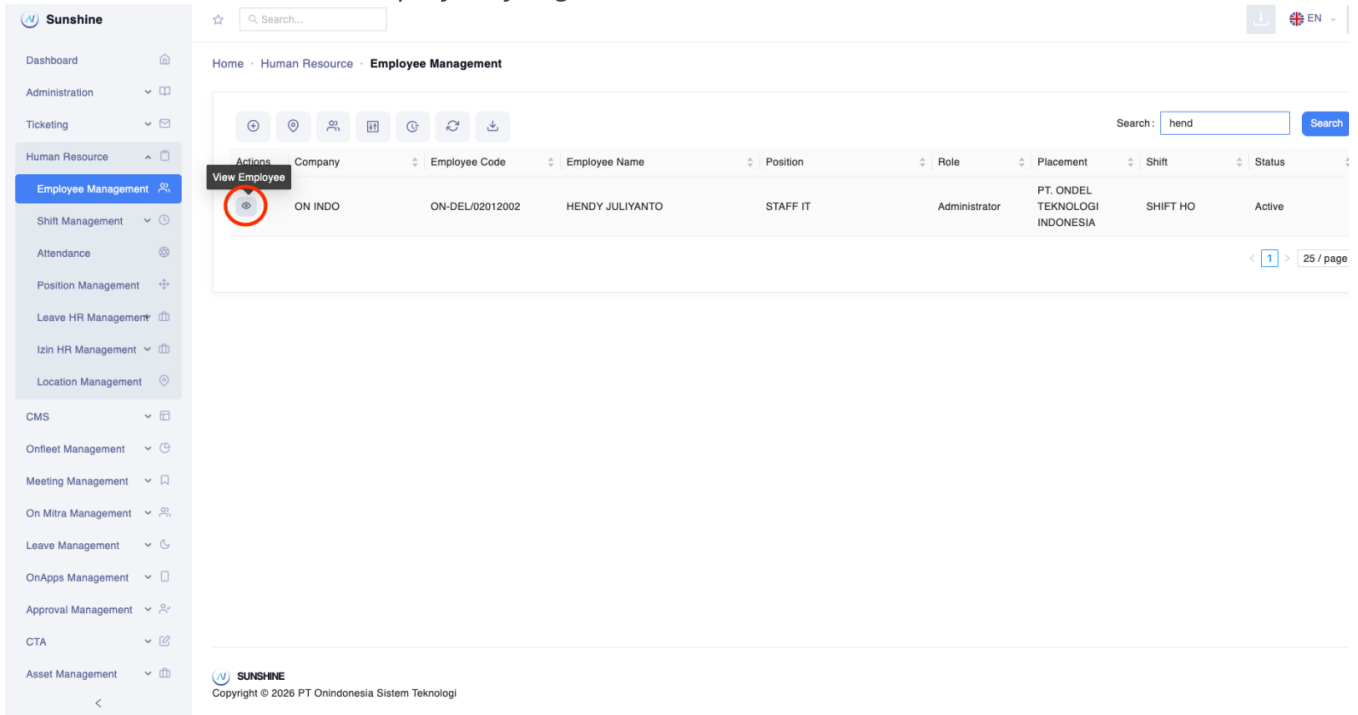



Reset password

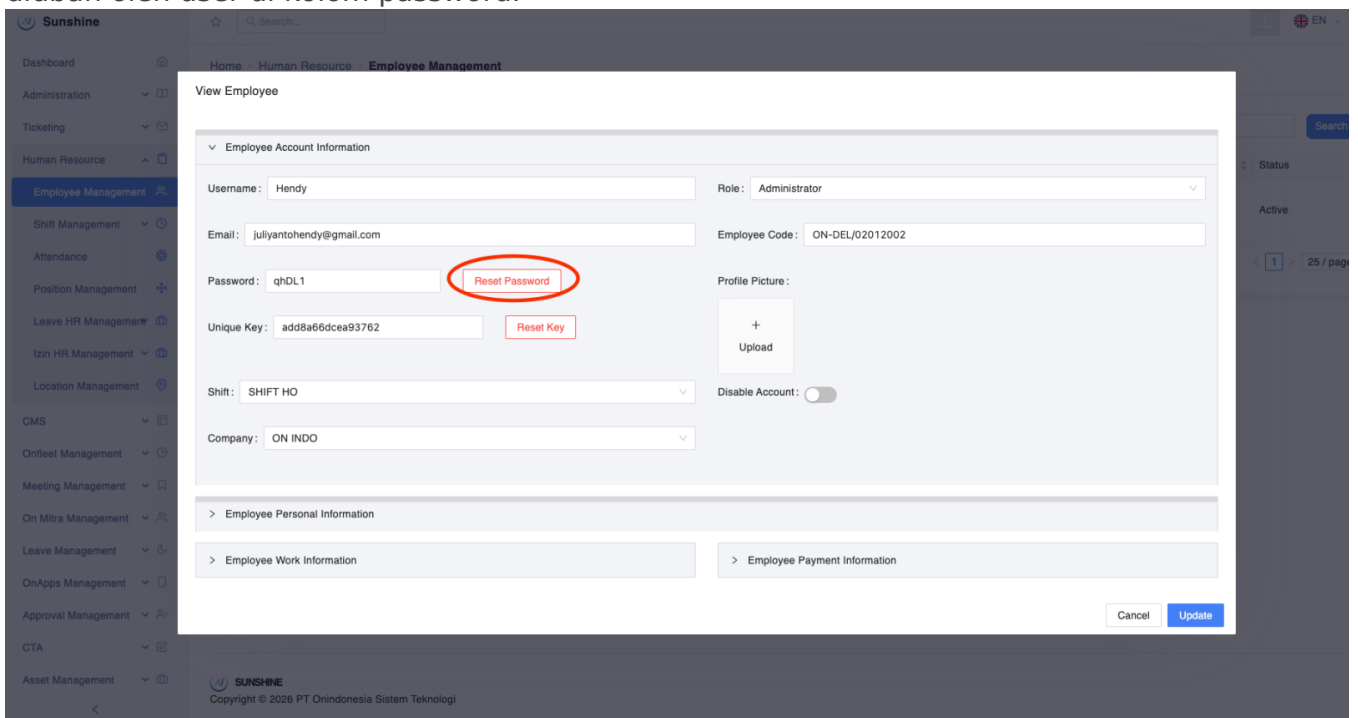
1. Silahkan menuju sidebar sebelah kiri, klik *Human Resources > Employee Management*, kemudian klik icon *View Employee* yang berada di table



The screenshot shows the 'Employee Management' interface. On the left is a sidebar with 'Employee Management' selected. The main area displays a table of employees. The first row is for 'HENDY JULIYANTO', an Administrator at PT. ONDEL TEKNOLOGI INDONESIA. A red circle highlights the 'View Employee' icon (an eye) in the 'Actions' column of this row.

Actions	Company	Employee Code	Employee Name	Position	Role	Placement	Shift	Status
	ON INDO	ON-DEL/02012002	HENDY JULIYANTO	STAFF IT	Administrator	PT. ONDEL TEKNOLOGI INDONESIA	SHIFT HO	Active

2. Di bagian password, silahkan klik tombol *reset password* untuk mengubah password menjadi default di kolom tersebut. Password default tidak bisa berubah walaupun sudah diubah oleh user di kolom password.



The screenshot shows the 'View Employee' modal form. The 'Employee Account Information' section is expanded, showing fields for Username, Email, Password, Unique Key, Shift, and Company. The 'Reset Password' button is circled in red. Other buttons include 'Reset Key' and 'Upload'.

