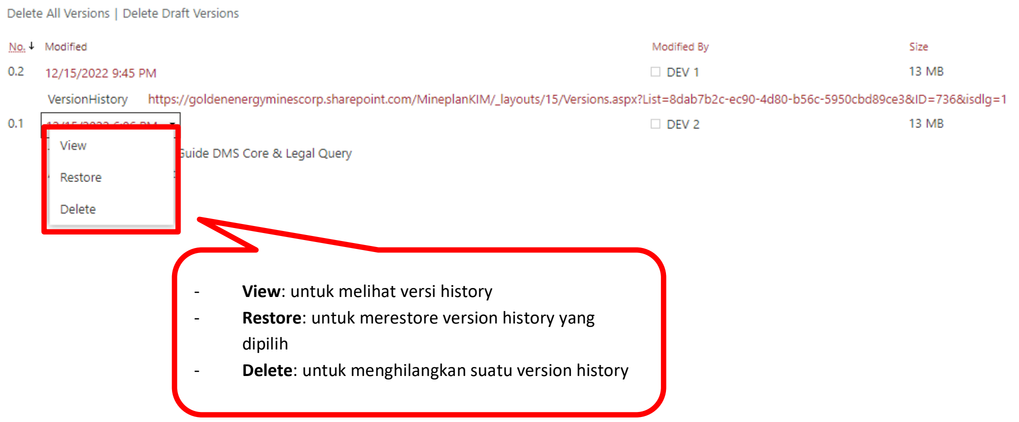
i: (properties) untuk membuka metadata

## 3.2.2 VERSION HISTORY

Version history merupakan feature untuk melihat versi perubahan dari suatu file. User juga dapat mengecek perubahan-perubahan pada dokumen dengan cara **klik tombol version history**. Letak version history berada pada coloum file.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 12/11/2022
Edit
HSE Corp
HSE Corp > Folder
Edit in grid view
Open
Share
Submit for approval
Copy link
1 selected
All Documents
ified By
Approval Status
Approver Com...
Tanggal Berlaku
ID
PublishDate
VersionHistory
Draft
8/12/2022
265
Version History

Klik Version history



Delete All Versions | Delete Draft Versions

| No. | Modified | Modified By | Size | Comments |
|---|---|---|---|---|
| 0.2 | 12/15/2022 9:45 PM | ☐ DEV 1 | 13 MB | |
| | VersionHistory https://goldenenergyminescorp.sharepoint.com/MineplanKIM/_layouts/15/Versions.aspx?List=8dab7b2c-ec90-4d80-b56c-5950cbd89ce3&ID=736&isdlg=1 | | | |
| 0.1 | | ☐ DEV 2 | 13 MB | |

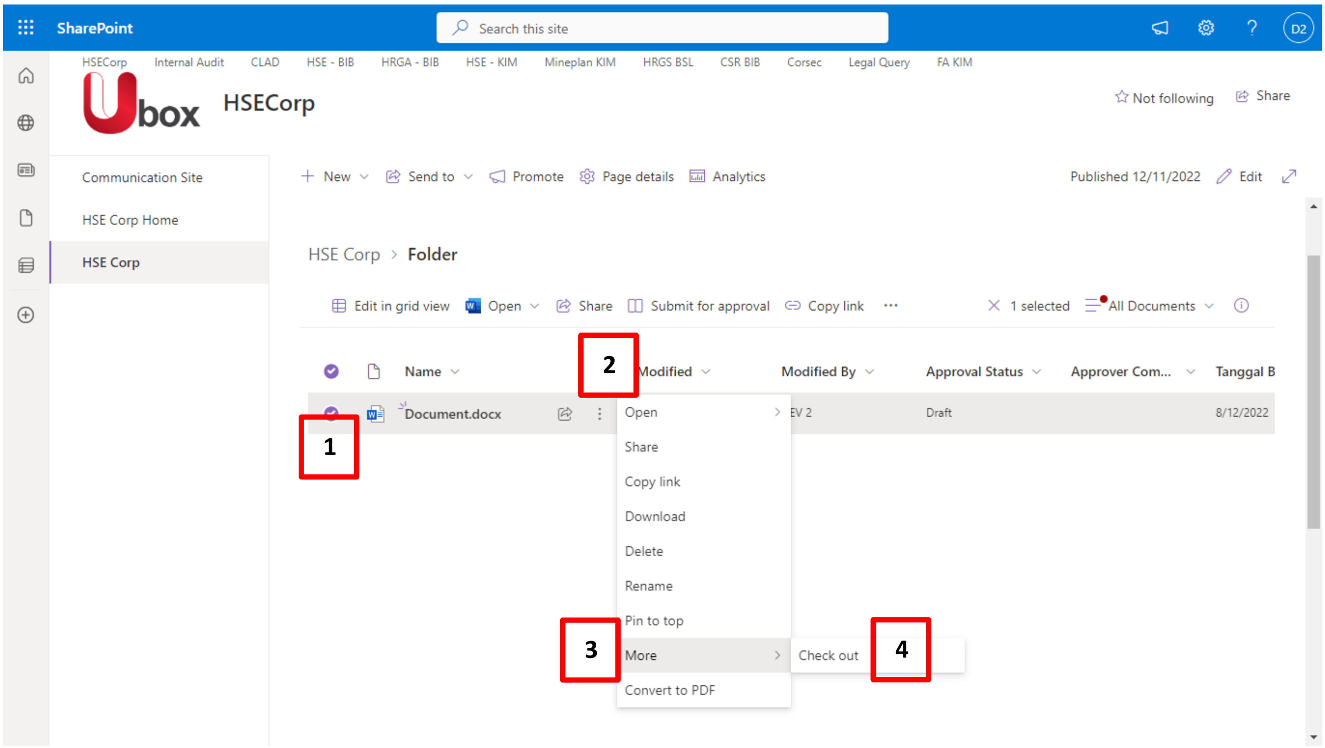
View
Restore
Delete
Guide DMS Core & Legal Query

- **View**: untuk melihat versi history
- **Restore**: untuk merestore version history yang dipilih
- **Delete**: untuk menghilangkan suatu version history

## 3.2.3 CHECK IN / CHECK OUT

User Owner (Document Controller) dapat melakukan check in / check out dokumen. Untuk melakukan check in / check out, user owner (document controller) dapat **klik file > action (titik 3) > More > Check out / Check in**.

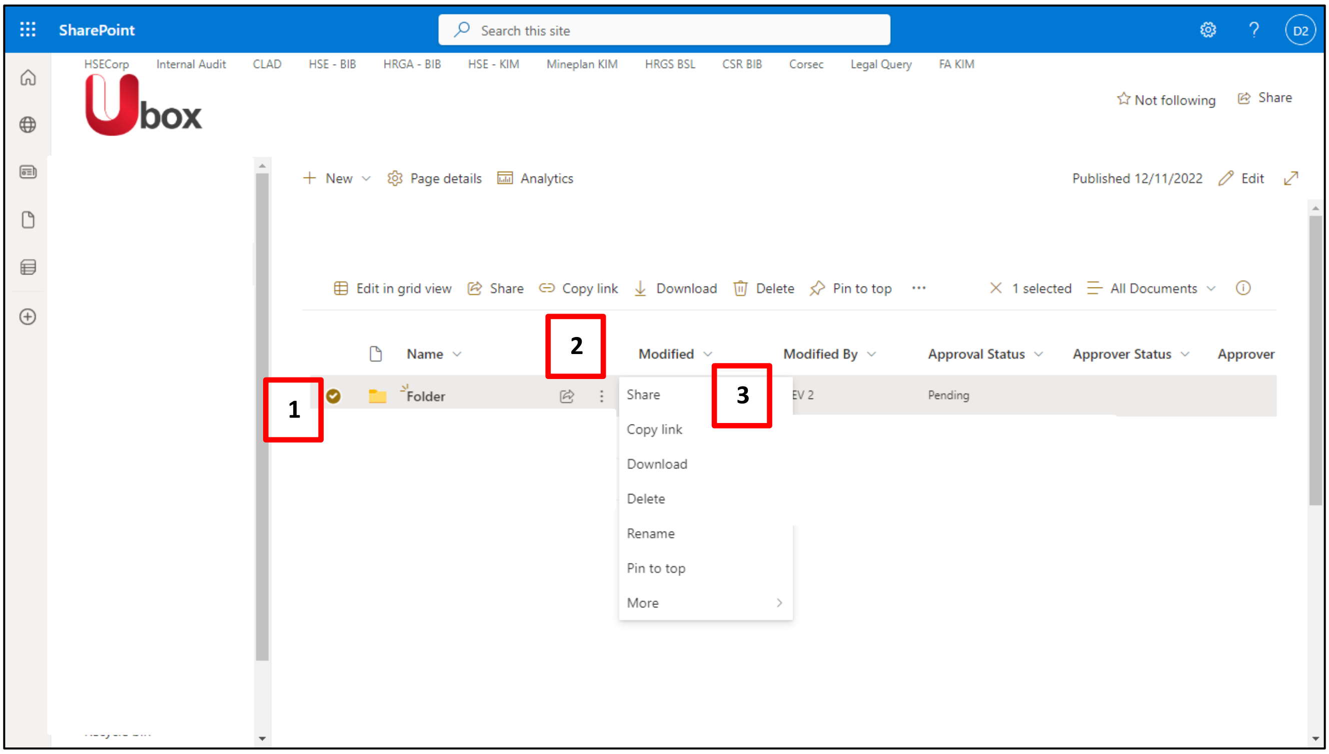
- **Check in** adalah kondisi ketika User dan User lain dapat melakukan edit pada file dokumen.
- **Check out** adalah kondisi dimana User dapat melakukan edit pada file dokumen dan User lain tidak dapat melakukan edit pada file dokumen yang sedang di check out.

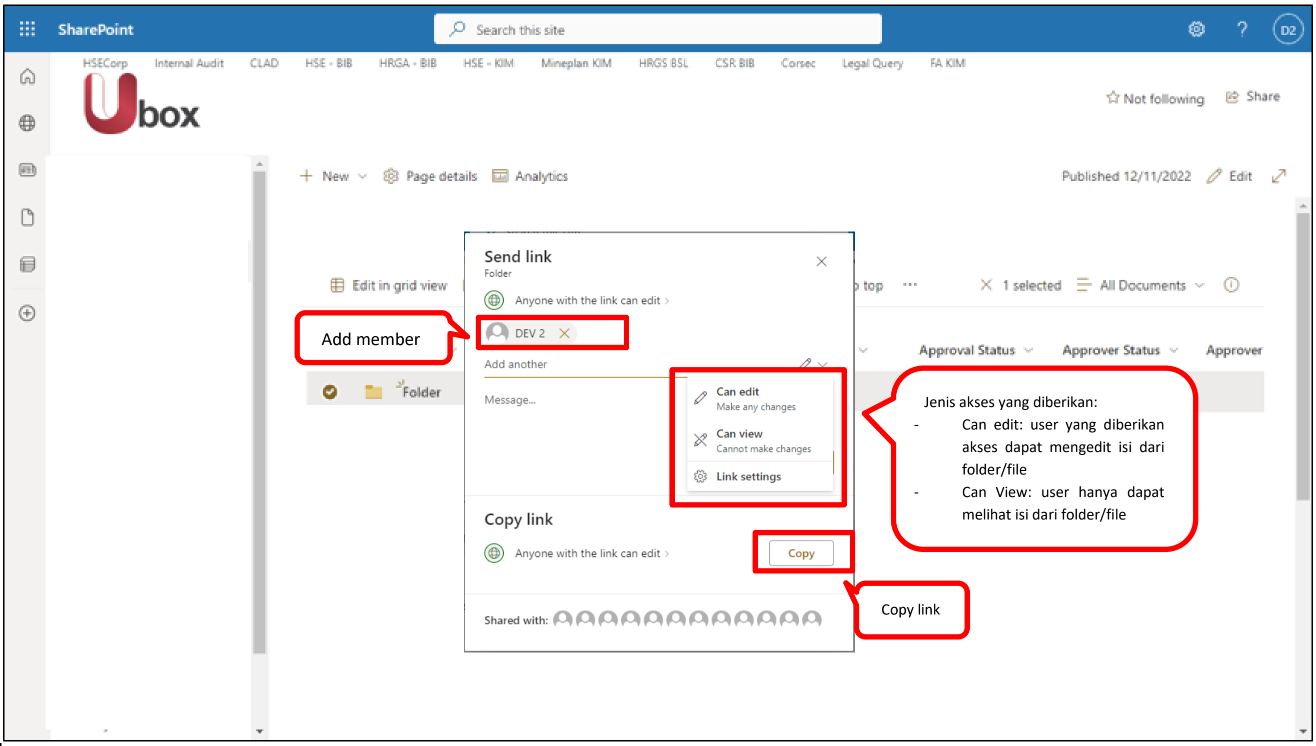


SharePoint
Search this site
HSECorp Internal Audit CLAD HSE - BIB HRGA - BIB HSE - KIM Mineplan KIM HRGS BSL CSR BIB Corsec Legal Query FA KIM
HSECorp
Not following
Share
Communication Site
HSE Corp Home
HSE Corp
New
Send to
Promote
Page details
Analytics
Published 12/11/2022
Edit
HSE Corp > Folder
Edit in grid view
Open
Share
Submit for approval
Copy link
1 selected
All Documents
Name
Modified
Modified By
Approval Status
Approver Com...
Tanggal B
Document.docx
DEV 2
Draft
8/12/2022
Open
Share
Copy link
Download
Delete
Rename
Pin to top
More
Convert to PDF
Check out
1
2
3
4

## 3.2.4 SHARE

User Owner (Document Controller) dapat membagi (share) document tertentu kepada user lain. User dapat melakukannya denagn cara memilih dokumen **klik file > action (titik 3) > share** dan dilanjutkan dengan mencantumkan nama user yang akan diberika akses dokumen tersebut.


SharePoint
Search this site
D2
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Page details
Analytics
Published 12/11/2022
Edit
Edit in grid view
Share
Copy link
Download
Delete
Pin to top
1 selected
All Documents
Name
Modified
Modified By
Approval Status
Approver Status
Approver
Folder
EV 2
Pending
Share
Copy link
Download
Delete
Rename
Pin to top
More
1
2
3

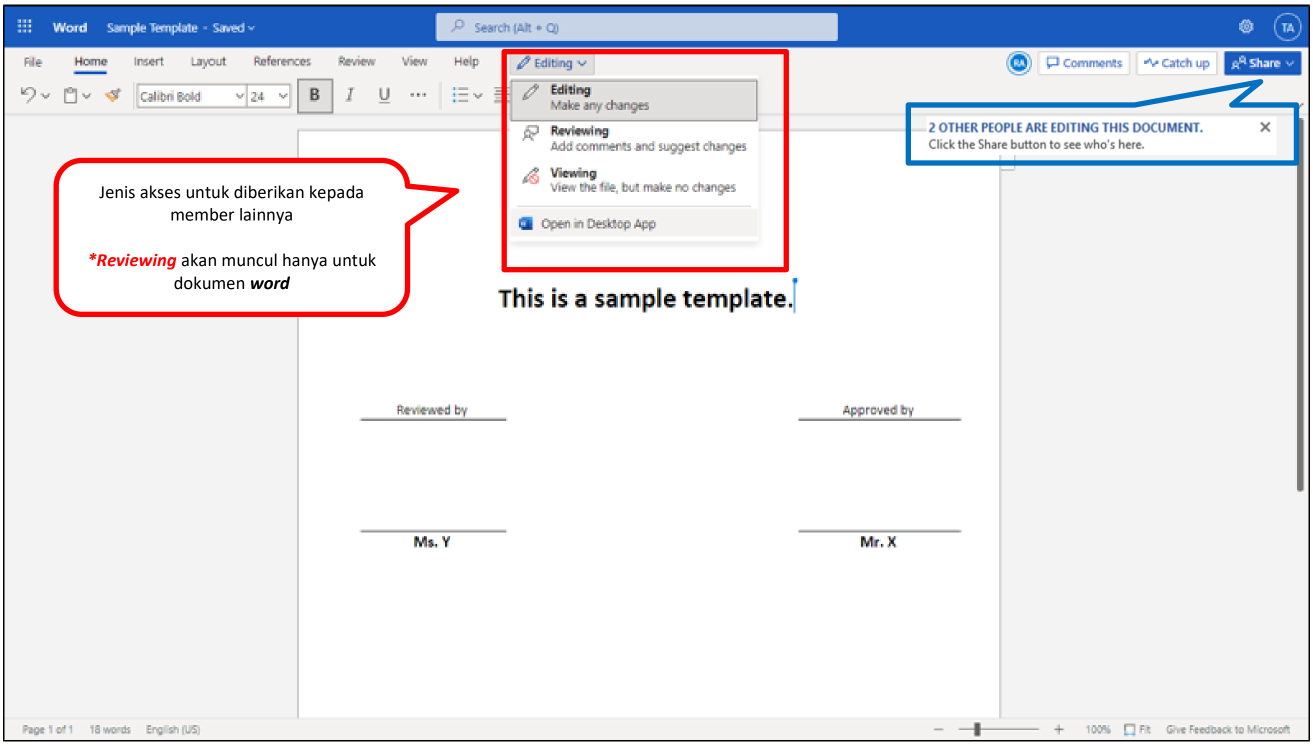

SharePoint
Search this site
D2
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Page details
Analytics
Published 12/11/2022
Edit
Edit in grid view
top
1 selected
All Documents
Approval Status
Approver Status
Approver
Folder
Send link
Folder
Anyone with the link can edit
DEV 2
Add another
Message...
Can edit
Make any changes
Can view
Cannot make changes
Link settings
Copy link
Anyone with the link can edit
Copy
Shared with:
Add member
Copy link

Jenis akses yang diberikan:

- Can edit: user yang diberikan akses dapat mengedit isi dari folder/file
- Can View: user hanya dapat melihat isi dari folder/file

## 3.2.5 COLLABORATION

User Owner (Document Controller) dapat membuat kolaborasi (Collaboration) kepada member untuk membuka dokumen di waktu yang bersamaan. User Owner (Document Controller) dapat memberikan beberapa akses kepada member lainnya untuk dapat **Editing (menyunting), review (melihat comment), dan viewing (hanya melihat)**.

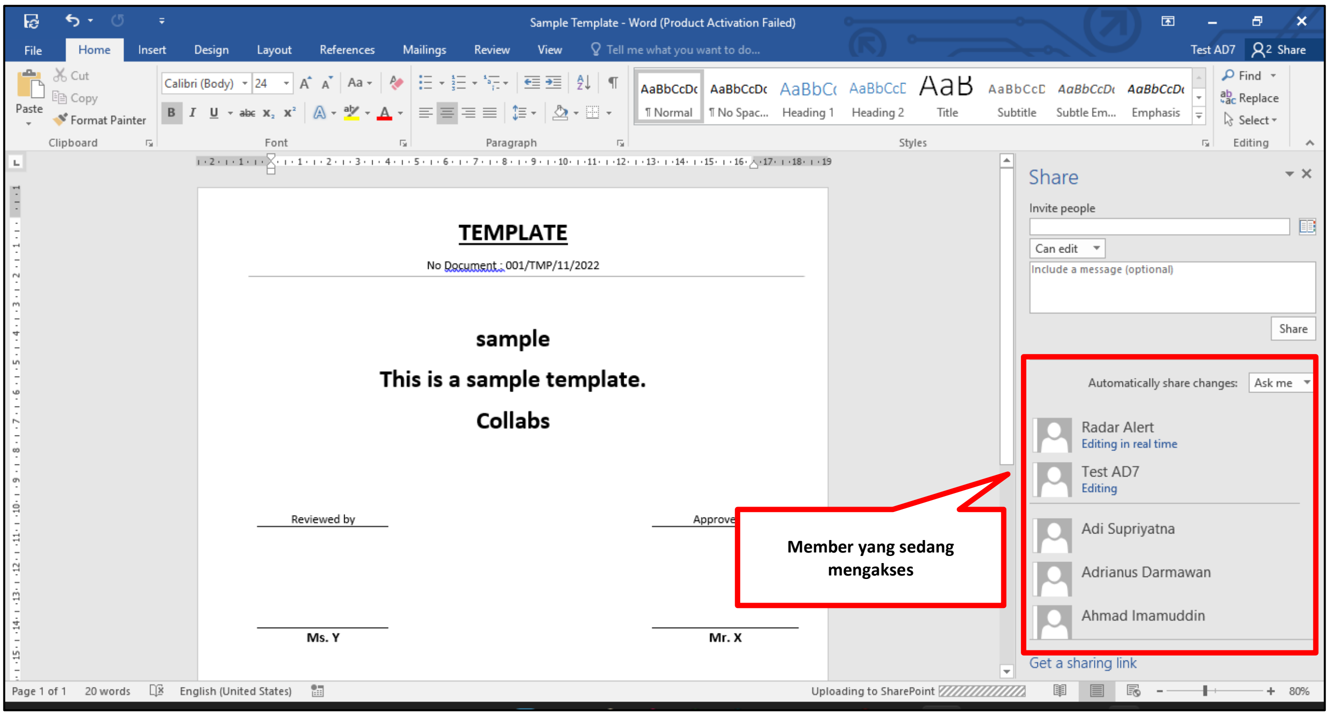

Word
Sample Template - Saved
Search (Alt + Q)
File
Home
Insert
Layout
References
Review
View
Help
Editing
Comments
Catch up
Share
Calibri Bold
24
Editing
Make any changes
Reviewing
Add comments and suggest changes
Viewing
View the file, but make no changes
Open in Desktop App
Reviewed by
Approved by
Ms. Y
Mr. X
Page 1 of 1
18 words
English (US)
100%
Fit
Give Feedback to Microsoft

Jenis akses untuk diberikan kepada member lainnya

*_**Reviewing**_ akan muncul hanya untuk dokumen _**word**_

2 OTHER PEOPLE ARE EDITING THIS DOCUMENT.
Click the Share button to see who's here.

This is a sample template.


Sample Template - Word (Product Activation Failed)
File
Home
Insert
Design
Layout
References
Mailings
Review
View
Tell me what you want to do...
Test AD7
Share
Paste
Cut
Copy
Format Painter
Clipboard
Calibri (Body)
24
Font
Paragraph
AaBbCcDc
¶ Normal
¶ No Spac...
Heading 1
Heading 2
Title
Subtitle
Subtle Em...
Emphasis
Styles
Find
Replace
Select
Editing
Share
Invite people
Can edit
Include a message (optional)
Share
Get a sharing link
Page 1 of 1
20 words
English (United States)
Uploading to SharePoint
80%

TEMPLATE

No Document : 001/TMP/11/2022

sample

This is a sample template.

Collabs

Reviewed by

Approved by

Ms. Y

Mr. X

Automatically share changes: Ask me

Radar Alert
Editing in real time

Test AD7
Editing

Adi Supriyatna

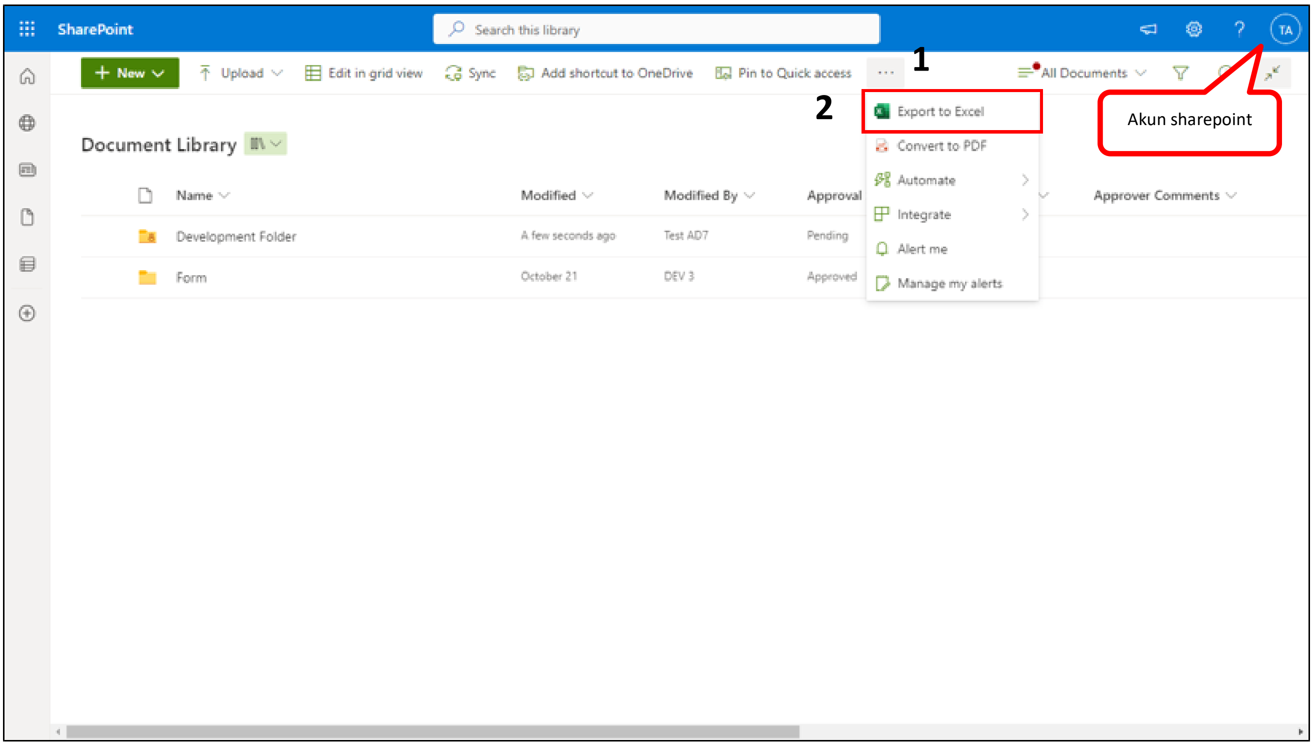
Adrianus Darmawan

Ahmad Imamuddin

Member yang sedang mengakses

## 3.2.6 EXPORT TO EXCEL

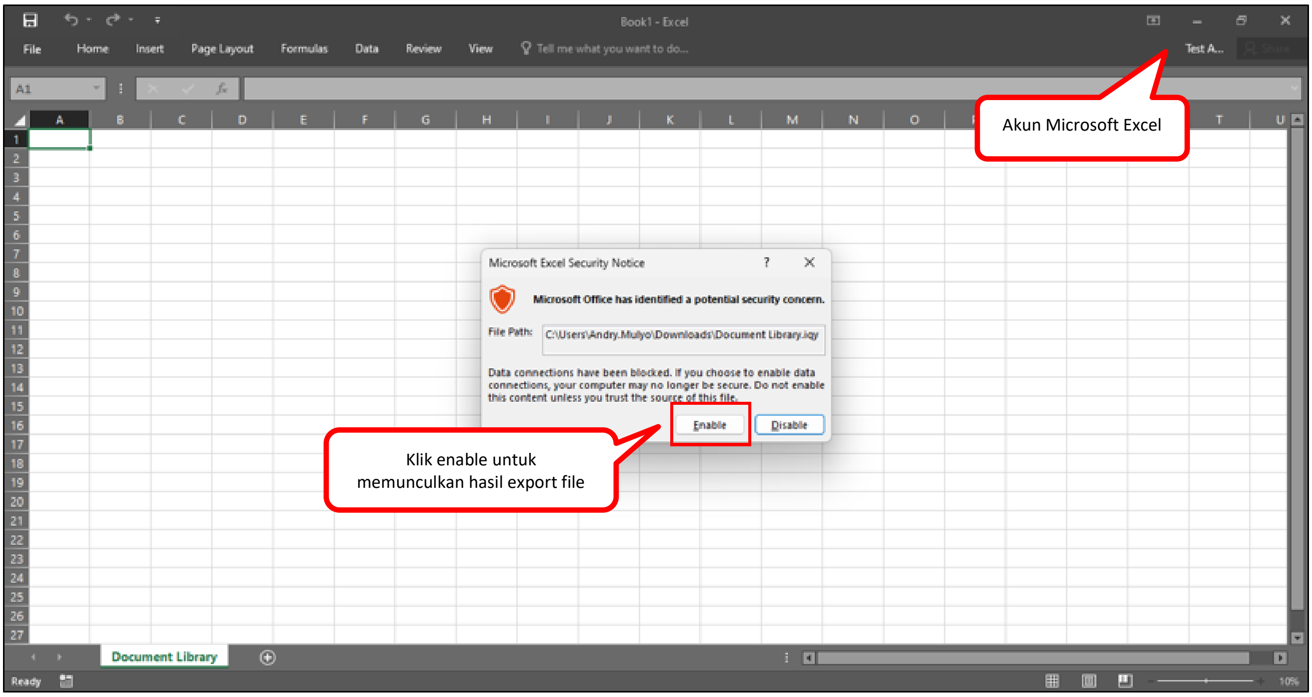
User Owner (Document Controller) dapat melakukan export data ke excel berdasarkan metadatanya. User Owner (Document Controller) dapat mengakses dengan cara **klik Action (titik 3 yang terletak di atas bar) > Export to Excel**. Saat melakukan export to excel, pastikan bahwa Akun Microsoft yang telah terpasang sama dengan akun saat mengakses sharepoint.


SharePoint
Search this library
TA
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
All Documents
Document Library
Export to Excel
Convert to PDF
Automate
Integrate
Alert me
Manage my alerts
Name
Modified
Modified By
Approval
Approver Comments
Development Folder
A few seconds ago
Test AD7
Pending
Form
October 21
DEV 3
Approved

1

2

Akun sharepoint


Book1 - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Tell me what you want to do...
Test A...
A1
Document Library
Ready
Enable
Disable

Microsoft Excel Security Notice

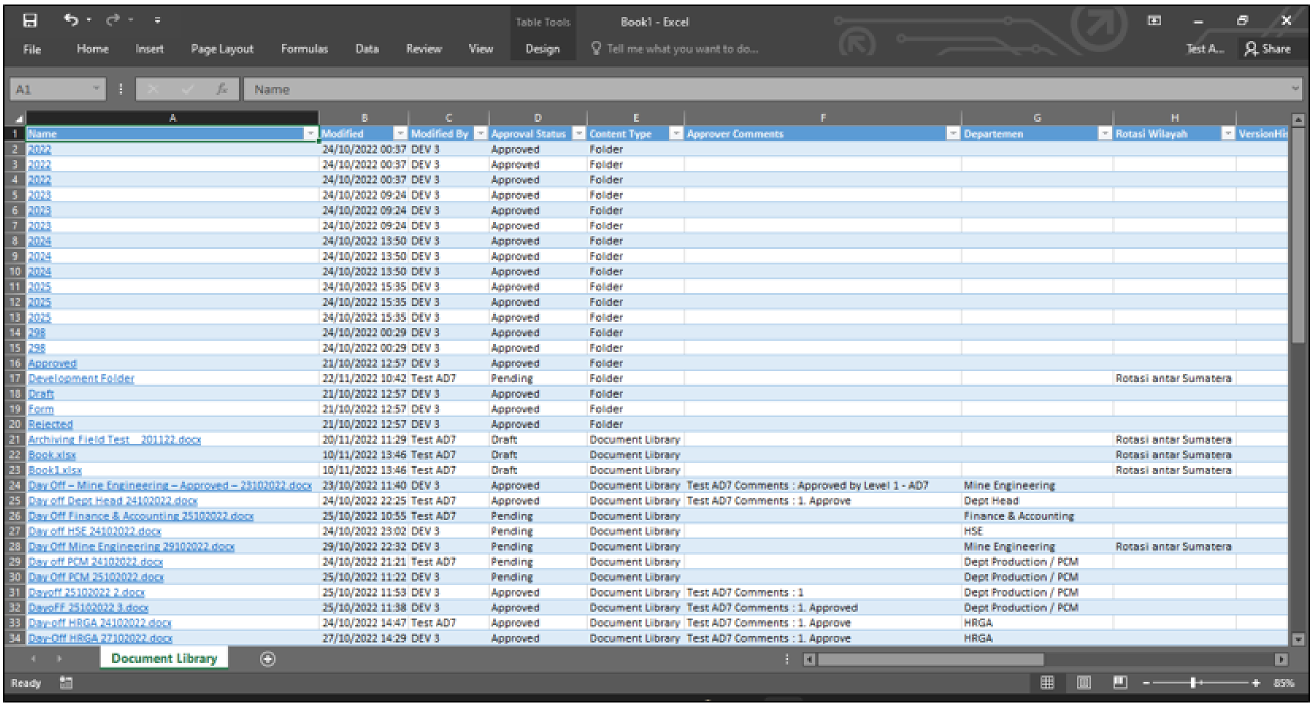
**Microsoft Office has identified a potential security concern.**

File Path: C:\Users\Andry.Mulyo\Downloads\Document Library.iqy

Data connections have been blocked. If you choose to enable data connections, your computer may no longer be secure. Do not enable this content unless you trust the source of this file.

Akun Microsoft Excel

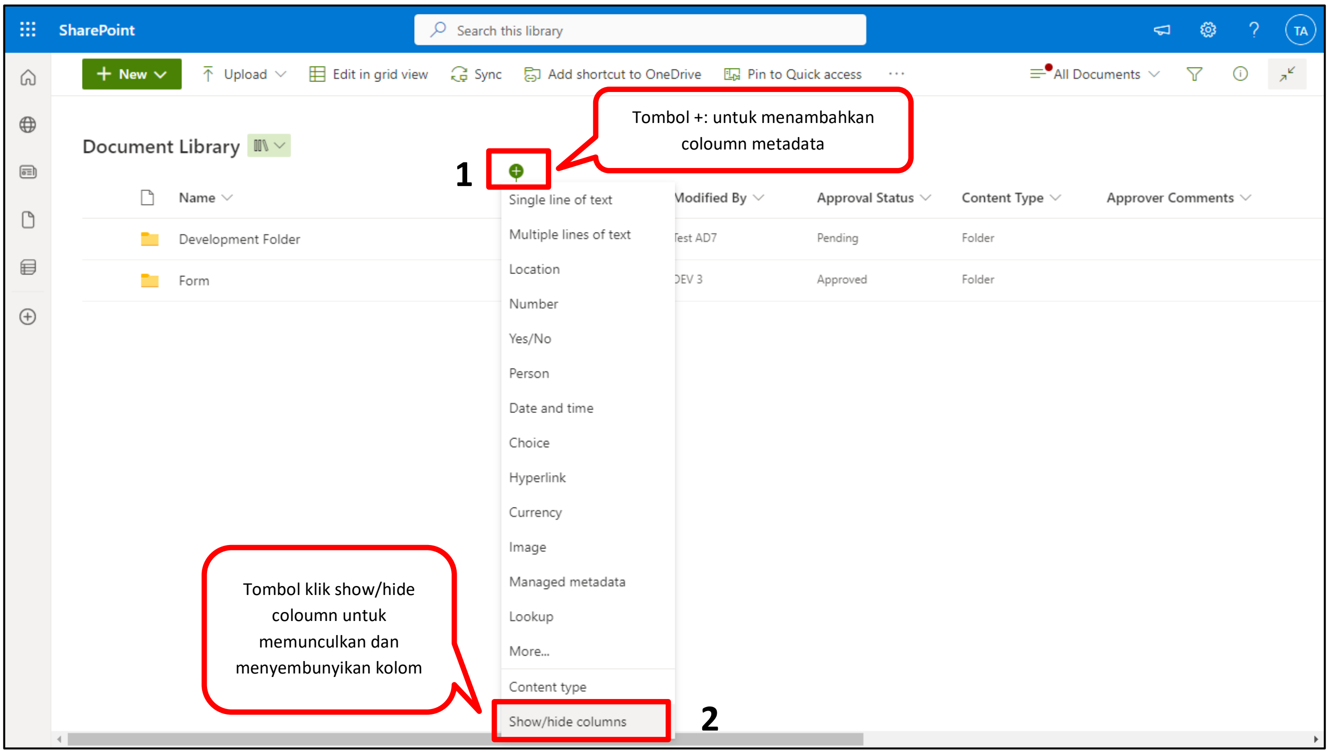
Klik enable untuk
memunculkan hasil export file



|  | Name | Modified | Modified By | Approval Status | Content Type | Approver Comments | Departemen | Rotasi Wilayah | VersionHi |
|---|---|---|---|---|---|---|---|---|---|
| 2 | 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder |  |  |  |  |
| 3 | 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder |  |  |  |  |
| 4 | 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder |  |  |  |  |
| 5 | 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder |  |  |  |  |
| 6 | 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder |  |  |  |  |
| 7 | 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder |  |  |  |  |
| 8 | 2024 | 24/10/2022 13:50 | DEV 3 | Approved | Folder |  |  |  |  |
| 9 | 2024 | 24/10/2022 13:50 | DEV 3 | Approved | Folder |  |  |  |  |
| 10 | 2024 | 24/10/2022 13:50 | DEV 3 | Approved | Folder |  |  |  |  |
| 11 | 2025 | 24/10/2022 15:35 | DEV 3 | Approved | Folder |  |  |  |  |
| 12 | 2025 | 24/10/2022 15:35 | DEV 3 | Approved | Folder |  |  |  |  |
| 13 | 2025 | 24/10/2022 15:35 | DEV 3 | Approved | Folder |  |  |  |  |
| 14 | 298 | 24/10/2022 00:29 | DEV 3 | Approved | Folder |  |  |  |  |
| 15 | 298 | 24/10/2022 00:29 | DEV 3 | Approved | Folder |  |  |  |  |
| 16 | Approved | 21/10/2022 12:57 | DEV 3 | Approved | Folder |  |  |  |  |
| 17 | Development Folder | 22/11/2022 10:42 | Test AD7 | Pending | Folder |  |  | Rotasi antar Sumatera |  |
| 18 | Draft | 21/10/2022 12:57 | DEV 3 | Approved | Folder |  |  |  |  |
| 19 | Form | 21/10/2022 12:57 | DEV 3 | Approved | Folder |  |  |  |  |
| 20 | Rejected | 21/10/2022 12:57 | DEV 3 | Approved | Folder |  |  |  |  |
| 21 | Archiving Field Test   201122.docx | 20/11/2022 11:29 | Test AD7 | Draft | Document Library |  |  | Rotasi antar Sumatera |  |
| 22 | Book.xlsx | 10/11/2022 13:46 | Test AD7 | Draft | Document Library |  |  | Rotasi antar Sumatera |  |
| 23 | Book1.xlsx | 10/11/2022 13:46 | Test AD7 | Draft | Document Library |  |  | Rotasi antar Sumatera |  |
| 24 | Day Off – Mine Engineering – Approved – 23102022.docx | 23/10/2022 11:40 | DEV 3 | Approved | Document Library | Test AD7 Comments : Approved by Level 1 - AD7 | Mine Engineering |  |  |
| 25 | Day off Dept Head 24102022.docx | 24/10/2022 22:25 | Test AD7 | Approved | Document Library | Test AD7 Comments : 1. Approve | Dept Head |  |  |
| 26 | Day Off Finance & Accounting 25102022.docx | 25/10/2022 10:55 | Test AD7 | Pending | Document Library |  | Finance & Accounting |  |  |
| 27 | Day off HSE 24102022.docx | 24/10/2022 23:02 | DEV 3 | Pending | Document Library |  | HSE |  |  |
| 28 | Day Off Mine Engineering 29102022.docx | 29/10/2022 22:32 | DEV 3 | Pending | Document Library |  | Mine Engineering | Rotasi antar Sumatera |  |
| 29 | Day off PCM 24102022.docx | 24/10/2022 21:21 | Test AD7 | Pending | Document Library |  | Dept Production / PCM |  |  |
| 30 | Day Off PCM 25102022.docx | 25/10/2022 11:22 | DEV 3 | Pending | Document Library |  | Dept Production / PCM |  |  |
| 31 | Dayoff 25102022 2.docx | 25/10/2022 11:53 | DEV 3 | Approved | Document Library | Test AD7 Comments : 1 | Dept Production / PCM |  |  |
| 32 | DayoFF 25102022 3.docx | 25/10/2022 11:38 | DEV 3 | Approved | Document Library | Test AD7 Comments : 1. Approved | Dept Production / PCM |  |  |
| 33 | Day-off HRGA 24102022.docx | 24/10/2022 14:47 | Test AD7 | Approved | Document Library | Test AD7 Comments : 1. Approve | HRGA |  |  |
| 34 | Day-Off HRGA 27102022.docx | 27/10/2022 14:29 | DEV 3 | Approved | Document Library | Test AD7 Comments : 1. Approve | HRGA |  |  |

Table Tools
Book1 - Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Design
Tell me what you want to do...
Test A...
Share
A1
Name
Document Library
Ready
85%

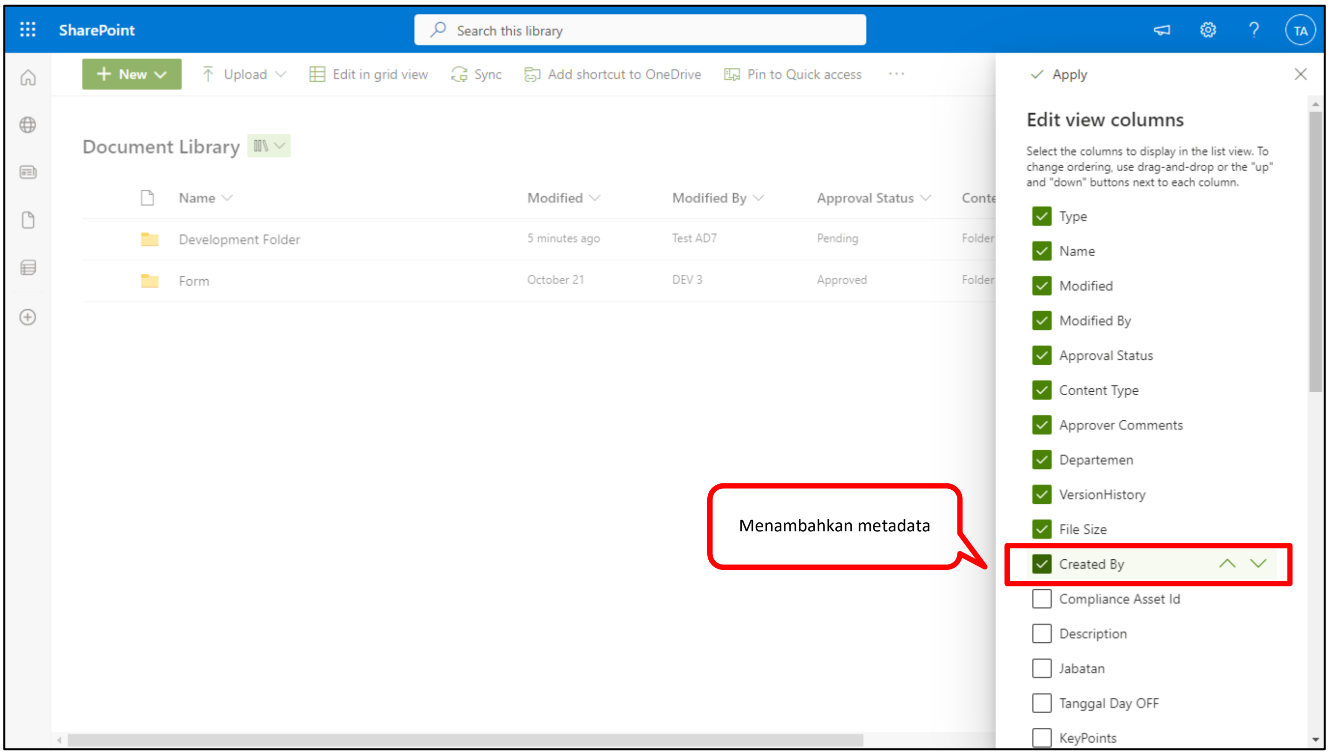
User Owner (Document Controller) juga dapat menambahkan kolom metadata pada tampilan Document Library lalu melakukan export to excel dengan kolom metadata yang telah ditambahkan.

