APPLICATION

- ATMI
- APPLICATION ACCESS
- APPLICATION CHANGES
- WORKING PERMIT
- DATA REQUISITION

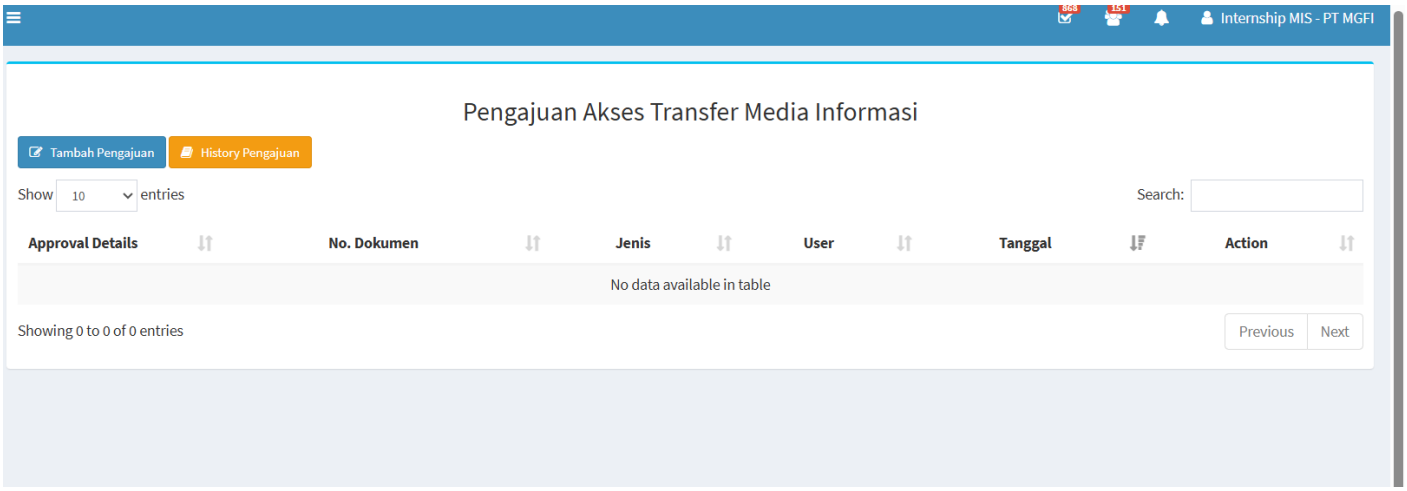
ATMI

Access Requisition Module Guide

Module Location:

Access Requisition > Requisition ATMI

The ATMI (Access to Information Media Transfer) request is used to create requests related to access to information media transfer through the Access Requisition system. This page allows you to create a new ATMI request, view the list of requests currently displayed in the system, and view the history of previously submitted ATMI requests.



This page contains several main functions: Add Application, Application History, the application list table, the search feature, and settings for the number of records displayed.

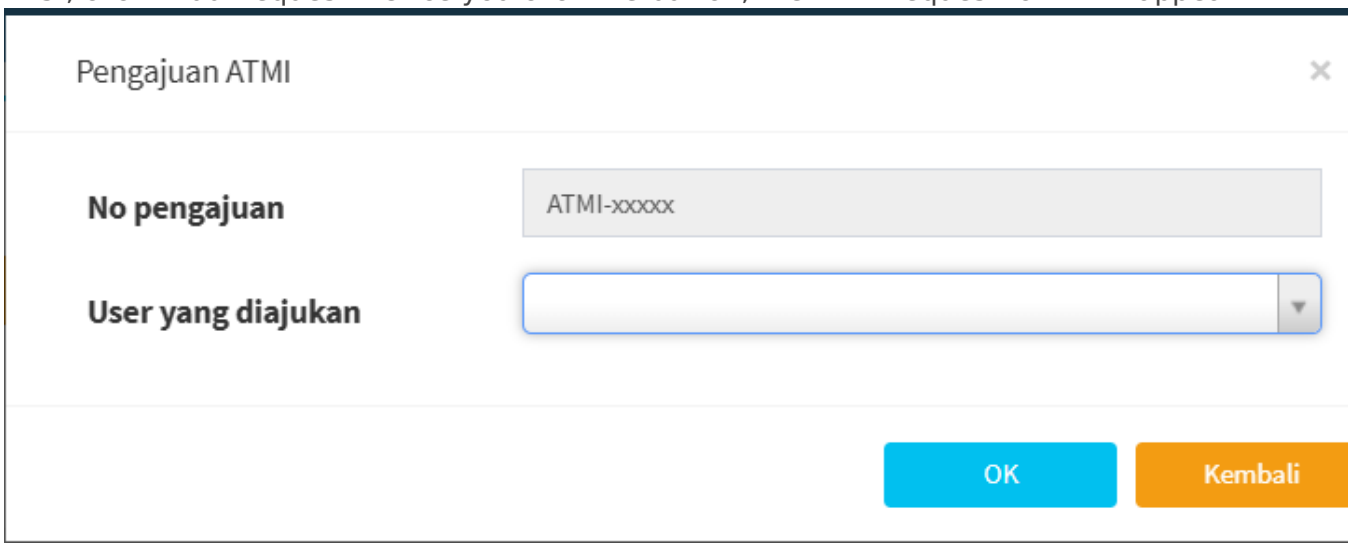
Section	Description
Tambah Pengajuan	Used to create a new ATMI application.
Application History	Used to view the history of previously submitted ATMI applications.
Show Entries	Used to specify the number of records displayed in the table.
Search	Used to search for specific data in the application list.
Approval Details	Displays information related to the application approval process or details.
Dokumen No.	Displays the ATMI application document number.