Employee Account Information

Username: Hendy Role: Administrator

Email: juliyantohendy@gmail.com Employee Code: ON-DEL/02012002

Password: qhDL1 **Reset Password**

Unique Key: add8a65dcee93762 **Reset Key**

Shift: SHIFT HO Profile Picture: + Upload

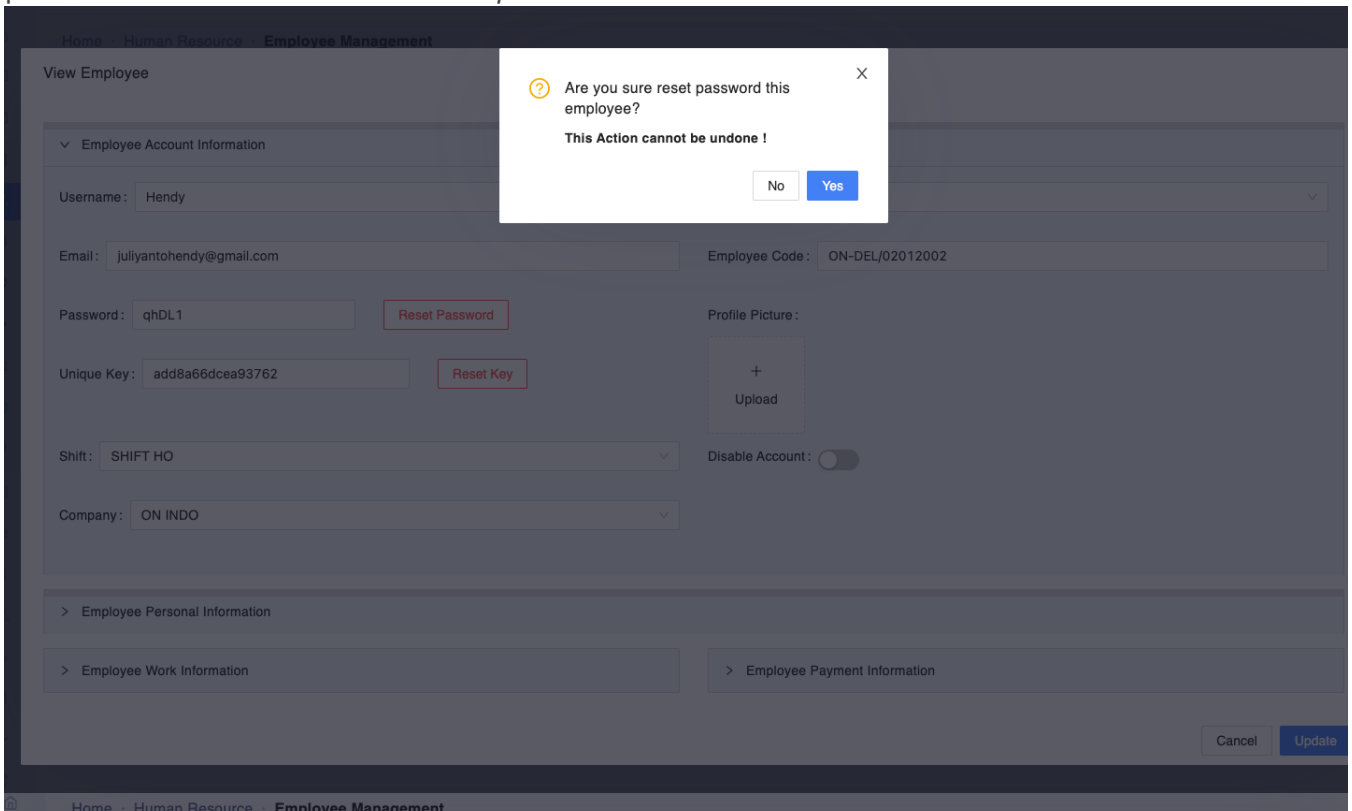
Company: ON INDO Disable Account:

> Employee Personal Information

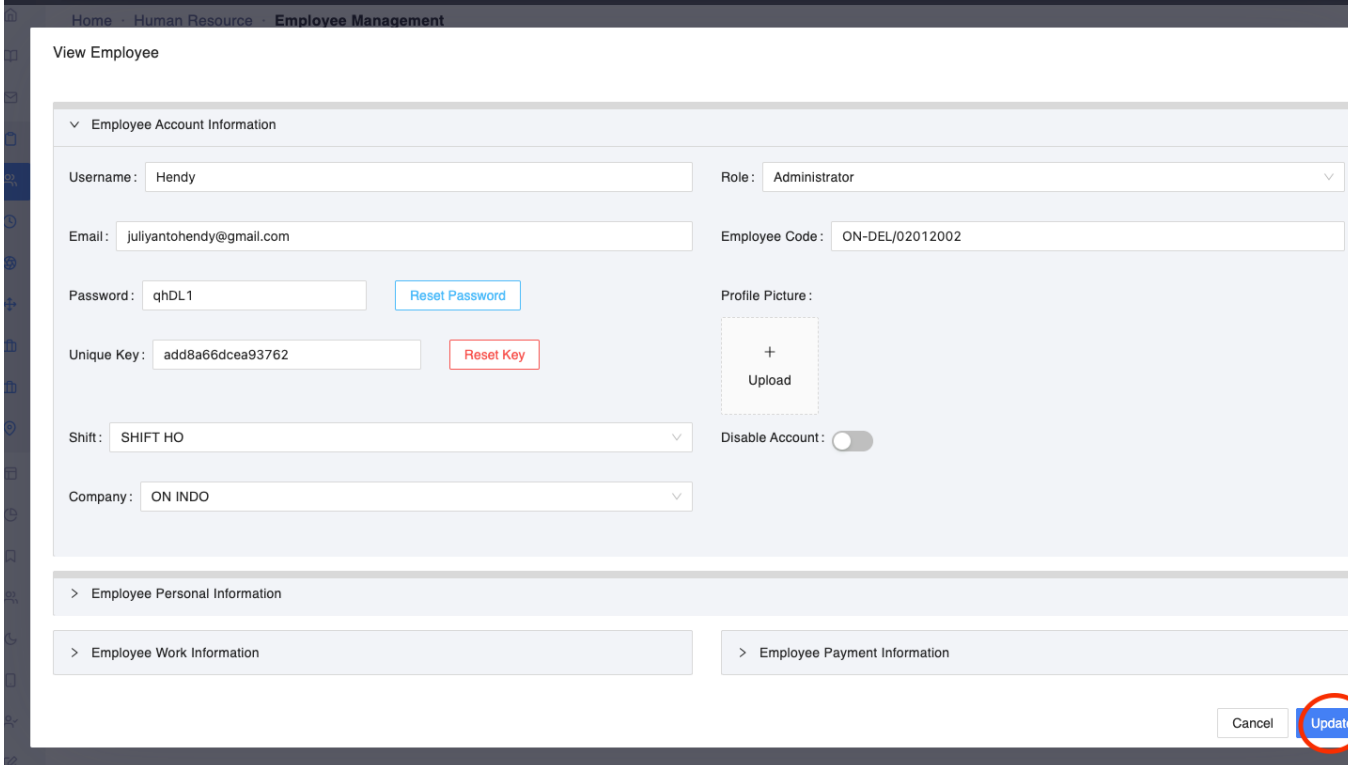
> Employee Work Information > Employee Payment Information

Cancel Update

3. Setelah klik *reset password*, akan ada dialog konfirmasi. klik yes jika yakin ingin reset password. setelah itu klik tombol *Update*



The screenshot shows the 'View Employee' form in a dark-themed application. A modal dialog box is open in the center, asking 'Are you sure reset password this employee?' with the warning 'This Action cannot be undone!'. The dialog has 'No' and 'Yes' buttons. The background form is dimmed. The form fields include: Username: Hendy, Email: juliyantohendy@gmail.com, Password: qhDL1, Unique Key: add8a66dcea93762, Shift: SHIFT HO, Company: ON INDO, Employee Code: ON-DEL/02012002, Profile Picture: Upload, and Disable Account: toggle switch. There are 'Reset Password' and 'Reset Key' buttons. At the bottom right, there are 'Cancel' and 'Update' buttons.



This screenshot shows the same 'View Employee' form, but with a light theme. The 'Reset Password' button is now blue and active. The 'Update' button at the bottom right is circled in red, indicating it is the next step to click. The form fields and layout are identical to the previous screenshot.

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