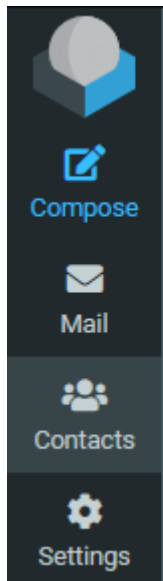


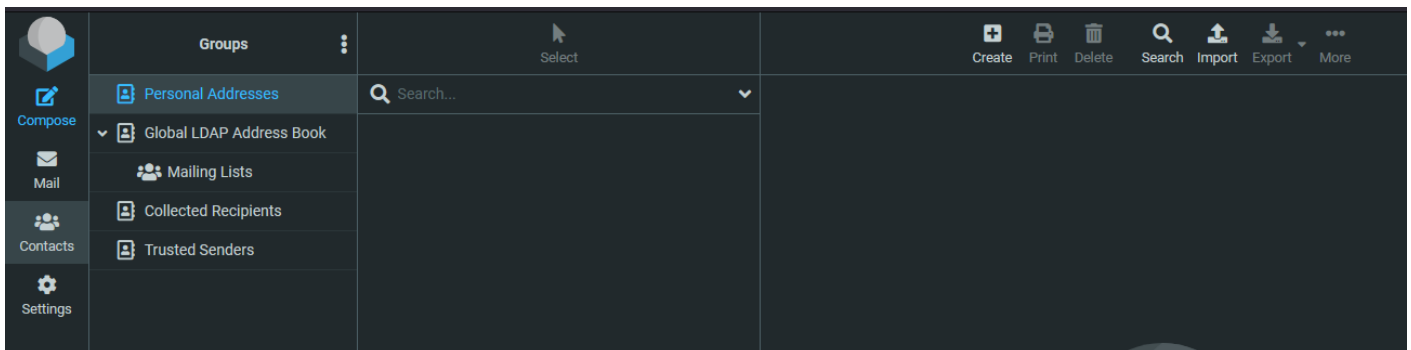
Menambah Kontak



Kontak) di menu sebelah kiri



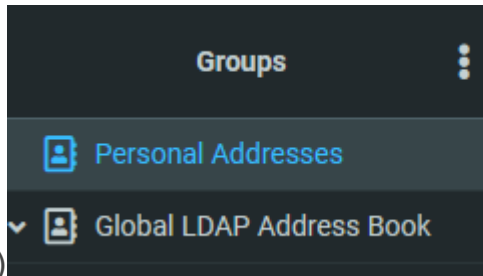
Akan muncul tampilan seperti gambar berikut



Pada bagian **Groups (Grup)** terdapat **Global LDAP Address Book** yang berisi alamat email seluruh PNS Kota Magelang yang sudah terdaftar

