

# 1. Buka Gdocs Rencana Aksi

<https://docs.google.com/spreadsheets/d/1jPPMdM8tImDQzZ92CAoAWjw9raXy49JP/edit?gid=1091552025#gid=1091552025>

# 2. Input Rencana Hasil Kerja Utama

The screenshot shows the E-TPP system interface. The left sidebar contains a menu with 'Kinerja Pegawai' highlighted. The main content area displays the 'Rencana Hasil Kerja Utama' (Main Work Result Plan) section. A red arrow points to the 'Rencana Hasil Kerja Utama' link in the left sidebar. The main content area displays a list of work results, including '1. Jumlah Laporan Pembantu Pengelolaan Prasarana Sarana - Aset dan Persediaan SDN Tanjung Barat 07'.

The screenshot shows the E-TPP system interface with the 'Ubah Indikator' (Change Indicator) dialog box open. The dialog box contains the following fields:

- Rencana Hasil Kerja yang Diintervensi:** Pelaksanaan pengelolaan barang milik daerah Suku Dinas - Laporan pelaksanaan pengelolaan barang milik daerah Suku Dinas
- Indikator Kinerja:** Tersusunnya Laporan Pembantu Pengelolaan Prasarana Sarana - Aset dan Persediaan SDN Tanjung Barat 07
- Target Tahunan:** 4
- Satuan:** Laporan
- Rumus Realisasi:** AKUMULASI
- Rumus Capaian:** NORMAL
- Target Indikator:** TW 1: 1, TW 2: 1, TW 3: 1, TW 4: 1

### 3. Input Rencana Aksi (ada 2 rencana aksi)

The screenshot shows the E-TPP web application interface. The main content area displays the 'Rencana Aksi' (Action Plan) section, which is highlighted by a red arrow. The page lists several actions, including '1. Jumlah Laporan Pembantu Pengelolaan Prasarana Sarana - Aset dan Persediaan SDN Tanjung Barat 07' and '2. Jumlah Laporan Pembantu Terlaksananya Pengelolaan Verifikasi Penatausahaan Keuangan BOS SDN Tanjung Barat 07'. The interface includes a sidebar with navigation options like 'Beranda', 'Profil', 'Rekapitulasi Presensi/Absensi', 'Input Aktivitas & Kinerja', 'Manajemen Kinerja Pegawai', 'Dialog Kinerja', and 'Evaluasi Kinerja'. The top right shows the user's name 'DONI RAFIANDI' and the date 'Selasa, 28 April 2026'. The bottom right shows the system time '14:58' and date '28/04/2026'.

### 4. Input Kriteria Keberhasilan

The screenshot shows the E-TPP web application interface. The main content area displays the 'Kriteria Keberhasilan' (Success Criteria) section, which is highlighted by a red arrow. The page lists several success criteria, including '1. Jumlah Laporan Pembantu Pengelolaan Prasarana Sarana - Aset dan Persediaan SDN Tanjung Barat 07' and '2. Jumlah Laporan Pembantu Terlaksananya Pengelolaan Verifikasi Penatausahaan Keuangan BOS SDN Tanjung Barat 07'. The interface includes a sidebar with navigation options like 'Beranda', 'Profil', 'Rekapitulasi Presensi/Absensi', 'Input Aktivitas & Kinerja', 'Manajemen Kinerja Pegawai', 'Dialog Kinerja', and 'Evaluasi Kinerja'. The top right shows the user's name 'DONI RAFIANDI' and the date 'Selasa, 28 April 2026'. The bottom right shows the system time '14:58' and date '28/04/2026'.

5. Input Output Renaksi (pastikan TW nya berapa dan satuan = laporan)

The screenshot shows the E-TPP system interface. The main content area displays the 'Output Renaksi' section, which includes a list of performance indicators (TW 1, TW 2, TW 3, TW 4) and their corresponding descriptions. A red arrow points to the 'Output Renaksi' tab. The sidebar on the left contains navigation options such as 'Beranda', 'Profil', 'Rekapitulasi Presensi/Absensi', 'Input Aktivitas & Kinerja', 'Manajemen Kinerja Pegawai', 'Kinerja Pegawai', 'Dialog Kinerja', 'Evaluasi Kinerja', 'Penilaian Perilaku', 'Cek Capaian Kinerja', and 'Buku Manual & Tutorial'. The top right corner shows the user's name 'DONI RAFIANDI' and the date 'Selasa, 28 April 2026'.

6. Ulangi proses nomor 1, sesuai dengan jumlah Rencana Hasil Kerja / Indikator

7. Jika sudah semua, klik Kirim Draft diatas kanan

8. Input Lampiran SKP

The screenshot shows the E-TPP system interface. The main content area displays the 'Lampiran SKP' section, which includes a list of performance indicators (TW 1, TW 2, TW 3, TW 4) and their corresponding descriptions. A red circle highlights the 'Lampiran SKP' tab. The sidebar on the left contains navigation options such as 'Beranda', 'Profil', 'Rekapitulasi Presensi/Absensi', 'Input Aktivitas & Kinerja', 'Manajemen Kinerja Pegawai', 'Kinerja Pegawai', 'Dialog Kinerja', 'Evaluasi Kinerja', 'Penilaian Perilaku', 'Cek Capaian Kinerja', and 'Buku Manual & Tutorial'. The top right corner shows the user's name 'DONI RAFIANDI' and the date 'Selasa, 28 April 2026'.