Section	Description
Type	Displays the type of application submitted.
User	Displays the user associated with the application.
Date	Displays the date the application was created or recorded in the system.
Action	Displays the actions available for the application data.
Previous / Next	Used to navigate to the previous or next page of data if there is more than one page of data.

- ## Add Request

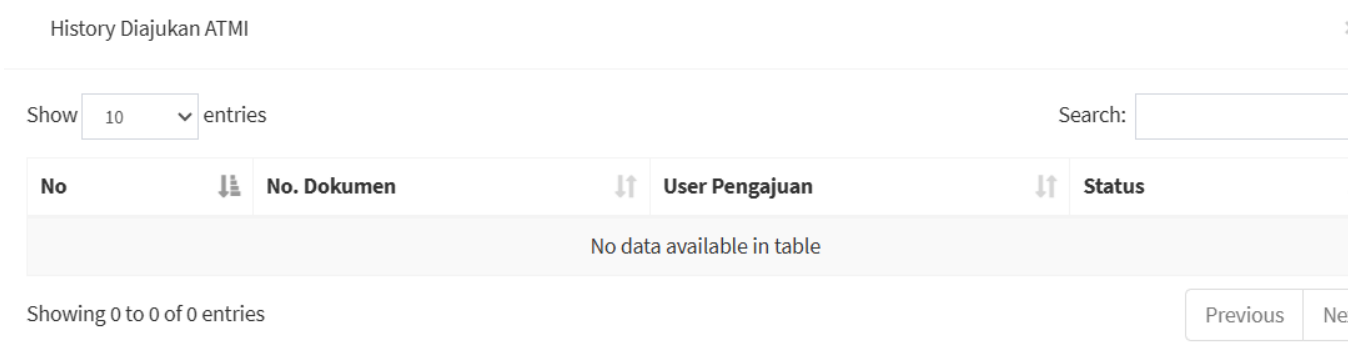
To create a new ATMI request:

1. First, click “Add Request.” Once you click the button, the ATMI request form will appear.



2. On the ATMI request form, there is a “Request No.” field.
   The application number is displayed in the following format:
   ATMI-xxxxx
3. In the “User Being Applied For” field, click the available options and then select the user for whom you want to create the ATMI application.
4. Make sure the selected user is correct before clicking the “OK” button.

- ## Request History



The Request History menu is used to view the history of ATMI requests. To view the request history, click the Request History button on the ATMI main page. The system will display the ATMI Request History page or pop-up.

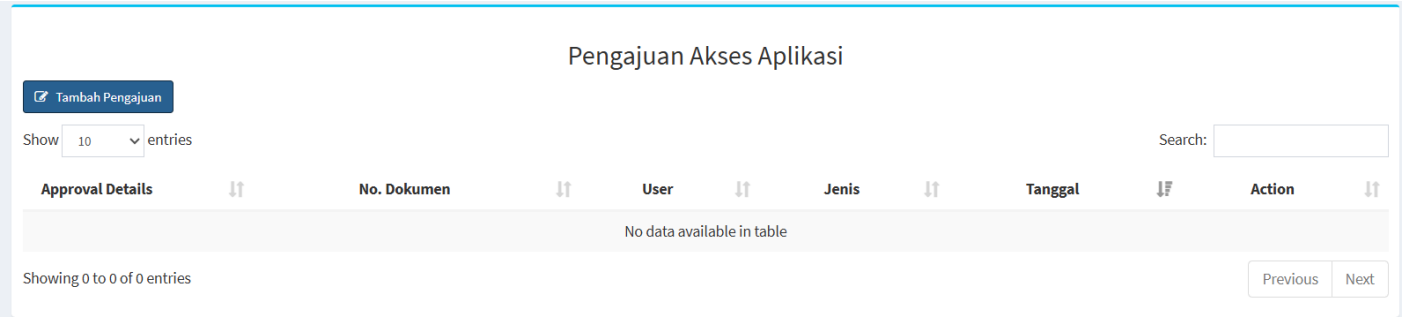
APPLICATION ACCESS

Access Requisition Module Guide

Module Location:

`Access Requisition` > `Requisition` > `Application Access`

The Application Access Request feature is used to submit requests for access to applications available on the company's system. Users can specify the applications for which access is requested and the users who require that access. Available applications are grouped by type such as ERP and non-ERP so users can select applications based on their needs.



The main page features an "Add Request" button, a table listing requests, a search feature, and settings to adjust the number of records displayed.