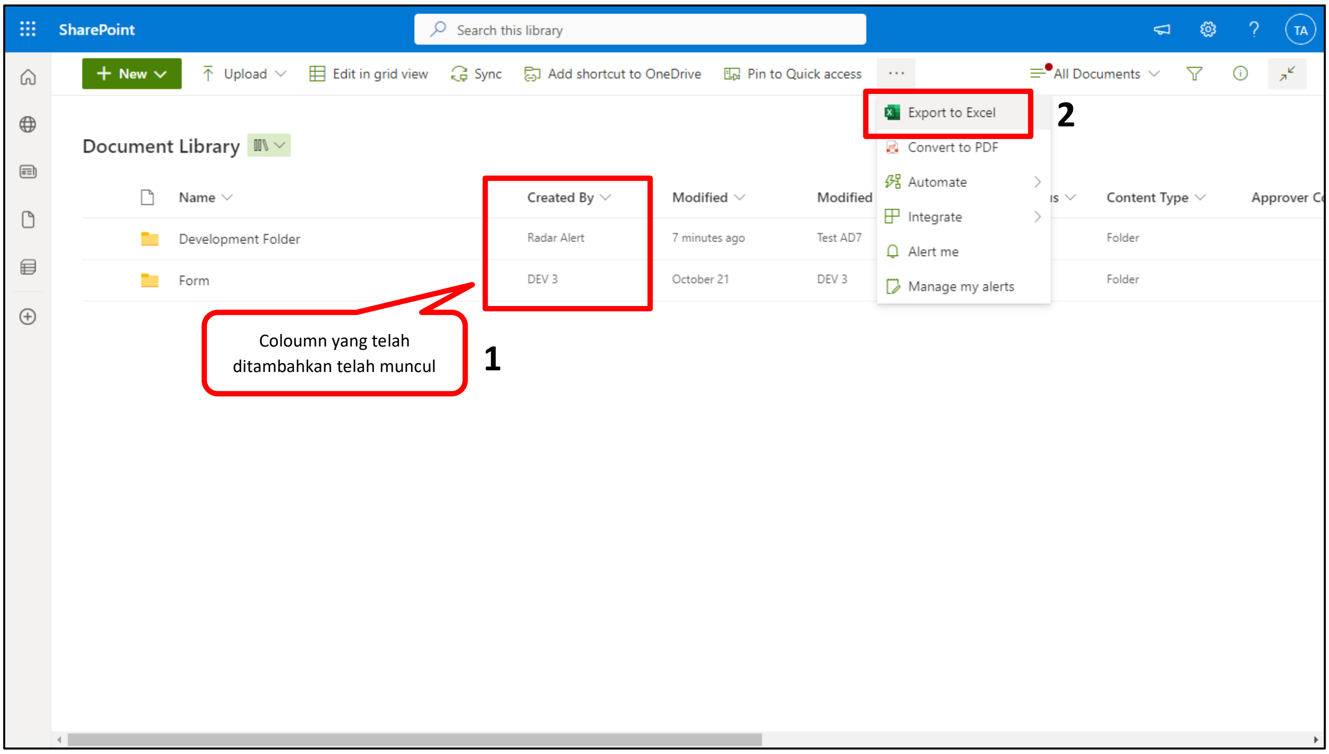


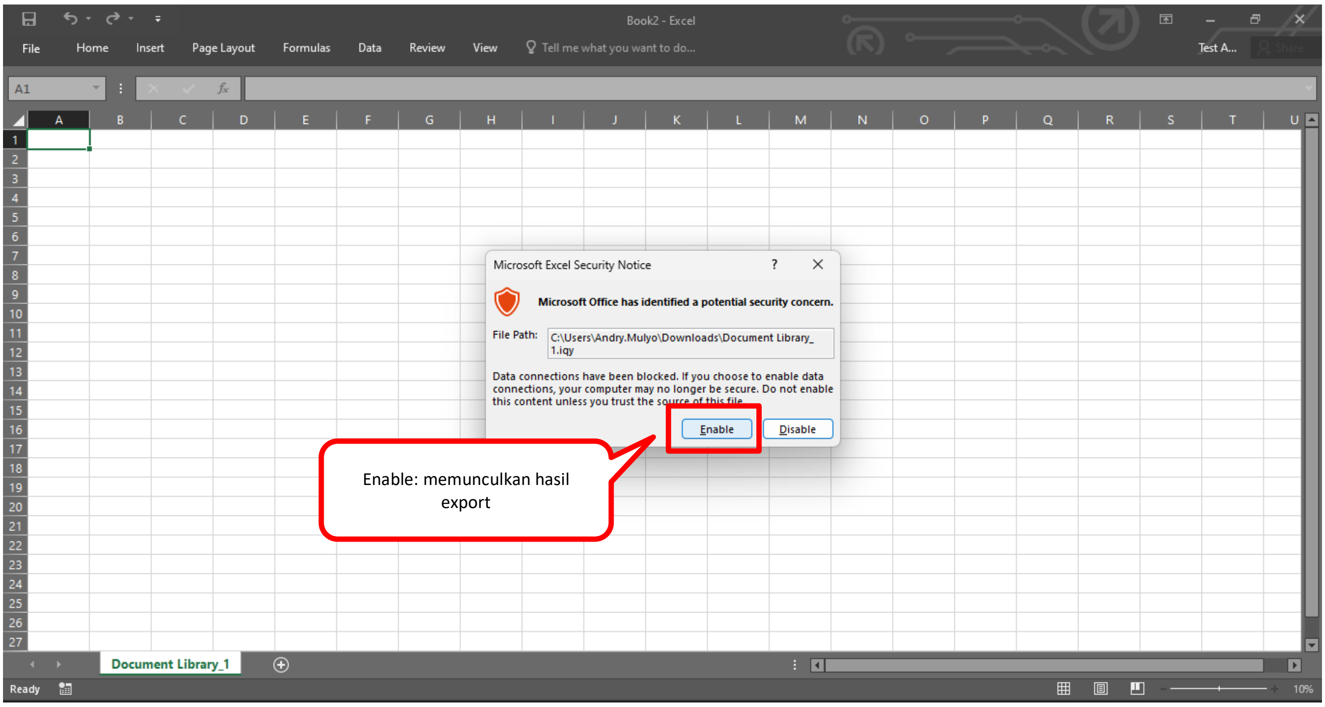
SharePoint
Search this library
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
All Documents
TA
Document Library
Name
Modified By
Approval Status
Content Type
Approver Comments
Development Folder
Test AD7
Pending
Folder
Form
DEV 3
Approved
Folder
Single line of text
Multiple lines of text
Location
Number
Yes/No
Person
Date and time
Choice
Hyperlink
Currency
Image
Managed metadata
Lookup
More...
Content type
Show/hide columns
1
2

Tombol +: untuk menambahkan coloumn metadata

Tombol klik show/hide coloumn untuk memunculkan dan menyembunyikan kolom


SharePoint
Search this library
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
Document Library
Name
Modified
Modified By
Approval Status
Development Folder
5 minutes ago
Test AD7
Pending
Folder
Form
October 21
DEV 3
Approved
Folder
Apply
Edit view columns
Select the columns to display in the list view. To change ordering, use drag-and-drop or the "up" and "down" buttons next to each column.
☑ Type
☑ Name
☑ Modified
☑ Modified By
☑ Approval Status
☑ Content Type
☑ Approver Comments
☑ Departemen
☑ VersionHistory
☑ File Size
☑ Created By
☐ Compliance Asset Id
☐ Description
☐ Jabatan
☐ Tanggal Day OFF
☐ KeyPoints
Menambahkan metadata


SharePoint
Search this library
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Pin to Quick access
All Documents
Export to Excel
Convert to PDF
Automate
Integrate
Alert me
Manage my alerts
2
Document Library
Name
Created By
Modified
Modified
Content Type
Approver C
Development Folder
Radar Alert
7 minutes ago
Test AD7
Folder
Form
DEV 3
October 21
DEV 3
Folder
Coloumn yang telah ditambahkan telah muncul
1



Microsoft Excel Security Notice

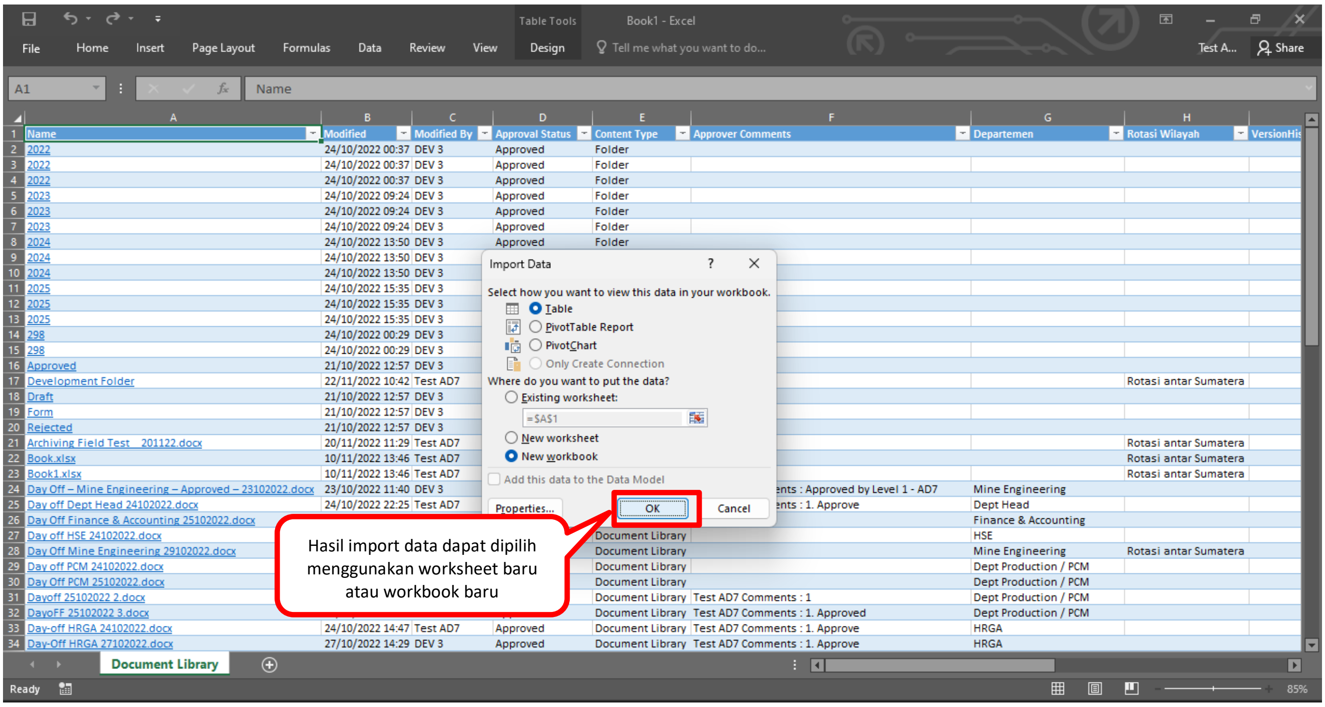
**Microsoft Office has identified a potential security concern.**

File Path: C:\Users\Andry.Mulyo\Downloads\Document Library_1.iqy

Data connections have been blocked. If you choose to enable data connections, your computer may no longer be secure. Do not enable this content unless you trust the source of this file.

Enable | Disable

Enable: memunculkan hasil export



|  | Name | Modified | Modified By | Approval Status | Content Type | Approver Comments | Departemen | Rotasi Wilayah | VersionHis |
|---|---|---|---|---|---|---|---|---|---|
| 2 | 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder |  |  |  |  |
| 3 | 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder |  |  |  |  |
| 4 | 2022 | 24/10/2022 00:37 | DEV 3 | Approved | Folder |  |  |  |  |
| 5 | 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder |  |  |  |  |
| 6 | 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder |  |  |  |  |
| 7 | 2023 | 24/10/2022 09:24 | DEV 3 | Approved | Folder |  |  |  |  |
| 8 | 2024 | 24/10/2022 13:50 | DEV 3 | Approved | Folder |  |  |  |  |
| 9 | 2024 | 24/10/2022 13:50 | DEV 3 |  |  |  |  |  |  |
| 10 | 2024 | 24/10/2022 13:50 | DEV 3 |  |  |  |  |  |  |
| 11 | 2025 | 24/10/2022 15:35 | DEV 3 |  |  |  |  |  |  |
| 12 | 2025 | 24/10/2022 15:35 | DEV 3 |  |  |  |  |  |  |
| 13 | 2025 | 24/10/2022 15:35 | DEV 3 |  |  |  |  |  |  |
| 14 | 298 | 24/10/2022 00:29 | DEV 3 |  |  |  |  |  |  |
| 15 | 298 | 24/10/2022 00:29 | DEV 3 |  |  |  |  |  |  |
| 16 | Approved | 21/10/2022 12:57 | DEV 3 |  |  |  |  |  |  |
| 17 | Development Folder | 22/11/2022 10:42 | Test AD7 |  |  |  |  | Rotasi antar Sumatera |  |
| 18 | Draft | 21/10/2022 12:57 | DEV 3 |  |  |  |  |  |  |
| 19 | Form | 21/10/2022 12:57 | DEV 3 |  |  |  |  |  |  |
| 20 | Rejected | 21/10/2022 12:57 | DEV 3 |  |  |  |  |  |  |
| 21 | Archiving Field Test _201122.docx | 20/11/2022 11:29 | Test AD7 |  |  |  |  | Rotasi antar Sumatera |  |
| 22 | Book.xlsx | 10/11/2022 13:46 | Test AD7 |  |  |  |  | Rotasi antar Sumatera |  |
| 23 | Book1.xlsx | 10/11/2022 13:46 | Test AD7 |  |  |  |  | Rotasi antar Sumatera |  |
| 24 | Day Off – Mine Engineering – Approved – 23102022.docx | 23/10/2022 11:40 | DEV 3 |  |  | ents : Approved by Level 1 - AD7 | Mine Engineering |  |  |
| 25 | Day off Dept Head 24102022.docx | 24/10/2022 22:25 | Test AD7 |  |  | ents : 1. Approve | Dept Head |  |  |
| 26 | Day Off Finance & Accounting 25102022.docx |  |  |  |  |  | Finance & Accounting |  |  |
| 27 | Day off HSE 24102022.docx |  |  |  | Document Library |  | HSE |  |  |
| 28 | Day Off Mine Engineering 29102022.docx |  |  |  | Document Library |  | Mine Engineering | Rotasi antar Sumatera |  |
| 29 | Day off PCM 24102022.docx |  |  |  | Document Library |  | Dept Production / PCM |  |  |
| 30 | Day Off PCM 25102022.docx |  |  |  | Document Library |  | Dept Production / PCM |  |  |
| 31 | Dayoff 25102022 2.docx |  |  |  | Document Library | Test AD7 Comments : 1 | Dept Production / PCM |  |  |
| 32 | DayoFF 25102022 3.docx |  |  |  | Document Library | Test AD7 Comments : 1. Approved | Dept Production / PCM |  |  |
| 33 | Day-off HRGA 24102022.docx | 24/10/2022 14:47 | Test AD7 | Approved | Document Library | Test AD7 Comments : 1. Approve | HRGA |  |  |
| 34 | Day-Off HRGA 27102022.docx | 27/10/2022 14:29 | DEV 3 | Approved | Document Library | Test AD7 Comments : 1. Approve | HRGA |  |  |

Import Data

Select how you want to view this data in your workbook.

● Table

○ PivotTable Report

○ PivotChart

○ Only Create Connection

Where do you want to put the data?

○ Existing worksheet:

=$A$1

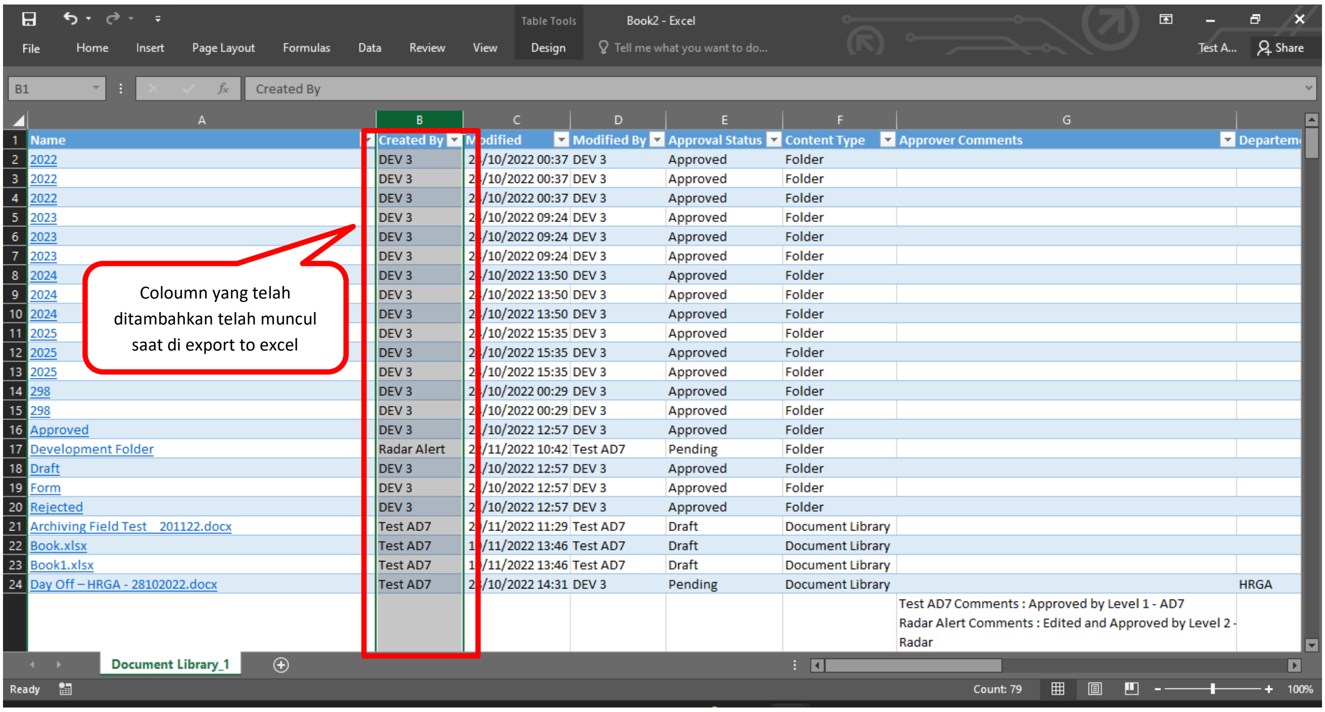
○ New worksheet

● New workbook

☐ Add this data to the Data Model

Properties... | OK | Cancel

Hasil import data dapat dipilih menggunakan worksheet baru atau workbook baru

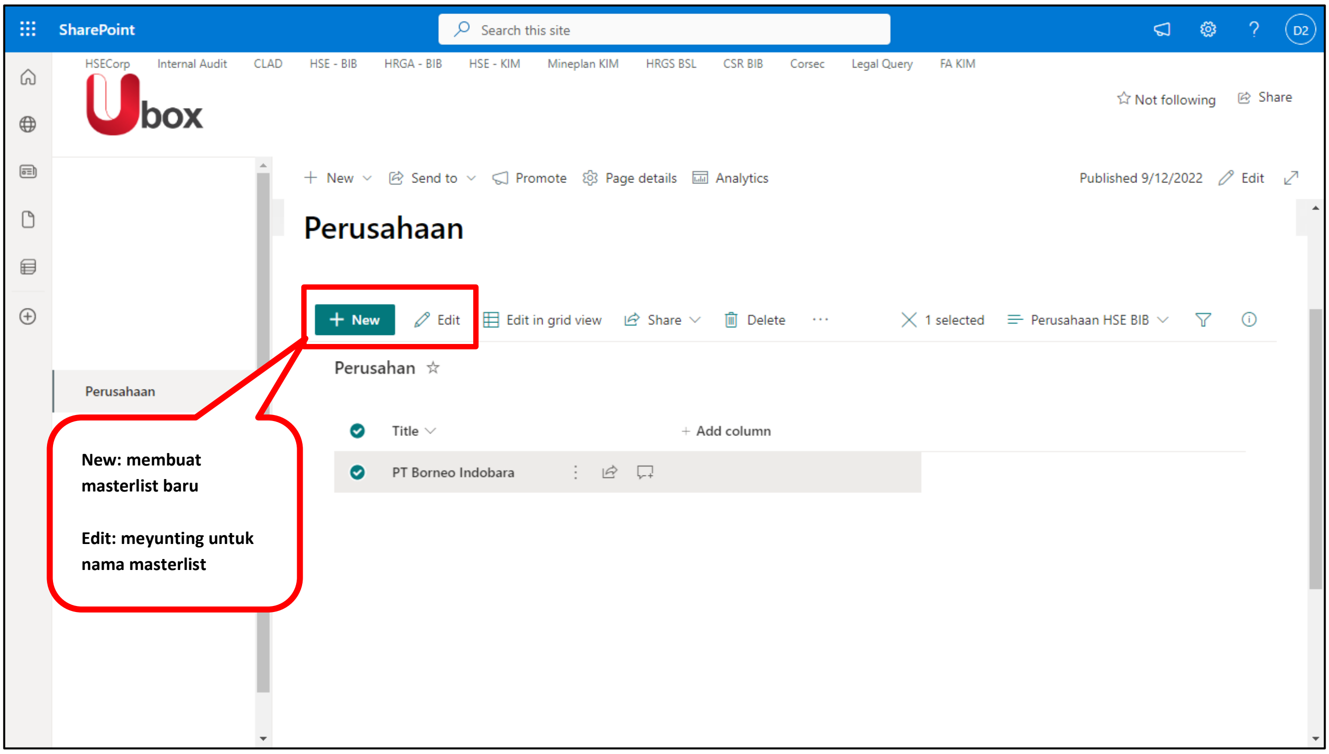


| 1 | Name | Created By | M odified | Modified By | Approval Status | Content Type | Approver Comments | Departem |
|---|---|---|---|---|---|---|---|---|
| 2 | 2022 | DEV 3 | 2 /10/2022 00:37 | DEV 3 | Approved | Folder | | |
| 3 | 2022 | DEV 3 | 2 /10/2022 00:37 | DEV 3 | Approved | Folder | | |
| 4 | 2022 | DEV 3 | 2 /10/2022 00:37 | DEV 3 | Approved | Folder | | |
| 5 | 2023 | DEV 3 | 2 /10/2022 09:24 | DEV 3 | Approved | Folder | | |
| 6 | 2023 | DEV 3 | 2 /10/2022 09:24 | DEV 3 | Approved | Folder | | |
| 7 | 2023 | DEV 3 | 2 /10/2022 09:24 | DEV 3 | Approved | Folder | | |
| 8 | 2024 | DEV 3 | 2 /10/2022 13:50 | DEV 3 | Approved | Folder | | |
| 9 | 2024 | DEV 3 | 2 /10/2022 13:50 | DEV 3 | Approved | Folder | | |
| 10 | 2024 | DEV 3 | 2 /10/2022 13:50 | DEV 3 | Approved | Folder | | |
| 11 | 2025 | DEV 3 | 2 /10/2022 15:35 | DEV 3 | Approved | Folder | | |
| 12 | 2025 | DEV 3 | 2 /10/2022 15:35 | DEV 3 | Approved | Folder | | |
| 13 | 2025 | DEV 3 | 2 /10/2022 15:35 | DEV 3 | Approved | Folder | | |
| 14 | 298 | DEV 3 | 2 /10/2022 00:29 | DEV 3 | Approved | Folder | | |
| 15 | 298 | DEV 3 | 2 /10/2022 00:29 | DEV 3 | Approved | Folder | | |
| 16 | Approved | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 17 | Development Folder | Radar Alert | 2 /11/2022 10:42 | Test AD7 | Pending | Folder | | |
| 18 | Draft | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 19 | Form | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 20 | Rejected | DEV 3 | 2 /10/2022 12:57 | DEV 3 | Approved | Folder | | |
| 21 | Archiving Field Test   201122.docx | Test AD7 | 2 /11/2022 11:29 | Test AD7 | Draft | Document Library | | |
| 22 | Book.xlsx | Test AD7 | 1 /11/2022 13:46 | Test AD7 | Draft | Document Library | | |
| 23 | Book1.xlsx | Test AD7 | 1 /11/2022 13:46 | Test AD7 | Draft | Document Library | | |
| 24 | Day Off – HRGA - 28102022.docx | Test AD7 | 2 /10/2022 14:31 | DEV 3 | Pending | Document Library | Test AD7 Comments : Approved by Level 1 - AD7<br>Radar Alert Comments : Edited and Approved by Level 2 - Radar | HRGA |

Coloumn yang telah ditambahkan telah muncul saat di export to excel

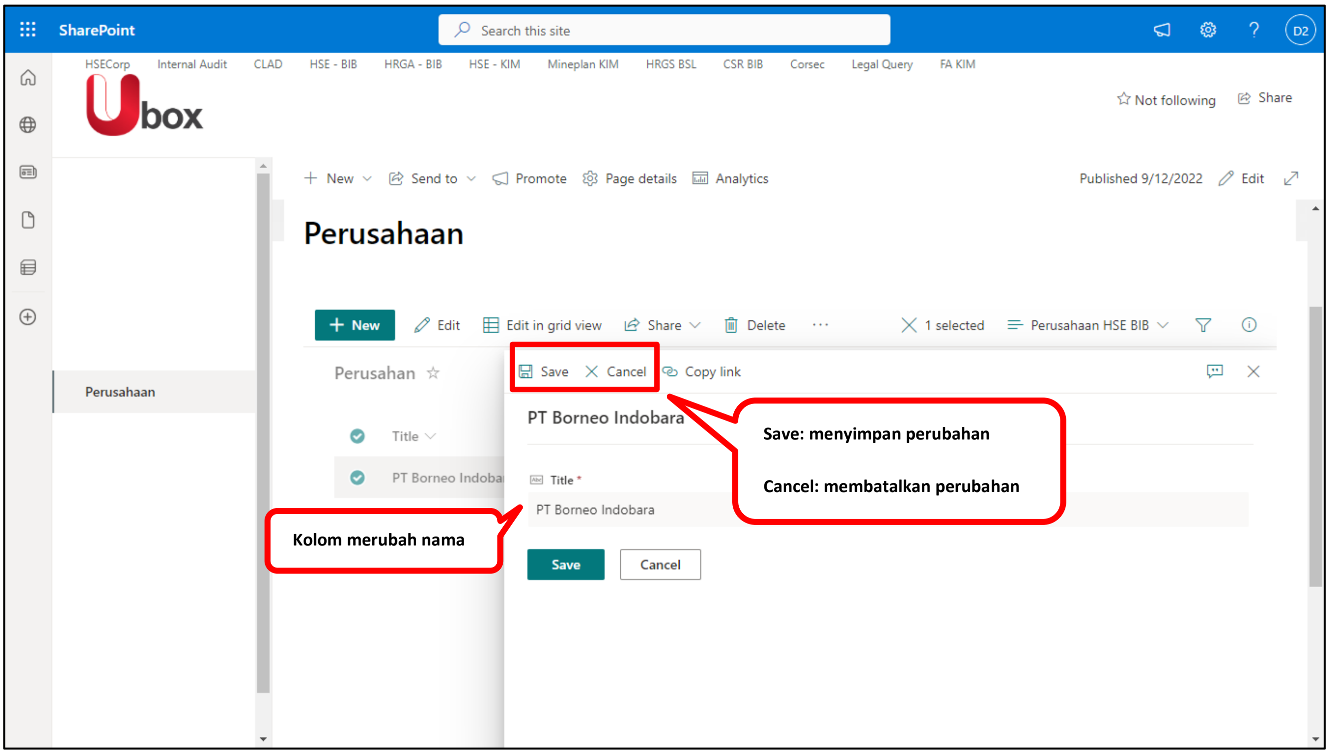
### 3.2.7 MASTER LIST

Masterlist merupakan gudang data dari metadata pada suatu file. User Owner (Document Controller) dapat merubah master list pada site (Contoh: mater list perusahaan). Perubahaan master list hanya dapat diakses oleh User Owner (Document Controller) dan Sharepoint Admin.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 9/12/2022
Edit
Perusahaan
New
Edit
Edit in grid view
Share
Delete
1 selected
Perusahaan HSE BIB
Perusahaan
Title
Add column
PT Borneo Indobara

**New: membuat masterlist baru**

**Edit: meyunting untuk nama masterlist**


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 9/12/2022
Edit
Perusahaan
New
Edit
Edit in grid view
Share
Delete
1 selected
Perusahaan HSE BIB
Perusahaan
Title
PT Borneo Indobara
Save
Cancel
Copy link
PT Borneo Indobara
Title *
PT Borneo Indobara
Save
Cancel

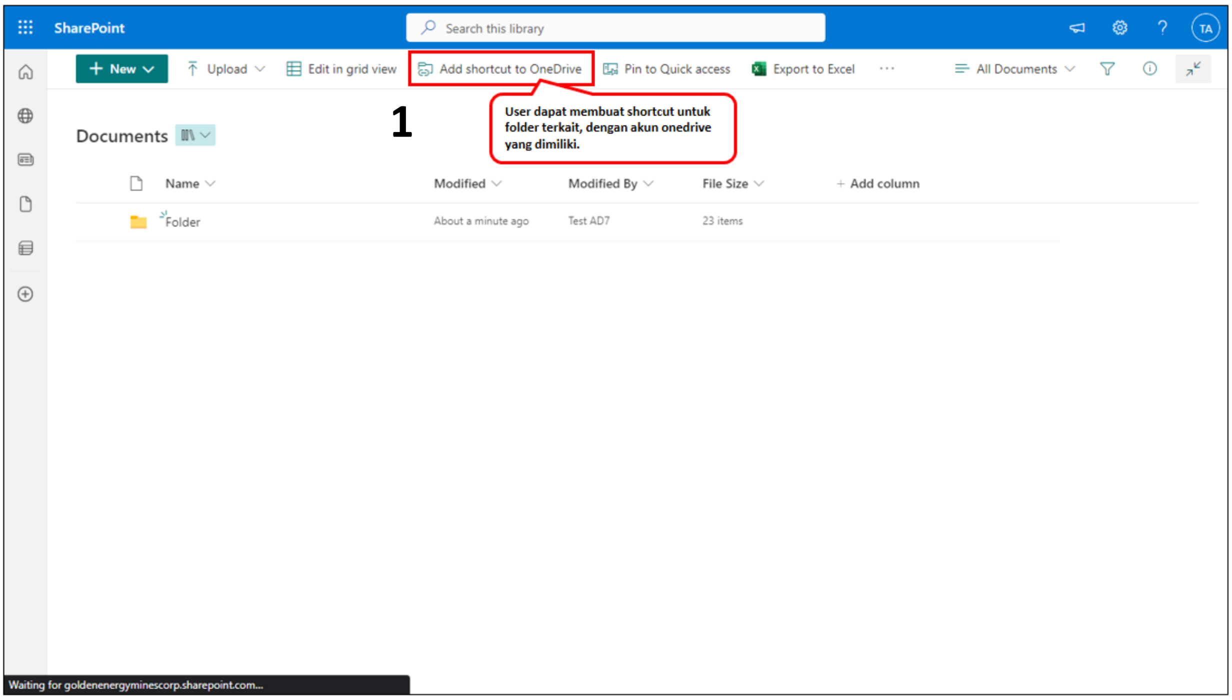
**Save: menyimpan perubahan**

**Cancel: membatalkan perubahan**

**Kolom merubah nama**

## 3.2.8 ADD SHORT CUT TO ONEDRIVE ACCOUNT

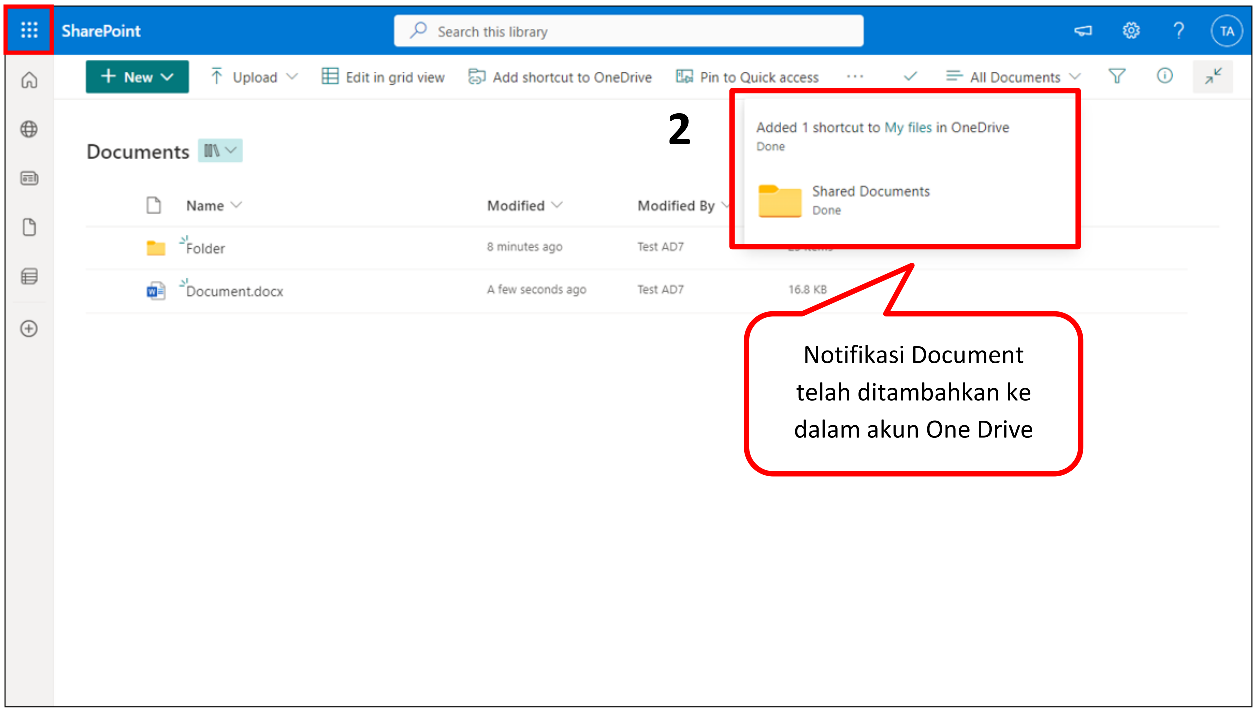
User Owner (Document Controller) dapat melakukan short cut ke dalam akun One Drive. One Drive bermanfaat untuk melakukan back up data. User Owner (Document Controller) dapat membuka document library > klik Add shortcut to One Drive.


SharePoint
Search this library
New
Upload
Edit in grid view
Add shortcut to OneDrive
Pin to Quick access
Export to Excel
All Documents
Documents
Name
Modified
Modified By
File Size
Add column
Folder
About a minute ago
Test AD7
23 items

1

User dapat membuat shortcut untuk folder terkait, dengan akun onedrive yang dimiliki.

Waiting for goldenenergyminescorp.sharepoint.com...

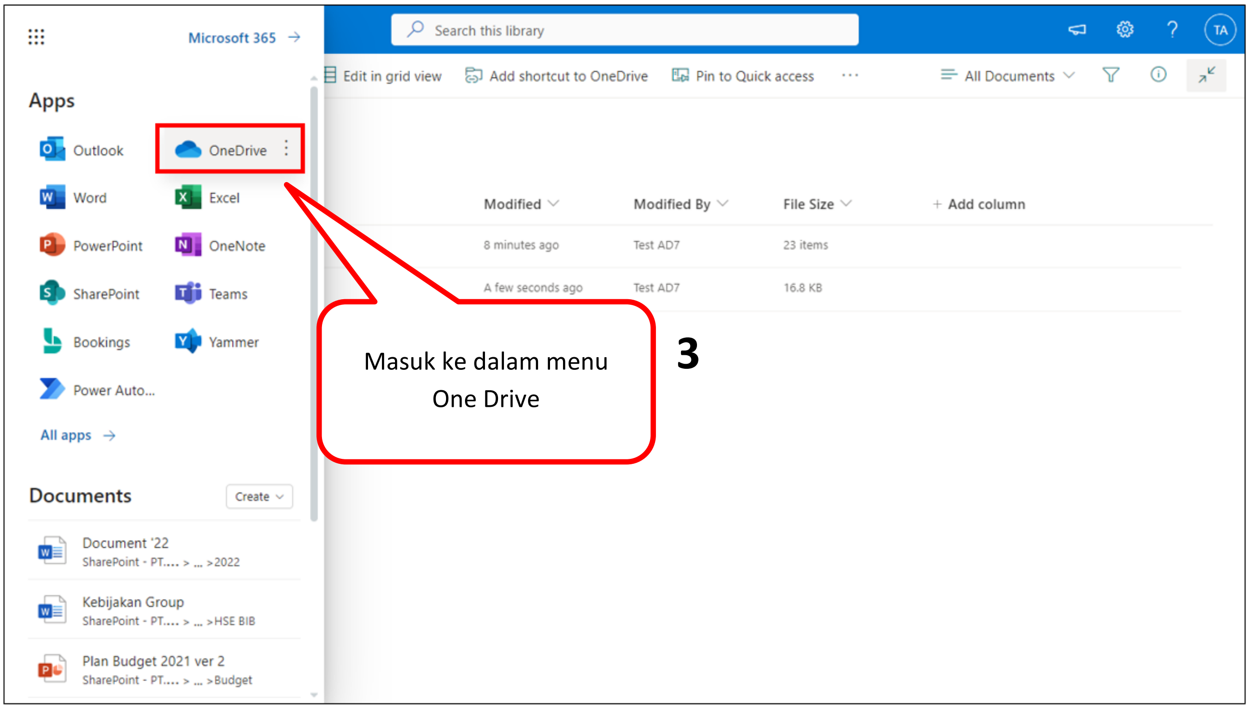

SharePoint
Search this library
New
Upload
Edit in grid view
Add shortcut to OneDrive
Pin to Quick access
All Documents
Documents
Name
Modified
Modified By
Folder
8 minutes ago
Test AD7
Document.docx
A few seconds ago
Test AD7
16.8 KB

2

Added 1 shortcut to My files in OneDrive
Done

Shared Documents
Done

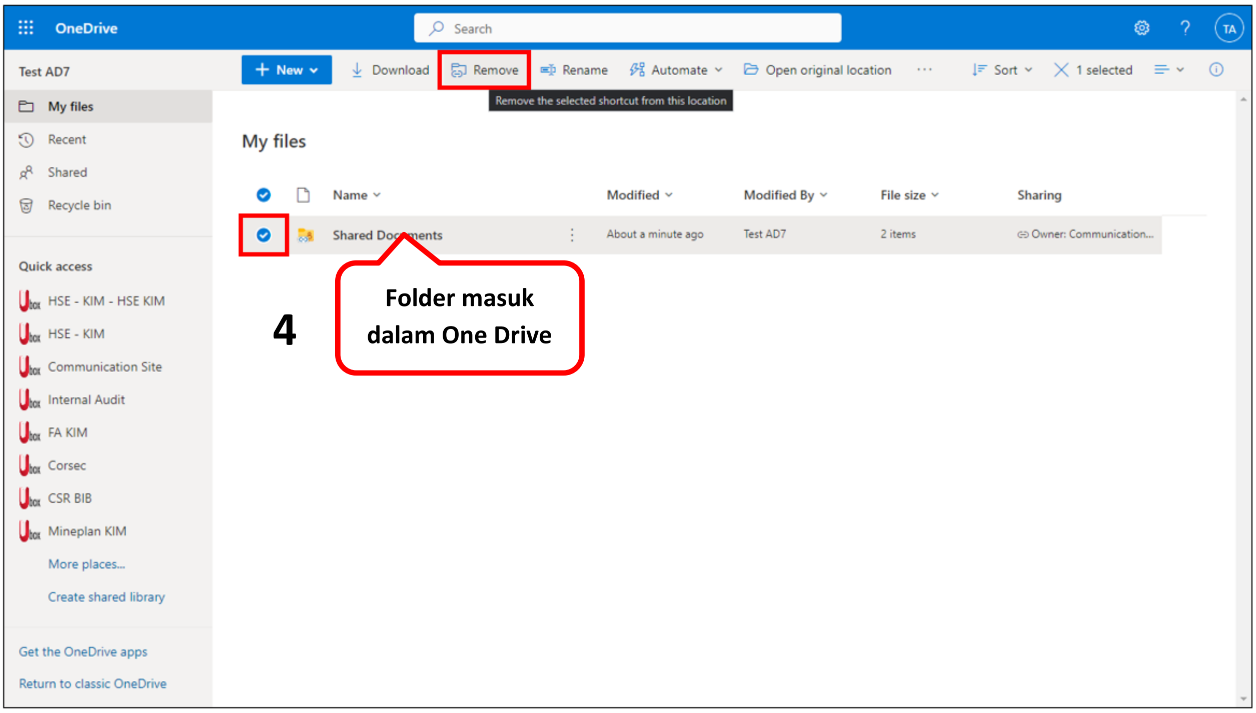
Notifikasi Document telah ditambahkan ke dalam akun One Drive


Microsoft 365 →
Search this library
Edit in grid view
Add shortcut to OneDrive
Pin to Quick access
All Documents
Apps
Outlook
OneDrive
Word
Excel
PowerPoint
OneNote
SharePoint
Teams
Bookings
Yammer
Power Auto...
All apps →
Documents
Create
Document '22
SharePoint - PT.... > ... >2022
Kebijakan Group
SharePoint - PT.... > ... >HSE BIB
Plan Budget 2021 ver 2
SharePoint - PT.... > ... >Budget
Modified
Modified By
File Size
+ Add column
8 minutes ago
Test AD7
23 items
A few seconds ago
Test AD7
16.8 KB

Masuk ke dalam menu One Drive

3

Folder yang sudah ditambahkan menjadi shortcut pada akun onedrive, dapat dihapus. Yaitu dengan menggunakan tombol Remove.

