

Tambah lokasi absen

1. Klik menu CMS > Drop Point Management

The screenshot shows the Sunshine CMS interface. On the left sidebar, the 'CMS' menu is highlighted with a red box, and 'Drop Point Management' is highlighted with a blue box. The main content area displays the 'Drop Point Management' page with a search bar and a table of drop points.

No.	City	Location Name	Location Side	Address	Actions
51	Jakarta Barat	1Mart Jembatan Lima	DC	Jl. KH.Moh.Mansyur, Tanah Sereal, Kec. Tambora, Kota Jakarta Barat, Daerah Khusus Ibukota Jakarta	
52	Jakarta Utara	Pool 3	DC	Pin Gis Klp. Gading, Jl. Pegangsaan Dua No.42 10, RT.10/RW.3, Pegangsaan Dua, Kec. Klp. Gading, Jkt Utara, Daerah Khusus Ibukota Jakarta 14250	

2. Klik tombol Add new drop point

The screenshot shows the 'Add New Drop Point' button highlighted with a red circle. The table below it shows the existing drop points.

No.	City	Location Name	Location Side	Address	Actions
51	Jakarta Barat	1Mart Jembatan Lima	DC	Jl. KH.Moh.Mansyur, Tanah Sereal, Kec. Tambora, Kota Jakarta Barat, Daerah Khusus Ibukota Jakarta	
52	Jakarta Utara	Pool 3	DC	Pin Gis Klp. Gading, Jl. Pegangsaan Dua No.42 10, RT.10/RW.3, Pegangsaan Dua, Kec. Klp. Gading, Jkt Utara, Daerah Khusus Ibukota Jakarta 14250	

3. Kemudian muncul dialog untuk mengisi tempat. Klik Main information dan Additional Information untuk melihat form

The screenshot shows the 'Add New Drop Point' dialog box. It has two tabs: 'Main Information' and 'Additional Information'. The 'Main Information' tab is selected. At the bottom right, there are 'Cancel' and 'Create' buttons.

52 Jakarta Utara Pool 3 DC Pin Gis Klp. Gading, Jl. Pegangsaan Dua No.42 10, RT.10/RW.3, Pegangsaan Dua, Kec. Klp. Gading, Jkt Utara, Daerah Khusus Ibukota Jakarta 14250

Home - CMS - Drop Point Management

Add New Drop Point

▼ Main Information

City:

Location Name:

Location Side:

Address:

▼ Additional Information

Phone Number:

Map Links:

Distance: meter

Latitude:

Longitude:

Cancel Create

4. Silahkan isi form yang diperlukan:

- City
- Location name
- Location Side
- Address
- Distance (Rekomendasi 50 meter)
- Latitude
- Longitude

5. Jika sudah yakin, silahkan simpan dengan klik tombol Create

Home - CMS - Drop Point Management

Add New Drop Point

▼ Main Information

City:

Location Name:

Location Side:

Address:

▼ Additional Information

Phone Number:

Map Links:

Distance: meter

Latitude:

Longitude:

Cancel Create

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