1. ## Column Descriptions:

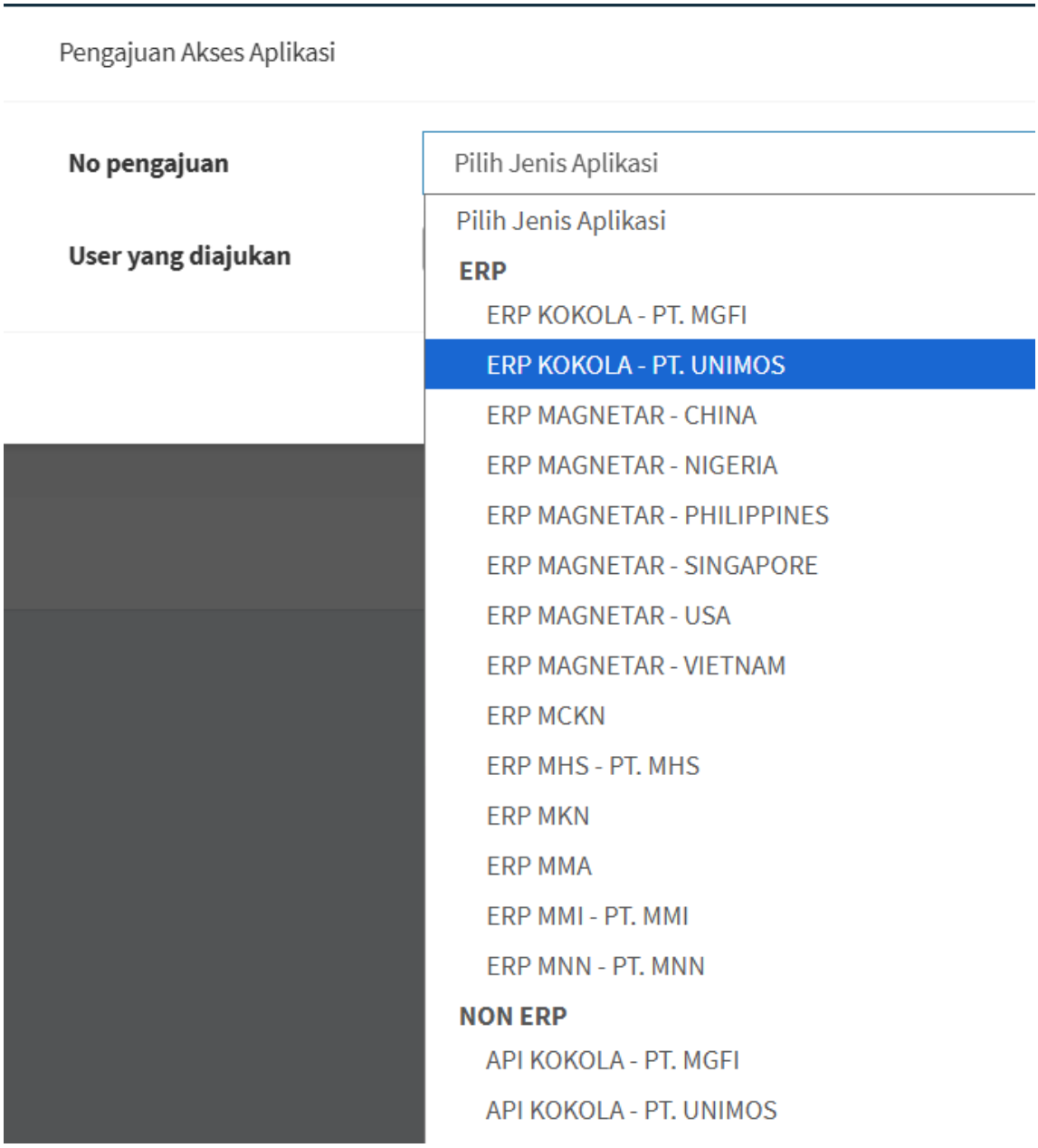
Section	Description
Add Request	Used to create a new application access request.
Show Entries	Used to set the number of records displayed in the table.
Search	Used to search for specific request data.
Approval Details	Displays information regarding the approval process or details of the request.
Dokumen No.	Displays the document number of the application access request.
User	Displays the user associated with the application access request.

Section	Description
Type	Displays the type of application requested.
Date	Displays the date the request was created or recorded in the system.
Action	Displays the actions that can be performed on the request data.
Previous / Next	Used to navigate to the previous or next page of data.

2. Application Access Requests

Here are the steps to submit an application access request:

- First, click the “Add Request” button. Once clicked, the application access request form will appear.



- On the request form, open the “Application Type” dropdown menu. The system will display a list of available applications, grouped by application category. This view contains two main groups, namely:

Type	Description
ERP	Berisi pilihan aplikasi ERP yang tersedia pada beberapa perusahaan atau unit.
NON ERP	Berisi pilihan aplikasi selain ERP yang tersedia pada sistem.

- In the “Requested User” field, select the user who needs access to the application. Make sure the user matches the request you are creating.
- Make sure all fields are filled out before clicking the “OK” button.

