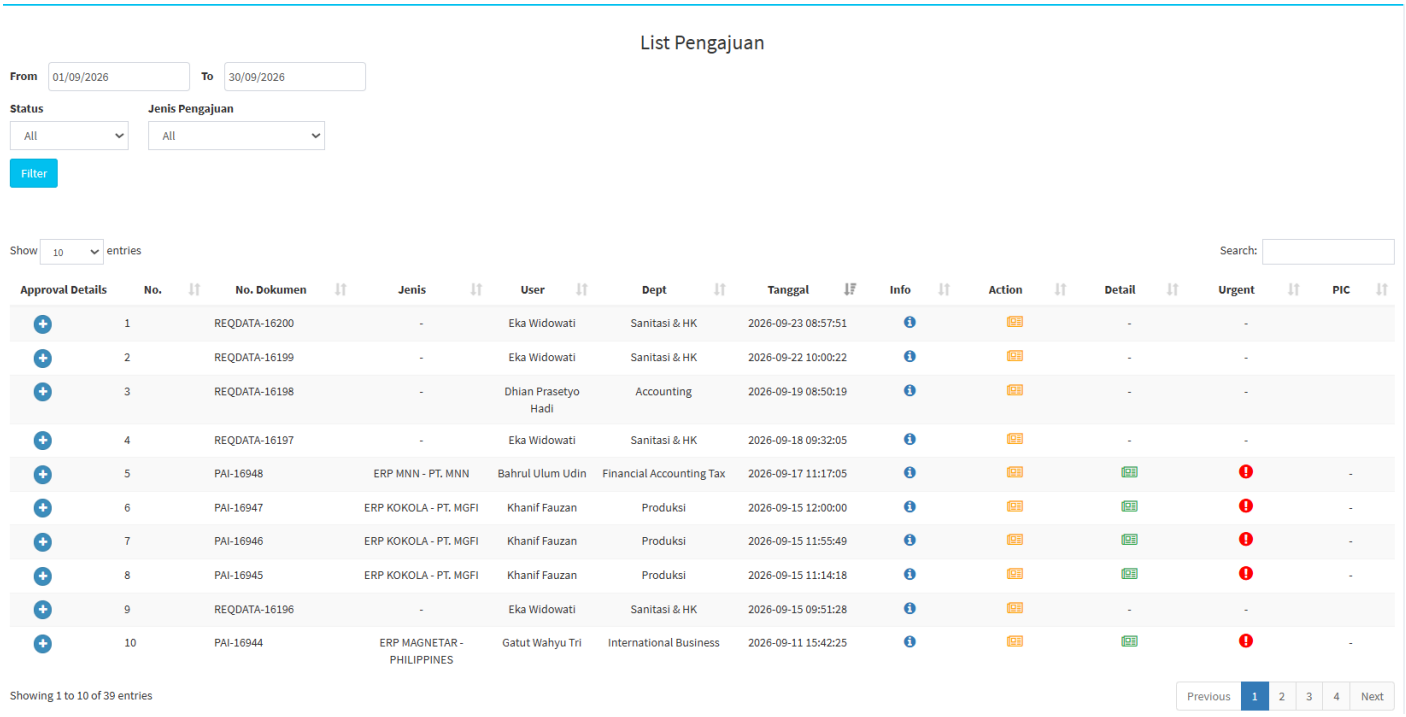
SUBMISSION LIST

MIS Module Guide

Module Location:

`Go to Requisition` > `MIS` > `Submission List`

The Submission List menu is used to view and monitor submissions received by the MIS. Through this page, you can filter data by period, status, and submission type, as well as view detailed information, processing progress, and available actions for each submission.



Application List Filters

At the top of the page, there are several filters used to narrow down the data.

Section	Description
From	Used to specify the start date of the application period.
To	Used to specify the end date of the application period.
Status	Used to filter data based on application status.
Application Typ	Used to filter data based on application type.

Section	Description
Filter	Used to display data based on the selected parameters.
Search	Used to search for data based on specific keywords.
Show Entries	Used to specify the number of records displayed per page.

How to Use the Filter

1. Set the start date in the From field.
2. Set the end date in the To field.
3. Select a Status if needed.
4. Select an Application Type.
5. Click Filter.
6. The system will display the corresponding data

If you select All, the system will display all data in that category.

