**SAMPLE 1 : BUKU In Out Karyawan (format blank: tulis tangan)**

**Tgl : 29 Juli 2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Nama Karyawan** | **Tujuan** | **Out** | **In** | **PIC Backup** |
| 1 | Denis | Kirim catalogue @3pack ke Taufik ST – Ciwastra (via mobil opr) | 09 :45 |  | Deden, Asep |
| 2 | Sukma | Kirim barang ke Cobra @1koli Qq:Febriansyah | 09:52 | 10:37 | Agus, Apep, Frans |
| 3 | Roni | Ambil catalogue ke Kuzatura, permintaan konsumen | 10:06 | 10:15 | Dani, Aliva |
| 4 | Aliva | Istirahat | 12:00 |  | Reliska |
| 5 | Agus | Kirim paket ke JNE, J&T dan POS:* Endah
* Maulana Rohimat
* Asep Jaenal

Via motor opr | 12:15 |  | Aris, Prans, Apep |
|  |  |  |  |  |  |

**SAMPLE 2 : Absensi Manual Karyawan (format blank: tulis tangan)**

**Tgl : 29 Juli 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Nama Karyawan** | **Jam Datang** | **Jam Pulang** | **Keterangan** |
| 1 | Agus | 07:26 |  |  |
| 2 | Asep SY | 07:28 |  |  |
| 3 | Reliska | 07:41 |  |  |
| 4 | Roni | 07:42 |  |  |
| 5 | Aliva | 07:52 |  |  |
| 6 | Asep R. | 08:01 |  | Telat |
| 7 | Deden | 08:15 |  |  |
| 8 | Prans | 07:58 |  | Note. tidak mungkin |
| 9 |  |  |  |  |
| 10 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**SAMPLE 3 : Tiket Waktu Istirahat (Kartu saku: tulis tangan)**

Jam : 01:00 - 02:00

ISTIRAHAT

Nama Karyawan : TTD

PIC Back Up : TTD

Atasan : TTD

**SAMPLE 4 : Rekap Order Walk In (format blank: tulis tangan)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Nama Pelanggan** | **PIC Order** | **Status 1** | **Status 2** | **Keterangan** |
| 1 | Bandros  | Roni | Proses |  |  |
| 2 | Imas Jubaedah | Dani | Proses | DoneSudah Packing | SZK 708 M – kosongSCP 171 – kosongSMH 769 – kosong Disimpan di bawah tangga |
| 3 | Gunanjar | Asep R. | Proses | DoneBelum PackingMau Cek dulu | LBA 930 – kosongDisimpan di Lan.2 |
| 4 | Randi | Deden | Konfirmasi |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**SAMPLE 5 : Rekap Stock Kosong (Report)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Kode Barang** | **Ukuran** | **Jumlah Permintaan** | **Total Kerugian** |
| 1 | LCU 447 | 36 | 7 | 920.500 |
| 2 | LTE 423 | 38 | 5 | 566.000 |
| 3 | LGG 837 | 36 | 5 | 560.000 |
| 4 | LDO 110 | 39 | 4 | 553.200 |
| 5 | SRI 736 | AS | 2 | 276.000 |
| 6 | SAP 188 | AS | 2 | 236.600 |
| 7 | SFM 158 | AS | 1 | 104.500 |
| 8 | SZK 349 | L | 1 | 185.800 |
| 9 | SBO 113 | L | 1 | 197.200 |
| 10 | SPP 639 | AS | 1 |  63.000 |
| **10 ITEM KOSONG** | **29** | **3.662.800** |