APPLICATION CHANGES

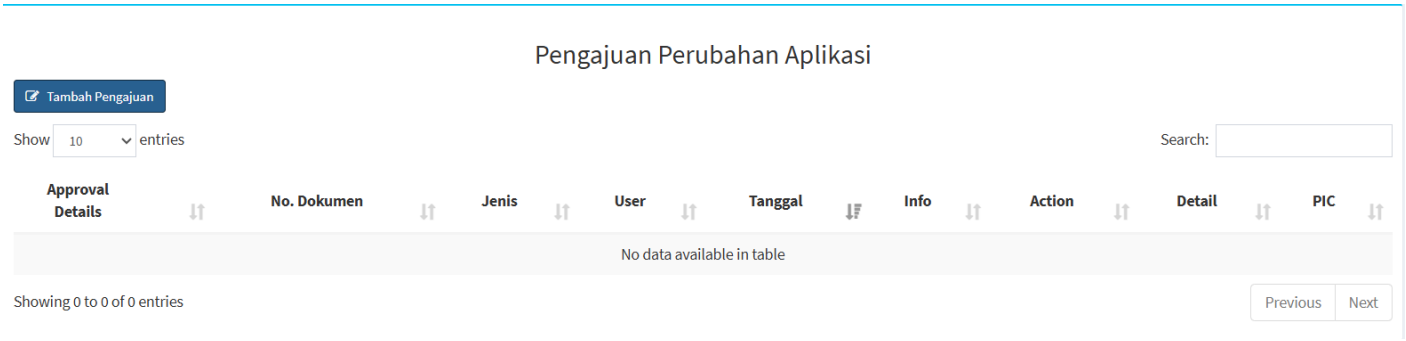
Access Requisition Module Guide

Module Location:

`Access Requisition` > `Requisition` > `Application Change`

The Application Change Menu is used to submit requests related to application requirements, including requests for new applications or changes, based on the options available in the system. Before submitting a request, users must prepare supporting information that explains the requirements, objectives, project guidelines, and implementation needs so that the request can be understood and processed by the relevant parties.

- ### Main View



The Application Change Request page is used to view a list of requests that have been submitted and to create new requests. This page features an “Add Request” button, a table listing requests, a search feature, and settings to adjust the number of records displayed.

- ### Screen Description

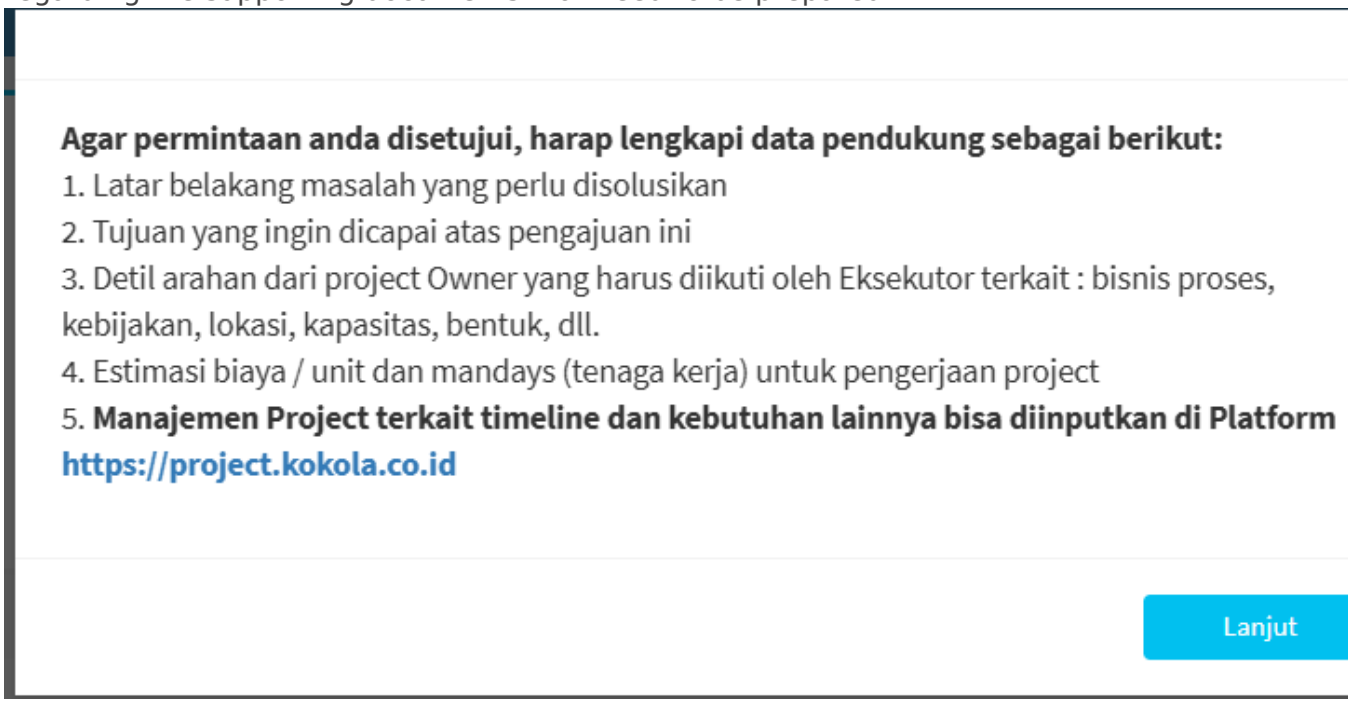
Section	Description
Add Submission	Used to create a new Application Change submission.
Show Entries	Used to specify the number of records displayed in the table.
Search	Used to search for submissions based on specific keywords.

Section	Description
Approval Details	Displays information about the approval process or details of the submission.
Dokumen No.	Displays the submission document number.
Type	Displays the type of application or submission selected.
User	Displays the user associated with the application.
Date	Displays the date the application was created or recorded in the system.
Info	Displays information regarding the status of the application.
Action	Displays the actions that can be taken on the application.
Detail	Used to view detailed information about the application, if available.
PIC	Displays the PIC associated with the application process, if specified.