Grup Baru

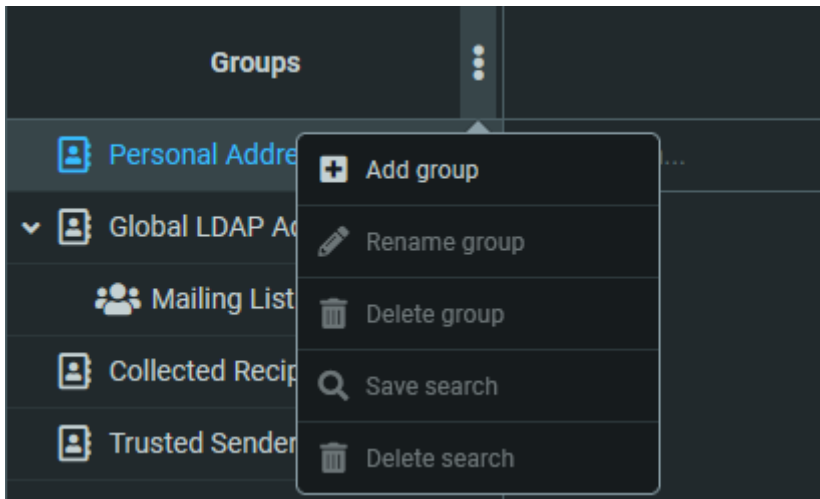
1. Untuk



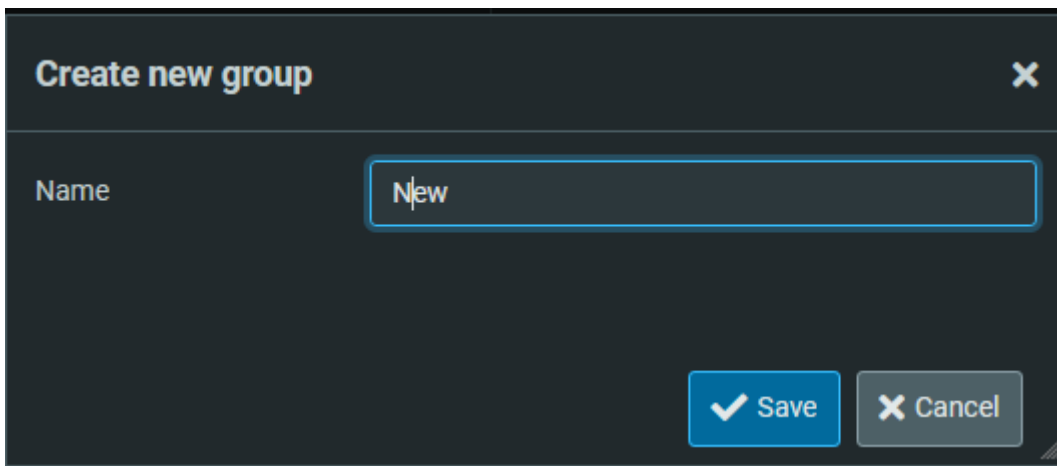
a disebelah kanan tulisan Groups

(Grup)

2. Setelah muncul pilihan, klik **Add group (Tambah Grup)**



3. Masukkan nama grup baru, kemudian klik **Save (Simpan)**

A dark-themed dialog box titled "Create new group" with a close button (X) in the top right corner. It contains a "Name" label and a text input field with the word "New" inside. At the bottom right, there are two buttons: a blue "Save" button with a checkmark icon and a grey "Cancel" button with an X icon.

