



Activity Planning - Posting, Revise dan Close Activity Planning

*Posting Activity Planning

Setelah seluruh data telah diinput, seperti:

- Grant
- Activity
- PIC Activity
- Informasi Termin

Maka langkah selanjutnya adalah melakukan Posting agar transaksi dapat muncul di akun user yang telah di-assign.

👉 Pada template Activity, klik tombol Posting untuk menyelesaikan proses.

The screenshot shows the MYQUANTUMHR web application interface. At the top, there is a blue navigation bar with a menu icon, the WPS logo, and several dropdown menus: Payroll Process, Admin Data, ESS Data, Adjustment, Finance, Report, Help, and a search bar labeled 'FINDO'. Below the navigation bar, the breadcrumb trail reads 'Home \ Activity Planning - H1 \ Update : 20230601'. A row of action buttons is displayed: Back, New, New Activity, Attachment, Grant, Delete, Save, Process, Posting (highlighted with a yellow arrow), View Log, and Report. The main content area contains a search bar with an 'Add' button above it. Below the search bar are several input fields: 'Grand Total', 'Rate / Manday', and a large 'Note' text area. To the right of the 'Note' field are two smaller input fields: 'Input User' (containing 'PUTRI') and 'Input Date' (containing '21-06-2023 13:23:20'). At the bottom, there is a row of six input fields: 'Update User' (containing 'PUTRI'), 'Update Date' (containing '21-06-2023 13:23:47'), 'Post User', 'Post Date', 'Close User', and 'Close Date'.

Note: Proses Posting Activity Planning

Saat Posting dilakukan, sistem akan mengirim notifikasi otomatis kepada:

Karyawan yang tergabung dalam proyek (akses via Grant)

PIC yang telah di-assign pada Activity



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*Revisi Activity Planning (Setelah Posting)

Jika diperlukan revisi setelah posting:

Pilih transaksi Activity Planning yang ingin diedit

Klik tombol Revise

Isi alasan revisi

Klik kembali tombol Revise untuk menyimpan perubahan

The screenshot shows the WPS Activity Planning form. The top navigation bar includes links for Payroll Process, Admin Data, ESS Data, Adjustment, Finance, Report, Help, and a search function. The breadcrumb trail is Home > Activity Planning - H1 > Update : 20230601. The form contains several input fields: Number (20230601), Date (01-06-2023), Ref No, Group, Client (CLIENT - Client), Project (CLIENT - Client), Start Date (01-06-2023), End Date (30-06-2023), Value, Available Manday, Additional Mandays Typist, and Down Payment %. A checkbox for DP Payment is also present. The 'Revise' button is highlighted with a yellow box.

The screenshot shows the WPS Revise Document form. The top navigation bar is the same as the previous screenshot. The breadcrumb trail is Home > Revise Document : H1_20230601. The form contains a single input field labeled 'Reason'.

Lakukan edit data yang akan di edit, setelah semua sudah dilakukan klik tombol Save lalu klik tombol Posting supaya transaksi masuk ke user yang di assign.



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*Close Activity Planning

Langkah-langkah:

1. Klik tombol Close pada transaksi Activity Planning yang sudah diposting
 2. Pilih proses Close dan Create Phase 2/Final Close
 3. Klik tombol Close untuk menutup transaksi
- ➔ Transaksi akan ditandai sebagai selesai dan tidak dapat diproses ulang.