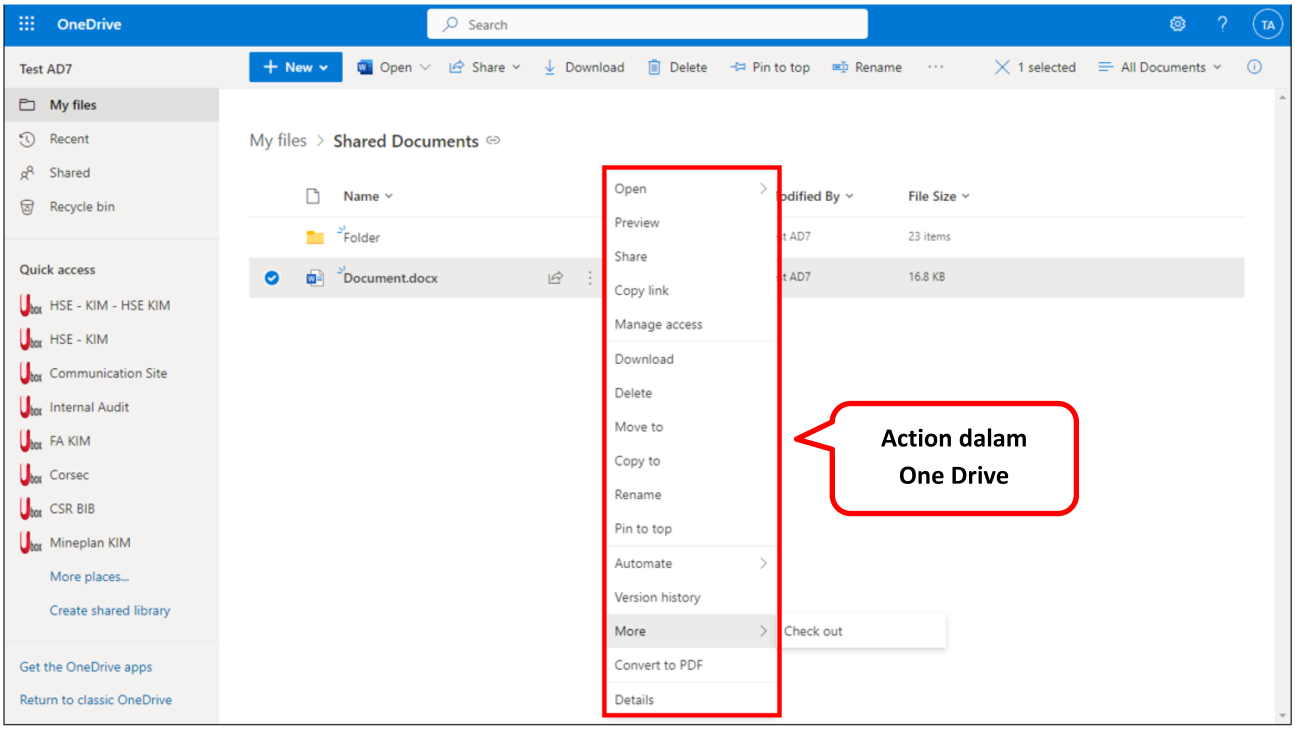

OneDrive
Search
Test AD7
+ New
Download
Remove
Rename
Automate
Open original location
Sort
1 selected
My files
Recent
Shared
Recycle bin
Quick access
HSE - KIM - HSE KIM
HSE - KIM
Communication Site
Internal Audit
FA KIM
Corsec
CSR BIB
Mineplan KIM
More places...
Create shared library
Get the OneDrive apps
Return to classic OneDrive
Name
Modified
Modified By
File size
Sharing
Shared Documents
About a minute ago
Test AD7
2 items
Owner: Communication...

Remove the selected shortcut from this location

My files

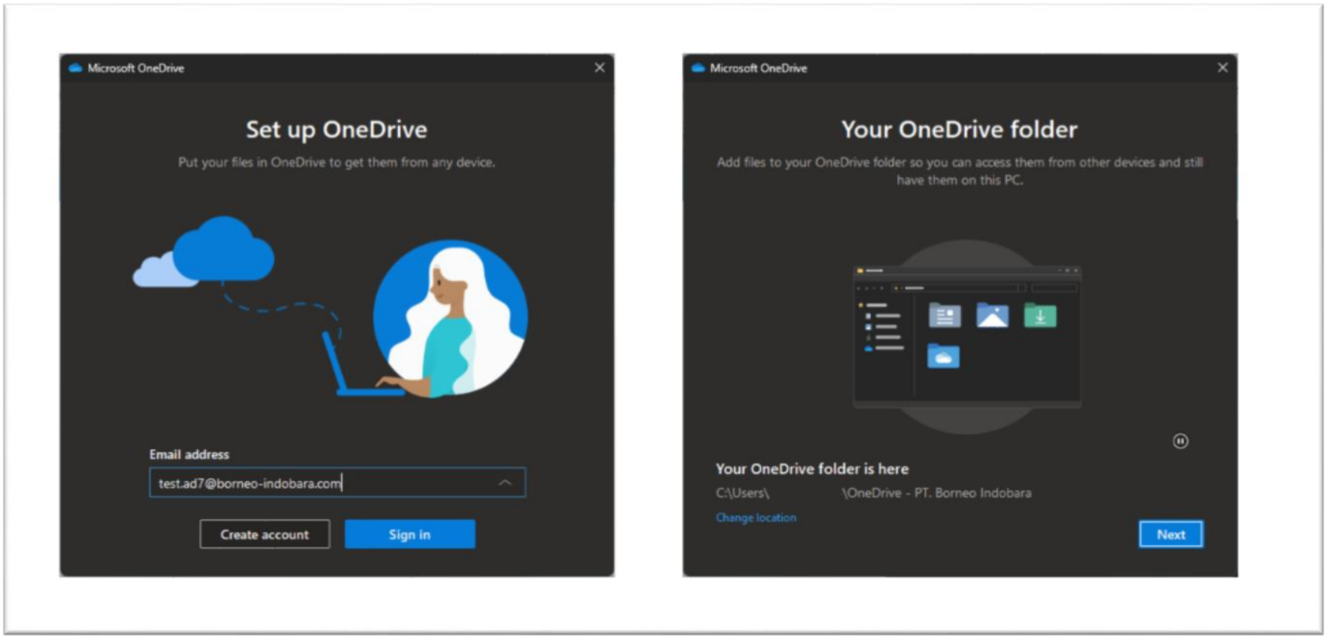
Folder masuk dalam One Drive

4


OneDrive
Search
Test AD7
+ New
Open
Share
Download
Delete
Pin to top
Rename
1 selected
All Documents
My files
Recent
Shared
Recycle bin
Quick access
HSE - KIM - HSE KIM
HSE - KIM
Communication Site
Internal Audit
FA KIM
Corsec
CSR BIB
Mineplan KIM
More places...
Create shared library
Get the OneDrive apps
Return to classic OneDrive
My files > Shared Documents
Name
Folder
Document.docx
odified By
File Size
t AD7
23 items
t AD7
16.8 KB
Open
Preview
Share
Copy link
Manage access
Download
Delete
Move to
Copy to
Rename
Pin to top
Automate
Version history
More
Check out
Convert to PDF
Details

Action dalam One Drive

Selanjutnya User Owner (Document Controller) dapat masuk dalam One Drive pada Desktop. User Owner (Document Controller) dapat memback up document.

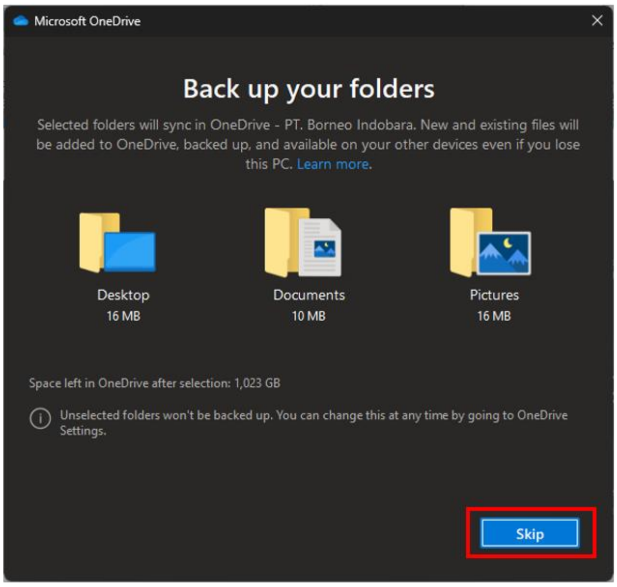

Microsoft OneDrive
Set up OneDrive
Create account
Sign in
Microsoft OneDrive
Your OneDrive folder
Change location
Next

Put your files in OneDrive to get them from any device.

Email address: test.ad7@borneo-indobara.com

Add files to your OneDrive folder so you can access them from other devices and still have them on this PC.

Your OneDrive folder is here
C:\Users\ \OneDrive - PT. Borneo Indobara



Microsoft OneDrive

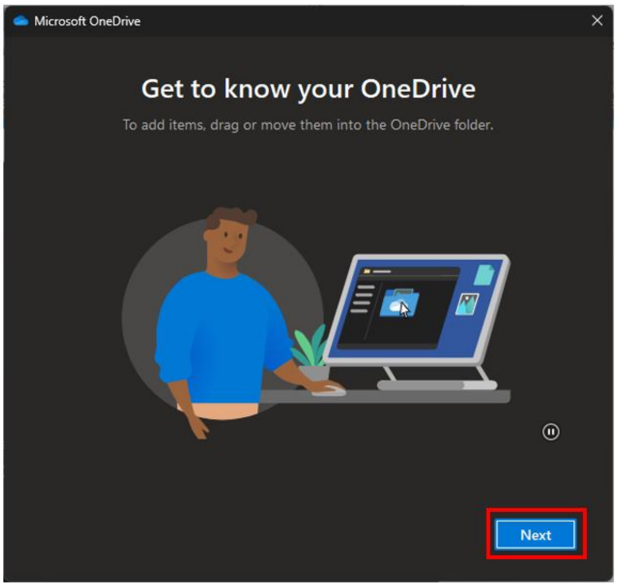
## Back up your folders

Selected folders will sync in OneDrive - PT. Borneo Indobara. New and existing files will be added to OneDrive, backed up, and available on your other devices even if you lose this PC. Learn more.

| Desktop | Documents | Pictures |
|---|---|---|
| 16 MB | 10 MB | 16 MB |

Space left in OneDrive after selection: 1,023 GB

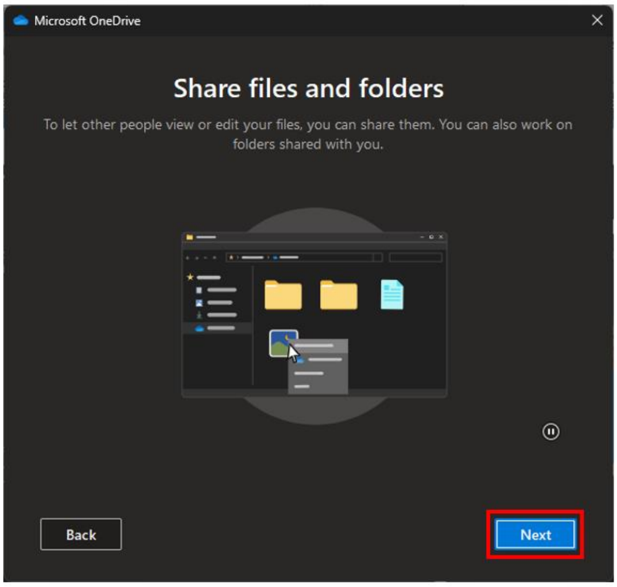
Unselected folders won't be backed up. You can change this at any time by going to OneDrive Settings.



Microsoft OneDrive

## Get to know your OneDrive

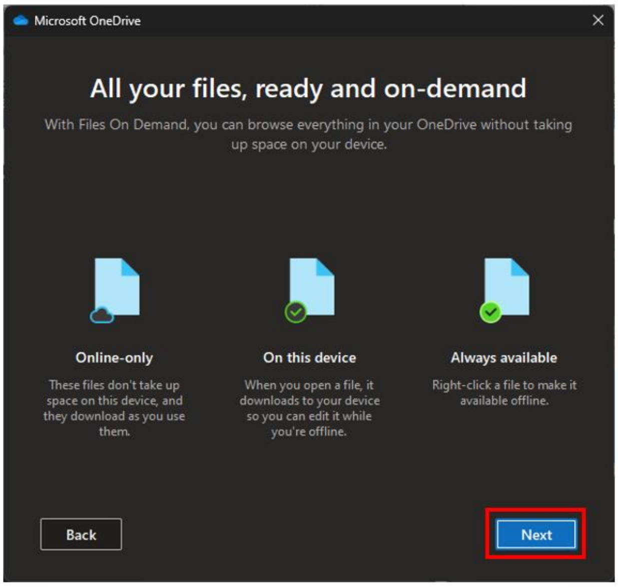
To add items, drag or move them into the OneDrive folder.



Microsoft OneDrive

## Share files and folders

To let other people view or edit your files, you can share them. You can also work on folders shared with you.



Microsoft OneDrive

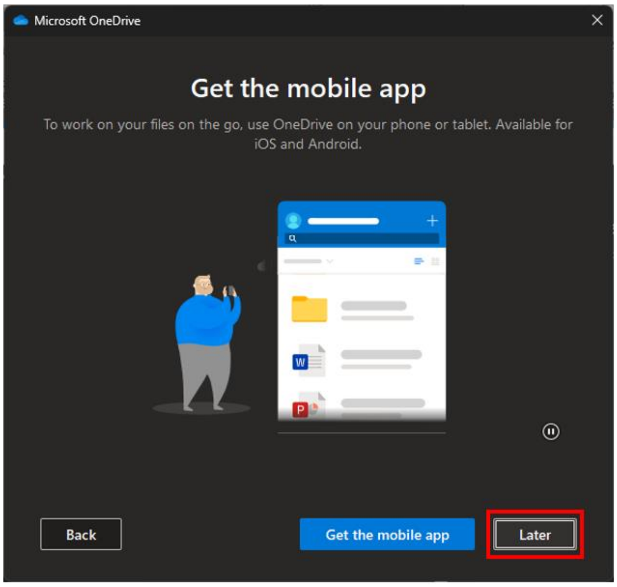
## All your files, ready and on-demand

With Files On Demand, you can browse everything in your OneDrive without taking up space on your device.

**Online-only**
These files don't take up space on this device, and they download as you use them.

**On this device**
When you open a file, it downloads to your device so you can edit it while you're offline.

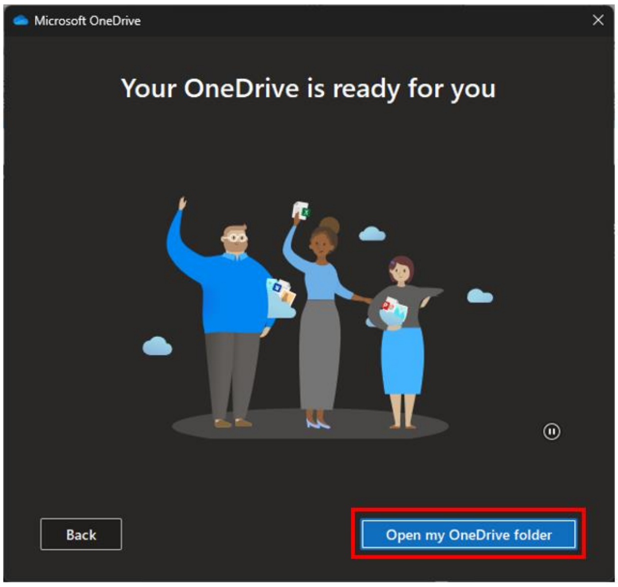
**Always available**
Right-click a file to make it available offline.



Get the mobile app

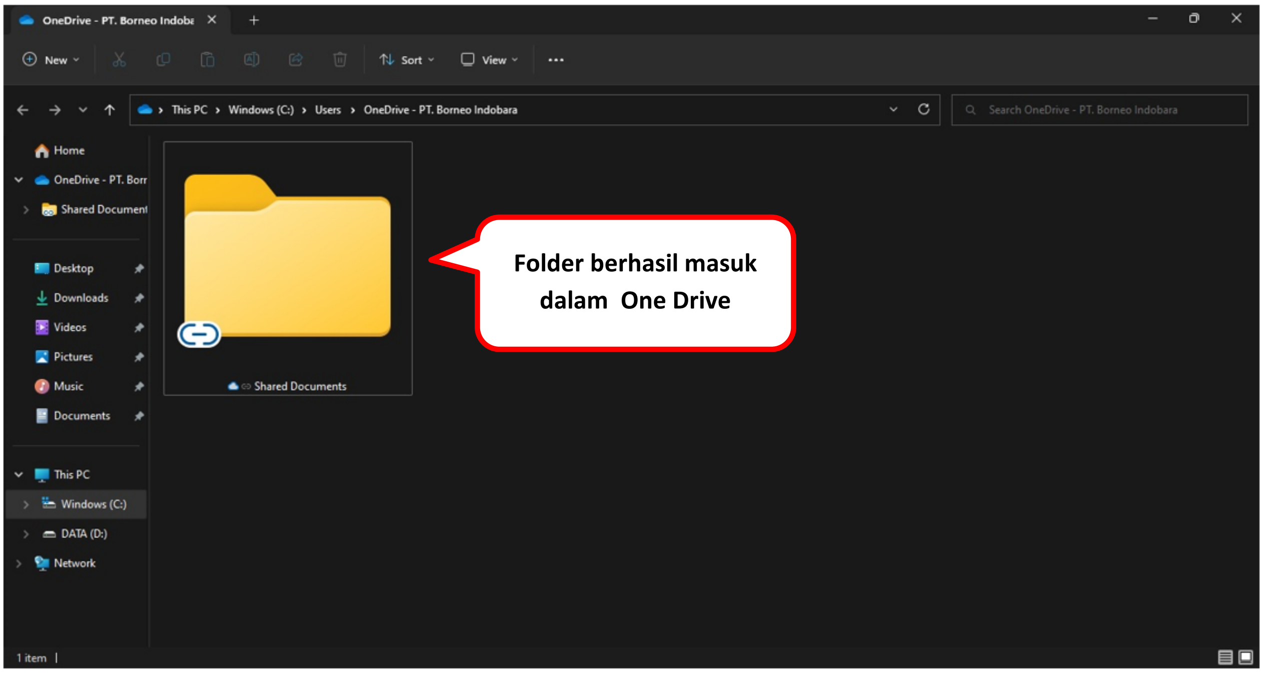
To work on your files on the go, use OneDrive on your phone or tablet. Available for iOS and Android.

Microsoft OneDrive
Back
Get the mobile app
Later



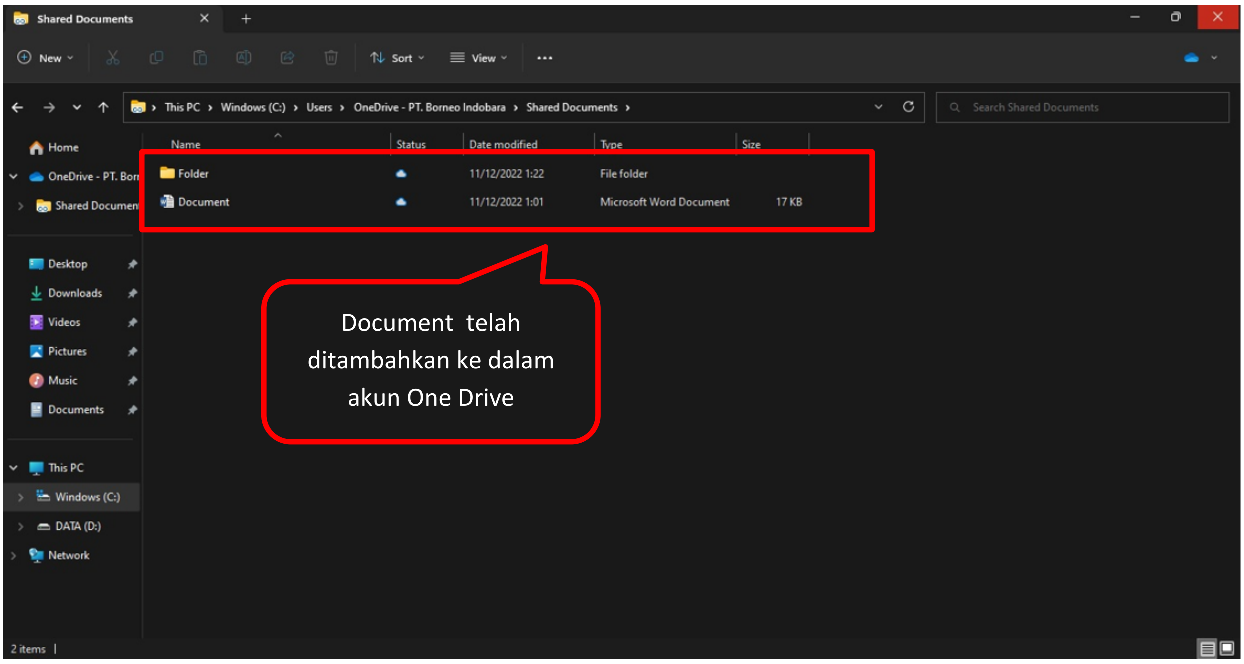
Your OneDrive is ready for you

Microsoft OneDrive
Back
Open my OneDrive folder



Folder berhasil masuk dalam One Drive

OneDrive - PT. Borneo Indoba
New
Sort
View
This PC › Windows (C:) › Users › OneDrive - PT. Borneo Indobara
Search OneDrive - PT. Borneo Indobara
Home
OneDrive - PT. Borr
Shared Document
Desktop
Downloads
Videos
Pictures
Music
Documents
This PC
Windows (C:)
DATA (D:)
Network
Shared Documents
1 item

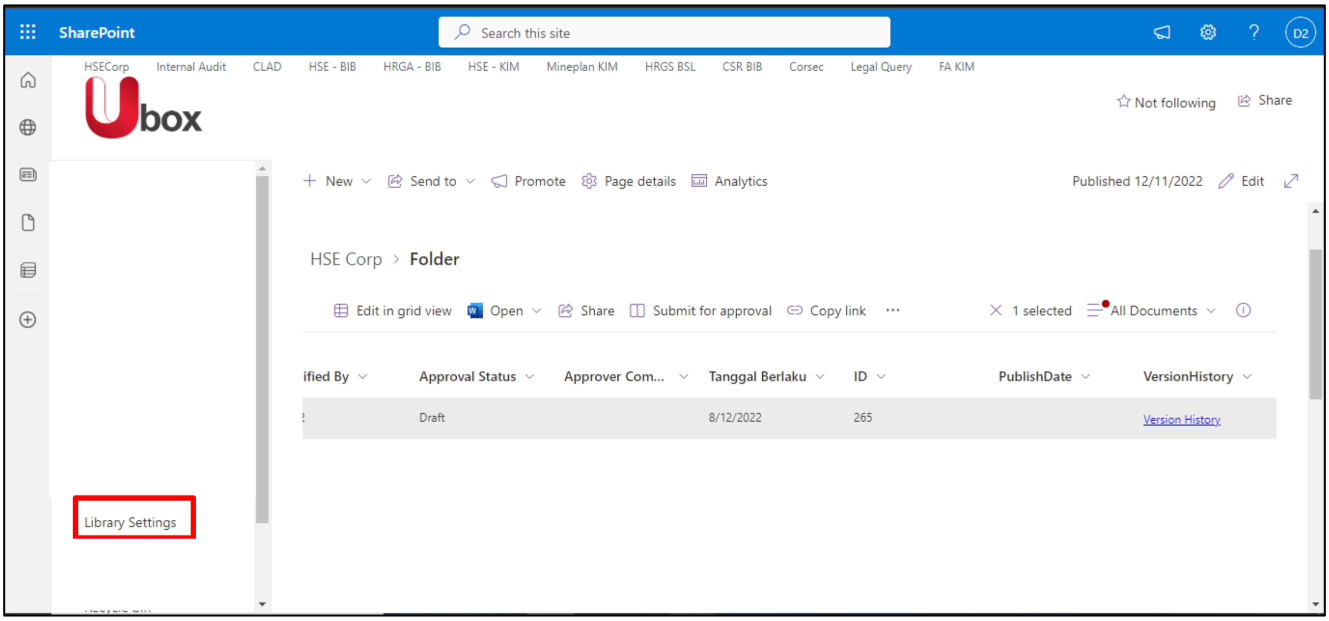

Shared Documents
New
Sort
View
This PC › Windows (C:) › Users › OneDrive - PT. Borneo Indobara › Shared Documents ›
Search Shared Documents
Home
OneDrive - PT. Bor
Shared Documen
Desktop
Downloads
Videos
Pictures
Music
Documents
This PC
Windows (C:)
DATA (D:)
Network
2 items

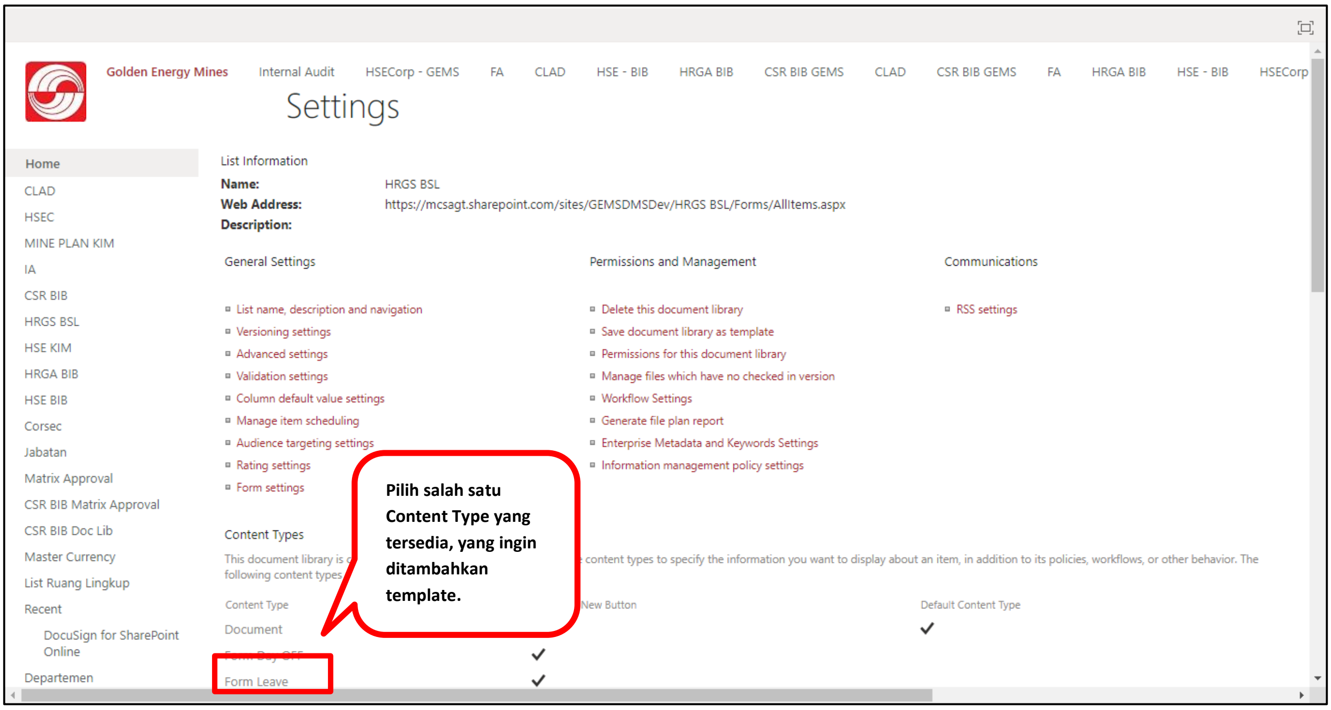
| Name | Status | Date modified | Type | Size |
|---|---|---|---|---|
| Folder | ☁ | 11/12/2022 1:22 | File folder | |
| Document | ☁ | 11/12/2022 1:01 | Microsoft Word Document | 17 KB |

Document telah ditambahkan ke dalam akun One Drive

### 3.2.9 UPDATE TEMPLATE ON CONTENT TYPE

Untuk dapat mengedit template dokumen baru pada content type hanya dapat dilakukan oleh User Owner (Document Controller) yang sudah tersedia pada document library. User Owner (Document Controller) dapat mengaksesnya klik Library Settings (bagian kiri bawah) dan nantinya User akan dilempar ke dalam halaman Library settings.


SharePoint
Search this site
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 12/11/2022
Edit
HSE Corp > Folder
Edit in grid view
Open
Share
Submit for approval
Copy link
1 selected
All Documents
ified By
Approval Status
Approver Com...
Tanggal Berlaku
ID
PublishDate
VersionHistory
Draft
8/12/2022
265
Version History
Library Settings


Golden Energy Mines
Internal Audit
HSECorp - GEMS
FA
CLAD
HSE - BIB
HRGA BIB
CSR BIB GEMS
CLAD
CSR BIB GEMS
FA
HRGA BIB
HSE - BIB
HSECorp
Settings
Home
CLAD
HSEC
MINE PLAN KIM
IA
CSR BIB
HRGS BSL
HSE KIM
HRGA BIB
HSE BIB
Corsec
Jabatan
Matrix Approval
CSR BIB Matrix Approval
CSR BIB Doc Lib
Master Currency
List Ruang Lingkup
Recent
DocuSign for SharePoint Online
Departemen
General Settings
List name, description and navigation
Versioning settings
Advanced settings
Validation settings
Column default value settings
Manage item scheduling
Audience targeting settings
Rating settings
Form settings
Permissions and Management
Delete this document library
Save document library as template
Permissions for this document library
Manage files which have no checked in version
Workflow Settings
Generate file plan report
Enterprise Metadata and Keywords Settings
Information management policy settings
Communications
RSS settings
Content Types
Content Type
New Button
Default Content Type
Document
Form Leave

List Information

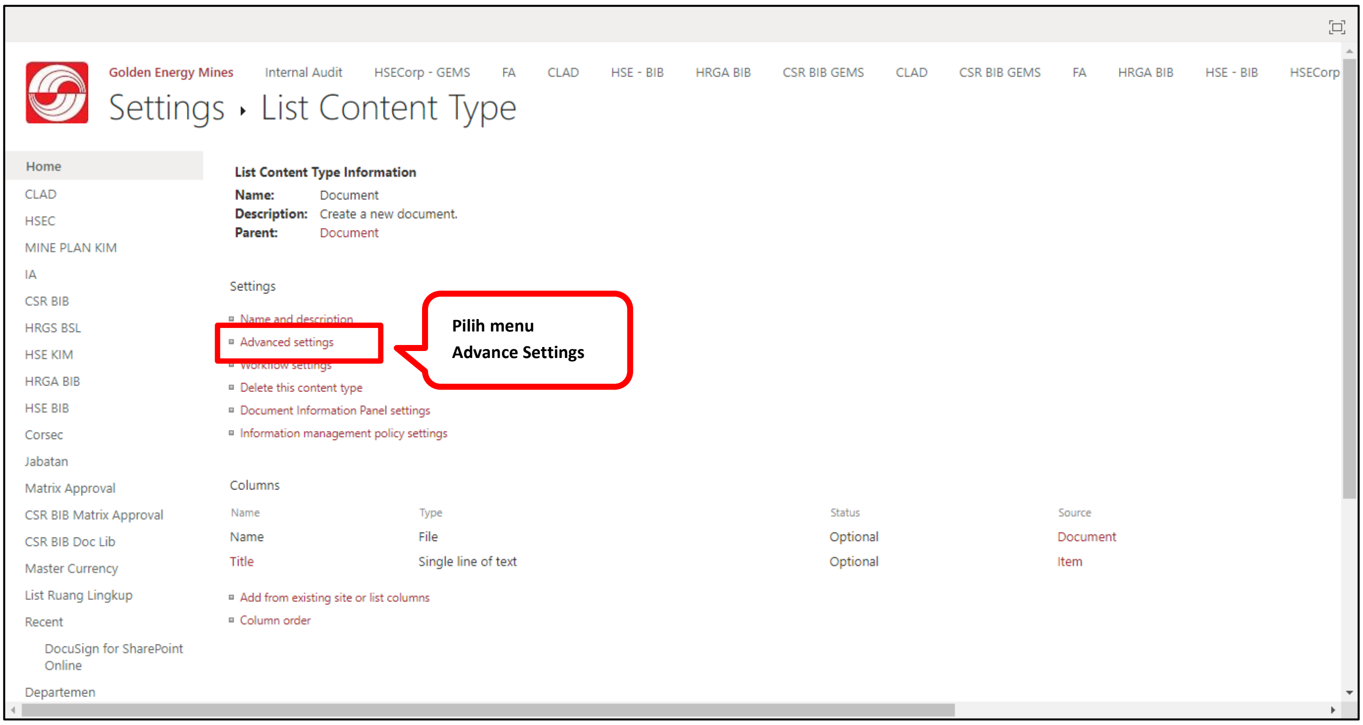
**Name:** HRGS BSL

**Web Address:** https://mcsagt.sharepoint.com/sites/GEMSDMSDev/HRGS BSL/Forms/AllItems.aspx

**Description:**

This document library is c... content types to specify the information you want to display about an item, in addition to its policies, workflows, or other behavior. The following content types...

**Pilih salah satu Content Type yang tersedia, yang ingin ditambahkan template.**



Golden Energy Mines
Internal Audit
HSECorp - GEMS
FA
CLAD
HSE - BIB
HRGA BIB
CSR BIB GEMS
CLAD
CSR BIB GEMS
FA
HRGA BIB
HSE - BIB
HSECorp
Home
CLAD
HSEC
MINE PLAN KIM
IA
CSR BIB
HRGS BSL
HSE KIM
HRGA BIB
HSE BIB
Corsec
Jabatan
Matrix Approval
CSR BIB Matrix Approval
CSR BIB Doc Lib
Master Currency
List Ruang Lingkup
Recent
DocuSign for SharePoint Online
Departemen

Settings ‣ List Content Type

**List Content Type Information**

**Name:** Document
**Description:** Create a new document.
**Parent:** Document

Settings

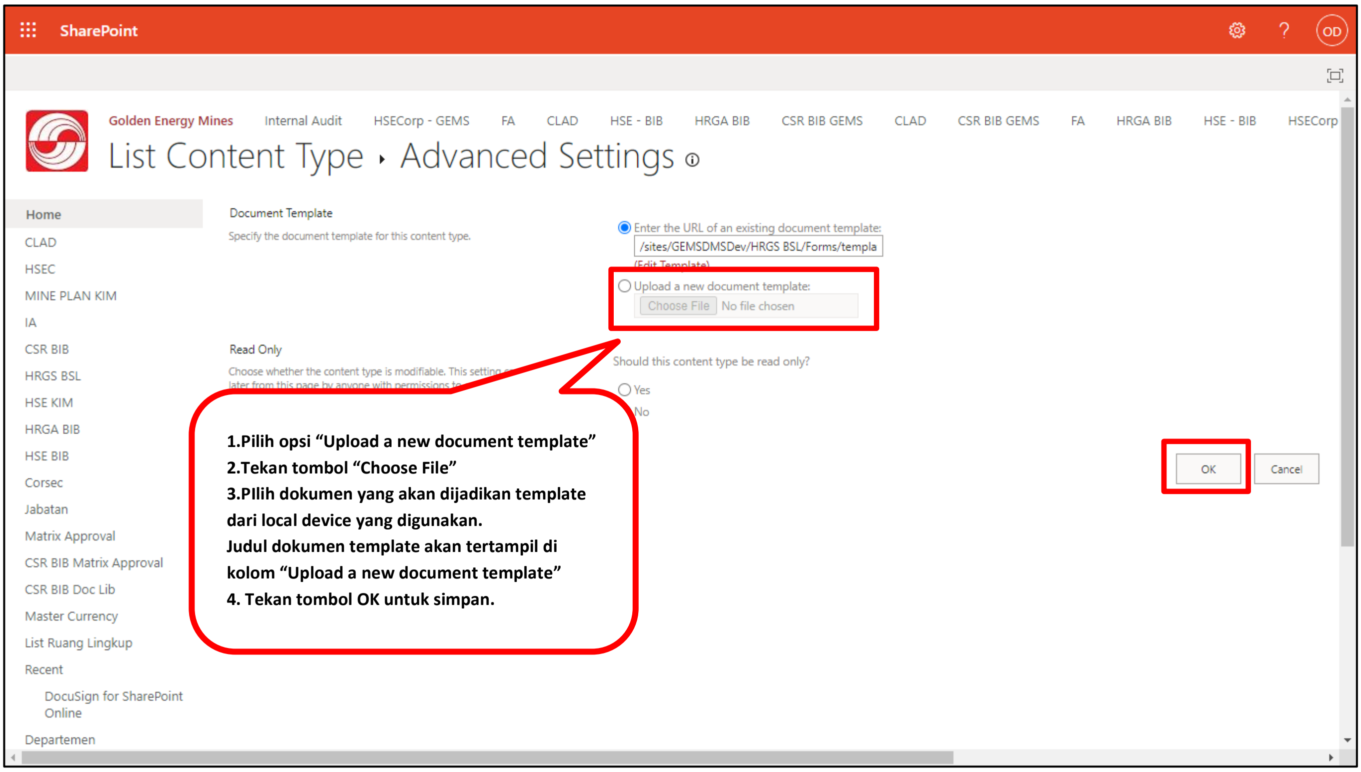
- Name and description
- Advanced settings
- Workflow settings
- Delete this content type
- Document Information Panel settings
- Information management policy settings

**Pilih menu Advance Settings**

Columns

| Name | Type | Status | Source |
|---|---|---|---|
| Name | File | Optional | Document |
| Title | Single line of text | Optional | Item |

- Add from existing site or list columns
- Column order



SharePoint
OD
Golden Energy Mines
Internal Audit
HSECorp - GEMS
FA
CLAD
HSE - BIB
HRGA BIB
CSR BIB GEMS
CLAD
CSR BIB GEMS
FA
HRGA BIB
HSE - BIB
HSECorp
Home
CLAD
HSEC
MINE PLAN KIM
IA
CSR BIB
HRGS BSL
HSE KIM
HRGA BIB
HSE BIB
Corsec
Jabatan
Matrix Approval
CSR BIB Matrix Approval
CSR BIB Doc Lib
Master Currency
List Ruang Lingkup
Recent
DocuSign for SharePoint Online
Departemen
OK
Cancel

List Content Type ‣ Advanced Settings

Document Template
Specify the document template for this content type.

