KaryaOne

Cara Melakukan Import Karyawan dengan Menggunakan Spreadsheet (Excel) [1/3]

1

- Dashboard
- Master Data ▾ → 1. Pilih **Master Data**
  - Master Employee → 2. Pilih **Master Employee**
  - Master Division
  - Master Department

2

1. Pilih **Menu**

Master Employee

| 10 ▾ records | | | Search |
| Employee ▲ | PIN ⇕ | Absent Exempt ⇕ | Job Title ⇕ | Age |

⚙ MENU ▾
- 👤 Self Services
- ➕ Insert
- ⬇ Export

2. Pilih **Insert**

3
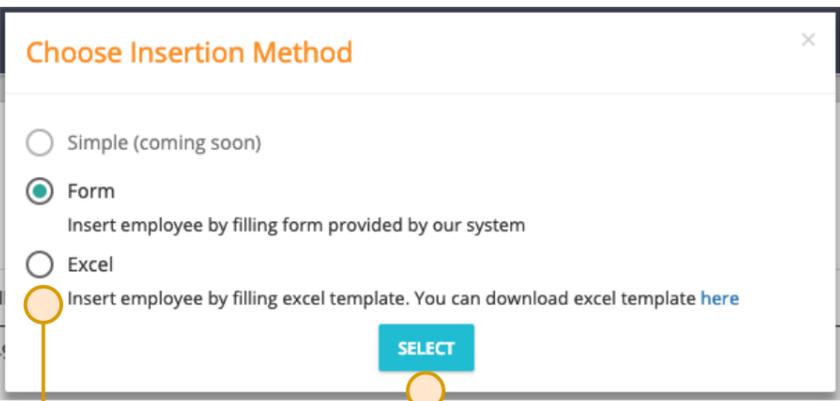
Choose Insertion Method ✕

○ Simple (coming soon)

◉ Form
Insert employee by filling form provided by our system

○ Excel
Insert employee by filling excel template. You can download excel template here

SELECT

1. Pilih **Excel**

2. Pilih **Select**

4

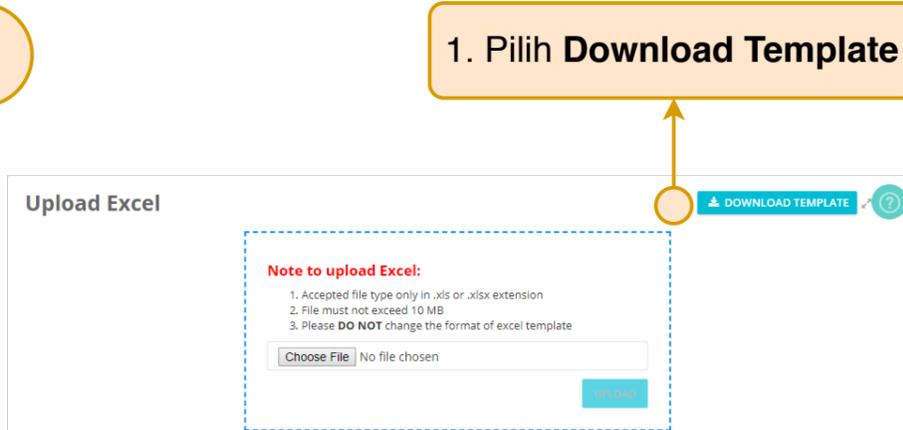1. Pilih **Download Template**

Upload Excel ⬇ DOWNLOAD TEMPLATE

Note to upload Excel:
1. Accepted file type only in .xls or .xlsx extension
2. File must not exceed 10 MB
3. Please **DO NOT** change the format of excel template