Submission List Table

Coloum	Description
Approval Details	Used to view approval process details.
No.	Displays the sequential number of the record.
Dokumen No.	Displays the submission identification number.
Type	Displays the type of application or submission.
User	Displays the user associated with the submission.
Dept	Displays the user’s department.
Date	Displays the date and time of the submission.
Info	Displays the application status information.
Action	Used to open application information via “View Description.”
Detail	Used to view the processing progress via “View Details.”
Urgent	Used to mark an application as urgent.
PIC	Displays the PIC handling the application, if available.

Icon Explanations

Icon	Description
Blue Icon – Info	Used to open “View Description.”

Icon	Description
Yellow Icon – Action	Used to open “View Description.”
Green Icon – Detail	Used to open “View Detail.”
Red Ikon – Urgent	Used to set the request as urgent.

View Description

The View Description feature is used to view more detailed information about a submission. To open it:

- Select an entry on the Submission List page.
- Click the yellow icon in the Action column.
- The system will display the application details page.
- For Application Change requests, the system displays the following page

Application Information

On the left side of the page is information about the user and the approval process. This information may include:

- User name
- NIK
- Rol
- Department
- Submission ID
- Process date
- Approver
- Approval process status

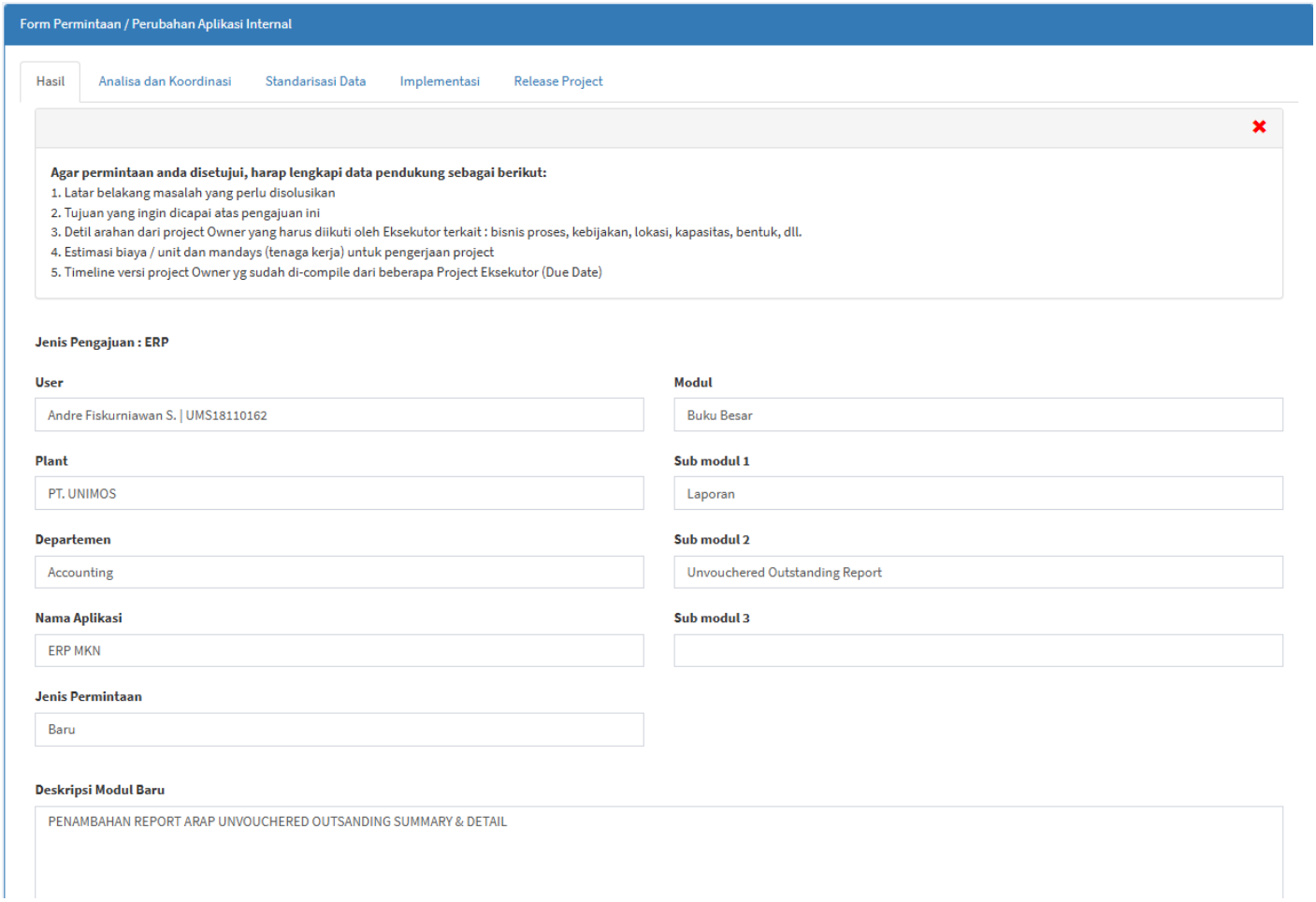
Visible approval stages may include:

- Proposer
- Change Approval
- Module PIC
- Work Approval
- MIS

If the process is not yet complete, the system may display the status “Pending.”

Results Tab

The Results tab displays key information about the request.

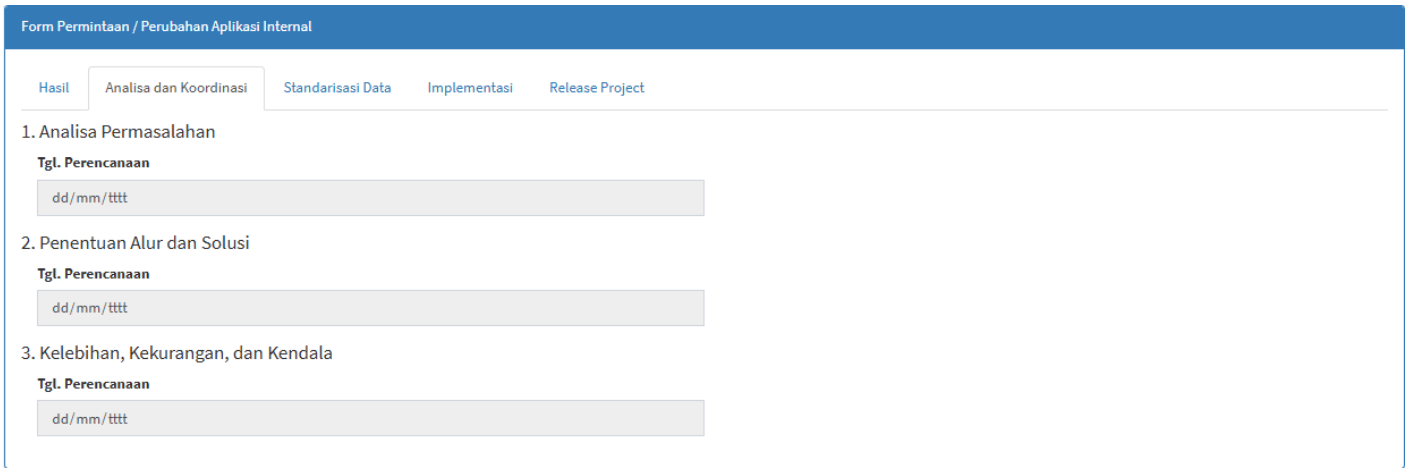


Available fields include:

Field	Description
Request Type	Displays the type of request.
User	Displays the user associated with the request.
Plant	Displays the plant/company.
Departement	Displays the user's department.
Application Name	Displays the submitted application.
Request Type	Displays the type of request.
Module	Displays the main module.
Submodules 1–3	Displays submodules, if available.
New Module Description	Displays an explanation of the need for changes or a new module.

Analysis and Coordination

The Analysis and Coordination tab is used to record the initial project planning.