● Enter the URL of an existing document template:
/sites/GEMSDMSDev/HRGS BSL/Forms/templa
(Edit Template)

○ Upload a new document template:
Choose File No file chosen

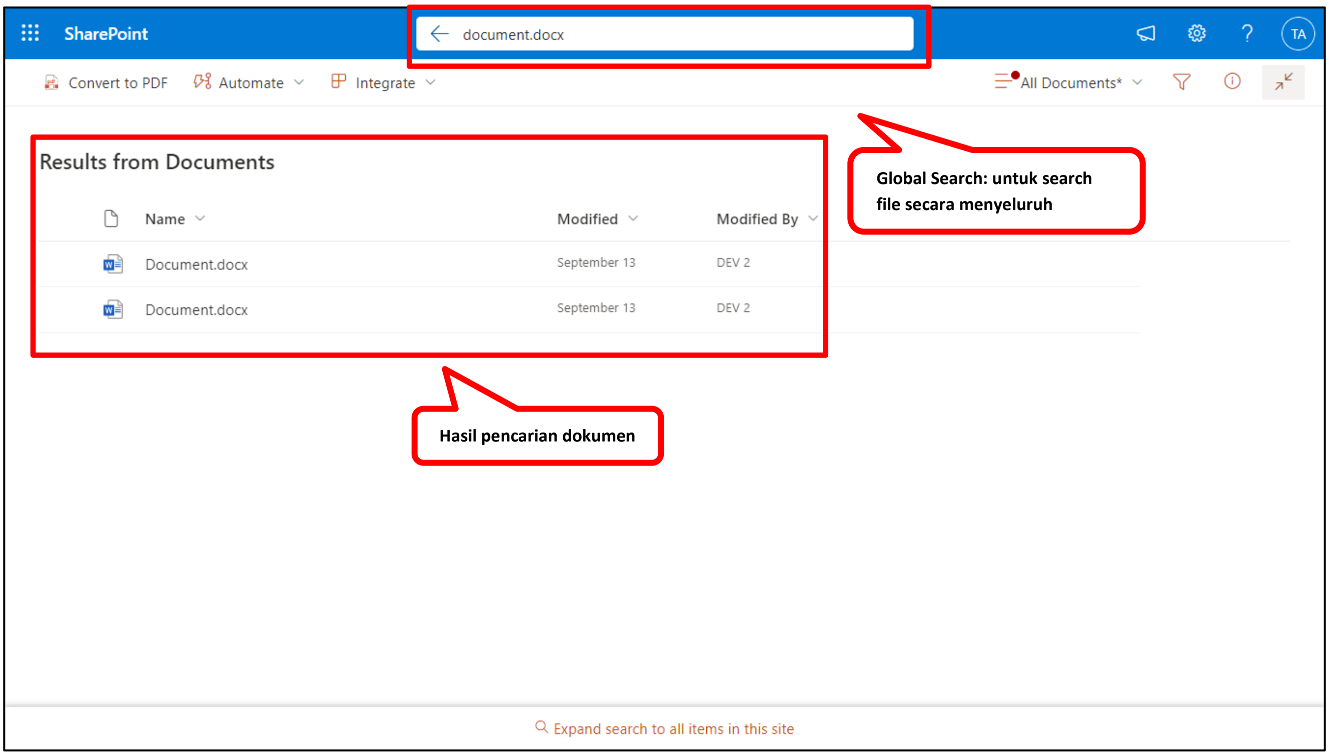
Read Only
Choose whether the content type is modifiable. This setting c
later from this page by anyone with permissions to

Should this content type be read only?
○ Yes
No

**1.Pilih opsi “Upload a new document template”**
**2.Tekan tombol “Choose File”**
**3.PIlih dokumen yang akan dijadikan template dari local device yang digunakan. Judul dokumen template akan tertampil di kolom “Upload a new document template”**
**4. Tekan tombol OK untuk simpan.**

## 3.2.10 GLOBAL SEARCH

User Owner (Document Controller dapat melakukan pencarian menggunakan **Global search** dimana berfungsi untuk mencari dokumen tanpa limitasi informasi berdasarkan metadata. User dapat melakukan pencarian pada Global search dengan **klik search bar (paling atas) yang tersedia pada halaman (site).**


SharePoint
document.docx
Convert to PDF
Automate
Integrate
All Documents*
Expand search to all items in this site

Results from Documents

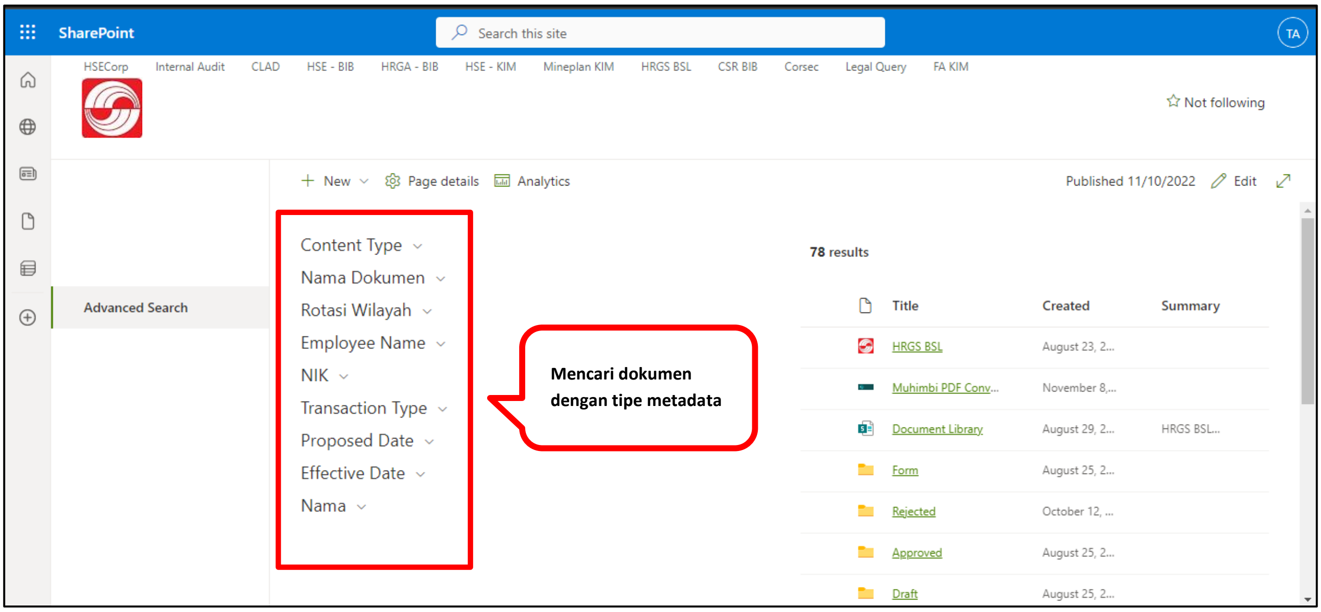
| Name | Modified | Modified By |
|---|---|---|
| Document.docx | September 13 | DEV 2 |
| Document.docx | September 13 | DEV 2 |

Global Search: untuk search file secara menyeluruh

Hasil pencarian dokumen

## 3.2.11 ADVANCE SEARCH

User Owner (Document Controller) dapat mencari suatu file pada halaman **advance search**. Pada halam ini, disediakan kemudahan pencarian data sesuai dengan metadata pada file tersebut (contoh: Content type, Nama dokumen, dll). User dapat mengaksesnya dengan cara **Klik Advance search (di Navigation bar sebelah kiri).**


SharePoint
Search this site
TA
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Not following
Advanced Search
New
Page details
Analytics
Published 11/10/2022
Edit
Content Type
Nama Dokumen
Rotasi Wilayah
Employee Name
NIK
Transaction Type
Proposed Date
Effective Date
Nama

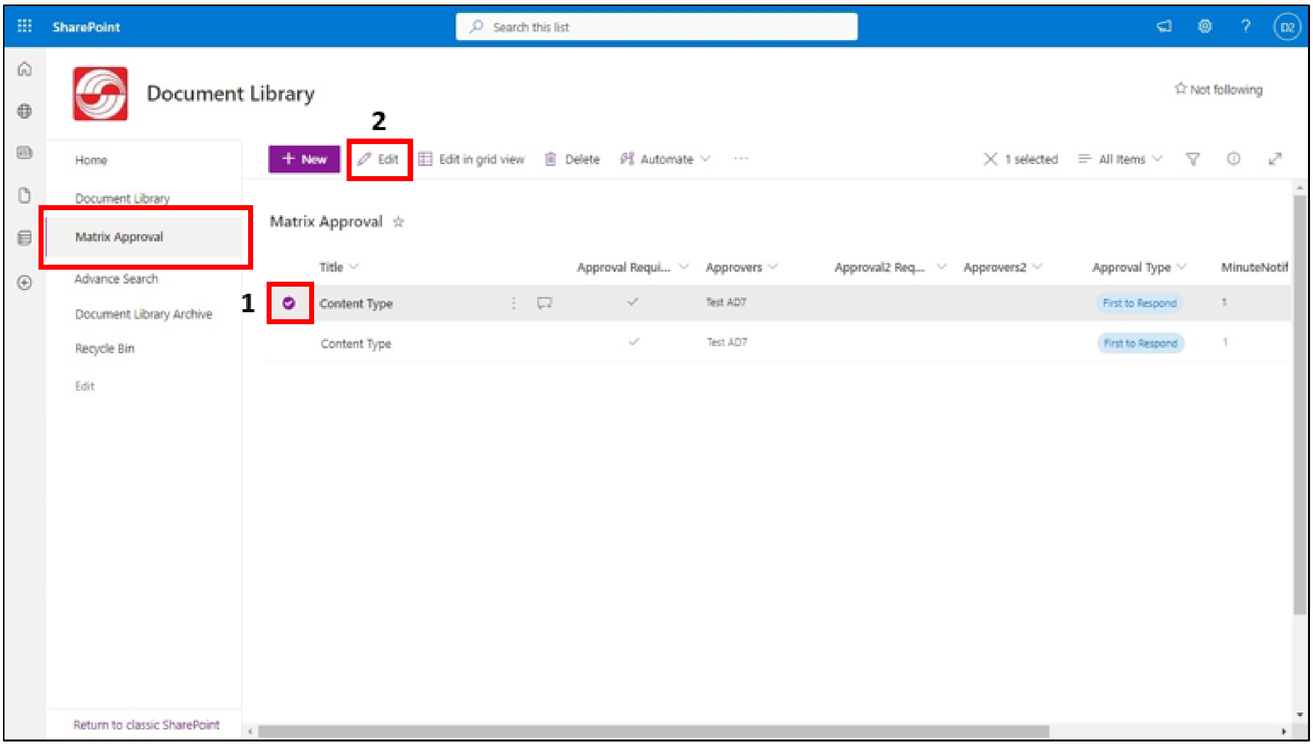
Mencari dokumen dengan tipe metadata

78 results

| Title | Created | Summary |
|---|---|---|
| HRGS BSL | August 23, 2... | |
| Muhimbi PDF Conv... | November 8,... | |
| Document Library | August 29, 2... | HRGS BSL... |
| Form | August 25, 2... | |
| Rejected | October 12, ... | |
| Approved | August 25, 2... | |
| Draft | August 25, 2... | |

## 3.3. MATRIX APPROVAL

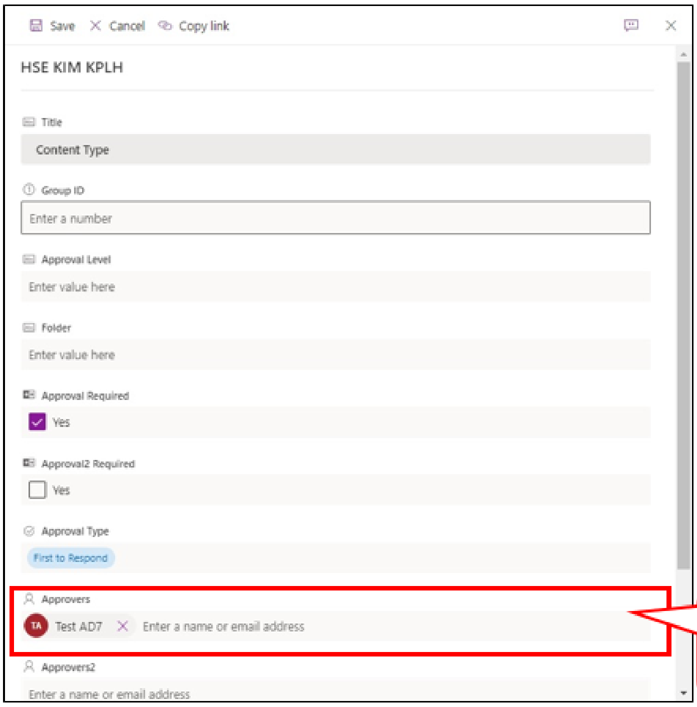
Mengubah matrix approval hanya dapat dilakukan oleh **User Owner (Document Controller) dan Sharepoint Admin**. Matrix approval dapat disesuaikan dengan PIC (Person in Charge) yang akan menyetujui (Approve) dokumen. Cara mengaksesnya dengan **klik Matrix Approval (di bagian kiri).**


SharePoint
Search this list
Document Library
Not following
2
+ New
Edit
Edit in grid view
Delete
Automate
1 selected
All Items
Home
Document Library
Matrix Approval
Advance Search
Document Library Archive
Recycle Bin
Edit
Return to classic SharePoint
1

Matrix Approval

| Title | Approval Requi... | Approvers | Approval2 Req... | Approvers2 | Approval Type | MinuteNotif |
|---|---|---|---|---|---|---|
| Content Type | ✓ | Test AD7 | | | First to Respond | 1 |
| Content Type | ✓ | Test AD7 | | | First to Respond | 1 |

User Owner (Document Controller) dapat mengedit Matrix Approval sampai dengan 5 level Approval


Save
Cancel
Copy link

HSE KIM KPLH

Title
Content Type

Group ID
Enter a number

Approval Level
Enter value here

Folder
Enter value here

Approval Required
☑ Yes

Approval2 Required
☐ Yes

Approval Type
First to Respond

Approvers
Test AD7 Enter a name or email address

Approvers2
Enter a name or email address

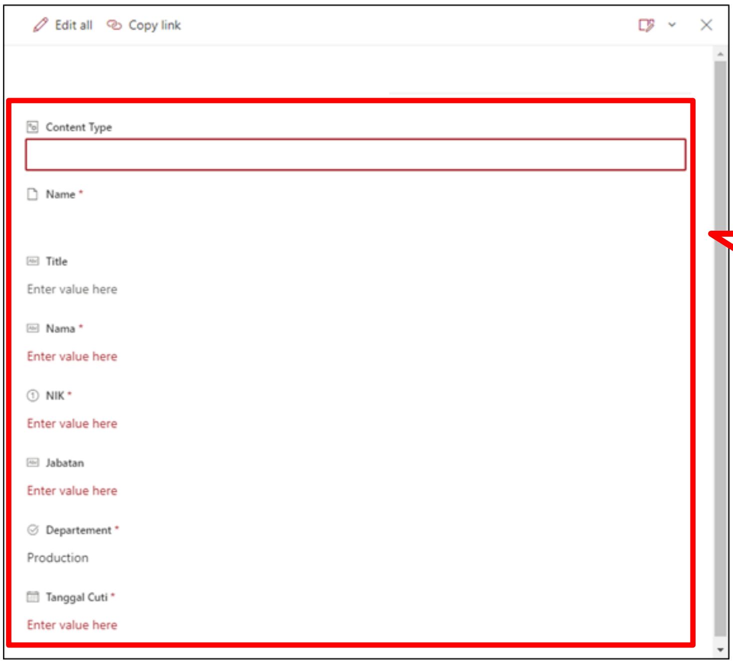
User dapat mengubah pada field Approvers, Approvers2, dst dengan menginput nama User yang dibutuhkan.

## 3.4. APPROVAL

Approval merupakan feature untuk mendapatkan tanda Approval dokumen secara daring (online), lebih cepat, dan dapat dilakukan dimana pun dan kapan pun. Proses Approval dapat diakses dengan **membuka document library** yang ada di tiap modul.

### 3.4.1 PENGISIAN METADATA

User dapat melakukan request approval untuk dokumen kepada orang yang sudah diatur pada menu Matrix Approval untuk menyetujui suatu dokumen (Approver) sesuai dengan content type masing-masing. Untuk dapat menjalankan proses approval, **dokumen harus berisi metadata terlebih dahulu**. Proses pengisian metadata dapat diakses pada point 3.2.1



Content Type

Name *

Title
Enter value here

Nama *
Enter value here

NIK *
Enter value here

Jabatan
Enter value here

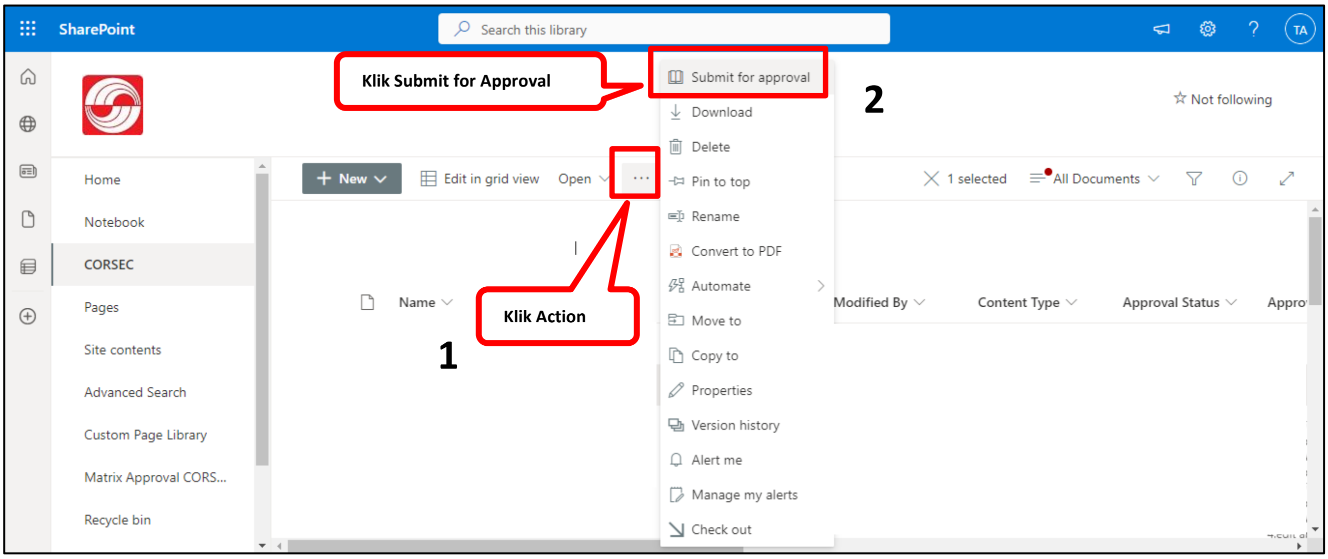
Departement *
Production

Tanggal Cuti *
Enter value here

**Mengisi metadata pada dokumen terpilih**

## 3.4.2 PROSES APPROVAL

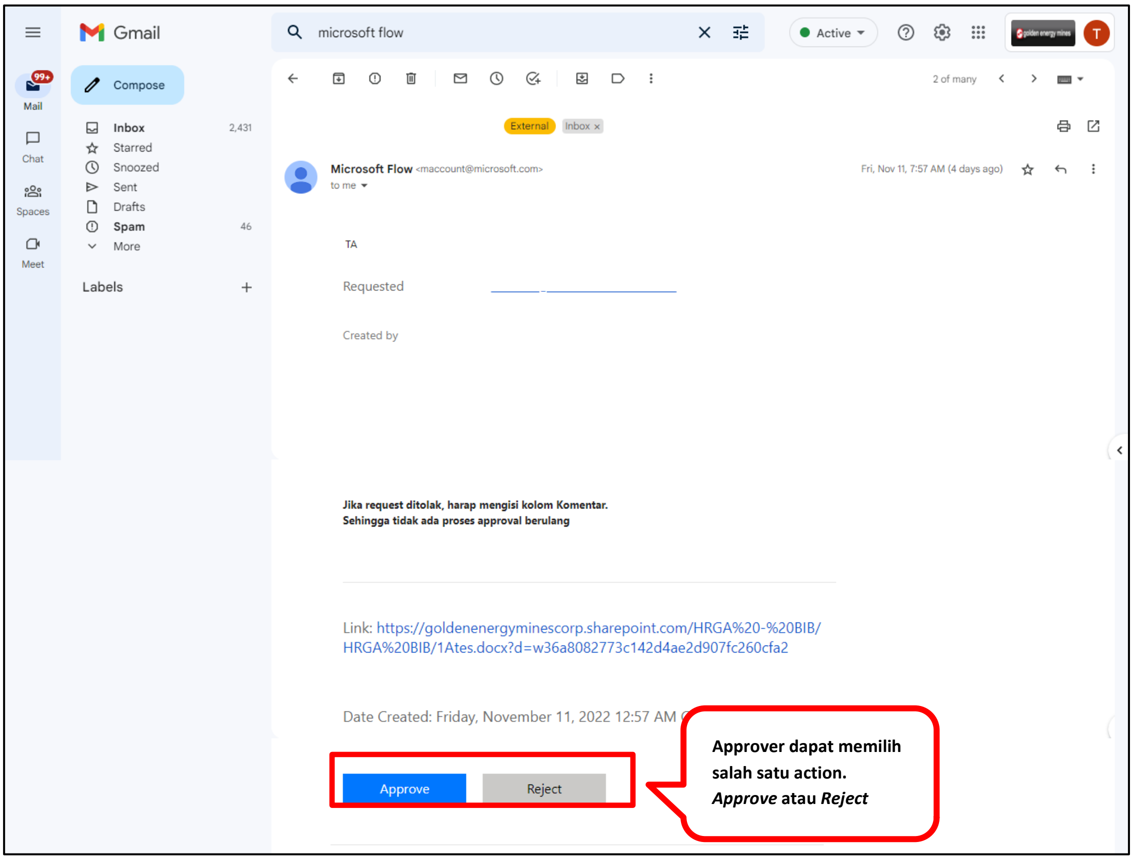
Setelah metadata terisi, user dapat menjalankan proses approval dengan cara **klik file > Action (titik tiga) > Submit to Approval**.


SharePoint
Search this library
Not following
Home
Notebook
CORSEC
Pages
Site contents
Advanced Search
Custom Page Library
Matrix Approval CORS...
Recycle bin
New
Edit in grid view
Open
1 selected
All Documents
Name
Modified By
Content Type
Approval Status
Submit for approval
Download
Delete
Pin to top
Rename
Convert to PDF
Automate
Move to
Copy to
Properties
Version history
Alert me
Manage my alerts
Check out

**Klik Submit for Approval** 2

**Klik Action** 1

Lalu akan muncul email permintaan Approval kepada email Approver.


Gmail
microsoft flow
Active
Compose
Mail
Chat
Spaces
Meet
Inbox 2,431
Starred
Snoozed
Sent
Drafts
Spam 46
More
Labels
2 of many
External
Inbox
Microsoft Flow <maccount@microsoft.com>
to me
Fri, Nov 11, 7:57 AM (4 days ago)

TA

Requested

Created by

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

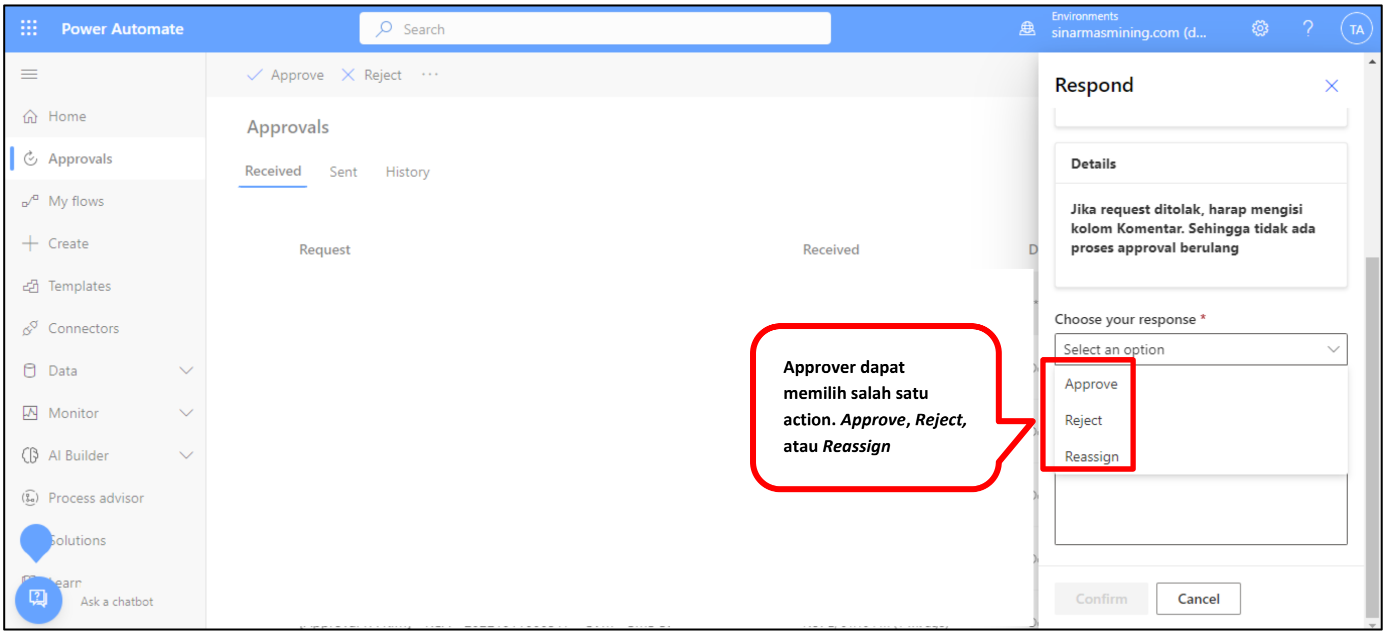
Link: https://goldenenergyminescorp.sharepoint.com/HRGA%20-%20BIB/HRGA%20BIB/1Ates.docx?d=w36a8082773c142d4ae2d907fc260cfa2

Date Created: Friday, November 11, 2022 12:57 AM

Approve Reject

**Approver dapat memilih salah satu action.**
***Approve* atau *Reject***

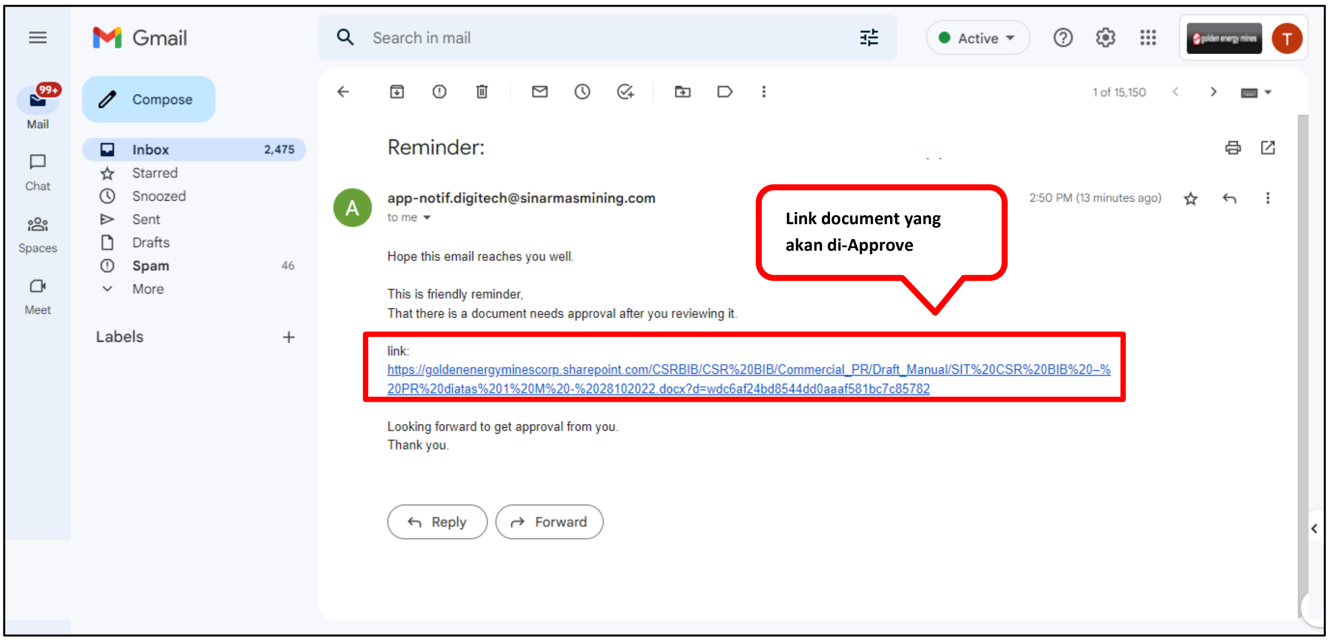
Selanjutnya Approver akan dialihkan ke halaman power automate klik salah satu action Approve / Reject, dimana Approver dapat melakukan action Approve, Reject atau Reassign.


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approve
Reject
Approvals
Received
Sent
History
Request
Received
Respond
Details
Choose your response *
Select an option
Approve
Reject
Reassign
Confirm
Cancel

**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

**Approver dapat memilih salah satu action. *Approve*, *Reject*, atau *Reassign***

Apabila Approver belum memberikan tanggapan (Approve, Reject, Reassign) pada suatu dokumen, maka sistem akan mengirimkan email reminder kepada user yang bersangkutan beserta dengan link untuk document.


Gmail
Search in mail
Active
Compose
Mail
99+
Chat
Spaces
Meet
Inbox 2,475
Starred
Snoozed
Sent
Drafts
Spam 46
More
Labels
1 of 15,150
Reply
Forward

Reminder:

app-notif.digitech@sinarmasmining.com
to me
2:50 PM (13 minutes ago)

Hope this email reaches you well.

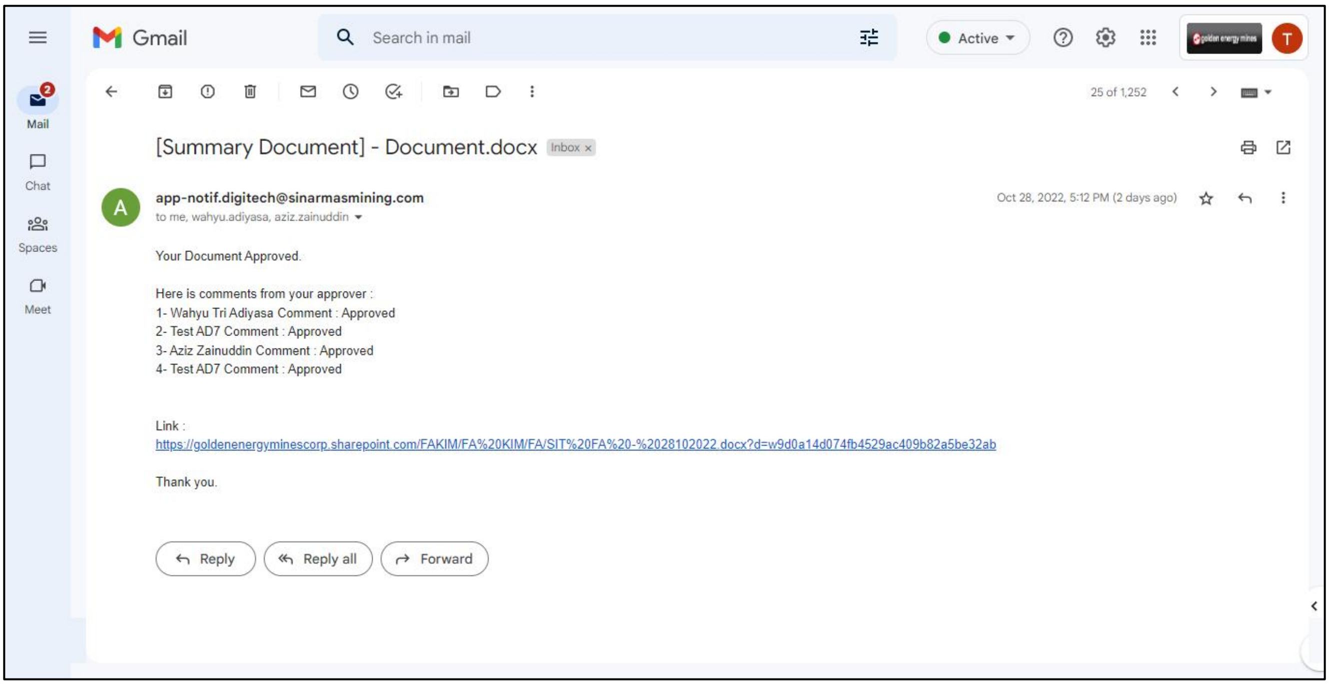
This is friendly reminder,
That there is a document needs approval after you reviewing it.

link:
https://goldenenergyminescorp.sharepoint.com/CSRBIB/CSR%20BIB/Commercial_PR/Draft_Manual/SIT%20CSR%20BIB%20–%20PR%20diatas%201%20M%20-%2028102022.docx?d=wdc6af24bd8544dd0aaaf581bc7c85782

Looking forward to get approval from you.
Thank you.

**Link document yang akan di-Approve**

Setelah proses approval selesai, maka requestor akan mendapatkan email pemberitahuan summary approval yang bersisikan status approval beserta link untuk document bersangkutan.



[Summary Document] - Document.docx Inbox ×

app-notif.digitech@sinarmasmining.com
to me, wahyu.adiyasa, aziz.zainuddin
Oct 28, 2022, 5:12 PM (2 days ago)

Your Document Approved.

Here is comments from your approver :
1- Wahyu Tri Adiyasa Comment : Approved
2- Test AD7 Comment : Approved
3- Aziz Zainuddin Comment : Approved
4- Test AD7 Comment : Approved

Link :
https://goldenenergyminescorp.sharepoint.com/FAKIM/FA%20KIM/FA/SIT%20FA%20-%2028102022.docx?d=w9d0a14d074fb4529ac409b82a5be32ab

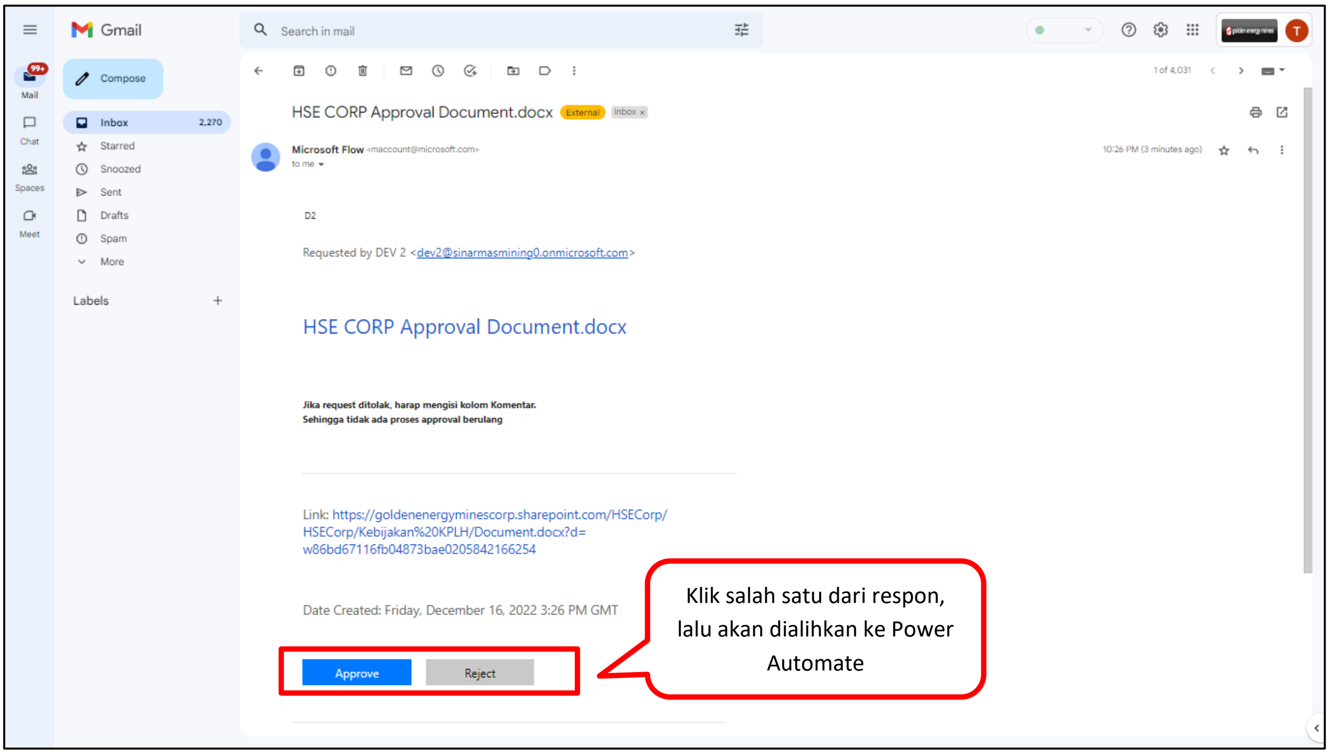
Thank you.

Respon terhadap document akan dijelaskan sebagai berikut:

- **Approve** : Apabila Approver menekan tombol Approve, maka dokumen akan dilanjutkan ke level Approval berikutnya
- **Reject** : Apabila Approver menekan tombol Reject, maka dokumen akan berhenti sirkulasi. Untuk Reject, Approver **harus meninggalkan notes**. Apabila tidak (Reject tanpa komen), maka proses approval akan looping (email approval) akan masuk lagi ke email Approver.
- **Reassign** : Apabila Approver menekan tombol Reassign, maka Approver akan memberikan kewenangannya kepada orang lain (add email).

### 3.4.2.1. APPROVE

User akan menerima email permintaan Approval sebagai berikut;


Gmail
Compose
Inbox 2,270
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Mail
Chat
Spaces
Meet
Search in mail
1 of 4,031
External
Inbox
10:26 PM (3 minutes ago)
Approve
Reject

HSE CORP Approval Document.docx

**Microsoft Flow** <maccount@microsoft.com>
to me

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

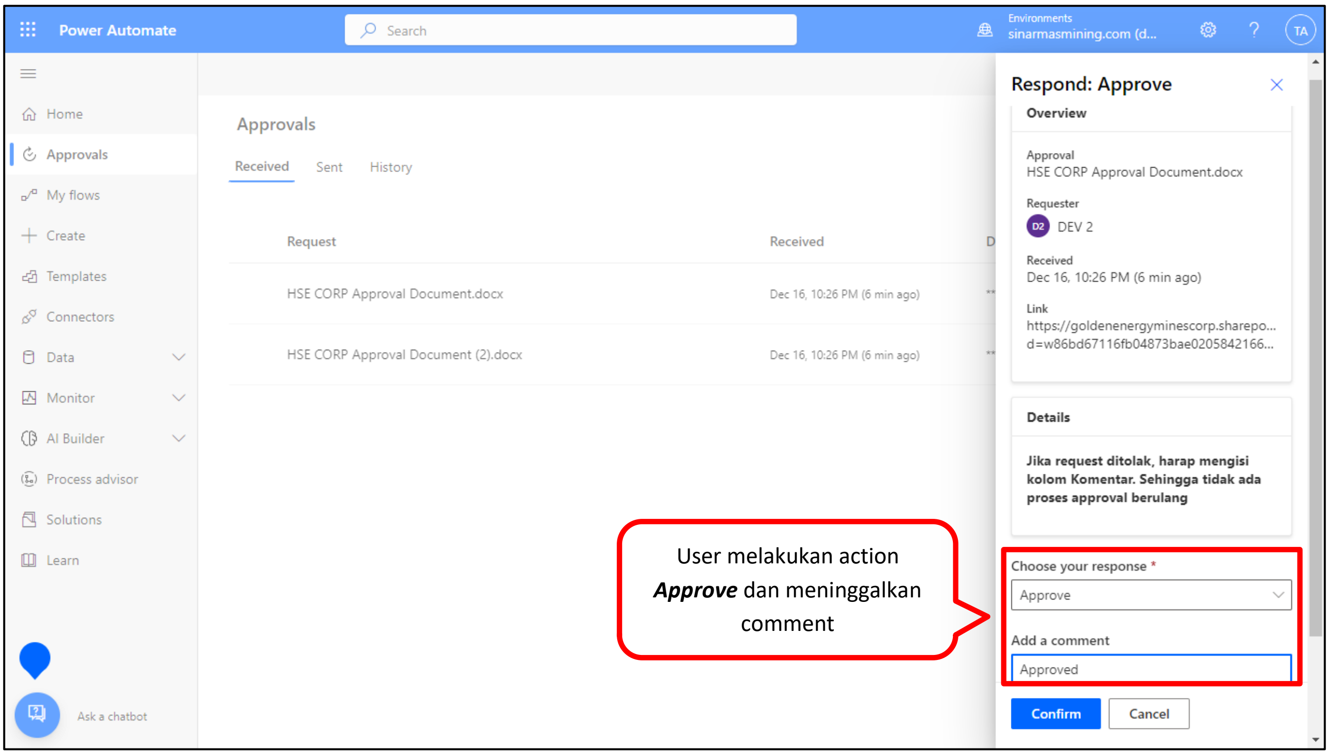
HSE CORP Approval Document.docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document.docx?d=w86bd67116fb04873bae0205842166254

Date Created: Friday, December 16, 2022 3:26 PM GMT

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Confirm
Cancel

| Request | Received |
|---|---|
| HSE CORP Approval Document.docx | Dec 16, 10:26 PM (6 min ago) |
| HSE CORP Approval Document (2).docx | Dec 16, 10:26 PM (6 min ago) |

Respond: Approve

**Overview**

Approval
HSE CORP Approval Document.docx

Requester
DEV 2

Received
Dec 16, 10:26 PM (6 min ago)

Link
https://goldenenergyminescorp.sharepo...
d=w86bd67116fb04873bae0205842166...

