

SOP Penggunaan Program TPP Porkamex Video Koreo Kebangsaan untuk Peserta (<https://konimex.com:446/tpp>)

1. Buka web browser anda (Google Chrome atau Mozilla Firefox).Pastikan browser menggunakan browser terupdate (browser versi terlalu lama akan menimbulkan issue, anda dapat menghubungi MIS untuk mengupdate browser)



2. Kunjungi alamat <https://konimex.com:446/tpp>
3. Maka akan tertampil halaman seperti berikut:



4. Klik Login untuk mengakses halaman login



5. Isi username dan password kemudian tekan enter / klik tombol Log in

The screenshot shows a login form with a dark header containing navigation links: 'Seni Kreatif & Budaya', 'GOTA', 'Employee Event', 'Science & Tech', 'Kopkar Sehat', and 'Donor'. The form has two input fields: 'Username *' with the value '01862.jauhari.m@intra.net' and 'Password *' with masked characters. Below the password field is the instruction 'Enter the password that accompanies your username.' At the bottom is a blue 'Log in' button with a checkmark icon. Red arrows point to each of these three elements.

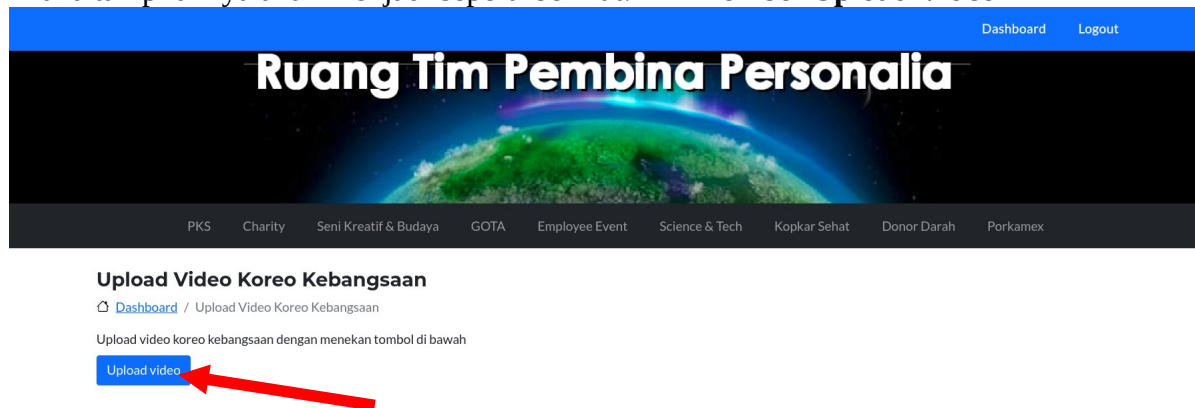
6. Apabila berhasil login, maka akan tertampil tampilan seperti berikut:

The screenshot shows a user dashboard for 'support1@intra.net'. The top navigation bar includes 'Dashboard' and 'Logout'. The main header features the title 'Ruang Tim Pembina Personalia' over a background image of Earth. A secondary navigation bar lists various categories: 'PKS', 'Charity', 'Seni Kreatif & Budaya', 'GOTA', 'Employee Event', 'Science & Tech', 'Kopkar Sehat', 'Donor Darah', and 'Porkamex'. The dashboard content includes: a welcome message 'Selamat Datang di TPP, support1@intra.net'; a section for editing profile data with a 'Data diri' button; a section for uploading a video with the text 'Upload video koreo kebangsaan dengan menekan tombol di bawah' and an 'Upload video' button; and a 'List Event Donor Darah' section with two bullet points explaining the registration process.