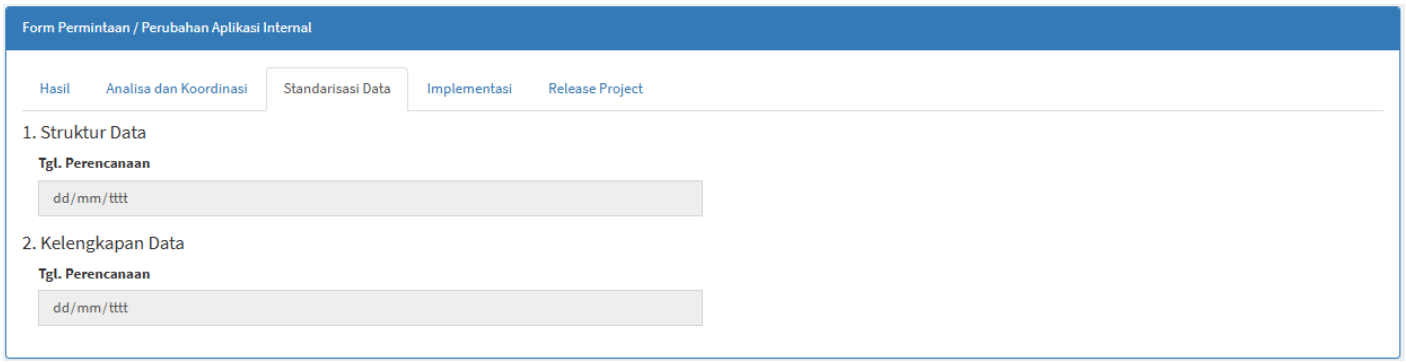


Available Phases:

Phase	Description
Problem Analysis	The phase of analyzing the problems that form the basis of the proposal.
Determination of Workflow and Solutions	The phase of determining the workflow and solutions to be used.
Advantages, Disadvantages, and Constraints	The stage for evaluating the conditions and constraints of the planned solution.
Planning Dates	Used to determine the planned dates for each activity.

Data Standardization

The Data Standardization tab is used to display plans related to data readiness.

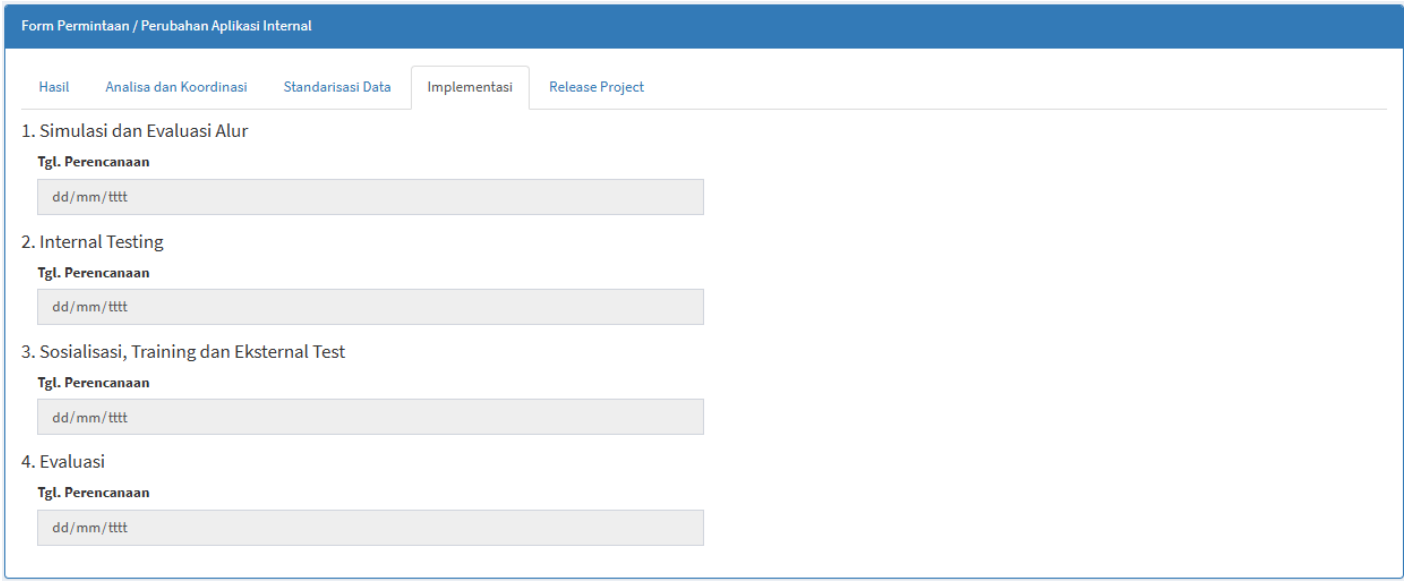


Available stages:

Phase	Description
Data Structure	Used for planning related to data structure.
Data Completeness	Used for planning data completeness checks.
Planning Date	Used to determine the implementation schedule.