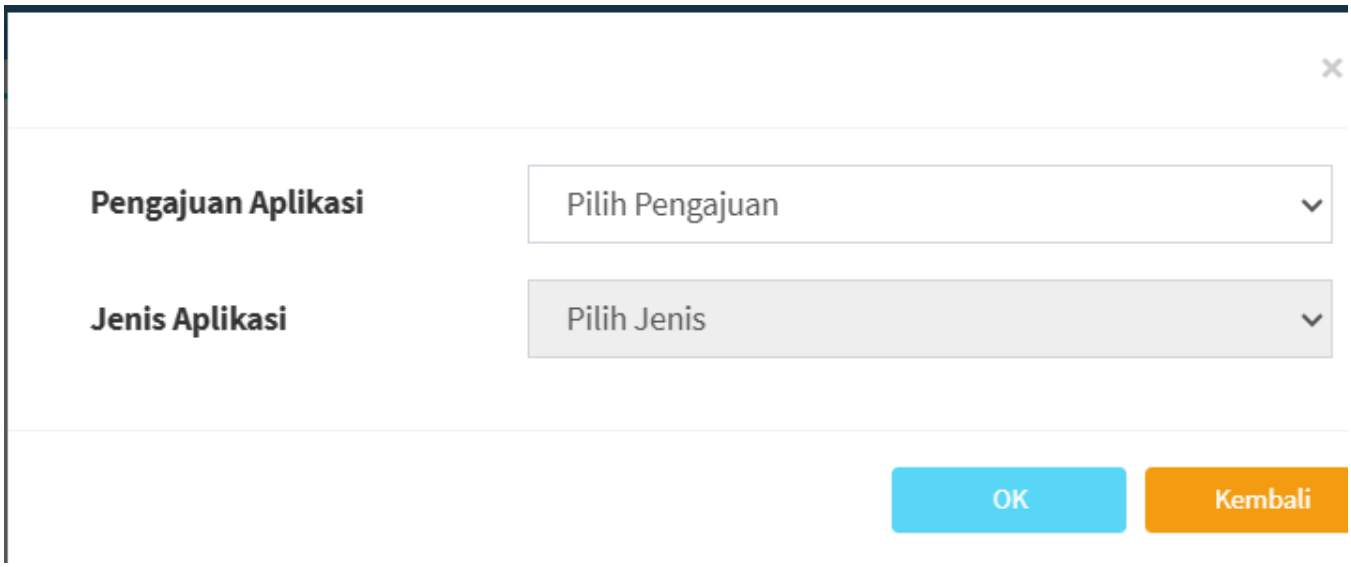
1. Submitting an Application Change Request
   To create a new request, click the button:

   “Add Request”

   Before proceeding to the application selection form, the system will display information regarding the supporting documents that need to be prepared.



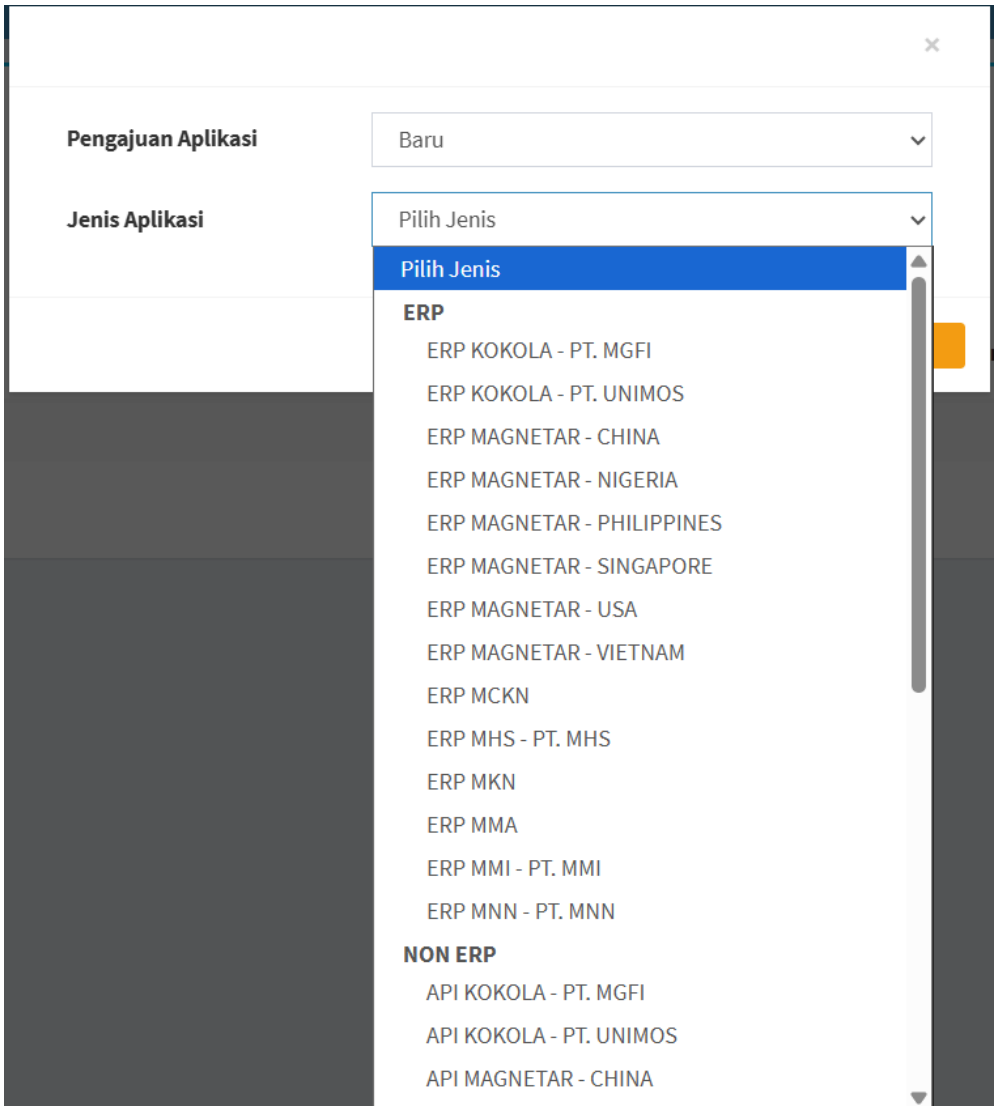
2. Selecting an Application Request
   After the Next button is selected, the system displays the application form.