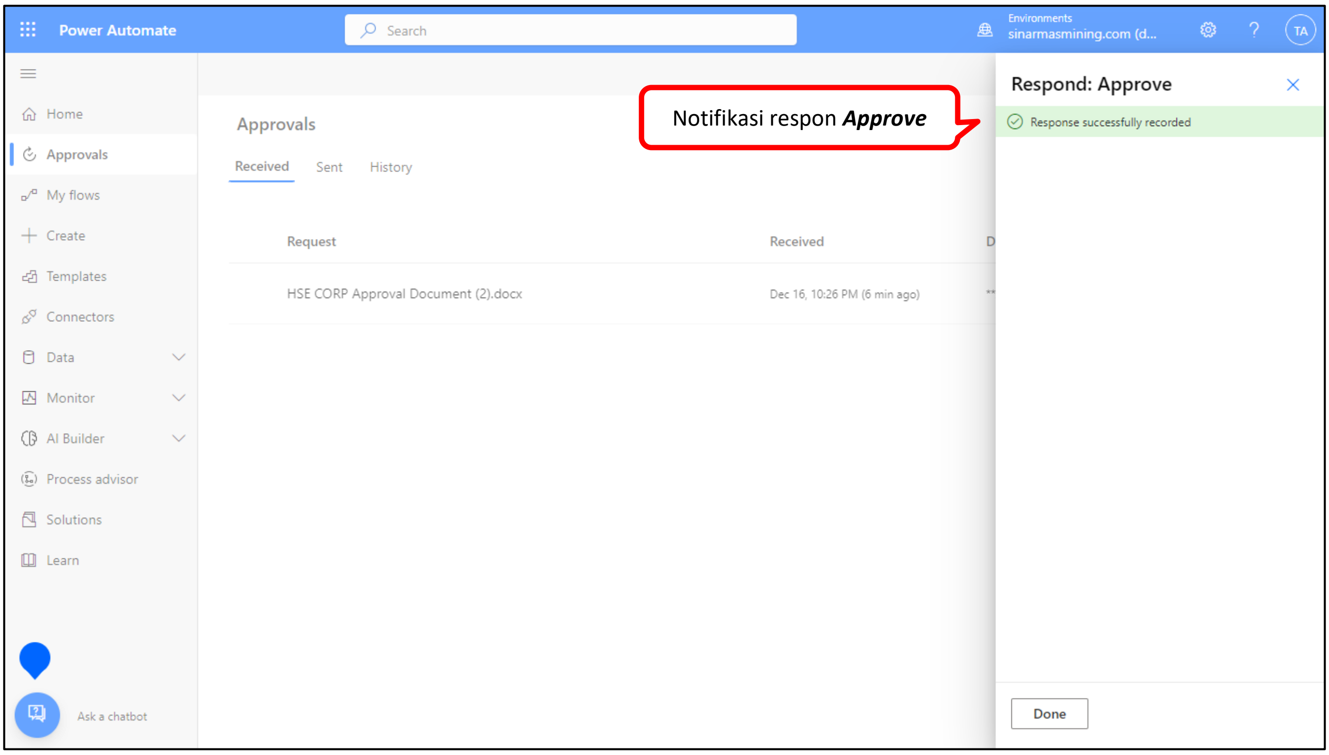
**Details**

**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *
Approve

Add a comment
Approved

User melakukan action ***Approve*** dan meninggalkan comment

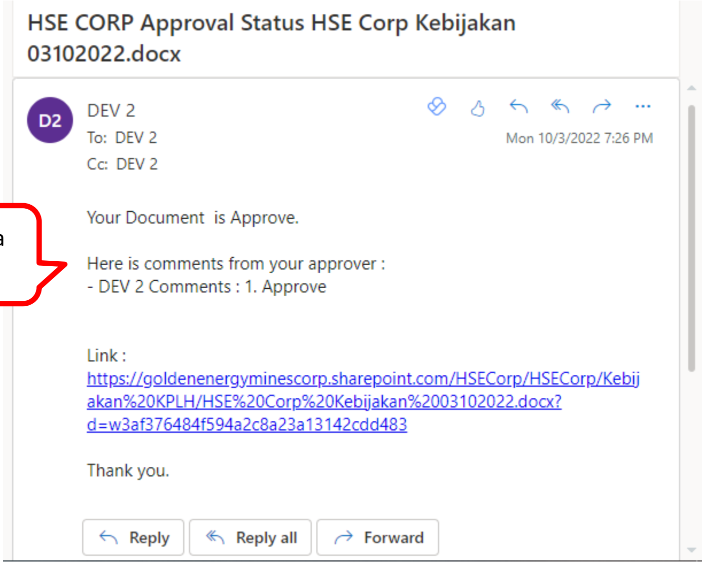

Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Request
Received
Done

| Request | Received |
|---|---|
| HSE CORP Approval Document (2).docx | Dec 16, 10:26 PM (6 min ago) |

Respond: Approve

Response successfully recorded

Notifikasi respon ***Approve***


D2
Reply
Reply all
Forward

HSE CORP Approval Status HSE Corp Kebijakan 03102022.docx

DEV 2
To: DEV 2
Cc: DEV 2
Mon 10/3/2022 7:26 PM

Your Document is Approve.

Here is comments from your approver :
- DEV 2 Comments : 1. Approve

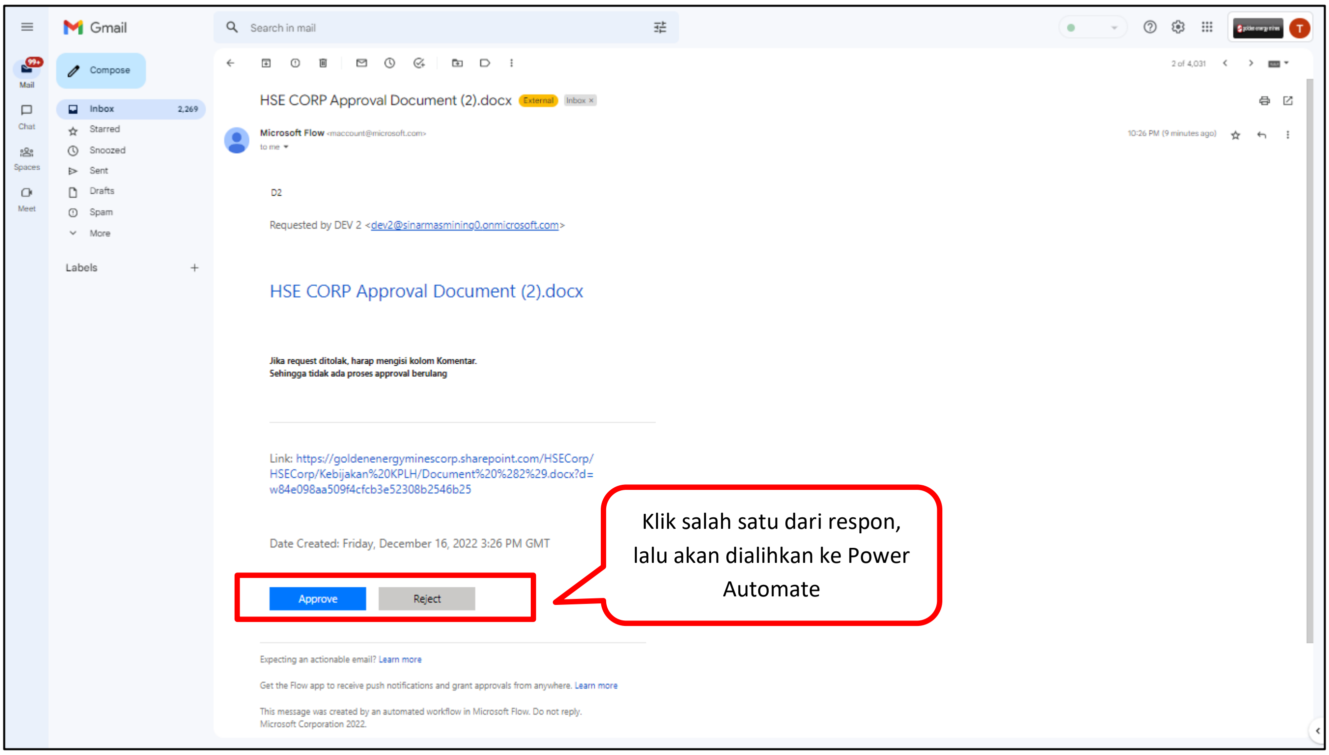
Link :
https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/HSE%20Corp%20Kebijakan%2003102022.docx?d=w3af376484f594a2c8a23a13142cdd483

Thank you.

Email summary Approval bahwa document telah di ***Approve***

### 3.4.2.2. REJECT

User akan menerima email permintaan Approval sebagai berikut;


Gmail
Compose
Inbox 2,269
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Search in mail
2 of 4,031
External
Inbox ×

HSE CORP Approval Document (2).docx

**Microsoft Flow** <maccount@microsoft.com>
to me
10:26 PM (9 minutes ago)

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document (2).docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document%20%282%29.docx?d=w84e098aa509f4cfcb3e52308b2546b25

Date Created: Friday, December 16, 2022 3:26 PM GMT

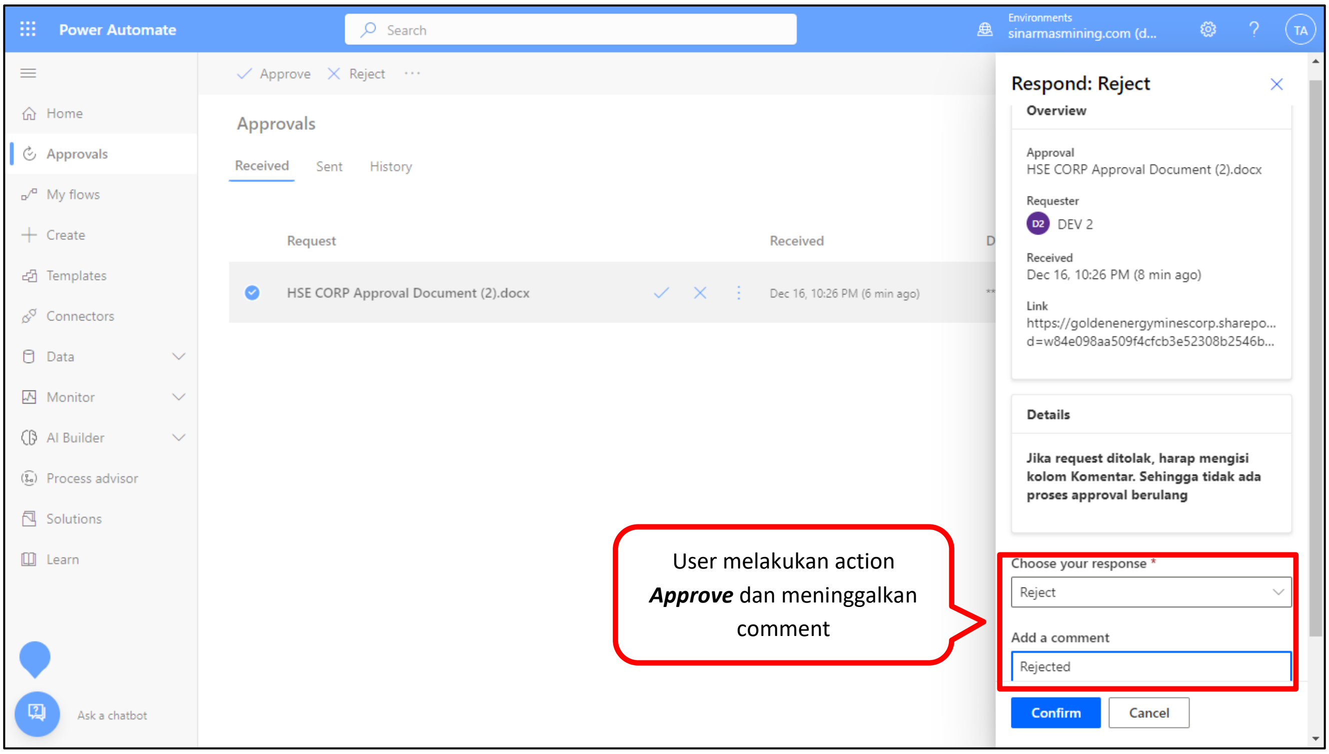
Approve
Reject

Expecting an actionable email? Learn more

Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more

This message was created by an automated workflow in Microsoft Flow. Do not reply.
Microsoft Corporation 2022.

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approve
Reject
Approvals
Received
Sent
History
Request
Received

HSE CORP Approval Document (2).docx — Dec 16, 10:26 PM (6 min ago)

**Respond: Reject**

**Overview**

Approval
HSE CORP Approval Document (2).docx

Requester
DEV 2

Received
Dec 16, 10:26 PM (8 min ago)

Link
https://goldenenergyminescorp.sharepo... d=w84e098aa509f4cfcb3e52308b2546b...

**Details**

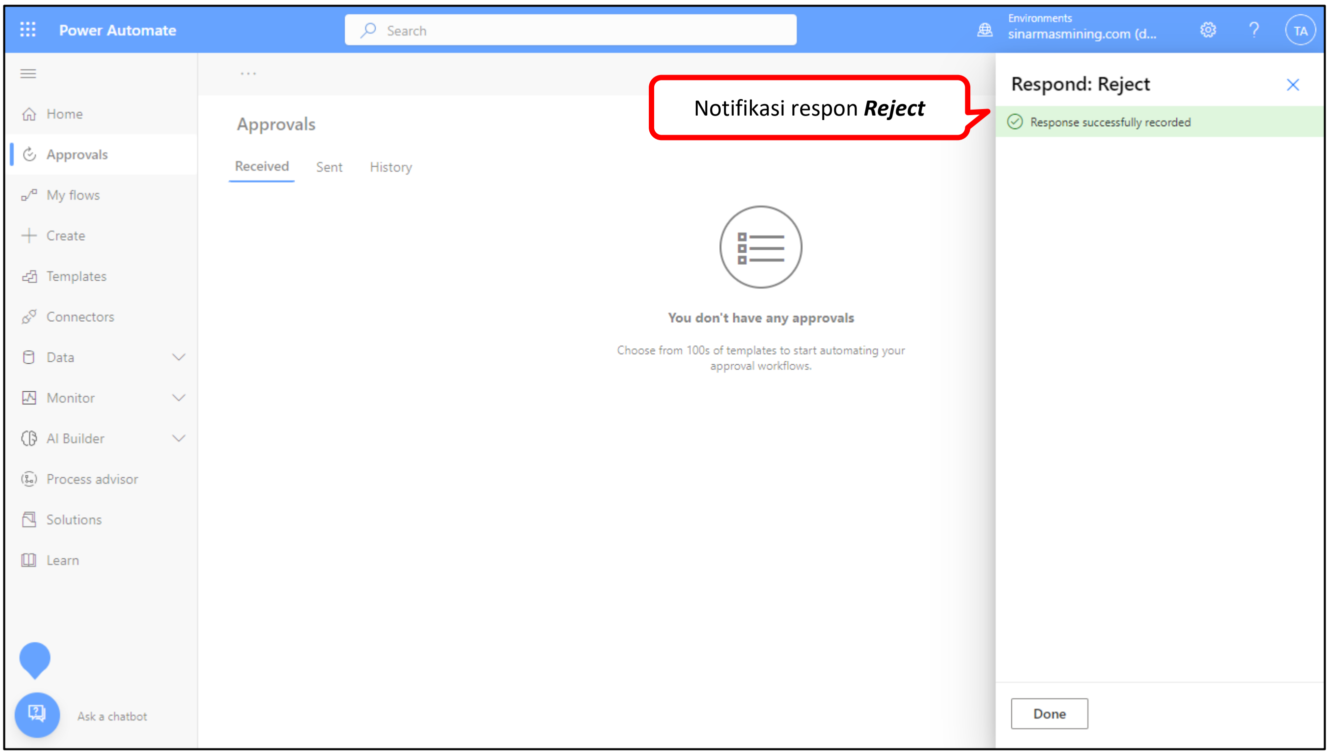
**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response *: Reject

Add a comment: Rejected

Confirm
Cancel

User melakukan action ***Approve*** dan meninggalkan comment


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Done

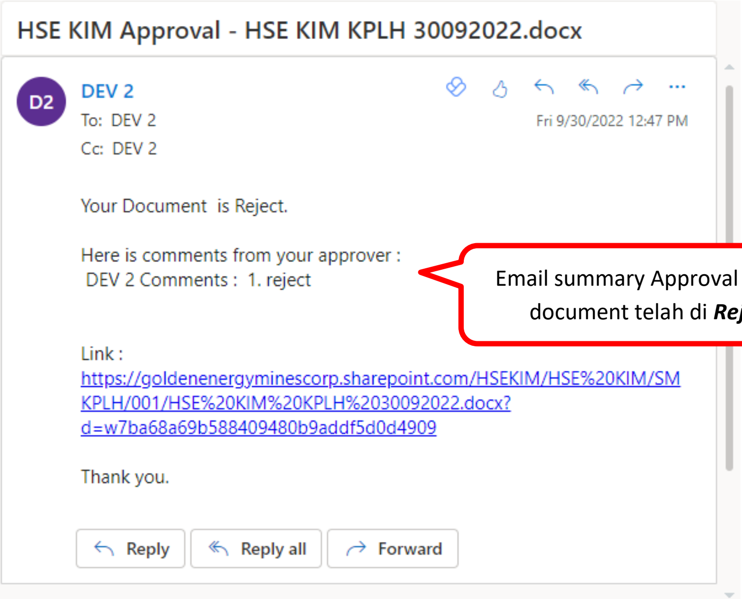
Respond: Reject

Response successfully recorded

You don't have any approvals

Choose from 100s of templates to start automating your approval workflows.

Notifikasi respon ***Reject***


D2
Reply
Reply all
Forward

HSE KIM Approval - HSE KIM KPLH 30092022.docx

DEV 2
To: DEV 2
Cc: DEV 2
Fri 9/30/2022 12:47 PM

Your Document is Reject.

Here is comments from your approver :
DEV 2 Comments : 1. reject

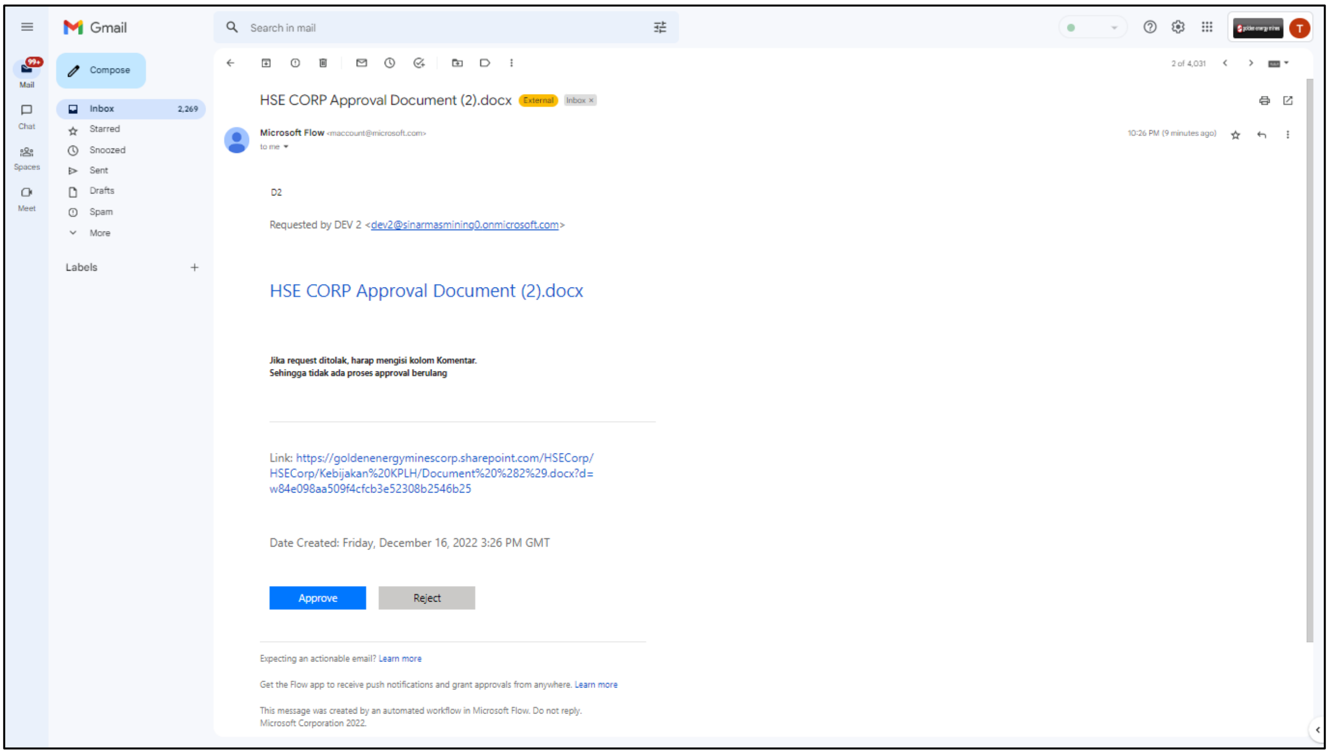
Link :
https://goldenenergyminescorp.sharepoint.com/HSEKIM/HSE%20KIM/SMKPLH/001/HSE%20KIM%20KPLH%2030092022.docx?d=w7ba68a69b588409480b9addf5d0d4909

Thank you.

Email summary Approval bahwa document telah di ***Reject***

### 3.4.2.3. REJECT TANPA KOMEN

User akan menerima email permintaan Approval sebagai berikut;


Gmail
Search in mail
Compose
Inbox 2,269
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Mail
Chat
Spaces
Meet
2 of 4,031
External
Inbox ×

HSE CORP Approval Document (2).docx

**Microsoft Flow** <maccount@microsoft.com>
to me

10:26 PM (9 minutes ago)

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

HSE CORP Approval Document (2).docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document%20%282%29.docx?d=w84e098aa509f4cfcb3e52308b2546b25

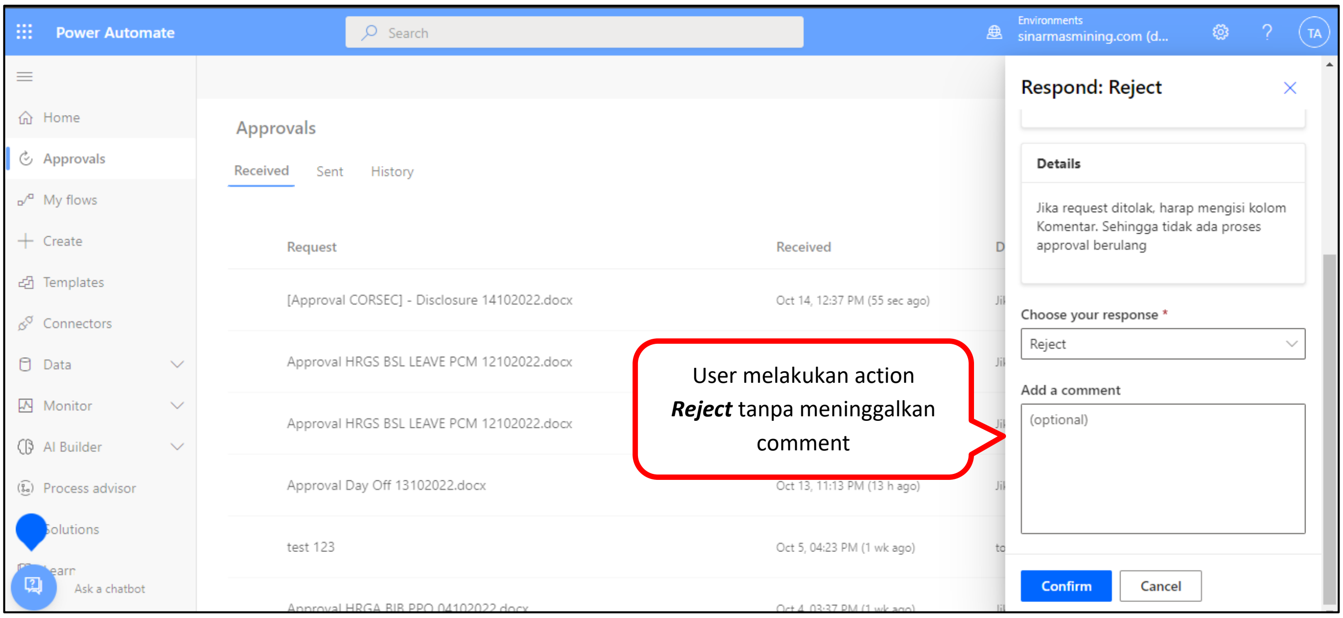
Date Created: Friday, December 16, 2022 3:26 PM GMT

Approve Reject

Expecting an actionable email? Learn more

Get the Flow app to receive push notifications and grant approvals from anywhere. Learn more

This message was created by an automated workflow in Microsoft Flow. Do not reply.
Microsoft Corporation 2022.


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History

| Request | Received |
|---|---|
| [Approval CORSEC] - Disclosure 14102022.docx | Oct 14, 12:37 PM (55 sec ago) |
| Approval HRGS BSL LEAVE PCM 12102022.docx | |
| Approval HRGS BSL LEAVE PCM 12102022.docx | |
| Approval Day Off 13102022.docx | Oct 13, 11:13 PM (13 h ago) |
| test 123 | Oct 5, 04:23 PM (1 wk ago) |
| Approval HRGA BIB PPO 04102022.docx | Oct 4, 03:37 PM (1 wk ago) |

**Respond: Reject**

**Details**

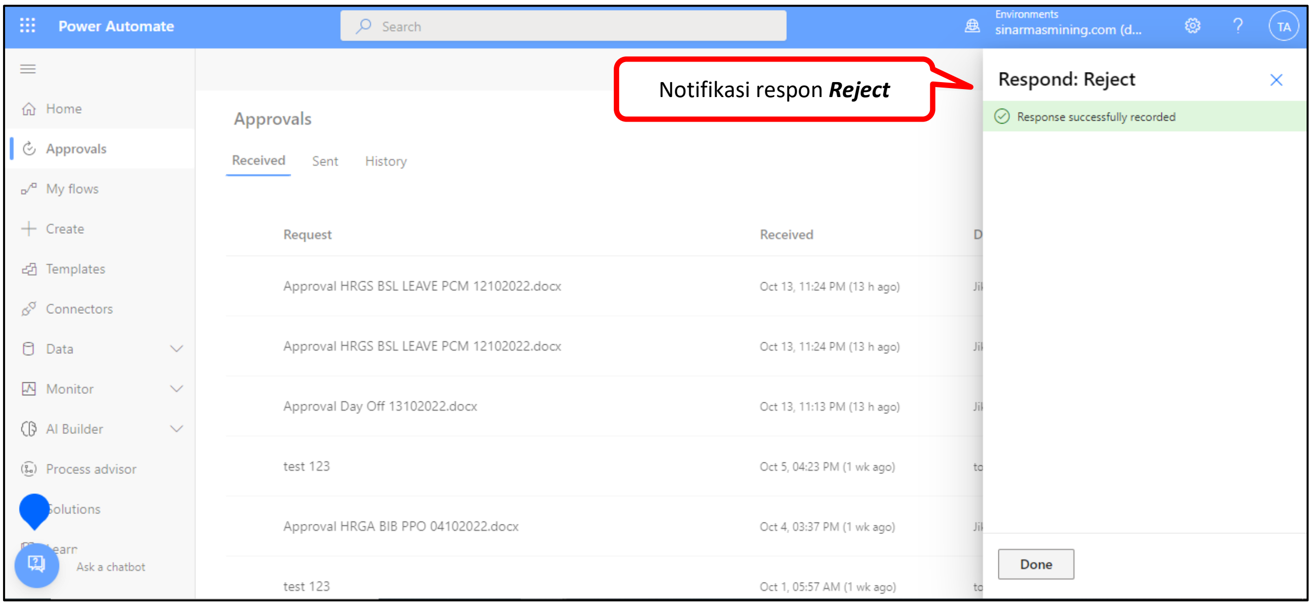
Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang

Choose your response *: Reject

Add a comment: (optional)

Confirm Cancel

User melakukan action ***Reject*** tanpa meninggalkan comment


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Done

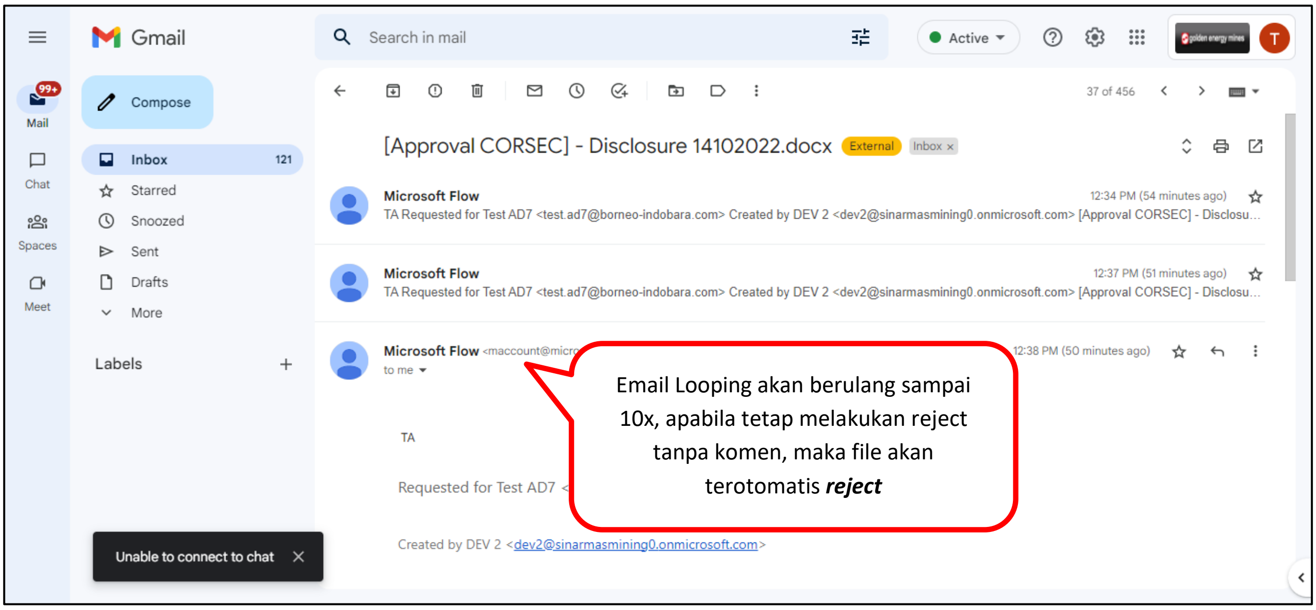
Notifikasi respon ***Reject***

Respond: Reject

Response successfully recorded

| Request | Received |
|---|---|
| Approval HRGS BSL LEAVE PCM 12102022.docx | Oct 13, 11:24 PM (13 h ago) |
| Approval HRGS BSL LEAVE PCM 12102022.docx | Oct 13, 11:24 PM (13 h ago) |
| Approval Day Off 13102022.docx | Oct 13, 11:13 PM (13 h ago) |
| test 123 | Oct 5, 04:23 PM (1 wk ago) |
| Approval HRGA BIB PPO 04102022.docx | Oct 4, 03:37 PM (1 wk ago) |
| test 123 | Oct 1, 05:57 AM (1 wk ago) |

Ketika user melakukan action reject tanpa comment maka user akan medapatkan email notification yang berisi email permintaan kembali untuk proses approval.


Gmail
Search in mail
Active
Mail
99+
Chat
Spaces
Meet
Compose
Inbox 121
Starred
Snoozed
Sent
Drafts
More
Labels
37 of 456
External
Inbox ×
Unable to connect to chat

[Approval CORSEC] - Disclosure 14102022.docx

**Microsoft Flow** 12:34 PM (54 minutes ago)
TA Requested for Test AD7 <test.ad7@borneo-indobara.com> Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com> [Approval CORSEC] - Disclosu…

**Microsoft Flow** 12:37 PM (51 minutes ago)
TA Requested for Test AD7 <test.ad7@borneo-indobara.com> Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com> [Approval CORSEC] - Disclosu…

**Microsoft Flow** <maccount@micr 12:38 PM (50 minutes ago)
to me

TA

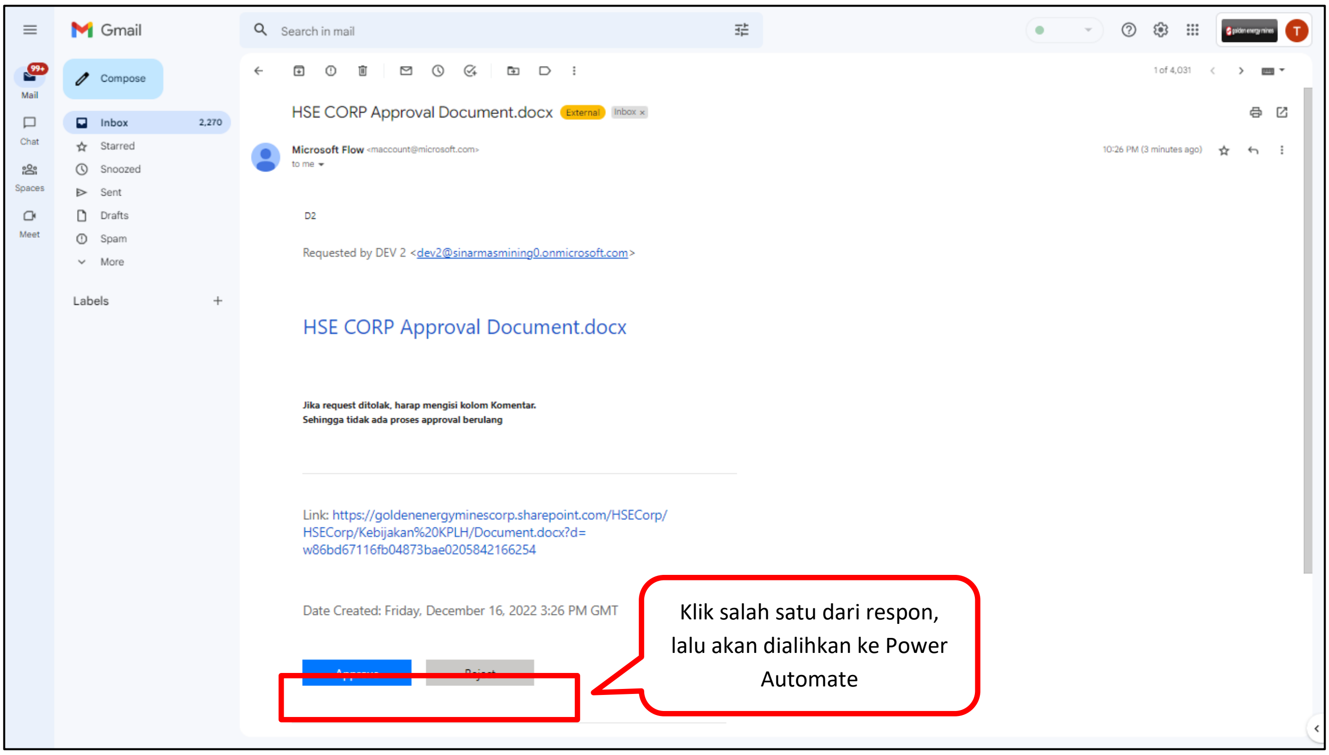
Requested for Test AD7 <

Created by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

Email Looping akan berulang sampai 10x, apabila tetap melakukan reject tanpa komen, maka file akan terotomatis ***reject***

### 3.4.2.4. REASSIGN

User akan menerima email sebagai berikut:


Gmail
Search in mail
Compose
Inbox 2,270
Starred
Snoozed
Sent
Drafts
Spam
More
Labels
Mail
Chat
Spaces
Meet
1 of 4,031
External
Inbox
Approve
Reject

HSE CORP Approval Document.docx

Microsoft Flow <maccount@microsoft.com>
to me
10:26 PM (3 minutes ago)

D2

Requested by DEV 2 <dev2@sinarmasmining0.onmicrosoft.com>

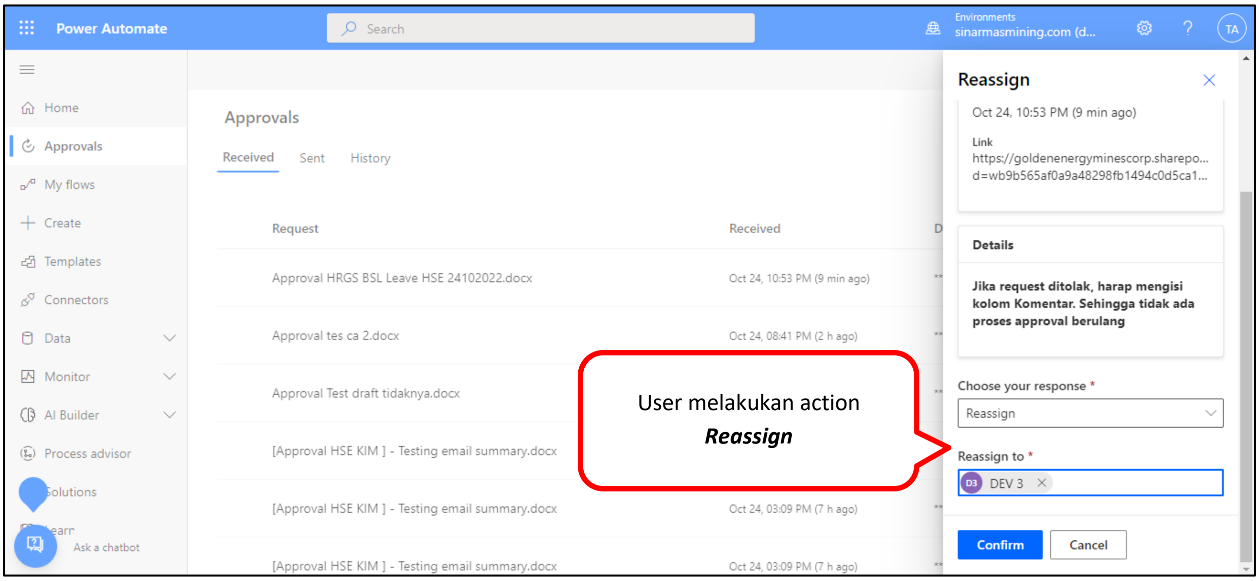
HSE CORP Approval Document.docx

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Link: https://goldenenergyminescorp.sharepoint.com/HSECorp/HSECorp/Kebijakan%20KPLH/Document.docx?d=w86bd67116fb04873bae0205842166254

Date Created: Friday, December 16, 2022 3:26 PM GMT

Klik salah satu dari respon, lalu akan dialihkan ke Power Automate


Power Automate
Search
Environments
sinarmasmining.com (d...
TA
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Received
Sent
History
Confirm
Cancel

Approvals

| Request | Received |
|---|---|
| Approval HRGS BSL Leave HSE 24102022.docx | Oct 24, 10:53 PM (9 min ago) |
| Approval tes ca 2.docx | Oct 24, 08:41 PM (2 h ago) |
| Approval Test draft tidaknya.docx | |
| [Approval HSE KIM ] - Testing email summary.docx | |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |

Reassign

Oct 24, 10:53 PM (9 min ago)

Link
https://goldenenergyminescorp.sharepo... d=wb9b565af0a9a48298fb1494c0d5ca1...