Implementation

The Implementation tab is used to display the development and testing phases.

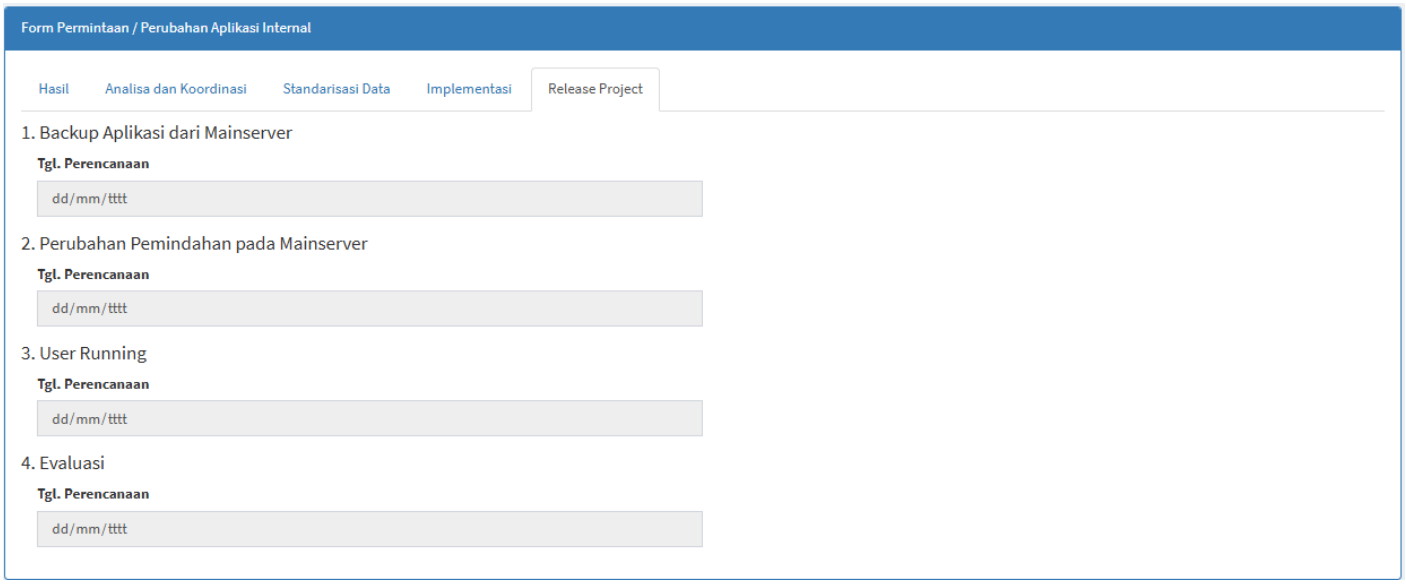


Available phases:

Phase	Description
Workflow Simulation and Evaluation	The phase for simulating and evaluating the process workflow.
Internal Testing	The internal testing phase.
Sosialisasi, Training dan Eksternal Test	The outreach, training, and external testing phase.
Evaluation	The phase for evaluating the implementation results.
Planning Dates	Used to set the planned dates for each phase.

Project Release

The Project Release tab is used to display the final stages before the project is made available to users.



Phase	Description
Application Backup from Main Server	The stage for preparing the application backup.
Changes and Migration to Main Server	The stage for making changes or migrating to the Main Server.
User Running	The stage when users begin using the application.
Evaluation	The evaluation stage following the release.
Planning Date	Used to determine the schedule for each stage.