Choose File No file chosen

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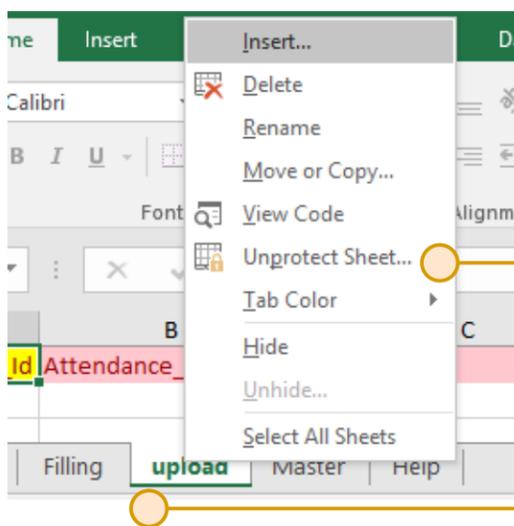|	A	B	C	D	E	F	G
1	string free text	string free text	dropdown refer to cheat sheet	string number	number number	dropdown refer to cheat sheet	text free text
2	Required	Optional	Required	Optional	Optional	Required	Required
3	First Name	Last Name	Gender	Tax Number	Identity Number	Religion	Place of Birth
4	Agus	Setiawan	Male	123456789	34384384638643712326484	Buddha	Jakarta
5							
6							
7							
8							
9							
10							

Filling | upload | Cheat | Help

Required adalah data yang wajib diisi

D2 — fx — 5c7dd1911d230

	A	B	C	D	E
1	Keterangan PENTING!			Password for sheet upload	
2	1. Pengisian data dilakukan pada sheet Filling			5c7dd1911d230	
3	2. Jangan mengubah format data pada sheet Filling				

Filling | upload | Master | Help

Ready — 100%

1. Pilih Help

2. Copy password

Insert | Da...
- Insert...
- Delete
- Rename
- Move or Copy...
- View Code
- Unprotect Sheet...
- Tab Color
- Hide
- Unhide...
- Select All Sheets

Id | Attendance_

Filling | upload | Master | Help

4. Pilih Unprotect Sheet dan tempelnya password

3. Klik kanan pada sheet Upload

A2 — fx — =IF(ISBLANK(Filling!A4),"",Filling!A4)

	A	B	C	D	E	F	
1	first_name	last_name	gender	tax_number	id_number	religion	
2	Agus	Setiawan	Male	123456789	34384384638643712326484	Buddha	Jakarta
3							
4							
5							

Filling | upload | Cheat | Help

Ready — Average: 345754234.4 — Count: 106 — Sum: 6915084688 — 115%

5. Copy Baris ke-2 dan tempelkan pada baris ke 3 dan seterusnya

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1. **Choose File** untuk memilih file yang telah selesai di buat

Upload Excel

⬇ DOWNLOAD TEMPLATE

Note to upload Excel:
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2. File must not exceed 10 MB
3. Please **DO NOT** change the format of excel template

Choose File | No file chosen
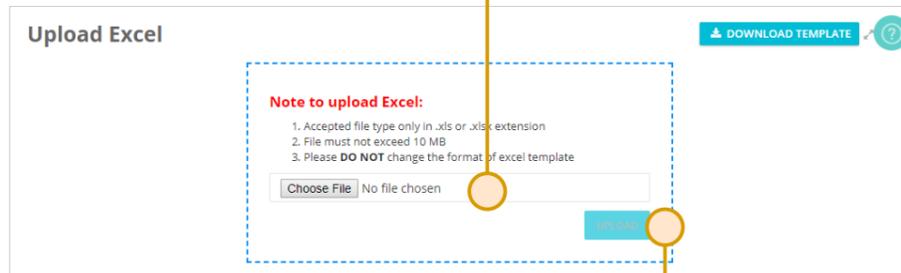
2. Pilih **Upload**

Jika sukses maka akan tampil seperti ini untuk review

Data Preview

10 ▼ records

Search:

F.Name	L.Name	Gender	Tax Number	ID Number	Religion	POB	DOB	Address	Current Address	Contact 1	Contact 2	Personal Email	Emergency Contact Name	Relation	Emergency Contact 1
Agus	Setiawan	Male	123456789	3438438463864371 23264384	Buddha	Jakarta	02-05-1991	Jl. Kelapa Kopyor No. 225 Kelapa Gading	Jl. Kelapa Kopyor No. 225 Kelapa Gading	0811244999	0811244998	A123@gmail.com	Melina	Sibling	081222222
Agus	Setiawan	Male	123456790	3438438463864371 23264384	Buddha	Jakarta	03-05-1991	Jl. Kelapa Kopyor No. 225 Kelapa Gading	Jl. Kelapa Kopyor No. 225 Kelapa Gading	0811244999	0811244998	A12223@gmail.com	Melina	Sibling	081222222

Showing 1 to 2 of 2 entries

‹ 1 ›

CANCEL | SAVE

Pilih **Save** untuk menyimpan