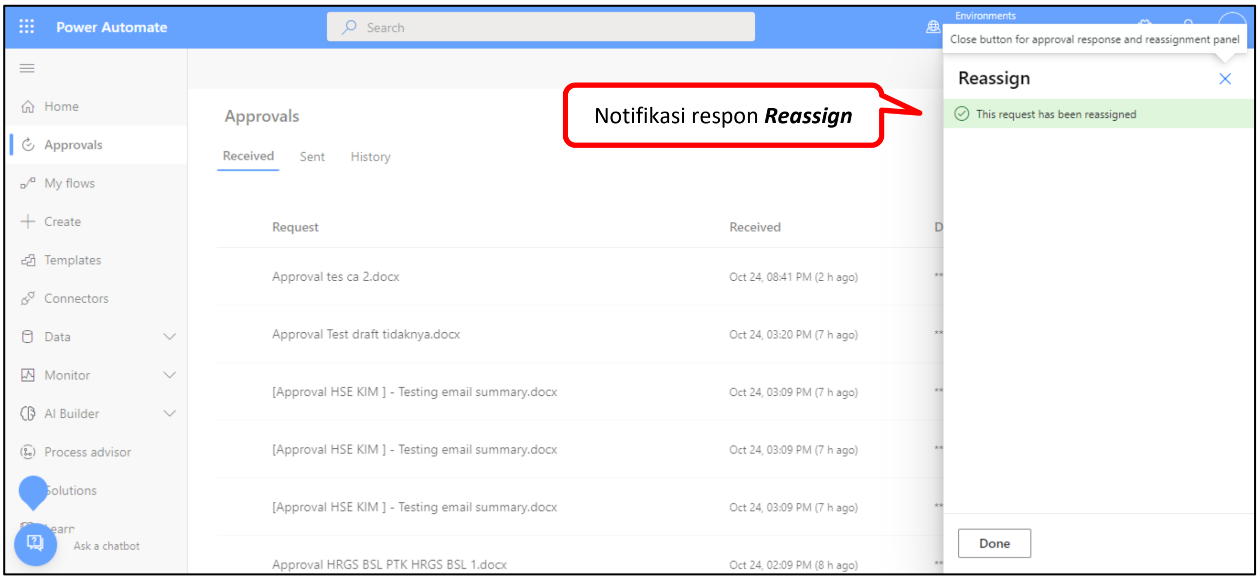
Details

**Jika request ditolak, harap mengisi kolom Komentar. Sehingga tidak ada proses approval berulang**

Choose your response * Reassign

Reassign to * DEV 3

User melakukan action ***Reassign***


Power Automate
Search
Environments
Home
Approvals
My flows
Create
Templates
Connectors
Data
Monitor
AI Builder
Process advisor
Solutions
Learn
Ask a chatbot
Approvals
Received
Sent
History
Reassign
Done

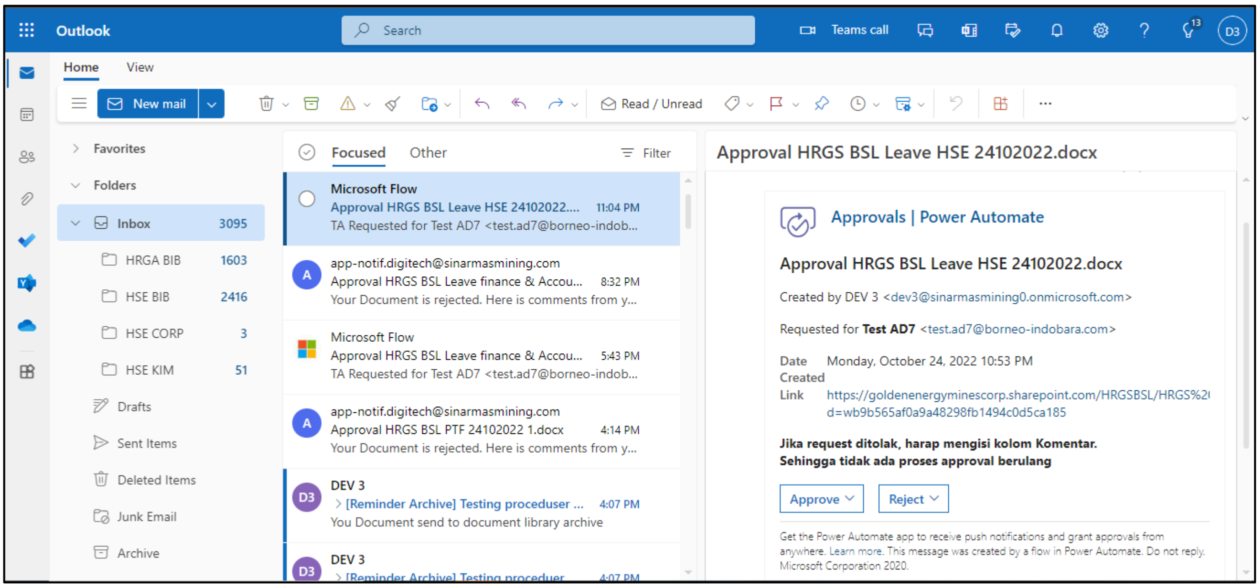
Notifikasi respon ***Reassign***

Close button for approval response and reassignment panel

This request has been reassigned

| Request | Received |
|---|---|
| Approval tes ca 2.docx | Oct 24, 08:41 PM (2 h ago) |
| Approval Test draft tidaknya.docx | Oct 24, 03:20 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| [Approval HSE KIM ] - Testing email summary.docx | Oct 24, 03:09 PM (7 h ago) |
| Approval HRGS BSL PTK HRGS BSL 1.docx | Oct 24, 02:09 PM (8 h ago) |

Approval berhasil di Reassign ke user lain (Berubah akun dari Test AD7 ke akun Dev 3)


Outlook
Search
Teams call
D3
Home
View
New mail
Read / Unread
Favorites
Folders
Inbox 3095
HRGA BIB 1603
HSE BIB 2416
HSE CORP 3
HSE KIM 51
Drafts
Sent Items
Deleted Items
Junk Email
Archive
Focused
Other
Filter
Approve
Reject

Microsoft Flow
Approval HRGS BSL Leave HSE 24102022.... 11:04 PM
TA Requested for Test AD7 <test.ad7@borneo-indob...

app-notif.digitech@sinarmasmining.com
Approval HRGS BSL Leave finance & Accou... 8:32 PM
Your Document is rejected. Here is comments from y...

Microsoft Flow
Approval HRGS BSL Leave finance & Accou... 5:43 PM
TA Requested for Test AD7 <test.ad7@borneo-indob...

app-notif.digitech@sinarmasmining.com
Approval HRGS BSL PTF 24102022 1.docx 4:14 PM
Your Document is rejected. Here is comments from y...

DEV 3
[Reminder Archive] Testing proceduser ... 4:07 PM
You Document send to document library archive

DEV 3
[Reminder Archive] Testing proceduer 4:07 PM

Approval HRGS BSL Leave HSE 24102022.docx

Approvals | Power Automate

Approval HRGS BSL Leave HSE 24102022.docx

Created by DEV 3 <dev3@sinarmasmining0.onmicrosoft.com>

Requested for **Test AD7** <test.ad7@borneo-indobara.com>

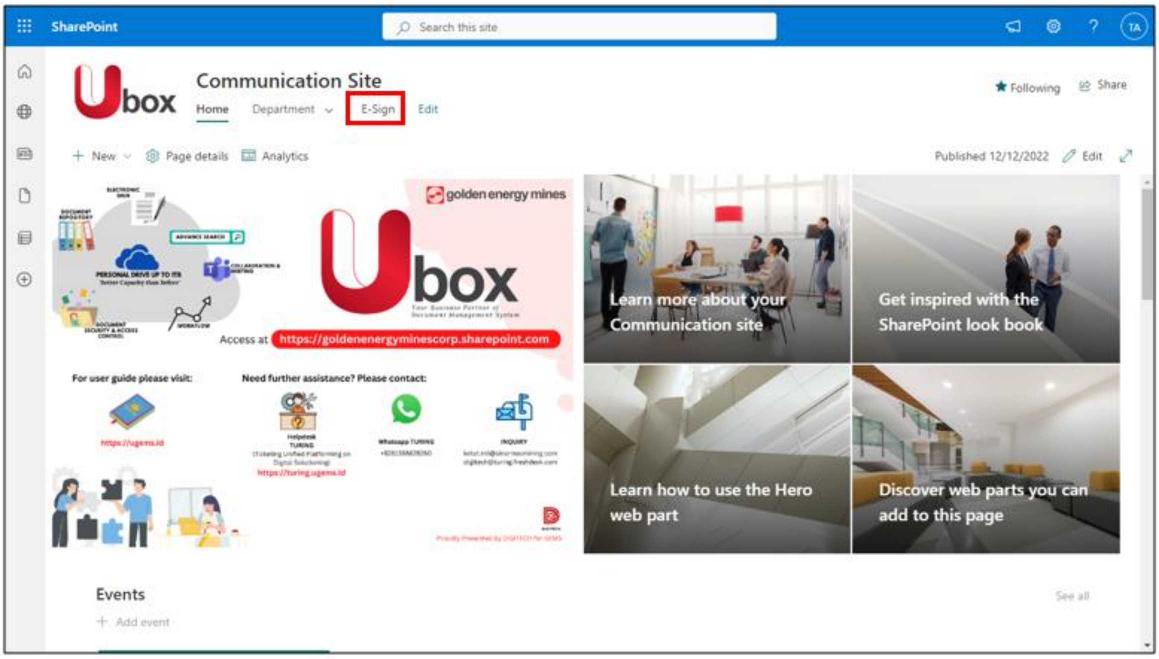
Date Created Monday, October 24, 2022 10:53 PM
Link https://goldenenergyminescorp.sharepoint.com/HRGSBSL/HRGS%2
d=wb9b565af0a9a48298fb1494c0d5ca185

**Jika request ditolak, harap mengisi kolom Komentar.**
**Sehingga tidak ada proses approval berulang**

Get the Power Automate app to receive push notifications and grant approvals from anywhere. Learn more. This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.

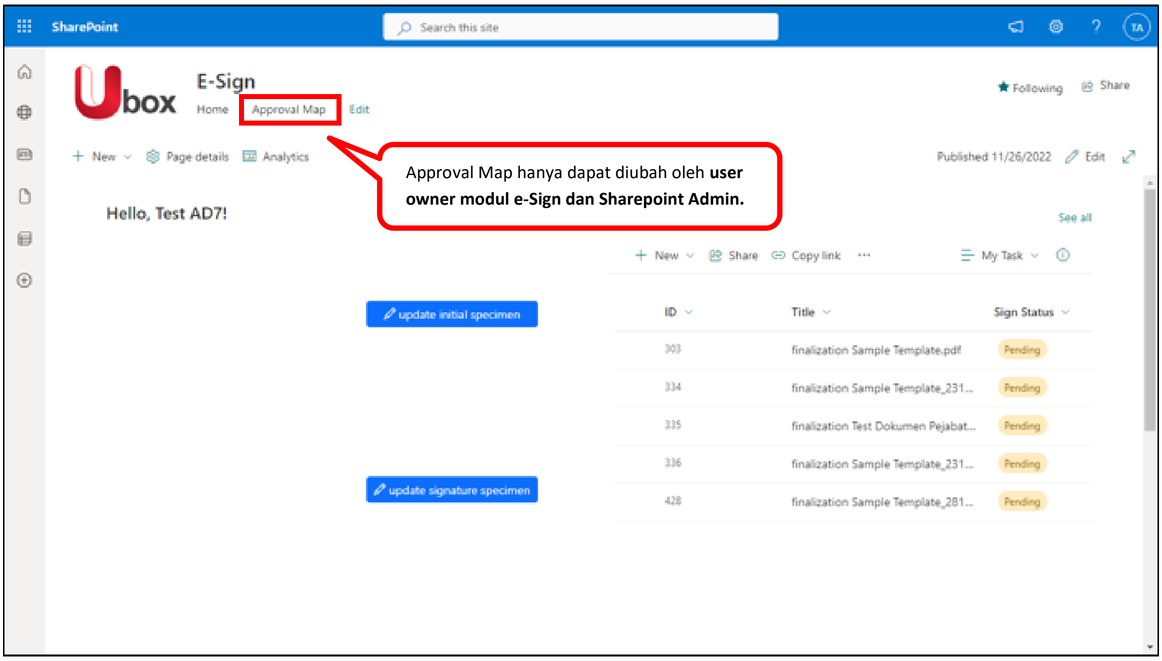
## 3.5. E-SIGN APPROVAL

Approval e-Sign merupakan feature untuk mendapatkan tanda tangan / spesimen Approval secara daring (online). Untuk dapat mengkases e-Sign, User dapat **masuk ke dalam Communication Site > Klik e-Sign**.


SharePoint
Search this site
Communication Site
Home
Department
E-Sign
Edit
Following
Share
New
Page details
Analytics
Published 12/12/2022
Edit
golden energy mines
Ubox
Access at https://goldenenergyminescorp.sharepoint.com
For user guide please visit:
Need further assistance? Please contact:
Learn more about your Communication site
Get inspired with the SharePoint look book
Learn how to use the Hero web part
Discover web parts you can add to this page
Events
Add event
See all

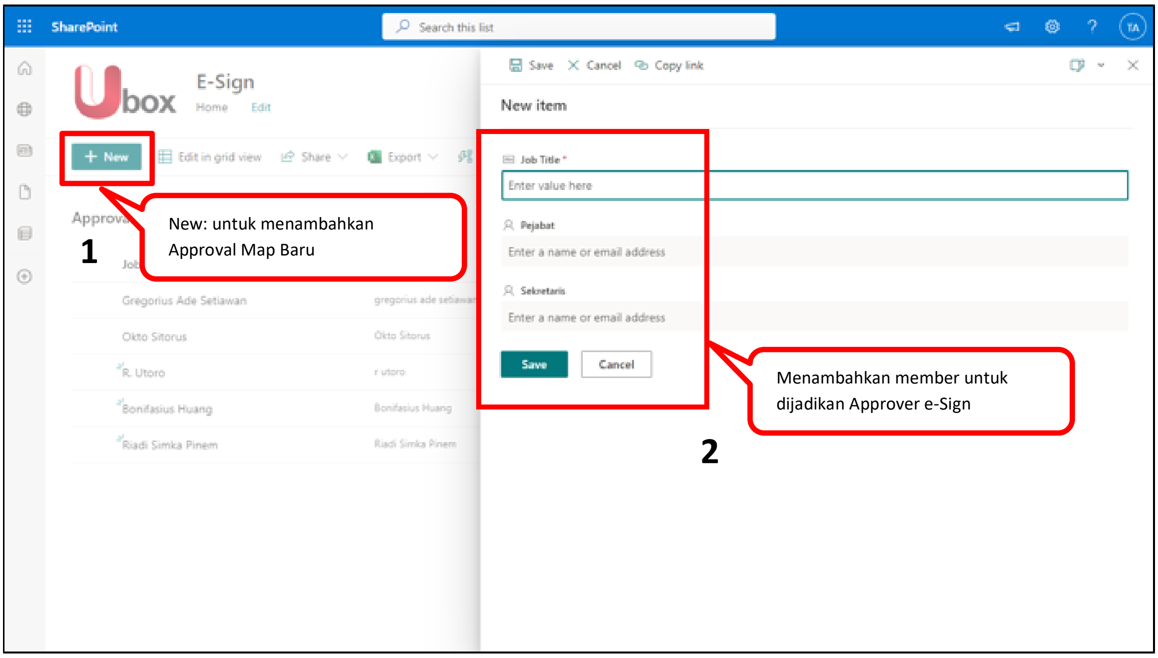
### 3.5.1 APPROVAL MAP

Untuk mengakses approval map dalam feature e-sign, user diharuskan untuk menekan tombol menu e-sign yang terdapat pada menu bar di bagian atas layar. Approval map hanya dapat diubah oleh User Owner (Document Controller) site e-Sign atau Sharepoint Admin. Untuk dapat mengkasesnya User dapat **klik Approval Map (di bagian atas)**



Approval Map hanya dapat diubah oleh **user owner modul e-Sign dan Sharepoint Admin.**

SharePoint
Search this site
Ubox
E-Sign
Home
Approval Map
Edit
Following
Share
New
Page details
Analytics
Published 11/26/2022
Edit
Hello, Test AD7!
See all
Share
Copy link
My Task
update initial specimen
update signature specimen
ID
Title
Sign Status
303
finalization Sample Template.pdf
Pending
334
finalization Sample Template_231...
Pending
335
finalization Test Dokumen Pejabat...
Pending
336
finalization Sample Template_231...
Pending
428
finalization Sample Template_281...
Pending



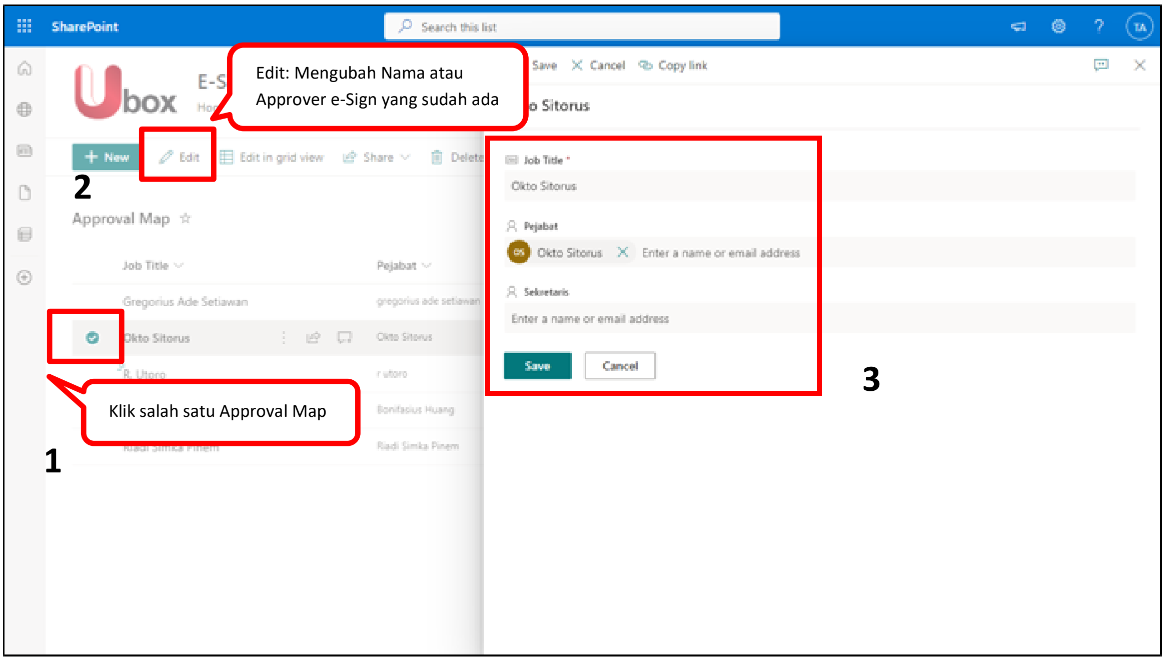
1

New: untuk menambahkan Approval Map Baru

2

Menambahkan member untuk dijadikan Approver e-Sign

SharePoint
Search this list
Ubox
E-Sign
Home
Edit
New
Edit in grid view
Share
Export
Approv
Job
Gregorius Ade Setiawan
gregorius ade setiawan
Okto Sitorus
Okto Sitorus
R. Utoro
r utoro
Bonifasius Huang
Bonifasius Huang
Riadi Simka Pinem
Riadi Simka Pinem
Save
Cancel
Copy link
New item
Job Title *
Enter value here
Pejabat
Enter a name or email address
Sekretaris
Enter a name or email address
Save
Cancel



Edit: Mengubah Nama atau Approver e-Sign yang sudah ada

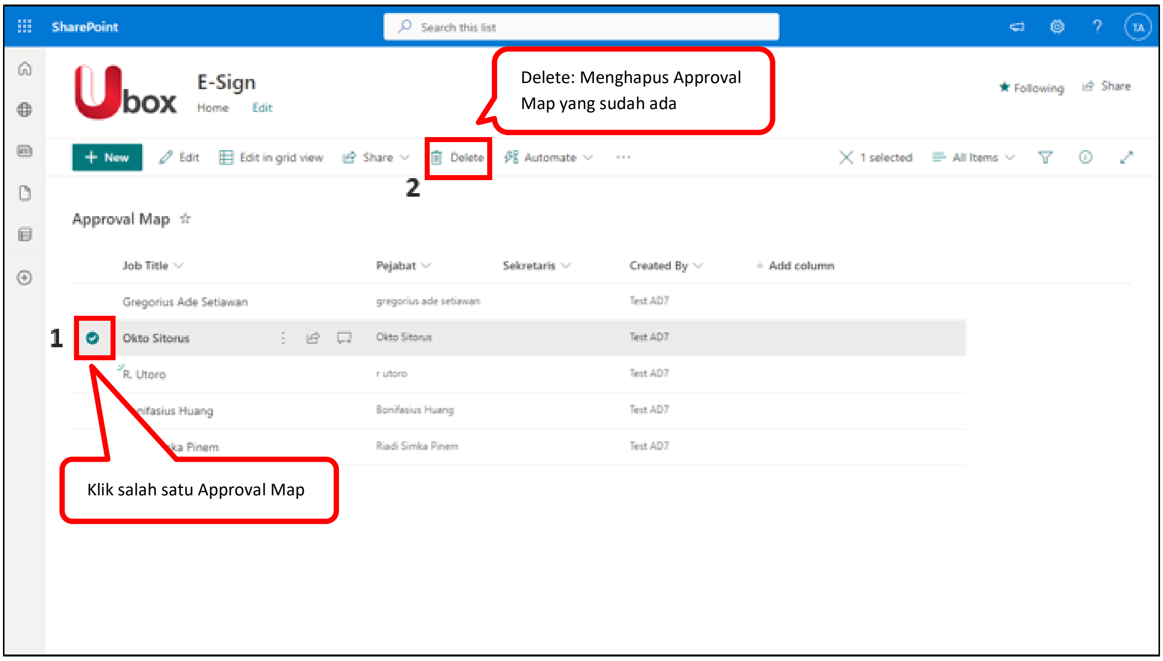
Klik salah satu Approval Map

Job Title *: Okto Sitorus

Pejabat: Okto Sitorus

Sekretaris: Enter a name or email address

SharePoint
Search this list
Save
Cancel
Copy link
New
Edit
Edit in grid view
Share
Delete
2
Approval Map
Job Title
Pejabat
Gregorius Ade Setiawan
Okto Sitorus
R. Utoro
Riadi Simka Pinem
1
Save
Cancel
3



Delete: Menghapus Approval Map yang sudah ada

Klik salah satu Approval Map

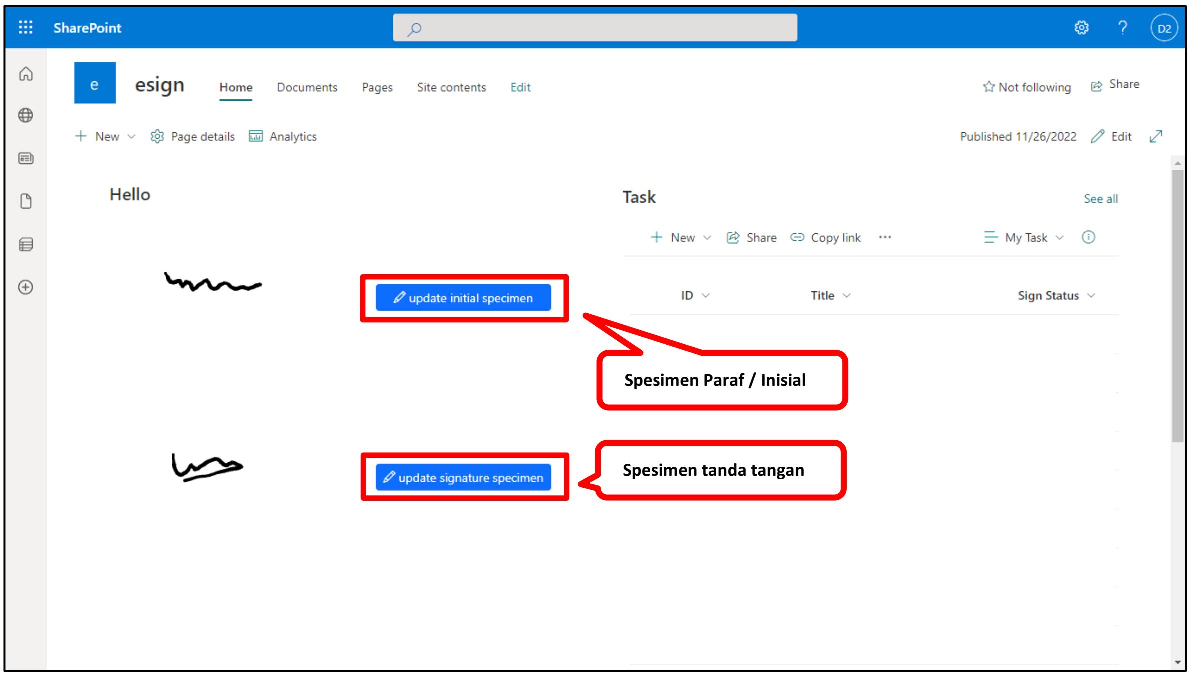
| Job Title | Pejabat | Sekretaris | Created By |
|---|---|---|---|
| Gregorius Ade Setiawan | gregorius ade setiawan | | Test AD7 |
| Okto Sitorus | Okto Sitorus | | Test AD7 |
| R. Utoro | r utoro | | Test AD7 |
| Bonifasius Huang | Bonifasius Huang | | Test AD7 |
| Riadi Simka Pinem | Riadi Simka Pinem | | Test AD7 |

SharePoint
Search this list
E-Sign
Home
Edit
Following
Share
New
Edit
Edit in grid view
Share
Delete
Automate
1 selected
All Items
2
Approval Map
Add column
1

### 3.5.2 ADD SPESIMEN

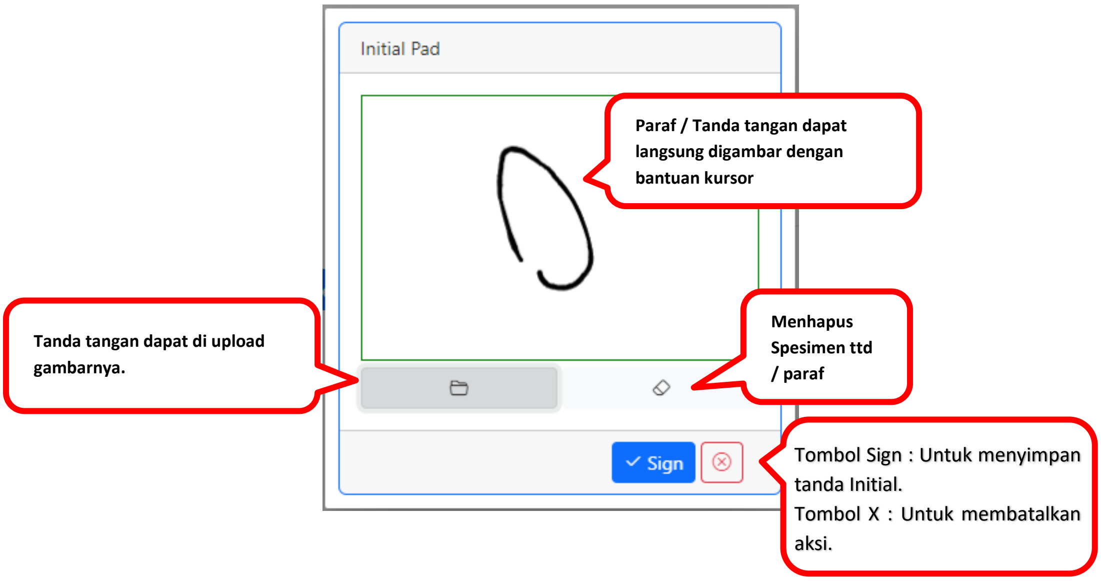
Approver dapat menambahkan specimen paraf & tanda tangan.

- **Tanda Tangan** : Merupakan tanda identifikasi pribadi yang dibuat dan digunakan sebagai tanda pengesahan dokumen.
- **Paraf** : Merupakan kependekan dari tanda tangan dan ditulis lebih pendek serta sederhana


SharePoint
e
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Page details
Analytics
Published 11/26/2022
Edit
Hello
Task
See all
New
Share
Copy link
My Task
ID
Title
Sign Status
update initial specimen
update signature specimen

Spesimen Paraf / Inisial

Spesimen tanda tangan


Initial Pad
Sign

Paraf / Tanda tangan dapat langsung digambar dengan bantuan kursor

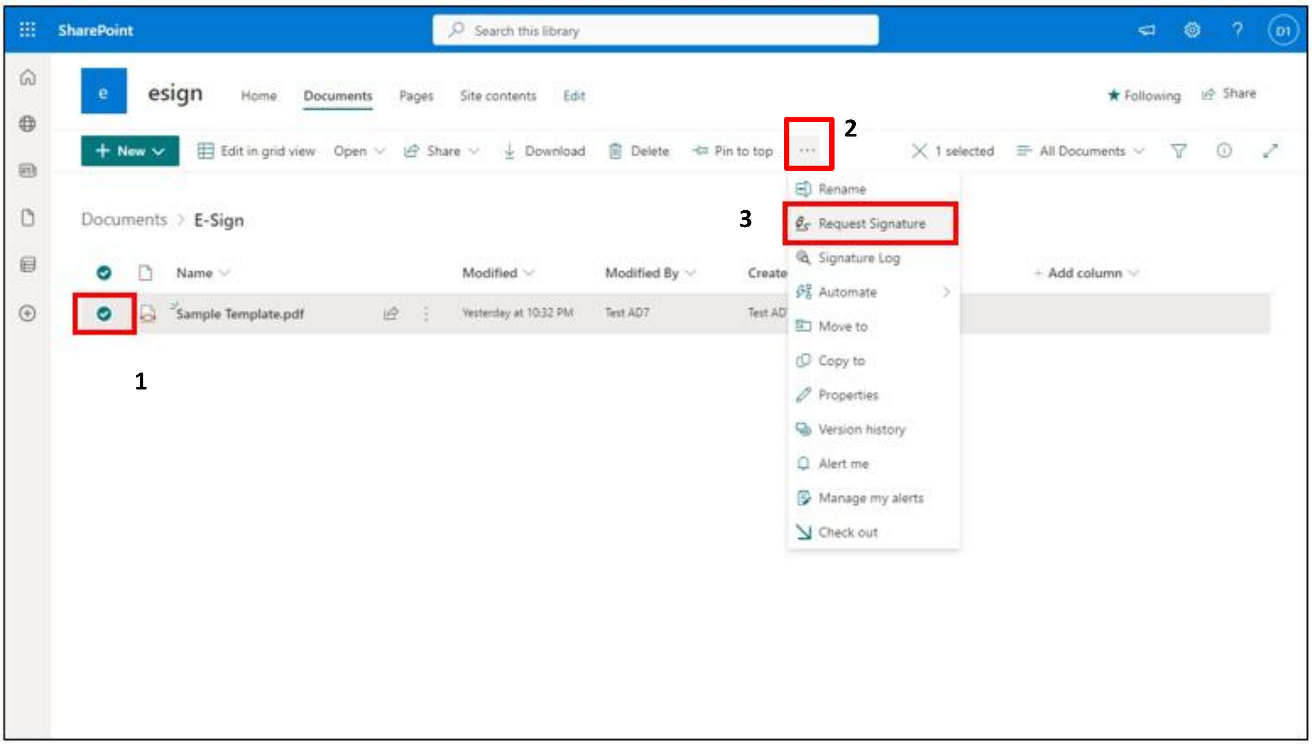
Tanda tangan dapat di upload gambarnya.

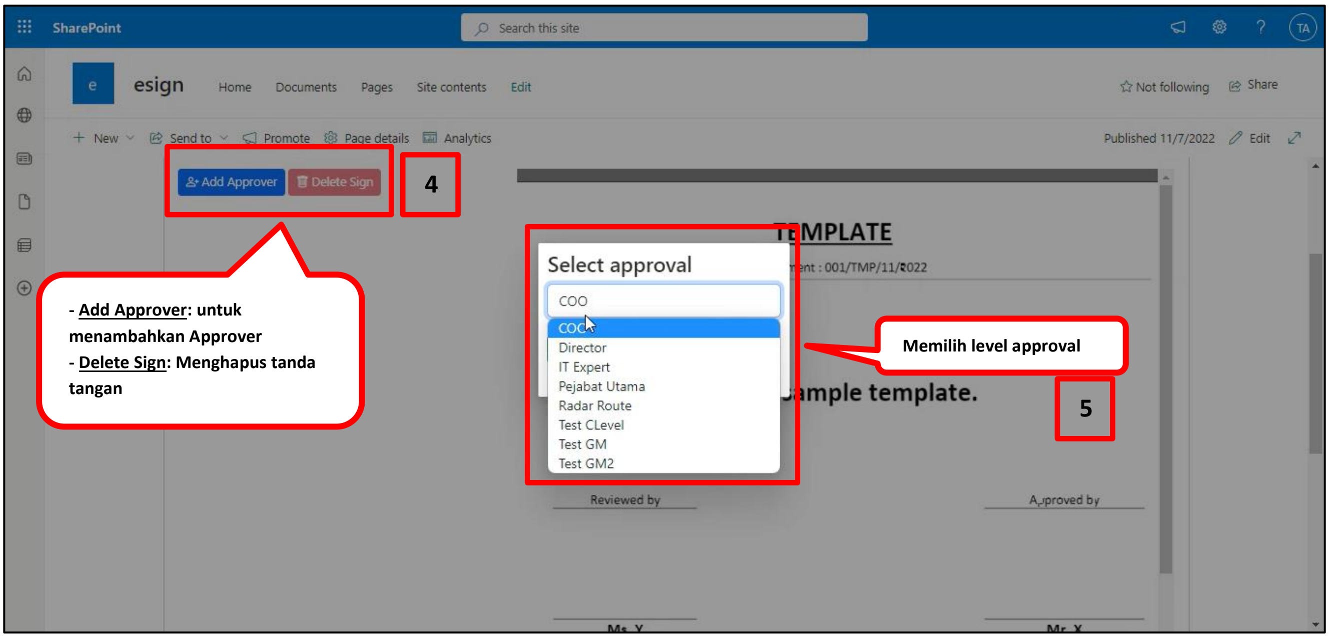
Menhapus Spesimen ttd / paraf

Tombol Sign : Untuk menyimpan tanda Initial.
Tombol X : Untuk membatalkan aksi.

## 3.5.3 REQUEST APPROVAL

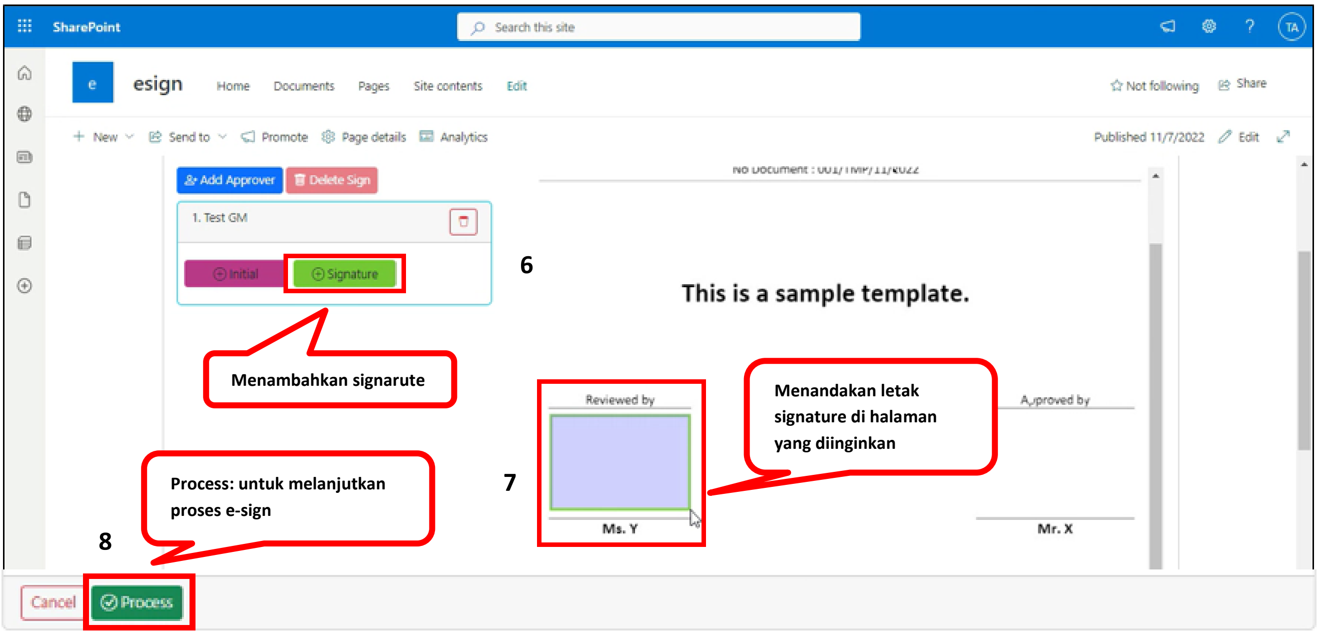
User Owner (Document Controller) dapat mengajukan request signature Approval untuk suatu dokumen. Untuk melakukan request, User dapat memilih **file> klik tombol action (titik tiga) > klik request signature**.


SharePoint
Search this library
e
esign
Home
Documents
Pages
Site contents
Edit
Following
Share
New
Edit in grid view
Open
Share
Download
Delete
Pin to top
...
1 selected
All Documents
Documents > E-Sign
Name
Modified
Modified By
Create
Add column
Sample Template.pdf
Yesterday at 10:32 PM
Test AD7
Rename
Request Signature
Signature Log
Automate
Move to
Copy to
Properties
Version history
Alert me
Manage my alerts
Check out
1
2
3

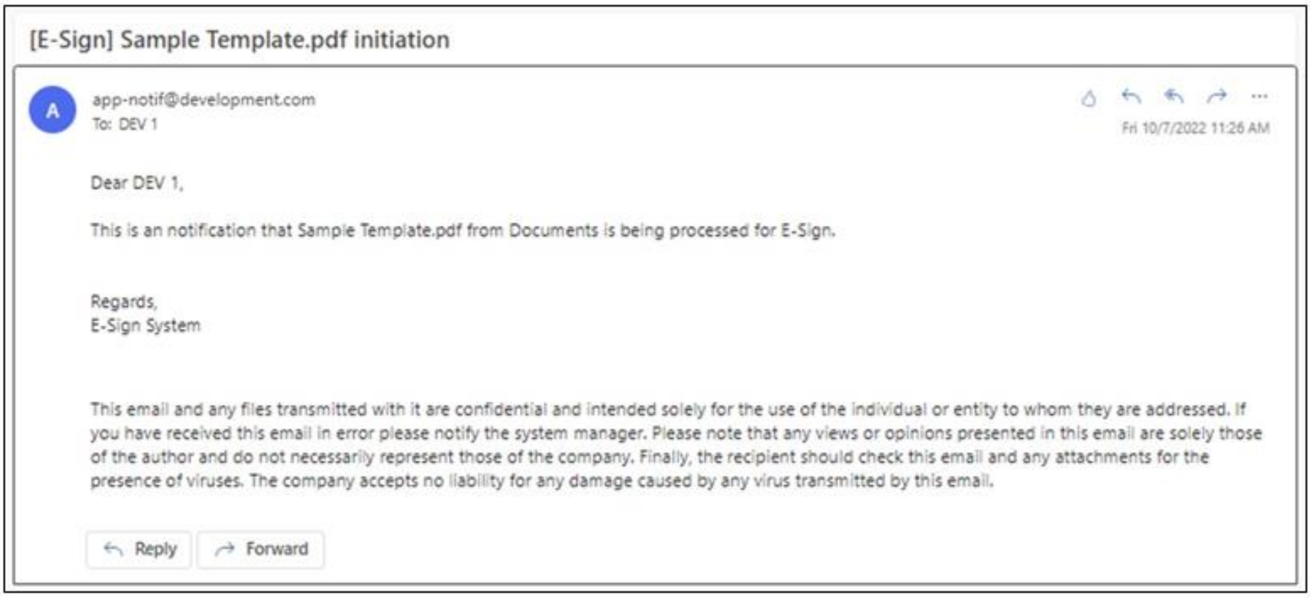

SharePoint
Search this site
TA
e
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 11/7/2022
Edit
Add Approver
Delete Sign
4
TEMPLATE
nt : 001/TMP/11/2022
Select approval
COO
COO
Director
IT Expert
Pejabat Utama
Radar Route
Test CLevel
Test GM
Test GM2
ample template.
5
Reviewed by
Approved by
Ms. Y
Mr. X

- **Add Approver**: untuk menambahkan Approver
- **Delete Sign**: Menghapus tanda tangan

**Memilih level approval**


SharePoint
Search this site
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Send to
Promote
Page details
Analytics
Published 11/7/2022
Edit
Add Approver
Delete Sign
1. Test GM
Initial
Signature
6
Menambahkan signarute
No Document : 001/TMP/11/2022
This is a sample template.
Reviewed by
Approved by
7
Menandakan letak signature di halaman yang diinginkan
Ms. Y
Mr. X
Process: untuk melanjutkan proses e-sign
8
Cancel
Process

Apabila dokumen terproses, maka requestor mendapatkan email notifikasi bahwa dokumen sedang diproses


[E-Sign] Sample Template.pdf initiation

app-notif@development.com
To: DEV 1

Fri 10/7/2022 11:26 AM

Dear DEV 1,

This is an notification that Sample Template.pdf from Documents is being processed for E-Sign.

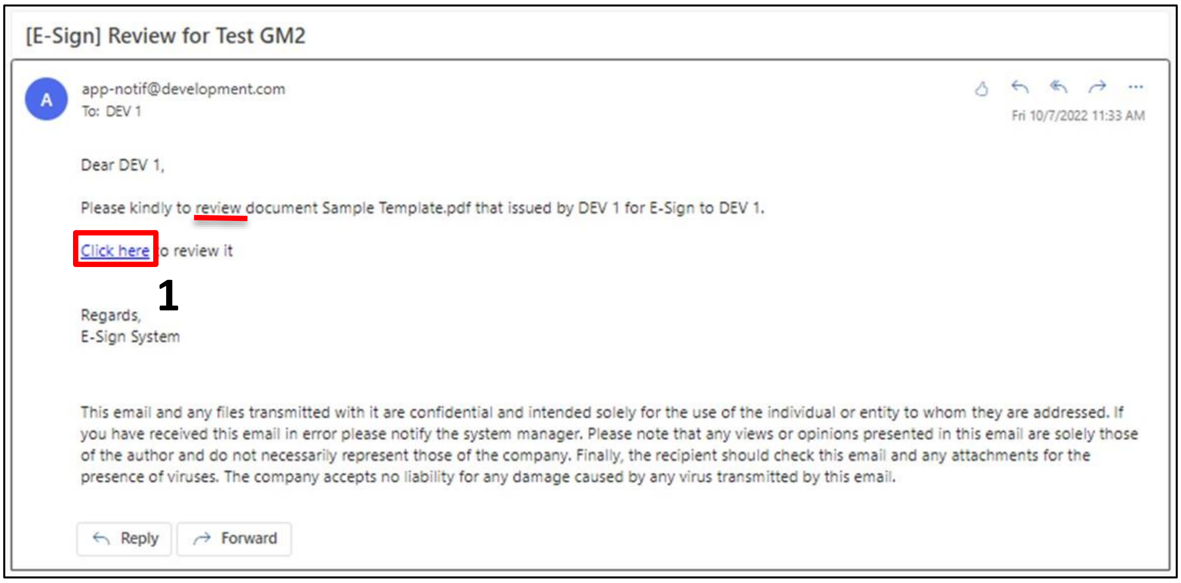
Regards,
E-Sign System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Reply
Forward

### 3.5.3.1. REVIEWER

Selanjutnya, Reviewer (Sekretaris) dapat melakukan review terhadap dokumen yang akan ditanda tangani. Reviewer akan menerima email untuk memberikan Approval. Reviewer (Sekretaris) akan mendapatkan email dengan kata-kata **"Please kindly to review…."**



[E-Sign] Review for Test GM2

app-notif@development.com
To: DEV 1
Fri 10/7/2022 11:33 AM

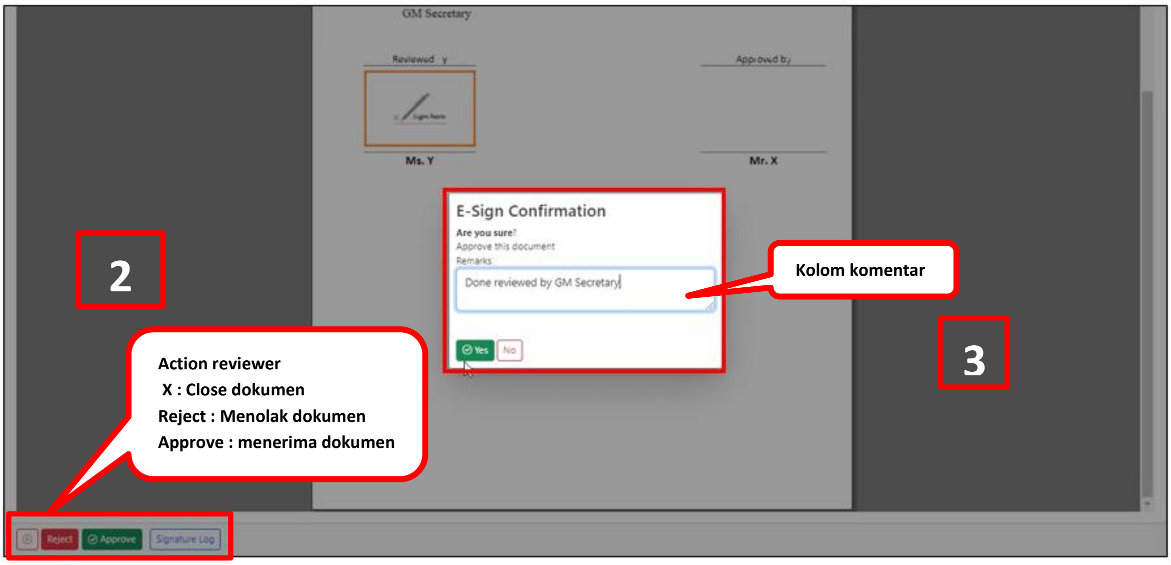
Dear DEV 1,

Please kindly to review document Sample Template.pdf that issued by DEV 1 for E-Sign to DEV 1.