Create new group

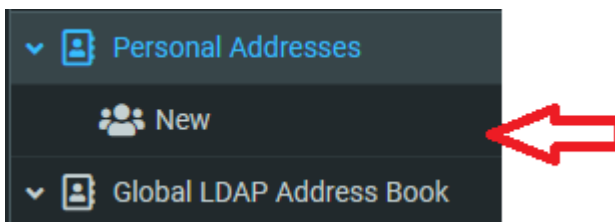
Name

New

✓ Save

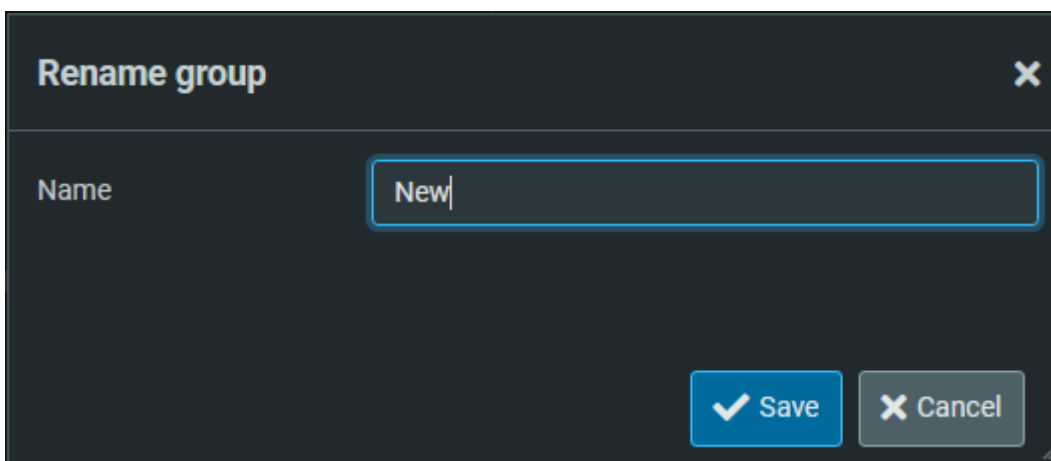
✕ Cancel

Jika pembuatan grup baru berhasil, maka hasilnya akan seperti gambar berikut



5. Klik ikon titik tiga seperti langkah pertama

6. Pilih **Rename group (Ganti nama grup)** sehingga muncul jendela seperti gambar dibawah

A dark-themed dialog box titled "Rename group" with a close button (X) in the top right corner. It contains a "Name" label and a text input field with the word "New" inside. At the bottom right, there are two buttons: a blue "Save" button with a checkmark icon and a grey "Cancel" button with an X icon.

Rename group

Name

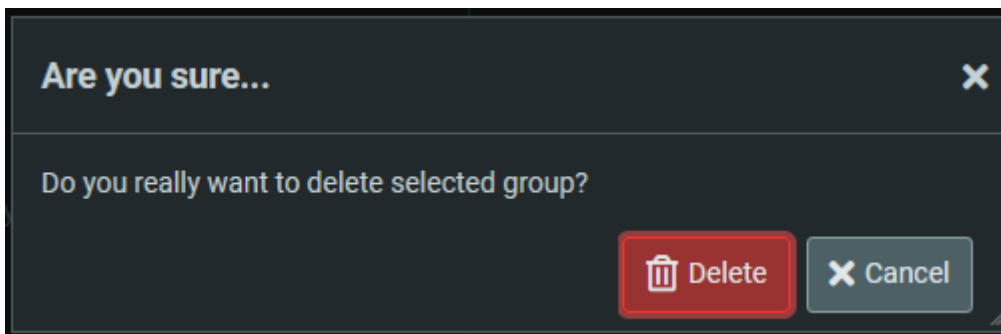
New

✓ Save

✕ Cancel

7. Ubah nama grup, kemudian klik **Save (Simpan)**

8. Jika ingin menghapus grup, ikuti langkah 4 dan 5 lalu klik **Delete group (Hapus grup)**

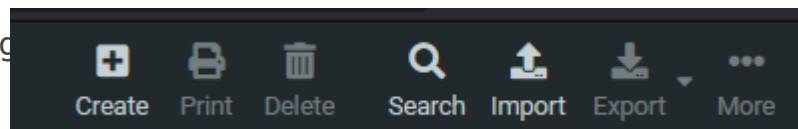


Setelah muncul jendela seperti gambar diatas klik **Delete (Hapus)**

Kontak Baru

Menambah kontak baru melalui **Create (Buat)**

1. Klik grup yang diinginkan



2. Klik **Create (Buat)**
3. Setelah muncul tampilan seperti gambar berikut, isilah kolom-kolom sesuai dengan data kontak yang ingin ditambahkan.


Last Name
 Add field... ▾
 Properties Personal Notes
 Gender ▾
 Birthday YYYY-MM-DD
 Add field... ▾

Address Book Personal Addresses
 First Name
 Last Name
 Add field... ▾
 Properties Personal Notes
 Email
 Home ▾ Email
 Phone
 Home ▾ Phone
 Address
 Home ▾