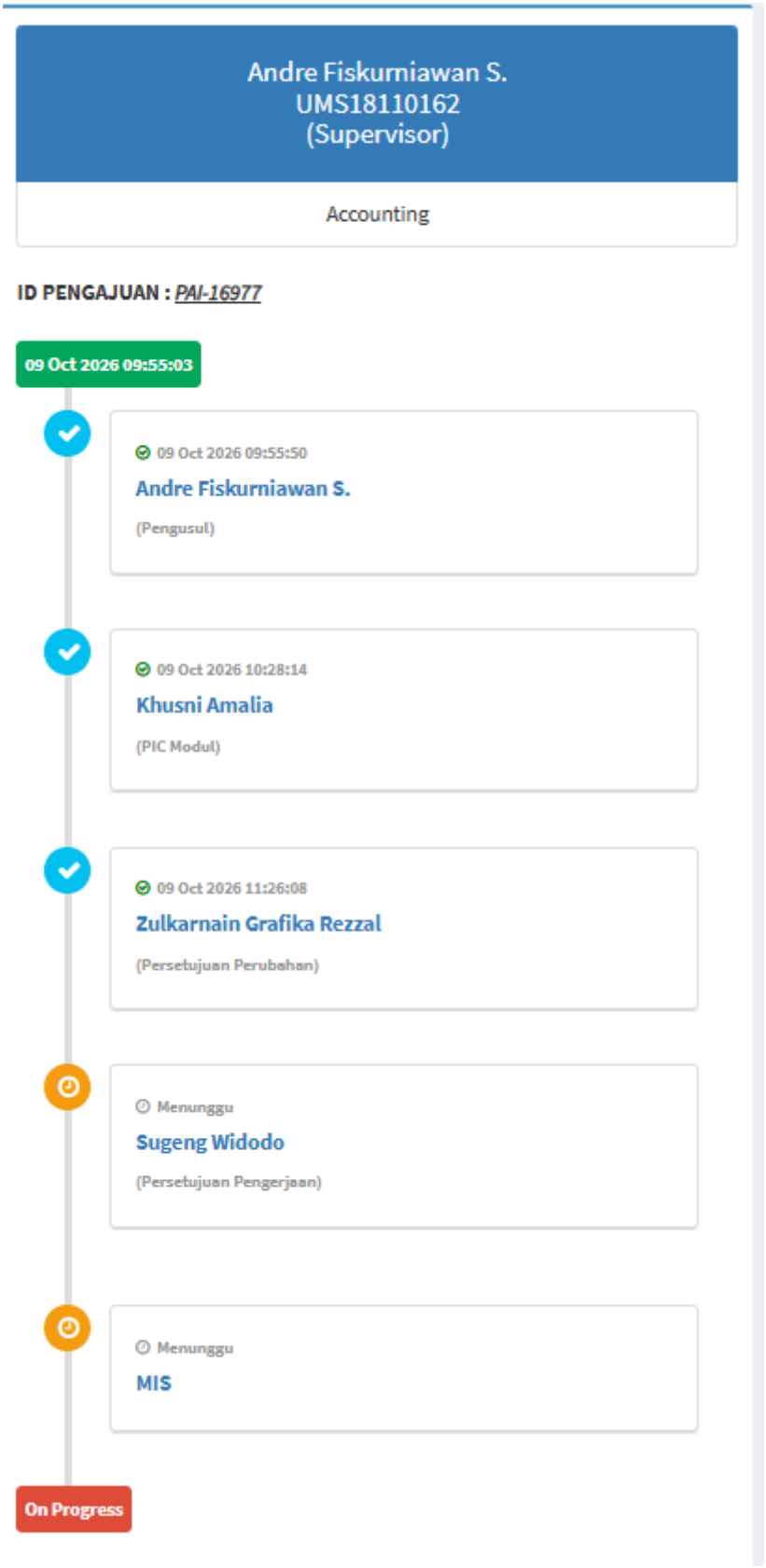
View Details

The View Details feature is used to view the progress of a project.

Click the green icon in the Details column.

The system will display the following page:

Executor Project Timeline



Available information:

Section	Description
Type	Displays the application or project type.
Submission No.	Displays the submission number.

Section	Description
Module	Displays the related modules and submodules.
Description	Displays the requirements description.
Projects	Displays the project phases.
Indicator	Displays the achievement indicator.
Achievement Percentage	Displays the progress percentage.
PIC	Displays the PIC, if available.

Indicator

Value	Description
0	No Progress Yet
5	In Progress
10	Completed

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