Click here to review it

Regards,
E-Sign System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.



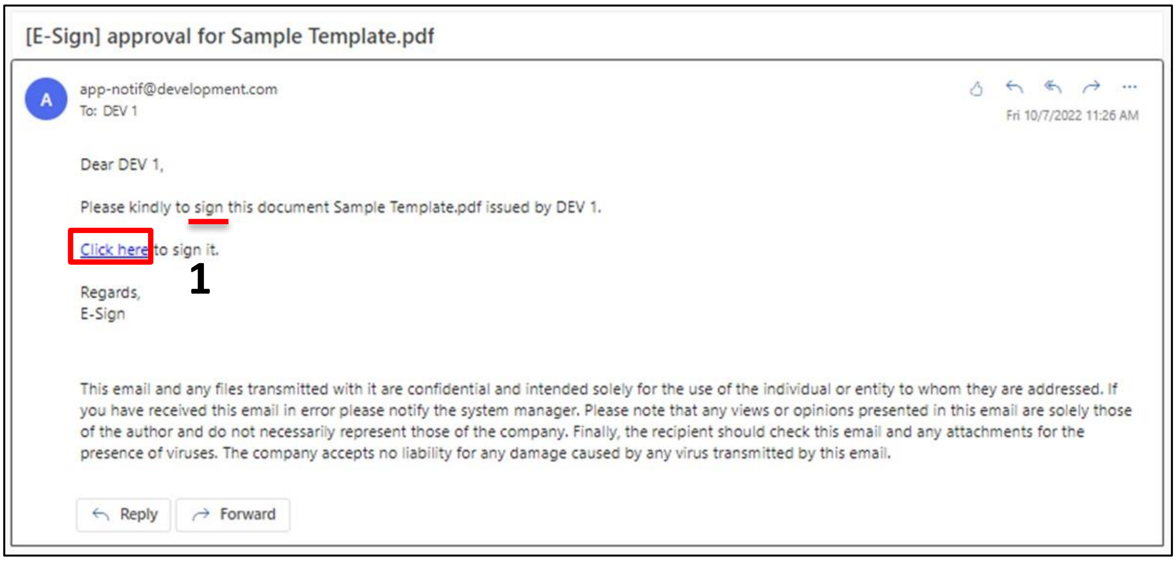
E-Sign Confirmation
Are you sure?
Approve this document
Remarks
Done reviewed by GM Secretary

Kolom komentar

**Action reviewer**
**X : Close dokumen**
**Reject : Menolak dokumen**
**Approve : menerima dokumen**

### 3.5.3.2. APPROVER

Setelah dokumen selesai di review, maka akan ada email kepada Approver. Approver akan mendapatkan email dengan kata-kata **"Please kindly to sign…."**



[E-Sign] approval for Sample Template.pdf

app-notif@development.com
To: DEV 1

Fri 10/7/2022 11:26 AM

Dear DEV 1,

Please kindly to sign this document Sample Template.pdf issued by DEV 1.

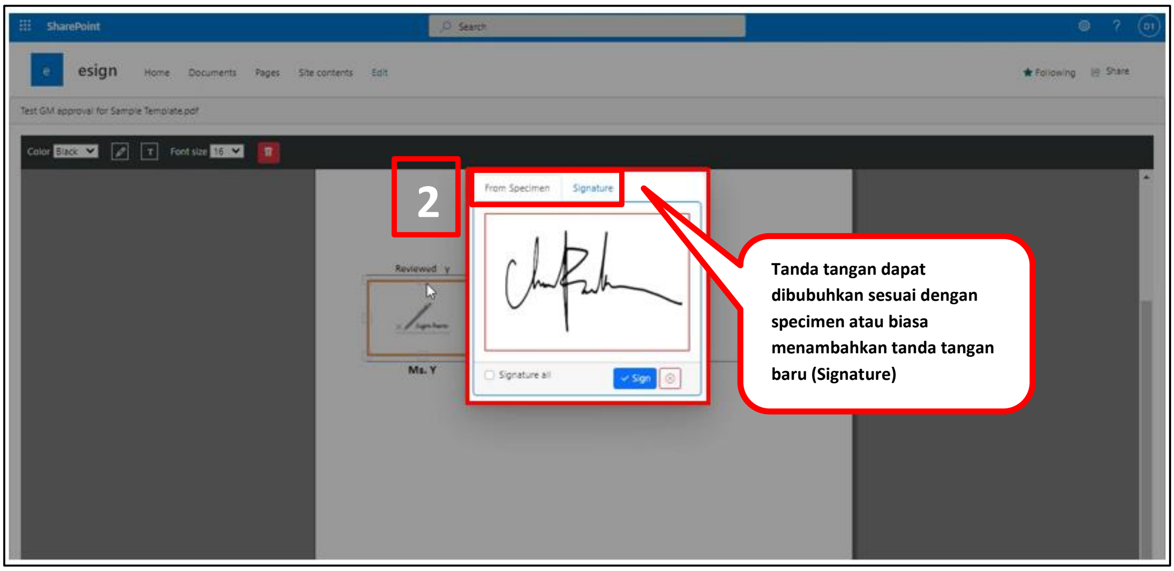
Click here to sign it.

Regards,
E-Sign

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

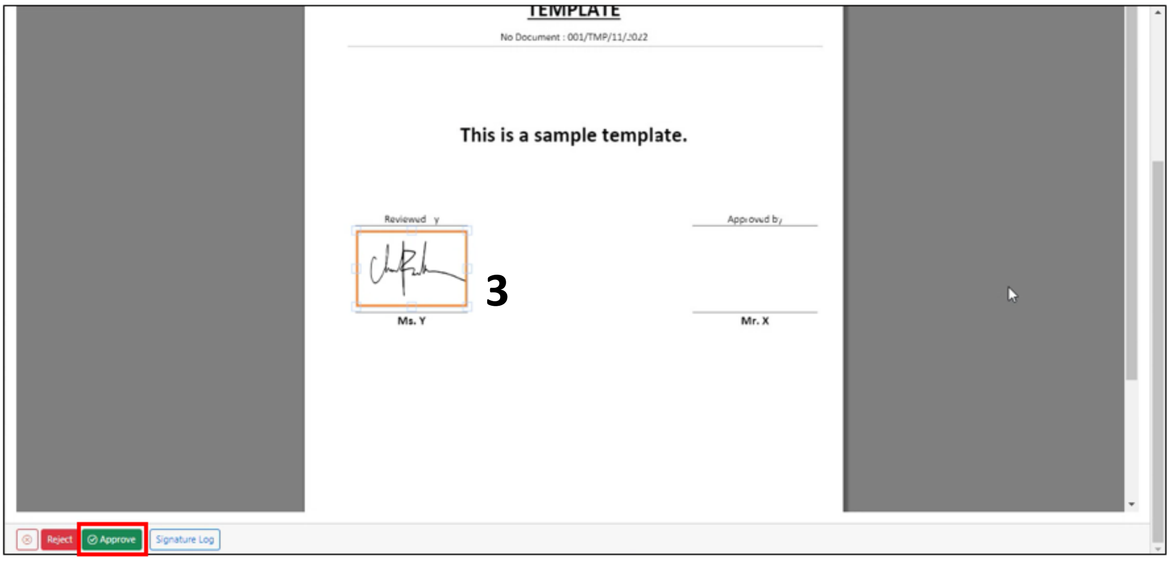
A
1
Reply
Forward

Approver dapat membubuhkan tanda tangan digital (e-sign) sesuai dengan letak yang ditandai oleh requestor



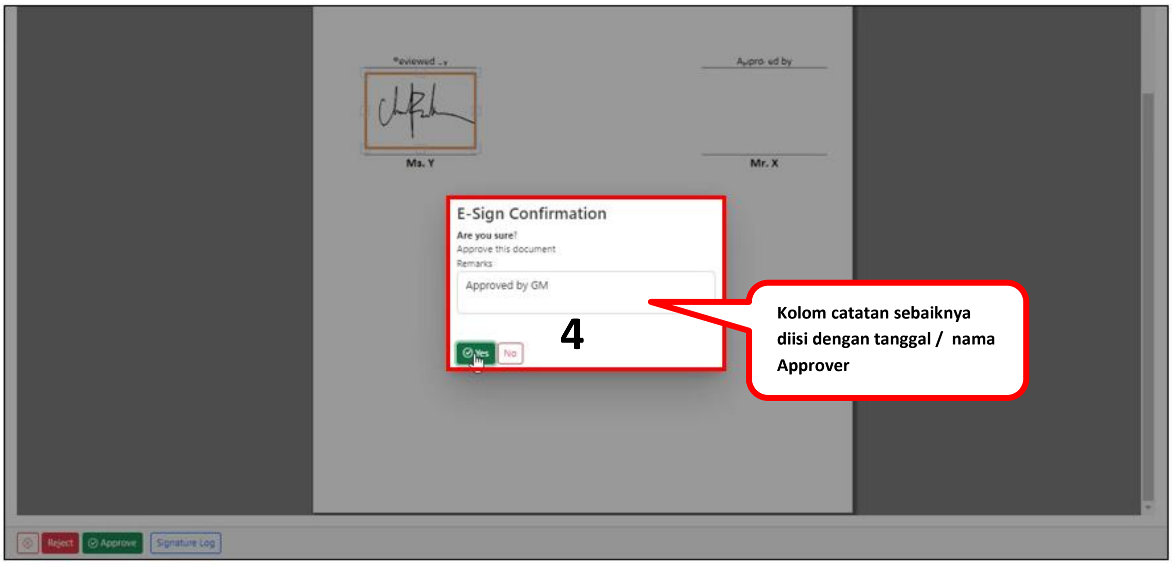
SharePoint
Search
esign
Home
Documents
Pages
Site contents
Edit
Following
Share
Test GM approval for Sample Template.pdf
Color Black
Font size 16
2
From Specimen
Signature
Reviewed
Ms. Y
☐ Signature all
✓ Sign

Tanda tangan dapat dibubuhkan sesuai dengan specimen atau biasa menambahkan tanda tangan baru (Signature)


TEMPLATE
Reviewed by
Approved by
Ms. Y
Mr. X
3
Reject
Approve
Signature Log

No Document : 001/TMP/11/2022

This is a sample template.


Reviewed by
Approved by
Ms. Y
Mr. X
4
Yes
No
Reject
Approve
Signature Log

E-Sign Confirmation

**Are you sure?**

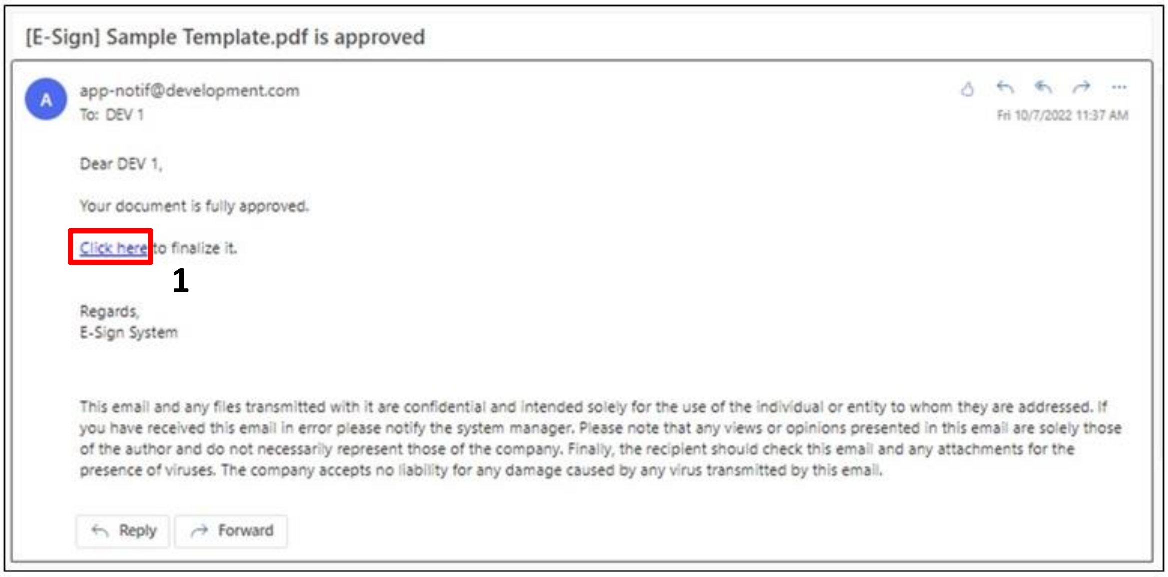
Approve this document

Remarks

Approved by GM

**Kolom catatan sebaiknya diisi dengan tanggal / nama Approver**

Apabila dokumen sudah selesai, maka aka nada email notifikasi kepada requestor bahwa dokumen telah disetujui (ada e-Sign) dengan kata-kata **“Your document is fully approved”**



[E-Sign] Sample Template.pdf is approved

app-notif@development.com
To: DEV 1
Fri 10/7/2022 11:37 AM

Dear DEV 1,

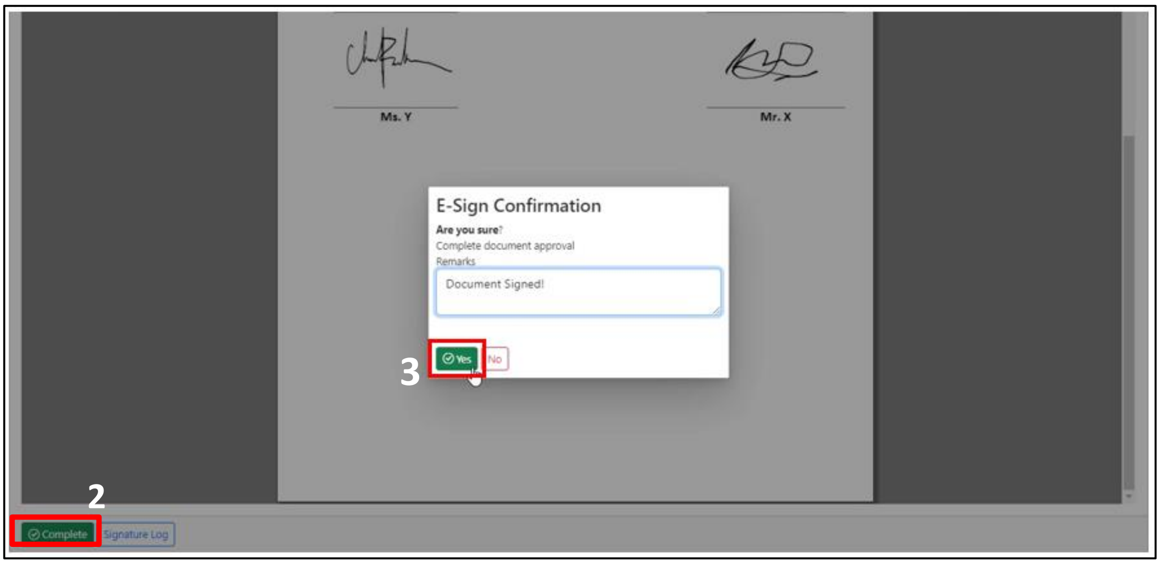
Your document is fully approved.

Click here to finalize it.

Regards,
E-Sign System

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the company. Finally, the recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

Requestor akan klikComplete > Yes ketika tanda tangan sudah sesuai



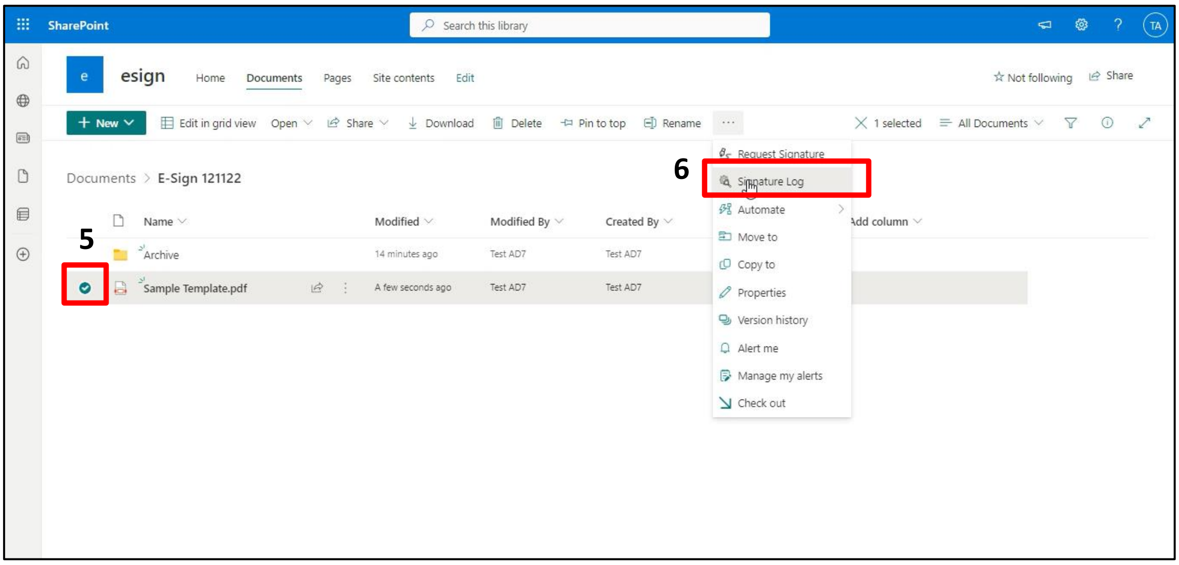
E-Sign Confirmation

**Are you sure?**

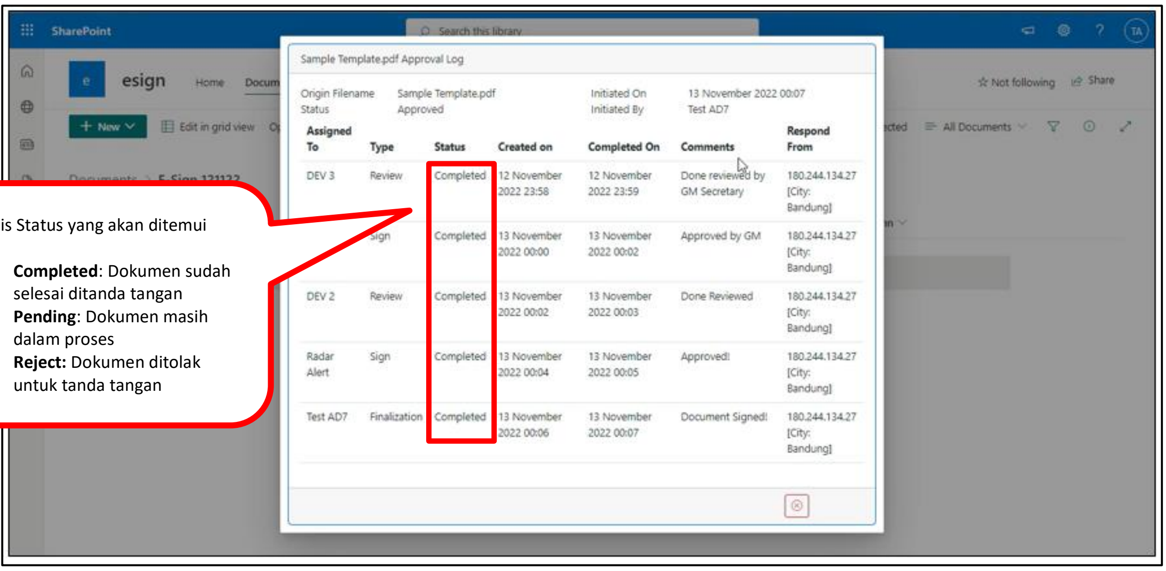
Complete document approval

Remarks: Document Signed!

Setelah selesai, requestor dapat melihat history Approval pada signature log.


SharePoint
Search this library
esign
Home
Documents
Pages
Site contents
Edit
Not following
Share
New
Edit in grid view
Open
Share
Download
Delete
Pin to top
Rename
1 selected
All Documents
Documents > E-Sign 121122
5
6
Request Signature
Signature Log
Automate
Move to
Copy to
Properties
Version history
Alert me
Manage my alerts
Check out
Add column

| Name | Modified | Modified By | Created By |
|---|---|---|---|
| Archive | 14 minutes ago | Test AD7 | Test AD7 |
| Sample Template.pdf | A few seconds ago | Test AD7 | Test AD7 |


SharePoint
Search this library
esign
Home
New
Edit in grid view
Not following
Share
All Documents

Sample Template.pdf Approval Log

Origin Filename Sample Template.pdf
Status Approved
Initiated On 13 November 2022 00:07
Initiated By Test AD7

| Assigned To | Type | Status | Created on | Completed On | Comments | Respond From |
|---|---|---|---|---|---|---|
| DEV 3 | Review | Completed | 12 November 2022 23:58 | 12 November 2022 23:59 | Done reviewed by GM Secretary | 180.244.134.27 [City: Bandung] |
|  | Sign | Completed | 13 November 2022 00:00 | 13 November 2022 00:02 | Approved by GM | 180.244.134.27 [City: Bandung] |
| DEV 2 | Review | Completed | 13 November 2022 00:02 | 13 November 2022 00:03 | Done Reviewed | 180.244.134.27 [City: Bandung] |
| Radar Alert | Sign | Completed | 13 November 2022 00:04 | 13 November 2022 00:05 | Approved! | 180.244.134.27 [City: Bandung] |
| Test AD7 | Finalization | Completed | 13 November 2022 00:06 | 13 November 2022 00:07 | Document Signed! | 180.244.134.27 [City: Bandung] |

Jenis Status yang akan ditemui

- **Completed**: Dokumen sudah selesai ditanda tangan
- **Pending**: Dokumen masih dalam proses
- **Reject:** Dokumen ditolak untuk tanda tangan

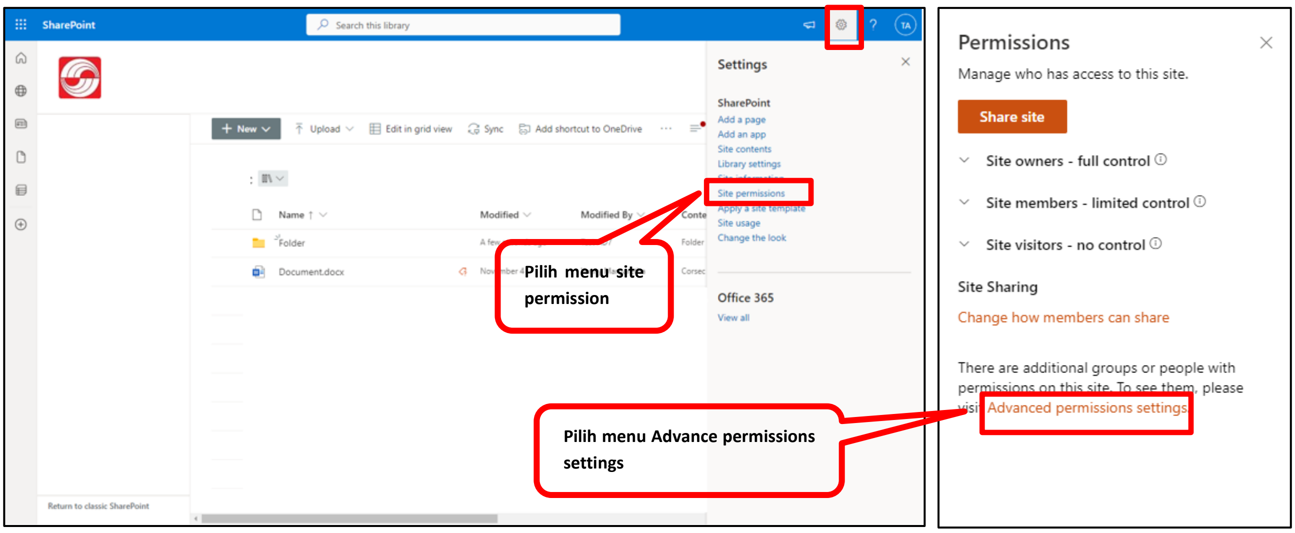
## 3.6. MANAGE USER

Manage User adalah feature untuk mengelola manajemen akses user untuk mengakses module / site sharepoint. Manajemen ini dilakukan agar beberapa user di luar dari Group memiliki keterbatasan akses. Hal ini bertujuan untuk melindungi data dalam Document Library antar Department.

### 3.6.1 USER GROUP

Untuk dapat menambahkan group baru dan akses kepada member di masing-masing group hanya dapat dilakukan oleh User Owner (Document Controller) pada tiap department / modul. User owner(Document Controller) dapat memilih menu Setting > Site permissions > Advance Permission settings. Adapun peran dari masing-masing user adalah sebagai berikut:

- **User Group Visitor** : Akses document library dengan adanya pembatasan untuk melakukan screenshot, download, dan print pada document library.
- **User Group Member** : Akses yang diberikan kepada user biasa pada site department terkait di sharepoint untuk dapat menggunakan document library.
- **User Group Owner** : Akses yang dapat full control pada site department terkait di sharepoint. Full Control disini User Owner dapat melakukan maintain master data, maintain home site department, manage user, selain menggunakan document library.
- **Sharepoint Admin** : Akses yang sama dengan User Group Owner, namun memiliki akses lain untuk ke bagian Setting Watermarking dan Setting e-Sign.

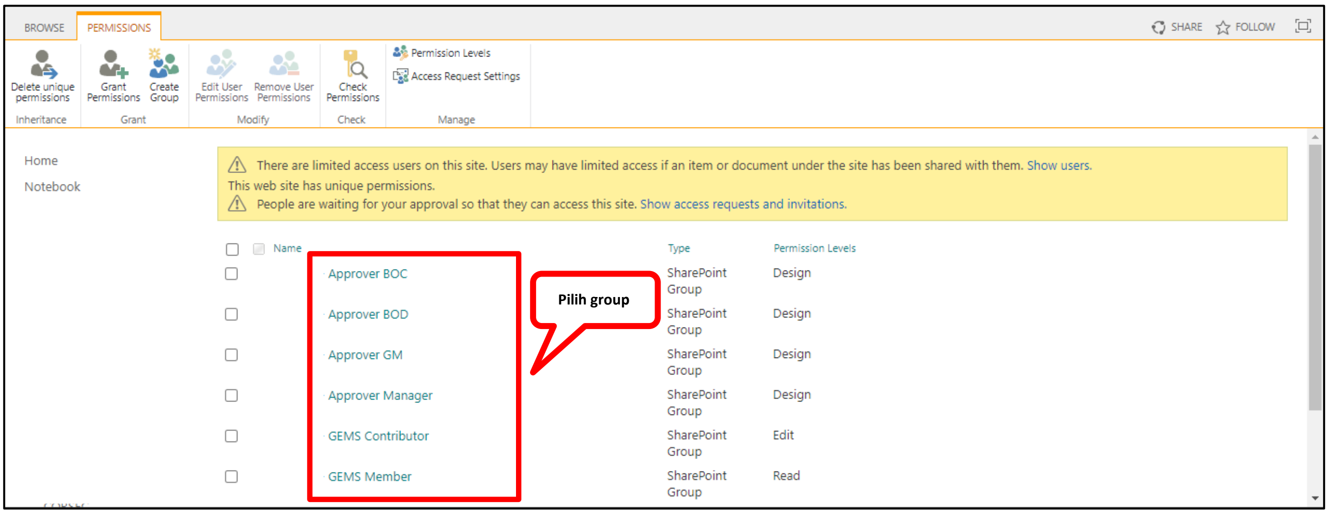

SharePoint
Search this library
New
Upload
Edit in grid view
Sync
Add shortcut to OneDrive
Name
Modified
Modified By
Folder
Document.docx
Return to classic SharePoint
Settings
SharePoint
Add a page
Add an app
Site contents
Library settings
Site information
Site permissions
Apply a site template
Site usage
Change the look
Office 365
View all
Permissions
Share site
Site owners - full control
Site members - limited control
Site visitors - no control
Site Sharing
Change how members can share
Advanced permissions settings

Manage who has access to this site.

There are additional groups or people with permissions on this site. To see them, please visit Advanced permissions settings

Pilih menu site permission

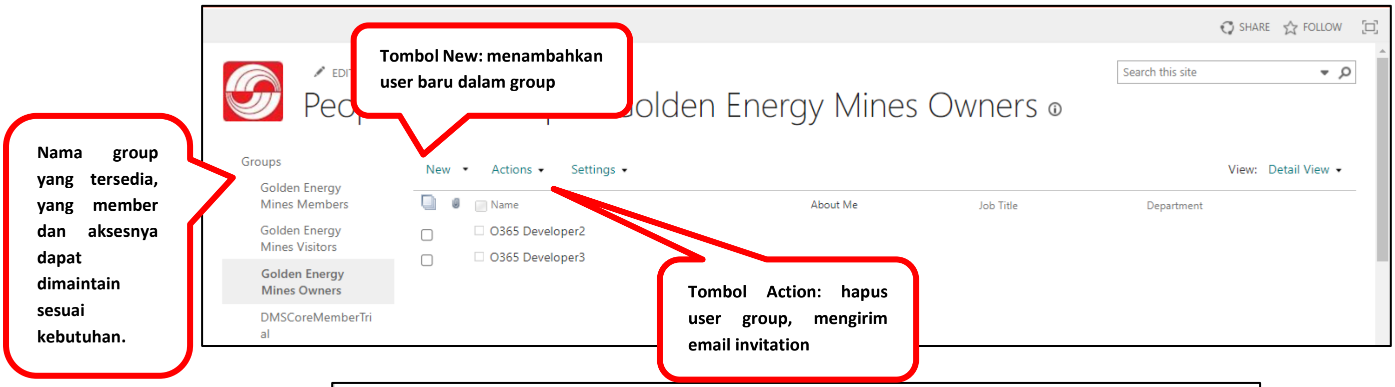
Pilih menu Advance permissions settings


BROWSE
PERMISSIONS
SHARE
FOLLOW
Delete unique permissions
Inheritance
Grant Permissions
Create Group
Grant
Edit User Permissions
Remove User Permissions
Modify
Check Permissions
Check
Permission Levels
Access Request Settings
Manage
Home
Notebook

There are limited access users on this site. Users may have limited access if an item or document under the site has been shared with them. Show users.
This web site has unique permissions.
People are waiting for your approval so that they can access this site. Show access requests and invitations.

| ☐ | Name | Type | Permission Levels |
|---|---|---|---|
| ☐ | Approver BOC | SharePoint Group | Design |
| ☐ | Approver BOD | SharePoint Group | Design |
| ☐ | Approver GM | SharePoint Group | Design |
| ☐ | Approver Manager | SharePoint Group | Design |
| ☐ | GEMS Contributor | SharePoint Group | Edit |
| ☐ | GEMS Member | SharePoint Group | Read |

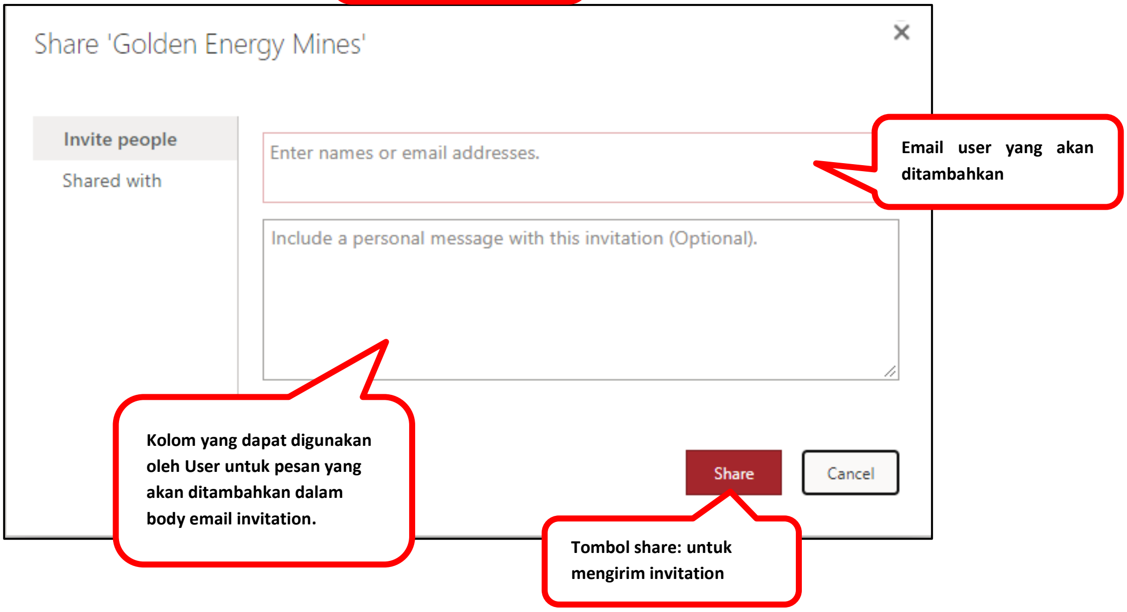
Pilih group


SHARE
FOLLOW
EDIT
Peo
olden Energy Mines Owners
Search this site
Groups
Golden Energy Mines Members
Golden Energy Mines Visitors
Golden Energy Mines Owners
DMSCoreMemberTrial
New
Actions
Settings
View: Detail View
Name
About Me
Job Title
Department
O365 Developer2
O365 Developer3

Tombol New: menambahkan user baru dalam group

Nama group yang tersedia, yang member dan aksesnya dapat dimaintain sesuai kebutuhan.

Tombol Action: hapus user group, mengirim email invitation


Share 'Golden Energy Mines'
Invite people
Shared with
Enter names or email addresses.
Include a personal message with this invitation (Optional).
Share
Cancel

Email user yang akan ditambahkan

Kolom yang dapat digunakan oleh User untuk pesan yang akan ditambahkan dalam body email invitation.

Tombol share: untuk mengirim invitation

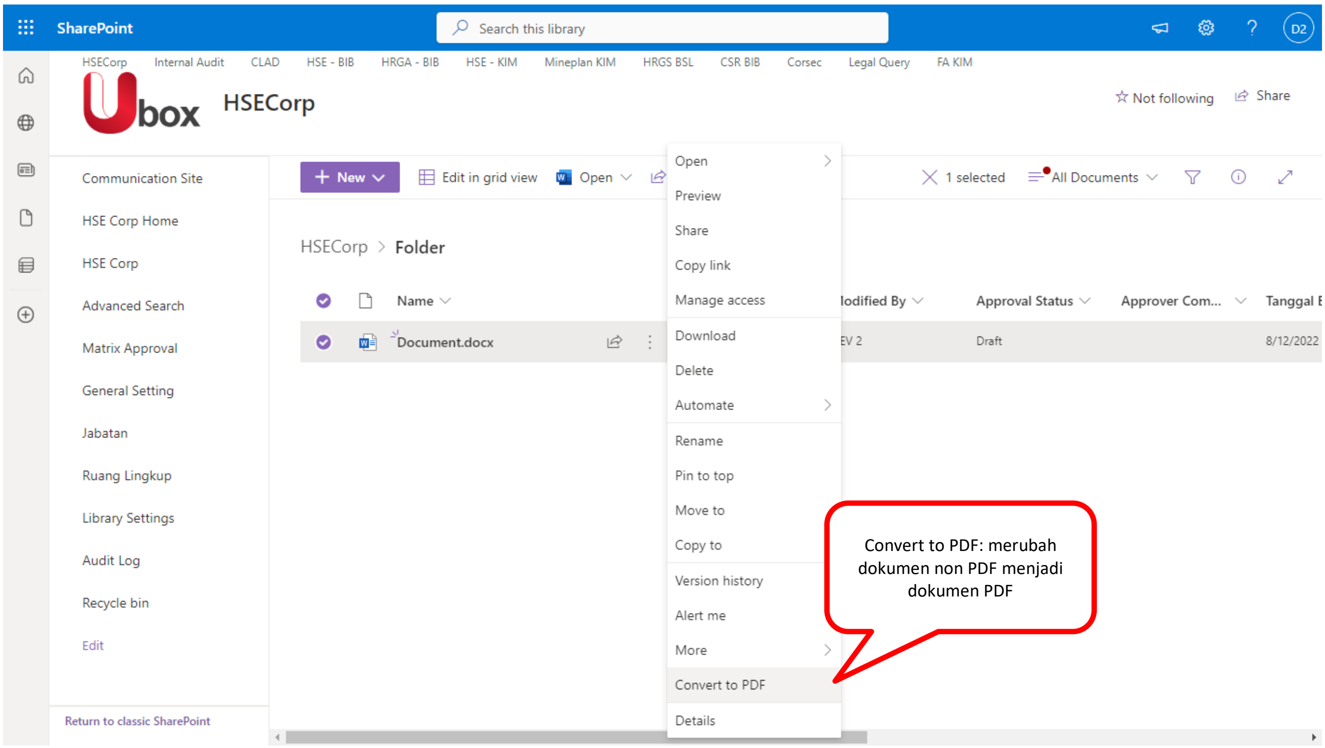
## 3.6.2 USER PERMISSION

Adapun jenis-jenis akses yang diberikan kepada user adalah sebagai berikut:

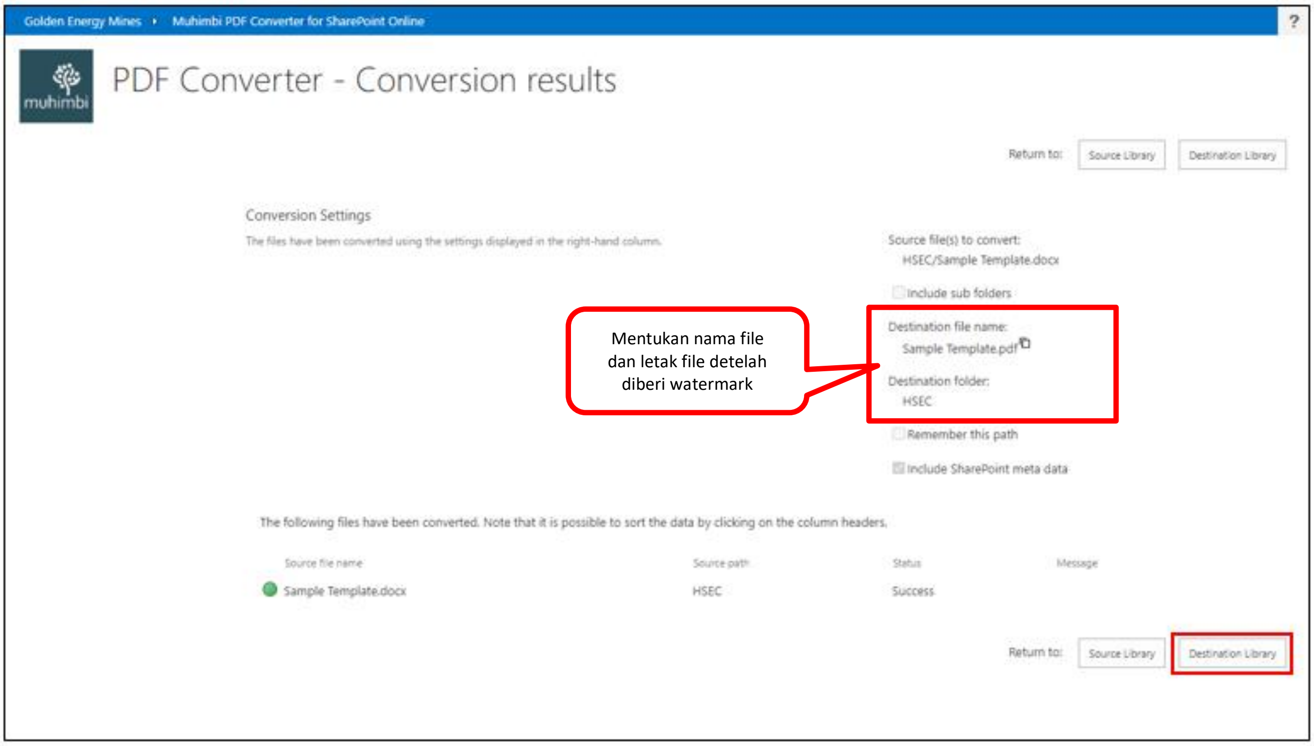
- Full Control – Akses yang diberikan adalah control penuh terhadap sharepoint.
- Design – Akses yang diberikan berupa dapat melihat (view), menambahkan (add), memperbaharui (update), menghapus (delete), menyetujui (approve), dan mengustomisasi (customize) halaman, list items dan dokumen.
- Edit - Akses yang diberikan berupa dapat menambahkan (add), menyunting (edit), menghapus (delete) item lists; dan melihat (view), menambahkan (add), memperbaharui (update), menghapus (delete) list items dan dokumen.
- Contribute – Akses yang diberikan berupa dapat melihat (view), menambahkan (add), memperbaharui (update), menghapus (delete), list items dan dokumen.
- Read – Akses yang diberikan berupa dapat melihat halaman (view pages), dan list items beserta mengunduh (download) dokumen
- Restricted View - Akses yang diberikan berupa melihat halaman (view pages), list items, dan dokumen. Dokumen dapat dilihat di halaman browser tapi tidak dapat di unduh (download).
- Limited Access – Akses yang diberikan berupa melihat (view) spesifik lists, document libraries, list items, folder, atau dokumen yang diberikan izin (permission).
- Contribute Without Download

## 3.7. WATERMARKING

Water marking merupakan feature untuk pemberian tanda air adalah proses memasang logo atau penggalan teks pada dokumen atau file gambar, dan ini merupakan proses yang penting dalam melindungi hak cipta dan pemasaran karya digital. User Owner (Document Controller) dapat menggunakan watermark sesuai dengan kebutuhan untuk dokumen tertentu yaitu dengan melakukan konversi dokumen ke PDF terlebih dahulu. User Owner (Document Controller) dapat **klik dokumen yang akan dipilih > klik tombol action (titik tiga) > Convert to PDF**.


