User Manual

Client Area BPFK Surabaya

A. Authorisasi

a. Login

Login dengan memasukkan *username* dan *password* yang telah dibuatkan oleh pelayanan teknis BPFK Surabaya. Akun yang diberikan adalah akun admin, sehingga *user* bisa membuat akun lainnya (selain admin) untuk digunakan dalam 1 lingkup fasyankes.

Link login https://clientarea.bpfk-sby.org/login

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b. Lupa Password

Lupa password dapat dilakukan dengan langkah – Langkah berikut :

- Klik tulisan "Lupa Password?".
- Masukkan nama email yang telah didaftarkan.
- Klik tombol *"Kirim"*.



- Periksa kotak masuk email, jika tidak ada periksa spam.
- Klik tombol "Reset Password".
- Masukkan password dan password confirmation.
- Klik tombol "Simpan".



c. Menambah atau Memperbarui Akun

Menambah akun hanya dapat dilakukan oleh admin admin user. Admin diperoleh dari user yang pertama kali didaftarkan oleh petugas pelayanan teknis BPFK Surabaya.

Berikut Langkah – langkah untuk membuat / memperbarui akun :

- Klik user pada pojok kanan atas.
- Klik "Settings".
- Blok sebelah kiri adalah form untuk membuat / memperbarui akun.
- Klik tombol "Simpan" atau "Update".

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Untuk memperbarui akun sesuai yang login bisa dengan klik "Profil" sehingga tampilannya seperti berikut :

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Catatan : Untuk memperbarui akun jika tidak ada perubahan pada *password* maka bidang isian *password* bisa dibiarkan kosong.

- B. Menu Pelayanan
 - a. Order Kalibrasi / Pengujian

Masuk ke menu **Pelayanan > Kalibrasi/Pengujian** untuk melihat daftar nomor order pelayanan yang sudah dikerjakan dan telah menggunakan tanda tangan digital.

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b. Pilih Nomor Order

Masuk ke detail nomor order dengan klik tombol "Detail".

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c. Download File

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