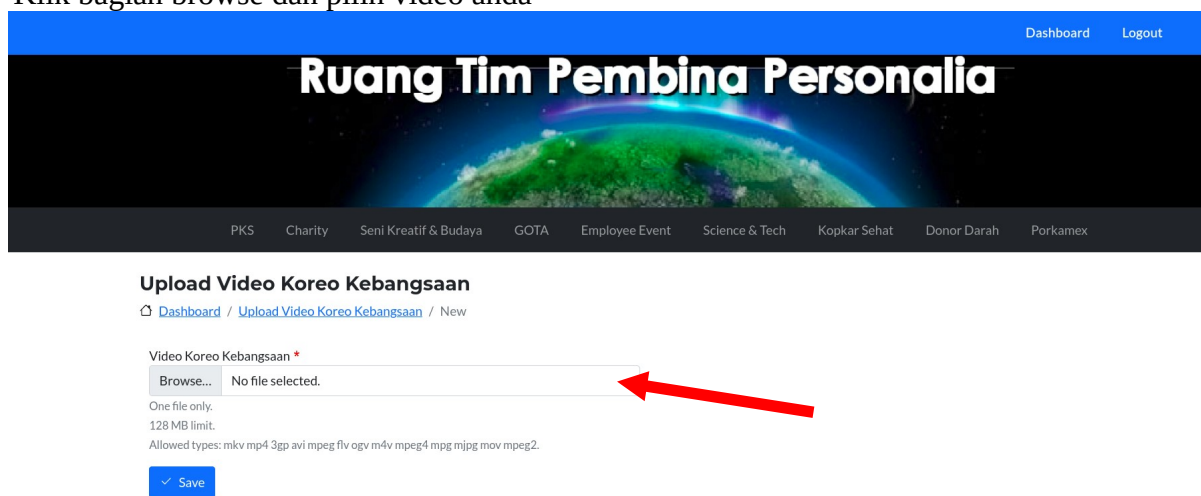
7. Klik **Upload Video** yang ada di bawah data diri

This screenshot is identical to the previous one, showing the user dashboard. A red arrow points specifically to the 'Upload video' button located under the 'Upload video koreo kebangsaan dengan menekan tombol di bawah' section.

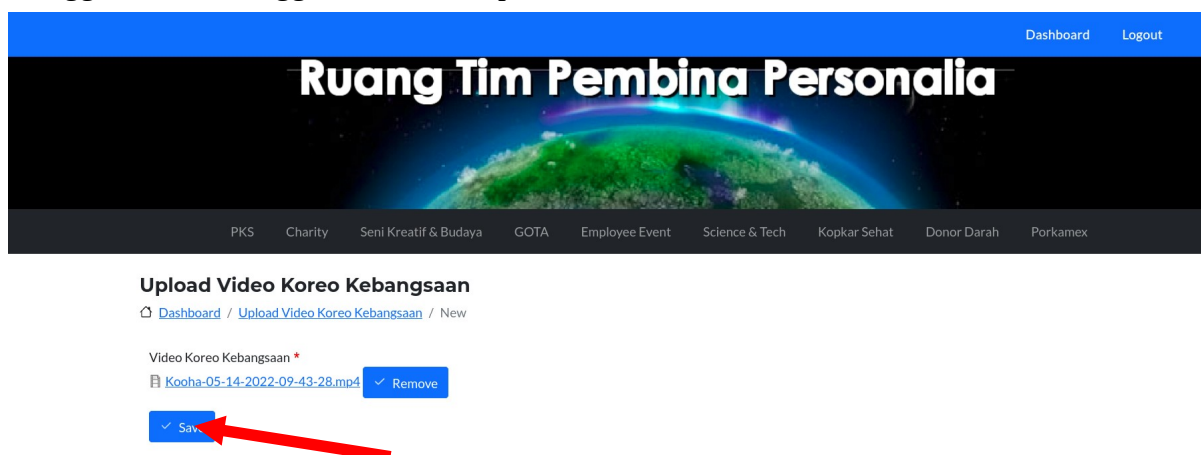
8. Maka tampilannya akan menjadi seperti berikut. Klik Tombol **Upload Video**