SharePoint
Search this library
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
HSECorp
Not following
Share
Communication Site
HSE Corp Home
HSE Corp
Advanced Search
Matrix Approval
General Setting
Jabatan
Ruang Lingkup
Library Settings
Audit Log
Recycle bin
Edit
Return to classic SharePoint
New
Edit in grid view
Open
1 selected
All Documents
HSECorp > Folder
Name
Document.docx
Modified By
Approval Status
Approver Com...
Tanggal E
EV 2
Draft
8/12/2022
Open
Preview
Share
Copy link
Manage access
Download
Delete
Automate
Rename
Pin to top
Move to
Copy to
Version history
Alert me
More
Convert to PDF
Details

Convert to PDF: merubah dokumen non PDF menjadi dokumen PDF


Golden Energy Mines
Muhimbi PDF Converter for SharePoint Online
muhimbi
Return to:
Source Library
Destination Library

PDF Converter - Conversion results

Conversion Settings

The files have been converted using the settings displayed in the right-hand column.

Source file(s) to convert:
HSEC/Sample Template.docx

☐ Include sub folders

Destination file name:
Sample Template.pdf

Destination folder:
HSEC

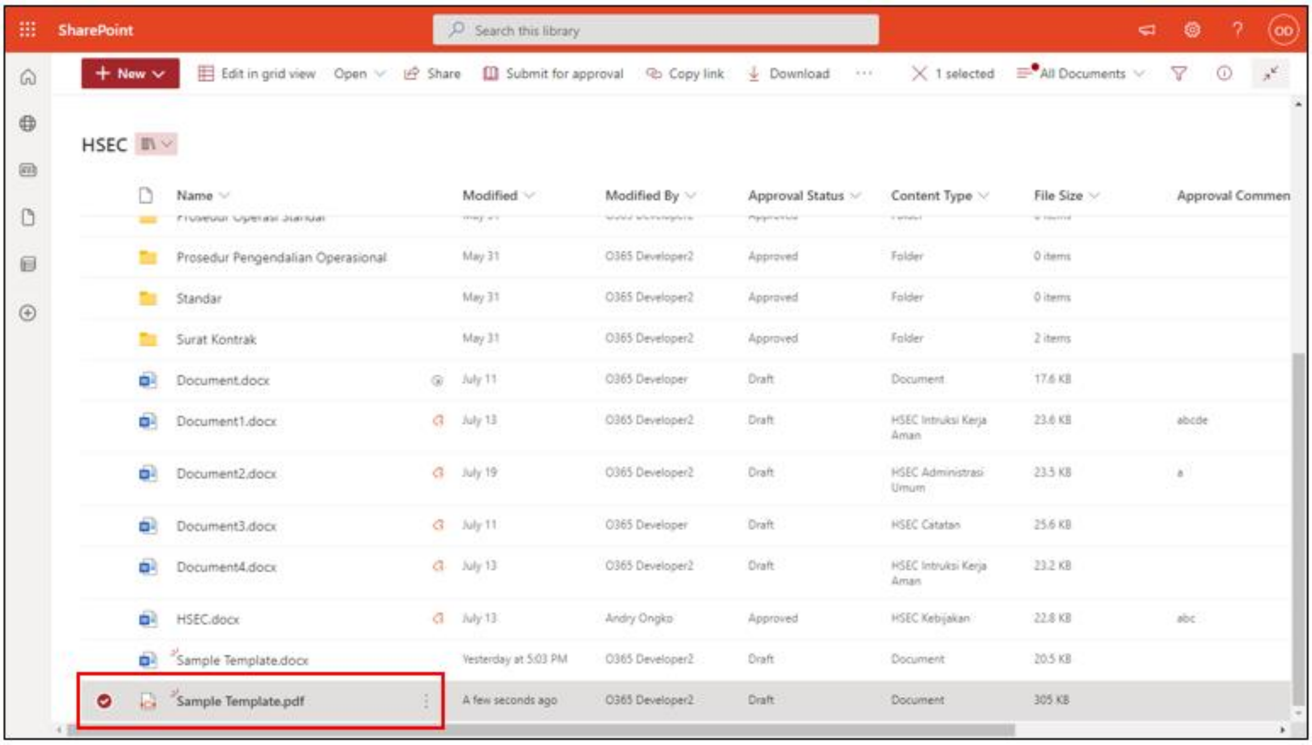
☐ Remember this path

☐ Include SharePoint meta data

Mentukan nama file dan letak file detelah diberi watermark

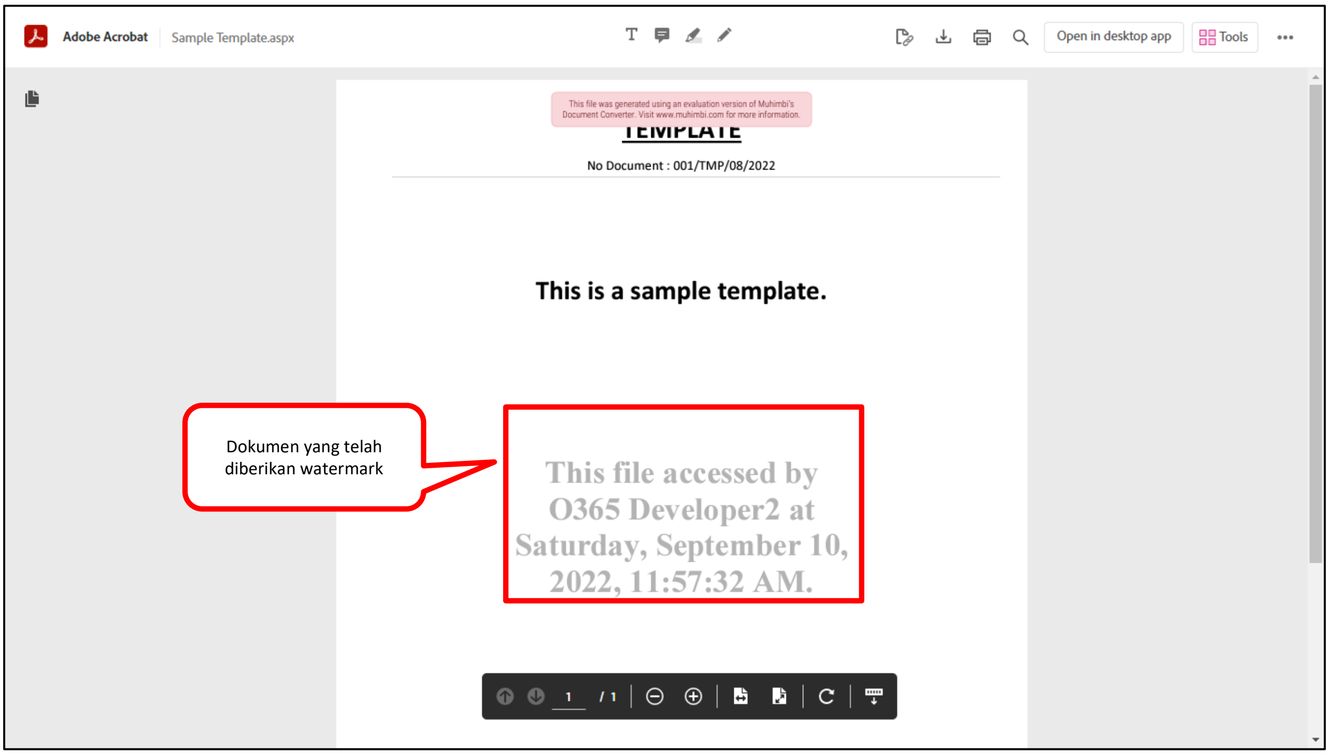
The following files have been converted. Note that it is possible to sort the data by clicking on the column headers.

| Source file name | Source path | Status | Message |
|---|---|---|---|
| ● Sample Template.docx | HSEC | Success | |


SharePoint
Search this library
New
Edit in grid view
Open
Share
Submit for approval
Copy link
Download
1 selected
All Documents
OD

HSEC

| Name | Modified | Modified By | Approval Status | Content Type | File Size | Approval Commen |
|---|---|---|---|---|---|---|
| Prosedur Pengendalian Operasional | May 31 | O365 Developer2 | Approved | Folder | 0 items | |
| Standar | May 31 | O365 Developer2 | Approved | Folder | 0 items | |
| Surat Kontrak | May 31 | O365 Developer2 | Approved | Folder | 2 items | |
| Document.docx | July 11 | O365 Developer | Draft | Document | 17.6 KB | |
| Document1.docx | July 13 | O365 Developer2 | Draft | HSEC Intruksi Kerja Aman | 23.6 KB | abcde |
| Document2.docx | July 19 | O365 Developer2 | Draft | HSEC Administrasi Umum | 23.5 KB | a |
| Document3.docx | July 11 | O365 Developer | Draft | HSEC Catatan | 25.6 KB | |
| Document4.docx | July 13 | O365 Developer2 | Draft | HSEC Intruksi Kerja Aman | 23.2 KB | |
| HSEC.docx | July 13 | Andry Ongko | Approved | HSEC Kebijakan | 22.8 KB | abc |
| Sample Template.docx | Yesterday at 5:03 PM | O365 Developer2 | Draft | Document | 20.5 KB | |
| Sample Template.pdf | A few seconds ago | O365 Developer2 | Draft | Document | 305 KB | |


Adobe Acrobat
Sample Template.aspx
Open in desktop app
Tools
1
/ 1

This file was generated using an evaluation version of Muhimbi's Document Converter. Visit www.muhimbi.com for more information.

TEMPLATE

No Document : 001/TMP/08/2022

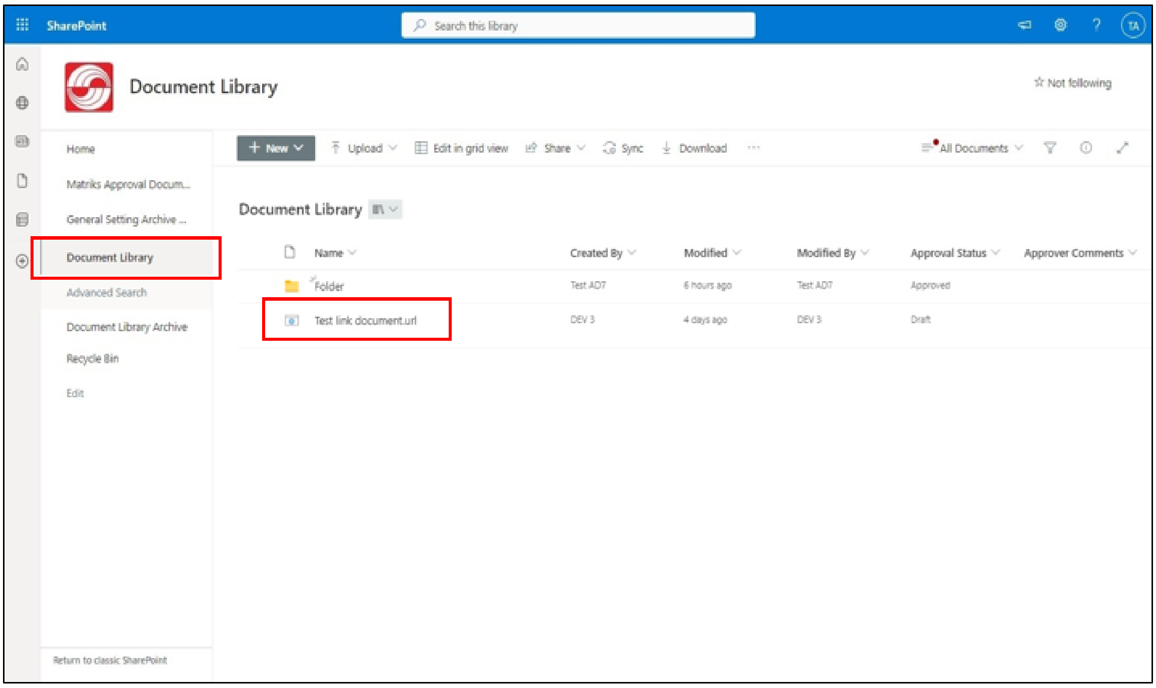
This is a sample template.

This file accessed by O365 Developer2 at Saturday, September 10, 2022, 11:57:32 AM.

Dokumen yang telah diberikan watermark

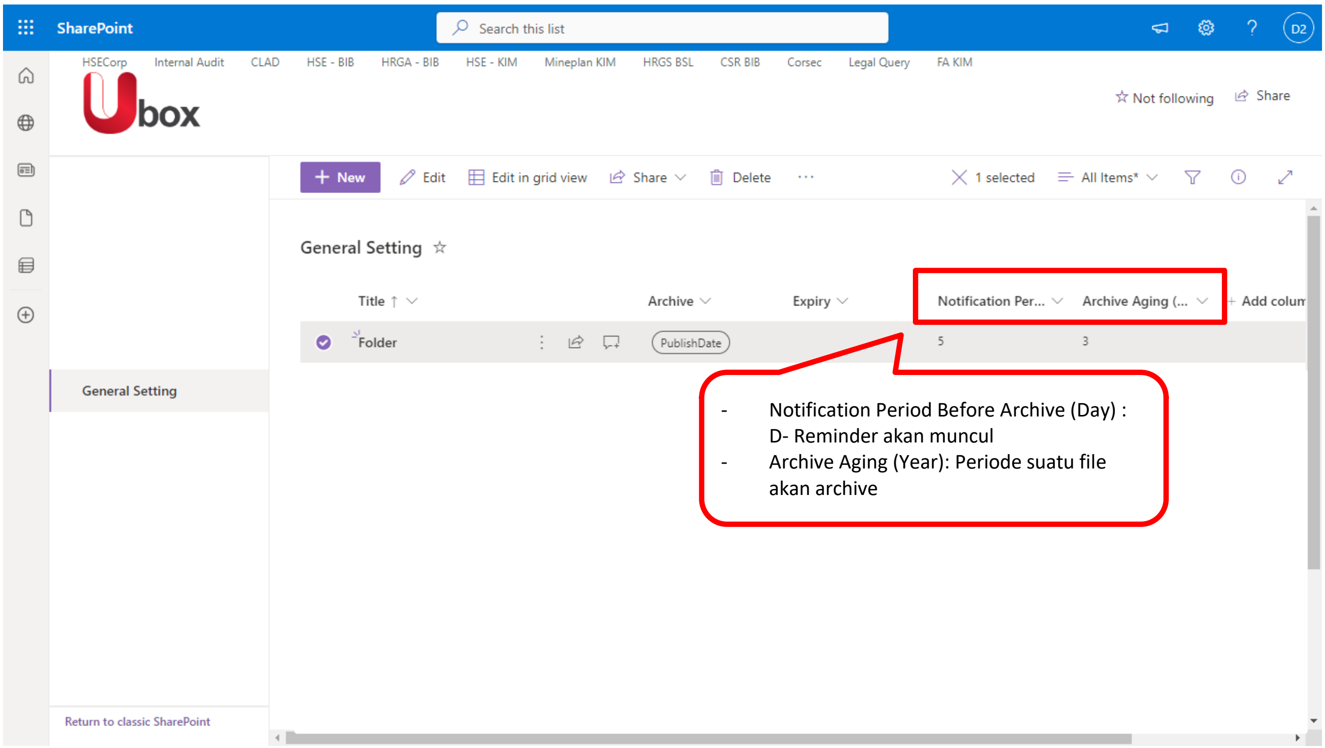
## 3.8. ARCHIVING

Archiving merupakan feature untuk Pengarsipan dokumen perusahaanmu secara digital yang dilakukan secara rapi dan aman. Suatu file pada folder document library yang ada pada suatu modul dalam dilakukan proses archiving (penyimpanan) otomatis dengan penyesuaian jangka waktu yang telah diatur oleh user. Archiving ditujukan agar document yang telah lewat masa expired dapat tersimpan pada suato folder dan tidak memenuhi folder yang sedang dipakai.


SharePoint
Search this library
Document Library
☆ Not following
Home
Matriks Approval Docum...
General Setting Archive ...
Document Library
Advanced Search
Document Library Archive
Recycle Bin
Edit
Return to classic SharePoint
+ New
Upload
Edit in grid view
Share
Sync
Download
All Documents
Document Library

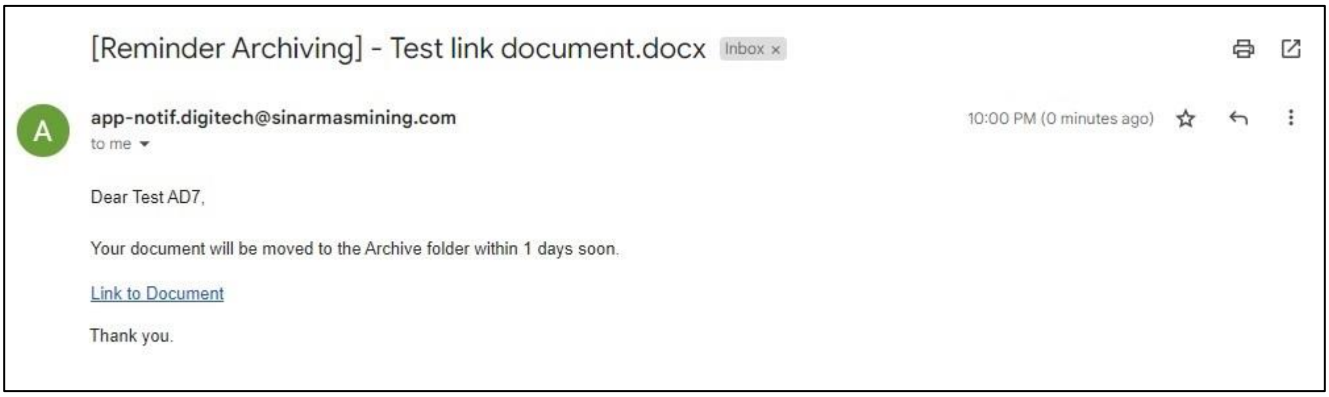
| Name | Created By | Modified | Modified By | Approval Status | Approver Comments |
|---|---|---|---|---|---|
| Folder | Test AD7 | 6 hours ago | Test AD7 | Approved | |
| Test link document.url | DEV 3 | 4 days ago | DEV 3 | Draft | |

User Owner (Document Controller) dapat mengatur berapa lama dokumen akan mengalami proses archiving. User dapat mengakses dengan cara **Klik General Settings (di bagian kiri)**


SharePoint
Search this list
HSECorp
Internal Audit
CLAD
HSE - BIB
HRGA - BIB
HSE - KIM
Mineplan KIM
HRGS BSL
CSR BIB
Corsec
Legal Query
FA KIM
Ubox
Not following
Share
New
Edit
Edit in grid view
Share
Delete
1 selected
All Items*
General Setting
Title
Archive
Expiry
Notification Per...
Archive Aging (...
Add column
Folder
PublishDate
5
3
General Setting
Return to classic SharePoint

- Notification Period Before Archive (Day) : D- Reminder akan muncul
- Archive Aging (Year): Periode suatu file akan archive

Selanjutnya, apabila suatu document mendekati waktu archiving, Document Owner akan mendapatkan email reminder bahwa dokumennya akan dipindahkan ke folder Archive.


Inbox ×
A
10:00 PM (0 minutes ago)

[Reminder Archiving] - Test link document.docx

app-notif.digitech@sinarmasmining.com
to me

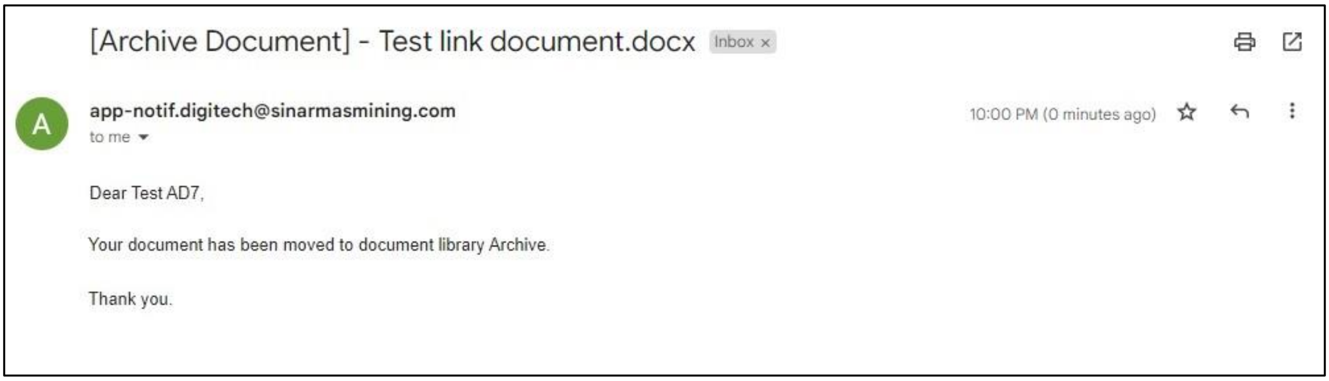
Dear Test AD7,

Your document will be moved to the Archive folder within 1 days soon.

Link to Document

Thank you.

Document owner akan mendapatkan email bahwa dokumennya telah berpindah ke folder Archive



[Archive Document] - Test link document.docx

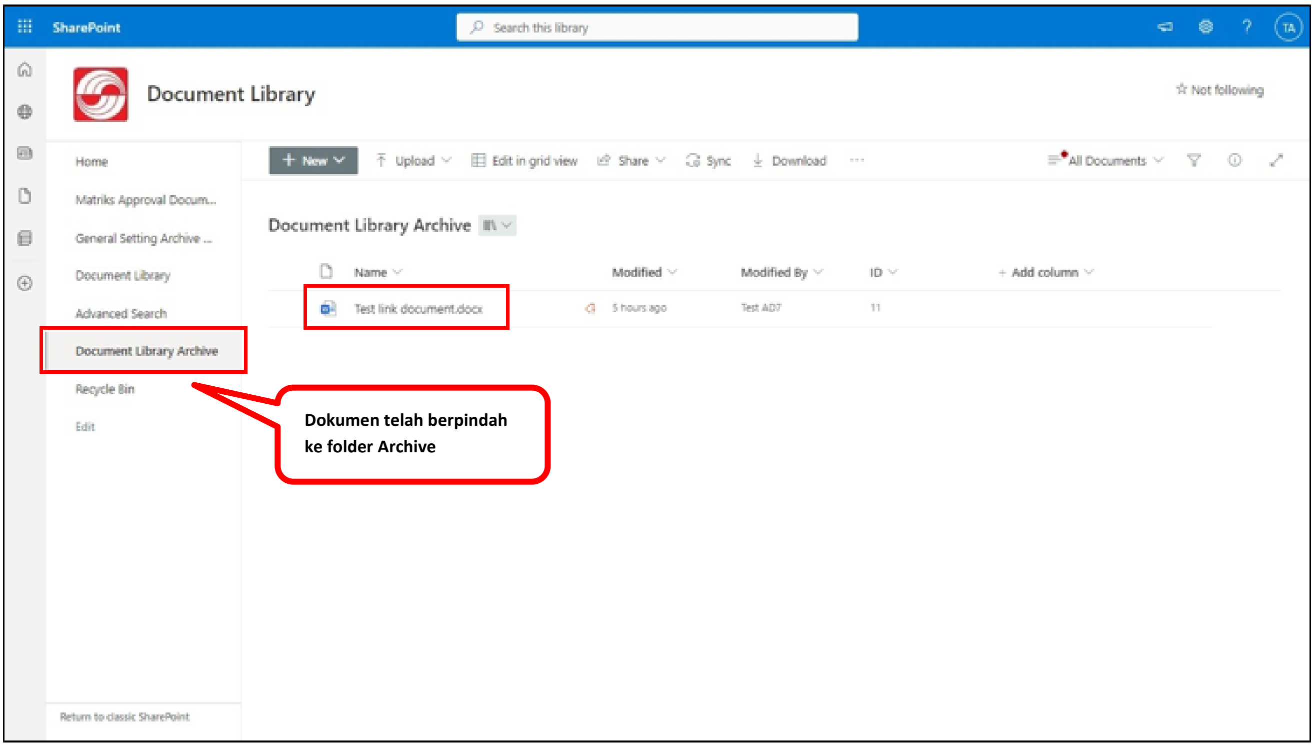
**app-notif.digitech@sinarmasmining.com**
to me

10:00 PM (0 minutes ago)

Dear Test AD7,

Your document has been moved to document library Archive.

Thank you.



Document Library Archive

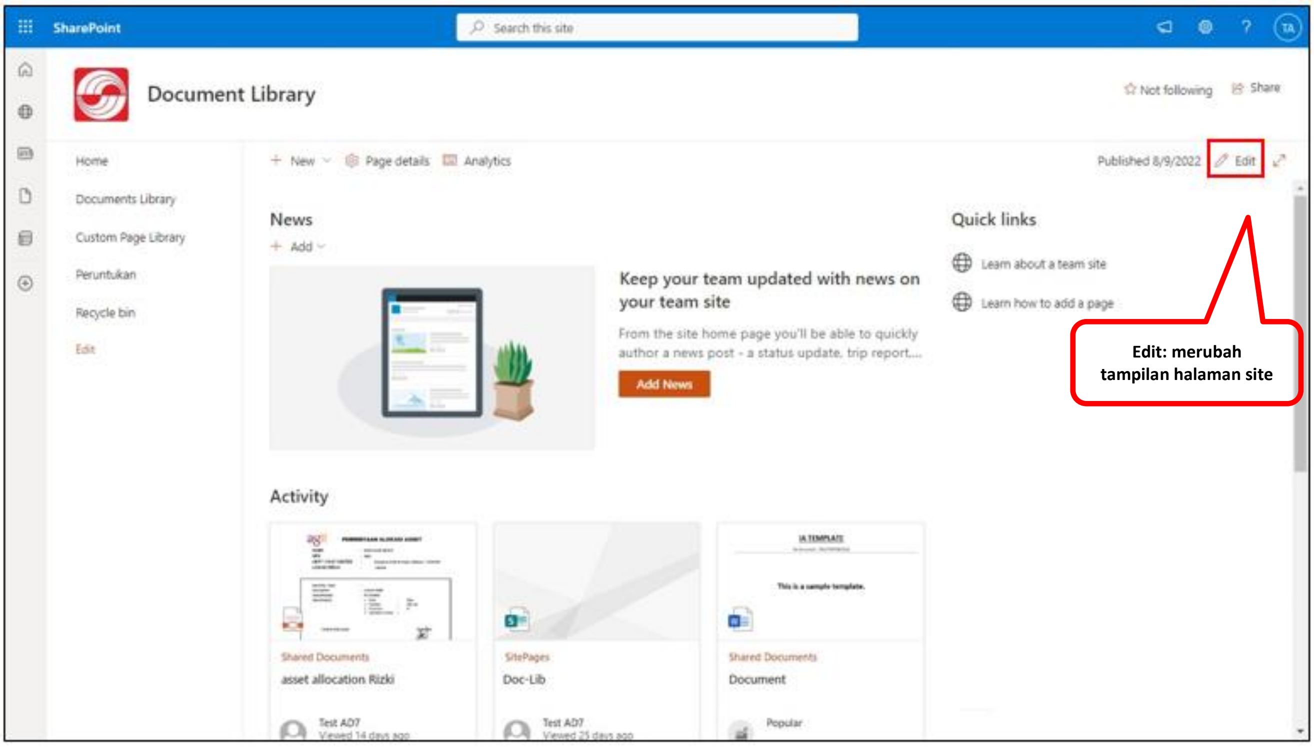
| Name | Modified | Modified By | ID |
|---|---|---|---|
| Test link document.docx | 5 hours ago | Test AD7 | 11 |

**Dokumen telah berpindah ke folder Archive**

SharePoint
Search this library
TA
Document Library
☆ Not following
Home
Matriks Approval Docum...
General Setting Archive ...
Document Library
Advanced Search
Document Library Archive
Recycle Bin
Edit
Return to classic SharePoint
+ New
Upload
Edit in grid view
Share
Sync
Download
All Documents
+ Add column

## 3.9. CUSTOMIZE PAGE

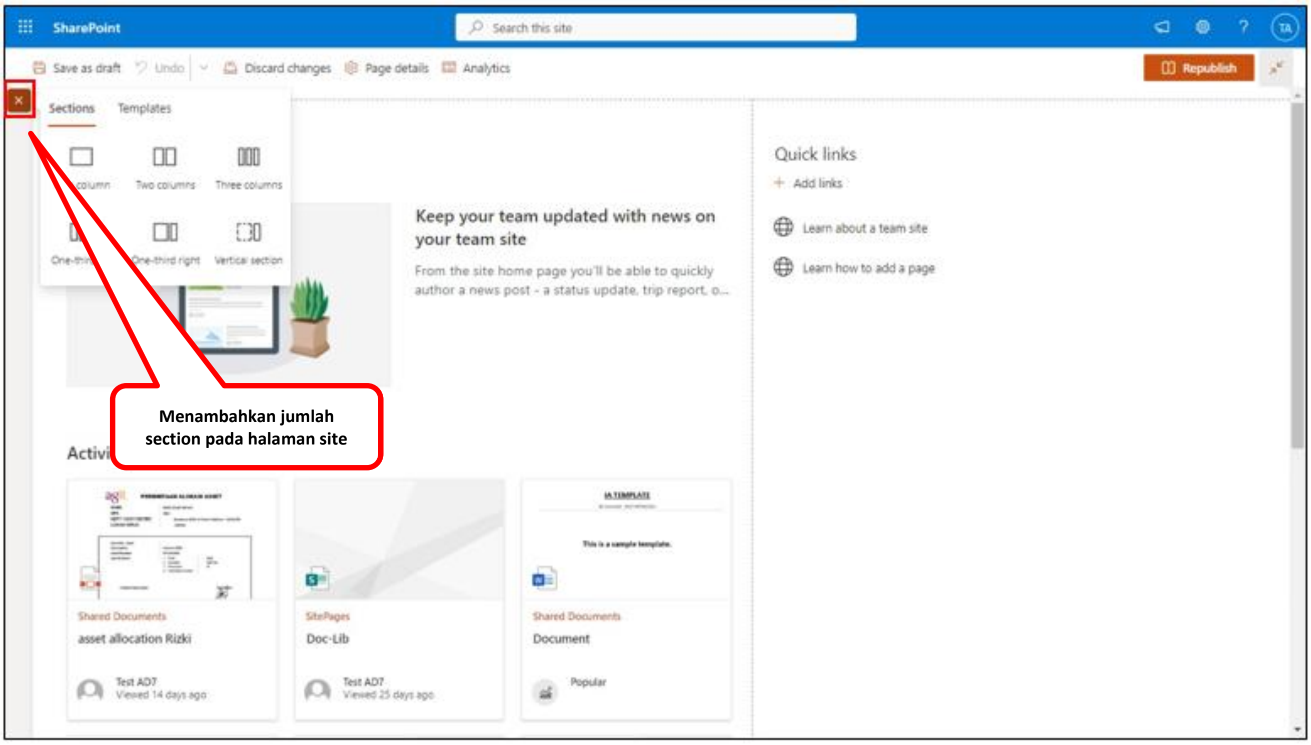
Document Owner dapat mengkustomisasi site sesuai kebutuhan informasi yang akan ditunjukkan pada halaman site. Halaman site dapat disesuaikan informasinya sesuai kebutuhan dengan fitur yang diberikan oleh Sharepoint. Halaman ini dapat ditambahkan beberapa komponen yang disebut webpart oleh user yang terdaftar sebagai Owner.


SharePoint
Search this site
Document Library
Not following
Share
Home
Documents Library
Custom Page Library
Peruntukan
Recycle bin
Edit
New
Page details
Analytics
Published 8/9/2022
Edit
News
Add
Quick links
Learn about a team site
Learn how to add a page
Add News
Activity
Shared Documents
asset allocation Rizki
SitePages
Doc-Lib
Shared Documents
Document
Test AD7
Viewed 14 days ago
Test AD7
Viewed 25 days ago
Popular

Keep your team updated with news on your team site

From the site home page you'll be able to quickly author a news post - a status update, trip report,...

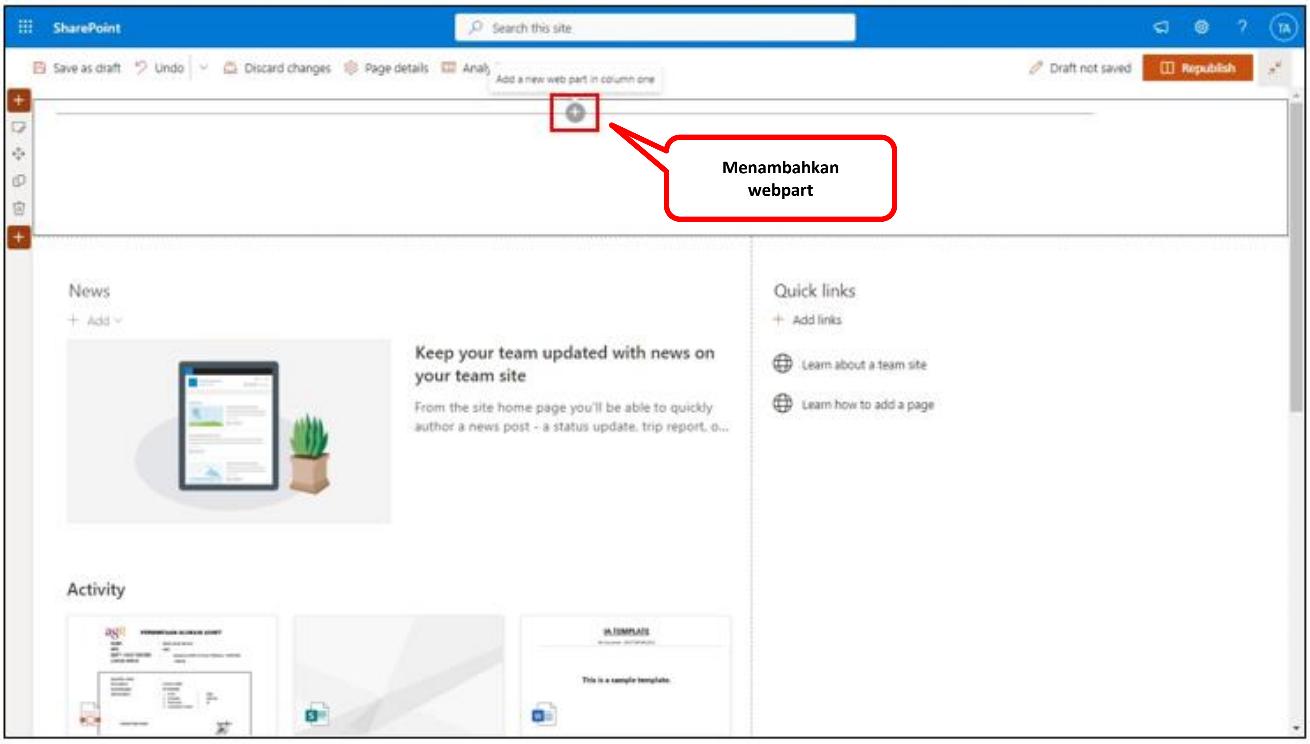
**Edit: merubah tampilan halaman site**


SharePoint
Search this site
Save as draft
Undo
Discard changes
Page details
Analytics
Republish
Sections
Templates
column
Two columns
Three columns
One-thi
One-third right
Vertical section
Quick links
Add links
Learn about a team site
Learn how to add a page
Activi
Shared Documents
asset allocation Rizki
SitePages
Doc-Lib
Shared Documents
Document
Test AD7
Viewed 14 days ago
Test AD7
Viewed 25 days ago
Popular

Keep your team updated with news on your team site

From the site home page you'll be able to quickly author a news post - a status update, trip report, o...

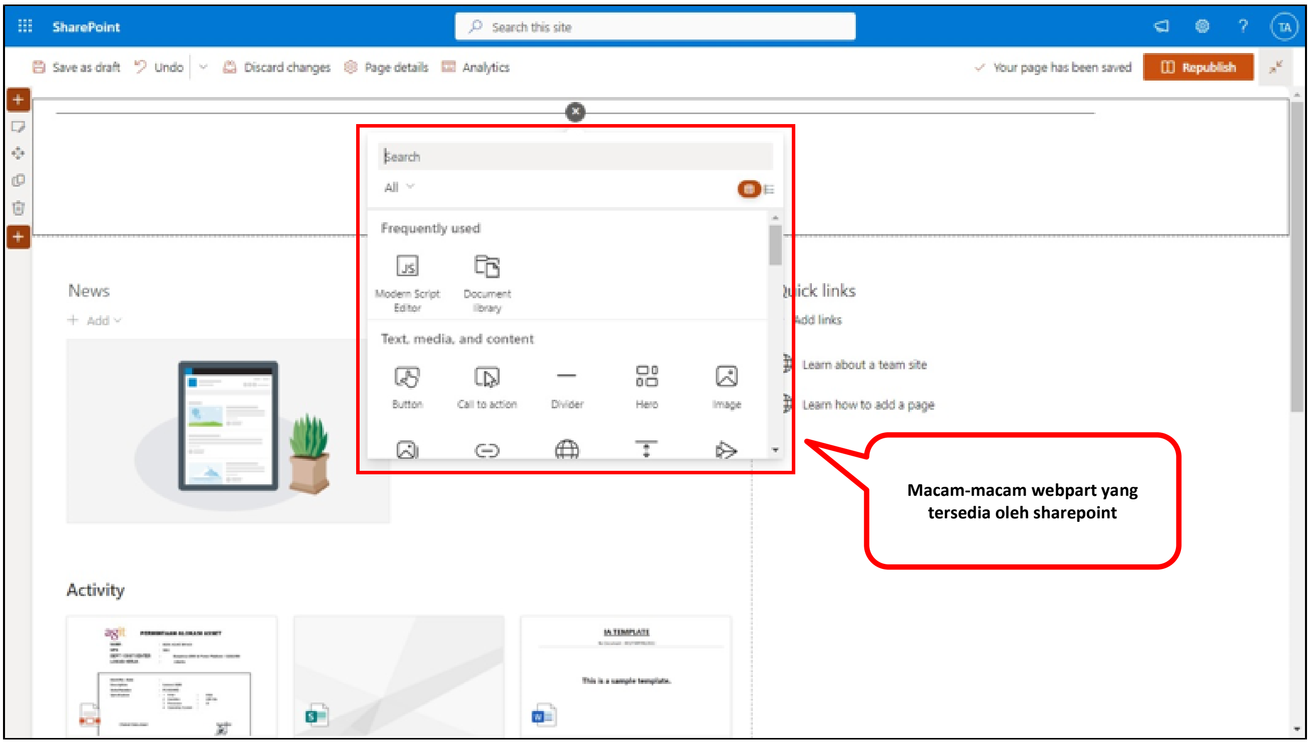
**Menambahkan jumlah section pada halaman site**


SharePoint
Search this site
Save as draft
Undo
Discard changes
Page details
Analy
Add a new web part in column one
Draft not saved
Republish
News
Add
Quick links
Add links
Learn about a team site
Learn how to add a page
Activity

Keep your team updated with news on your team site

From the site home page you'll be able to quickly author a news post - a status update, trip report, o...

Menambahkan webpart


SharePoint
Search this site
Save as draft
Undo
Discard changes
Page details
Analytics
Your page has been saved
Republish
Search
All
Frequently used
Modern Script Editor
Document library
Text, media, and content
Button
Call to action
Divider
Hero
Image
News
Add
Quick links
Add links
Learn about a team site
Learn how to add a page
Activity

Macam-macam webpart yang tersedia oleh sharepoint

# LAMPIRAN