The form contains two main fields:

Field	Description
Application Submission	Used to specify the type of application submission to be made.
Application Type	Used to specify the application associated with the submission.
OK	Used to continue the process after a selection has been made.
Back	Used to go back or cancel the process at that stage.
X	Used to close the form.

3. Used to close the form.
   In the Application Submission field, select the type of submission that best suits your needs. In the example screenshot, the option selected is:
   “New”
   This means that the submission being created is a new application submission, as per the options available in the system.
4. Selecting the Submission Type
   After selecting “Submit Application,” choose an application from the “Application Type” field. Applications in the system are grouped by category, such as:



5. Selecting the Appropriate Application
    1. Ensure that the selected application aligns with:
       company → system/application → submission requirements
    2. Pay attention to the company name in the application options, as the same application may be available for multiple companies or different units.
       For example:
       ERP KOKOLA - PT. MGFI
       is different from:
       ERP KOKOLA - PT. UNIMOS
       even though both use ERP KOKOL

6. Continuing the Submission Process
   After selecting the Application Submission and Application Type, click the button:
   “OK”
   The system will proceed to the next step based on the selected application type and submission.
   If the user does not wish to continue, click:
   “Back”

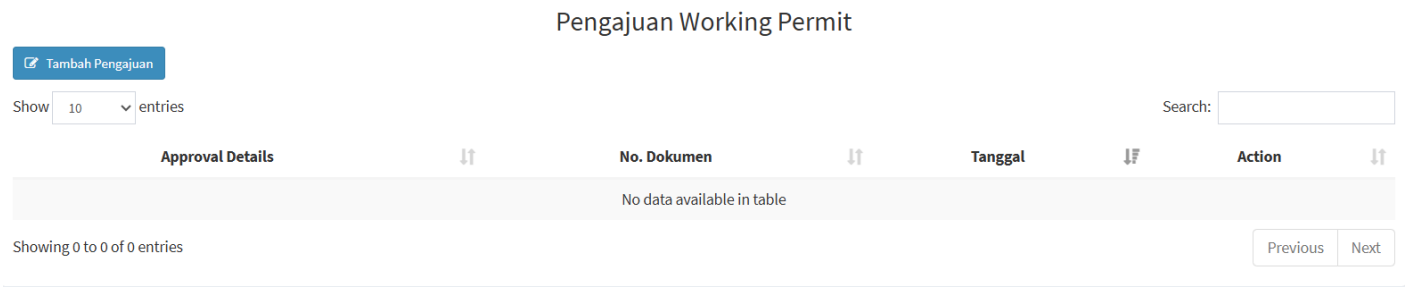
WORKING PERMIT

Access Requisition Module Guide

Module Location:

`Access Requisition` > `Requisition` > `Working Permit`

The Work Permit menu is used to submit a request for a permit to conduct activities in the Data Center area. Through this menu, users can specify the date of the activity, describe the activity to be conducted, select a supervisor, list the participants, and provide information about any media or equipment to be brought into the Data Center area.