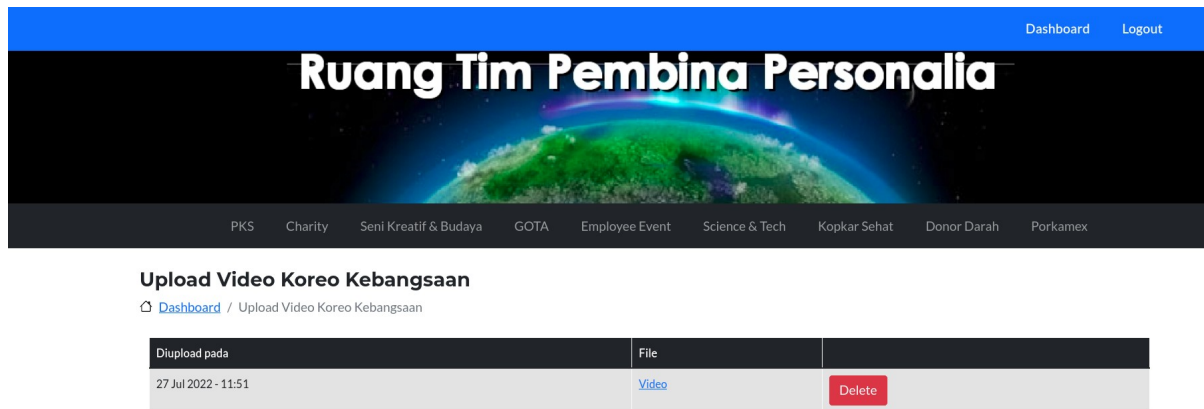
9. Klik bagian browse dan pilih video anda



10. Tunggu sebentar hingga file anda terupload, setelah selesai, klik save



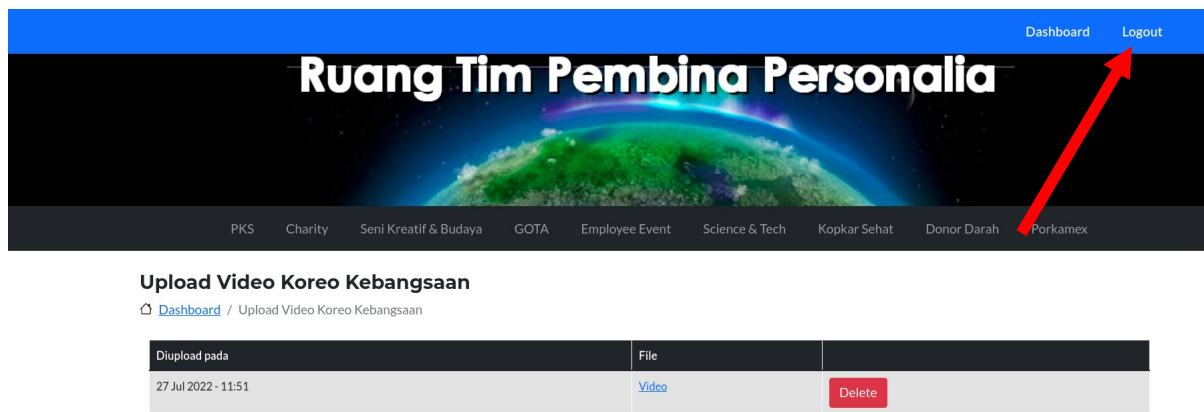
11. Maka akan tertampil tampilan list video yang sudah anda upload. Anda dapat menghapusnya apabila salah mengupload video, (kemudian upload ulang lagi)



The screenshot shows the 'Ruang Tim Pembina Personalia' dashboard. At the top, there is a blue header with 'Dashboard' and 'Logout' links. Below the header is a banner with the title 'Ruang Tim Pembina Personalia' and a background image of a green planet. A navigation bar contains links: PKS, Charity, Seni Kreatif & Budaya, GOTA, Employee Event, Science & Tech, Kopkar Sehat, Donor Darah, and Porkamex. The main content area is titled 'Upload Video Koreo Kebangsaan' and shows a breadcrumb trail: [Dashboard](#) / Upload Video Koreo Kebangsaan. Below this is a table with one row of upload data.

Diupload pada	File	
27 Jul 2022 - 11:51	Video	Delete

12. Untuk logout dari web tpp, anda dapat mengklik tombol logout di pojok kanan atas



This screenshot is identical to the one above, but with a red arrow pointing from the bottom right towards the 'Logout' link in the top right corner of the dashboard header.