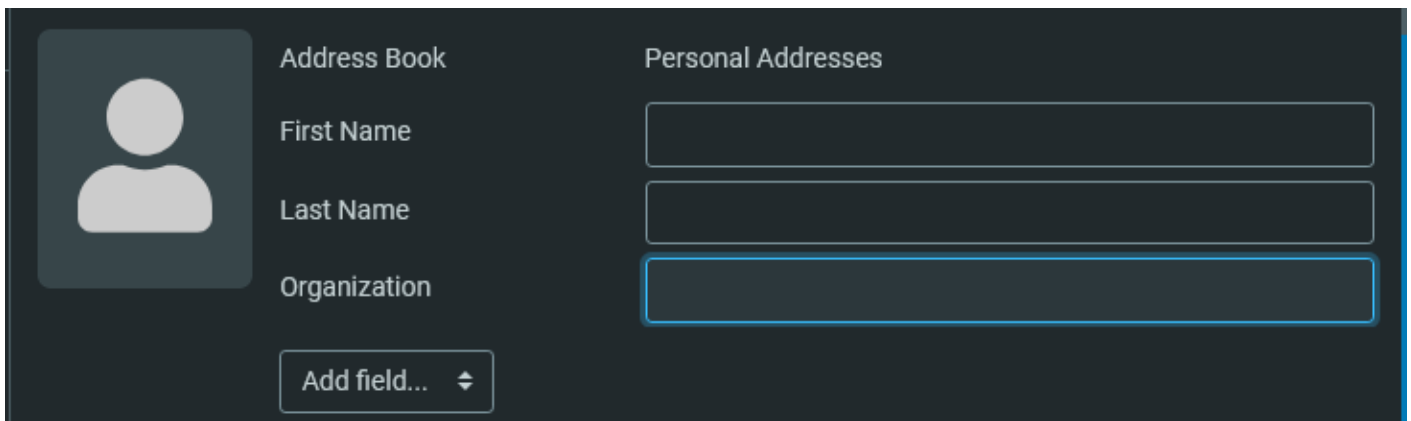
Street			<input type="button" value="🗑"/>
City	ZIP Code		
Country	State/Province		

 Add field... ▾

4. Jika ingin menambah kolom data baru klik **Add field** kemudian pilih nama data yang ingin ditambahkan. Misalnya '**Organization**'

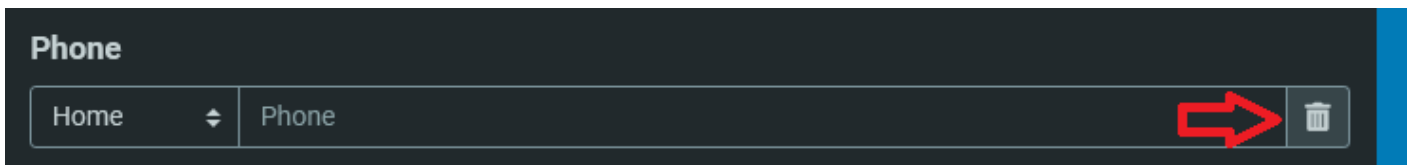
Address Book Personal Addresses
 First Name
 Last Name
 Add field... ▾ 

Tampilannya akan menjadi seperti gambar dibawah ini



The screenshot shows a dark-themed user interface for an 'Address Book'. On the left, there is a placeholder for a profile picture. To its right, the 'Address Book' section contains labels for 'First Name', 'Last Name', and 'Organization'. Further right, under the 'Personal Addresses' heading, there are three corresponding input fields. The 'Organization' field is currently selected with a blue border. Below these fields is a button labeled 'Add field...' with a small dropdown arrow.

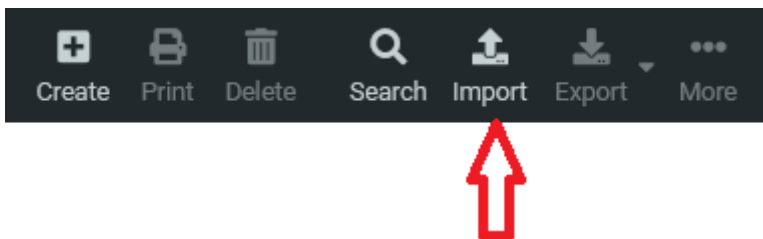
5. Apabila ingin menghapus kolom data yang tidak diperlukan, klik ikon seperti gambar berikut ini



6. Setelah pengisian data selesai, klik tombol **Save (Simpan)**

Menambah kontak baru melalui **Import (Impor)**

1. Klik grup yang diinginkan untuk menyimpan kontak baru
2. Klik **Import (Impor)**



3. Setelah muncul jendela, pilih file yang ingin diimpor (format file harus csv) lalu klik **Import (Impor)**

Import contacts

You can upload contacts from an existing address book.
We currently support importing addresses from the [vCard](#) or CSV (comma-separated) data format.

Import from file

Choose files...

Browse

Maximum allowed file size is 10 MB

Import group assignments

None

Replace the entire address book

☐

Import

Cancel

Revision #2

Created 25 July 2024 02:09:00 by Nindiya Fauziah

Updated 25 July 2024 03:36:59 by Admin