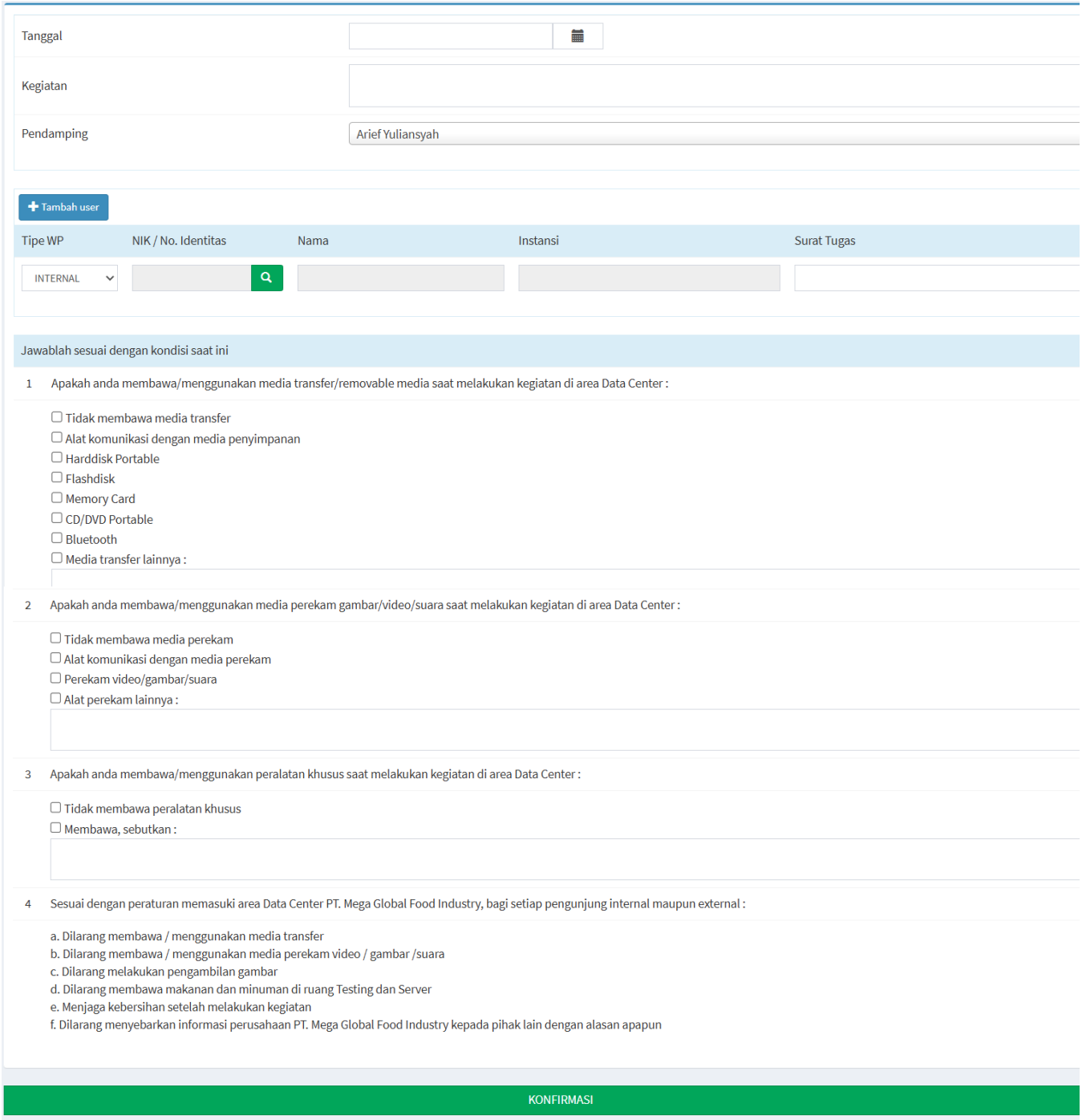


On the Working Permit Application page, you can view a list of Working Permit applications that have been created. The main page features an Add Application button, a table listing the applications, a search feature, and settings to adjust the number of records displayed.

Section	Description
Add Application	Used to create a new Working Permit application.
Show Entries	Used to set the number of records displayed in the table.
Search	Used to search for specific application data.
Approval Details	Displays information regarding the application approval process.
Dokumen No.	Displays the Working Permit document number.
Date	Displays the application date or the date recorded on the document.
Action	Displays the actions available for that application.
Previous / Next	Used to navigate between pages if there is more than one page of data.

Some columns include sorting icons that can be used to sort the data. If there are no applications to display, the system will display the message “No data available in table.”

1. ## Working Permit Application



- First, click the “Add Application” button. Once clicked, the work permit application form will appear.
- After clicking the “Add Application” button, a form will appear that you must complete. At the beginning of the form, you must provide information regarding the activity to be carried out.

Field	Description

Date	Used to specify the date the activity will take place.
Activity	Used to describe the activity or work to be performed in the Data Center area.
Supervisor	Used to select the person who will supervise the activity.

- Next, fill out the form to add a user, which consists of several fields.

Field	Description
WP Type	Used to specify the type of Work Permit, such as INTERNAL.
NIK / No. Identitas	Used to enter the user's NIK or ID number.
Name	Displays or is used to enter the user's name.
Organization	Used to list the user's organization or company.
Assignment Letter	Used to list or attach assignment letter information if necessary.
Search Icon	Used to search based on the entered NIK or ID number.
Delete Icon	Used to delete user data from the application.

- And finally, information regarding the conditions of the activity: After the activity and user data have been completed, there are several questions that need to be answered based on the conditions at the time the activity takes place. This section is used to provide information about items, devices, or equipment that will be brought or used while in the Data Center area.
  - Transfer Media / Removable Media: The first question concerns the use of transfer media or removable media during activities in the Data Center area.
  - Recording Media: The next question concerns media that can be used to record images, video, or audio.
  - Specialized Equipment: Users must also provide information regarding the use of specialized equipment during the activity.

2. Rules for Entering the Data Center Area

At the end of the form, you'll find information regarding the rules that must be observed when entering the PT. Mega Global Food Industry Data Center area, for both internal and external visitors. The rules listed in the system include:

- Do not bring or use data storage devices
- Do not bring or use video, image, or audio recording devices
- Taking photographs is prohibited
- Bringing food and beverages into the Testing and Server rooms is prohibited

- Maintain cleanliness after completing activities
- Disclosing PT. Mega Global Food Industry’s confidential information to third parties for any reason is prohibited

DATA REQUISITION

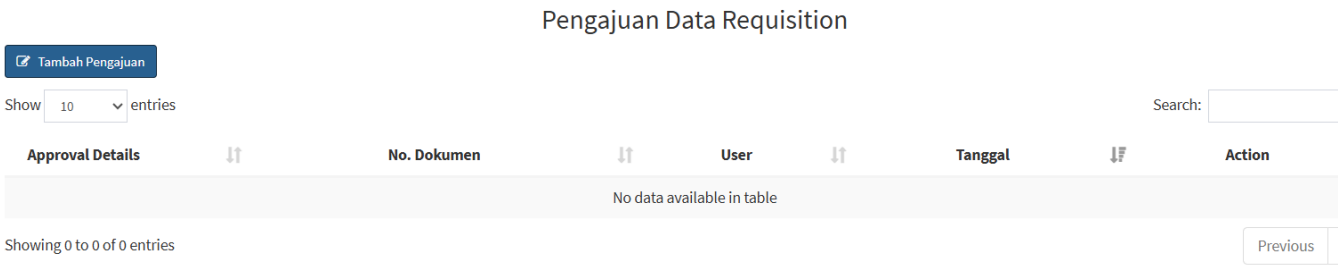
Access Requisition Module Guide

Module Location:

`Access Requisition` > `Requisition` > `Data Requisition`

The Data Requisition menu is used to submit data requests through the Access Requisition system. Through this menu, you can create data requests by providing a description of the required data, as well as view a list of Data Requisition requests that have been created in the system.

1. Main View



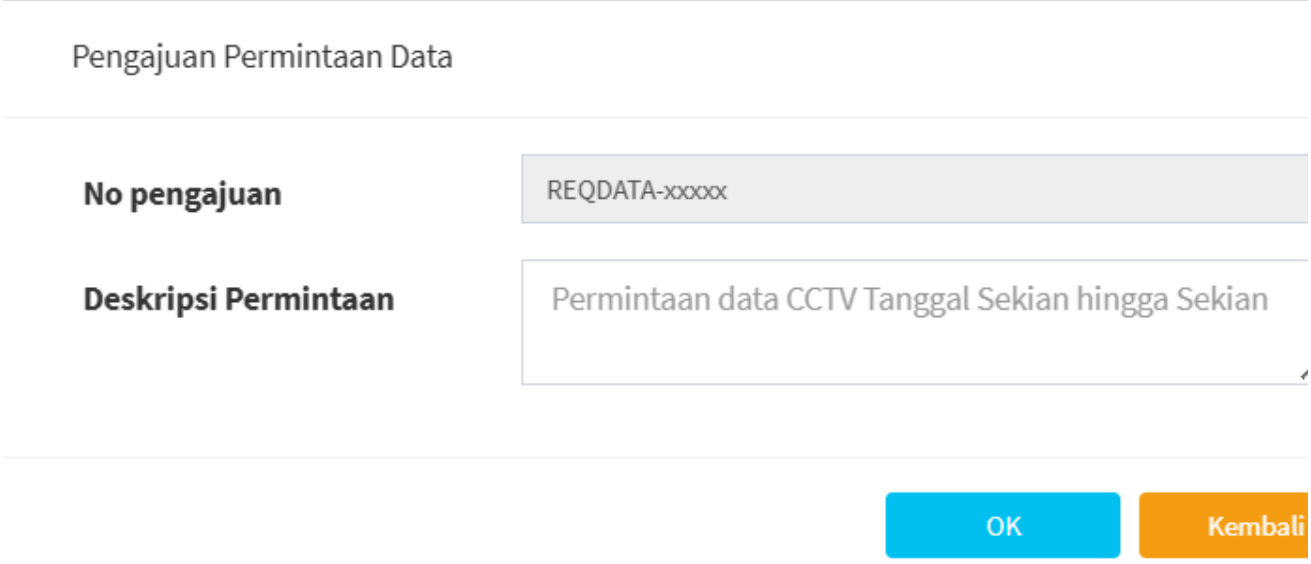
On the Data Requisition Request page, you can view a list of data requests available in the system. This page features several key functions, including the Add Request button, a list of requests, a search feature, and settings to adjust the number of records displayed.

2. Screen Description

Section	Description
Add Request	Used to create a new Data Requisition request.
Show Entries	Used to set the number of records displayed in the table.
Search	Used to search for specific request data.
Approval Details	Displays information about the request approval process or details.
Dokumen No.	Displays the document number of the Data Requisition request.
User	Displays the user associated with the request.
Date	Displays the date the request was created or recorded in the system.
Action	Displays the actions available for the request data.

Section	Description
Previous / Next	Used to navigate to the previous or next page of data.

3. data requisition request
   - First, click the “Add Submission” button. Once clicked, the data requisition submission form will appear.
   - After clicking the “Add Submission” button, the data requisition form will appear, which must be completed. The required information includes:



     - Submission No.: The identification number for the data requisition submission.
     - Request Description: Used to explain the data required in the request.