APPRENTICESHIP REPORT

PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

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APPRENTICESHIP REPORT
PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Written as one of the conditions for completing Job Training

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PREFACE

Assalamualaikum wr. Wb. Peace be upon you, and Allah mercy and blessings

Praise for the blessings and grace of Almighty God, who has provided health and opportunities to the author so that he can complete practical work activities and have completed practical work reports that the authors do at PT. Telkom Indonesia Tbk. Witel Riau Daratan on time, namely from March 01nd 2022 until June 30nd 2022.

The authors also express their gratitude to all employees of PT. Telkom Indonesia Tbk. Witel Ridar who are very kind, friendly and accept the writers to join and have an opportunity to become one of the family members of PT. Telkom Indonesia Tbk Witel Ridar.

In compiling this Job Training report, the author realizes that without the guidance from various parties this job training report cannot be completed in a specific time, so the authors want to thank all those who have been involved and assisted the author. Related parties include:

1. Mr. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Mr. Armada, ST., MT as Deputy Director I of State Polytechnic of Bengkalis.
3. Ms. Supriati, S.ST., M.Si as the Head of the Department of Business Administration.
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5. Mr. Hutomo Atman Maulana, S.Pd., M.Si as the former Head of International Business Administration Study Program and the advisor lecturer of this Apprenticeship report.
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The author realizes that in the preparation of this job training report, it is still far from perfect, both in terms of preparation, language, and writing. Therefore, the authors really expect constructive criticism and suggestions to become a reference for writers in the future. Hopefully this job training report is useful for the writer and the reader.

Wassalamu'alaikum Wr. Wb

Pekanbaru, June 30, 2022

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1.1 Background of the Apprenticeship

The Bengkalis Regency Government through the Gema Bahari Foundation established a university called the Bengkalis Shipping Polytechnic, which has 3 (three) study programs, namely: Ship Electrical Engineering, Ship Building Engineering and Ship Mechanical Engineering. Then, under the auspices of the Bangun Insani Foundation (YBI), the Bengkalis Marine Polytechnic changed its name to Bengkalis Polytechnic by adding 5 (five) study programs, namely: Shipping Engineering, Mechanical Engineering,Electrical Engineering, Civil Engineering and Business Administration.

In July 2001, Bengkalis Polytechnic accepted the first batch of new students. Then in 2006, Bengkalis Polytechnic added 2 (two) new study programs, namely Business English and Informatics Engineering. Furthermore, on December 26, 2011, the Bengkalis Polytechnic officially became a State University (PTN) under the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedure of the State Polytechnic of Bengkalis and Culture of the Republic of Indonesia.

Then, from 2013 to 2016 the State Polytechnic of Bengkalis has added 9 (nine) new study programs, namely D4 Mechanical Production and Maintenance, D4 Electrical Engineering, D4 Road and Bridge Design Engineering, D3 Nautics, D3 Teknika, Management and Trading Ports, D4 Software Engineering, D4 International Business Administration and D4 Public Financial Accounting. And until 2021, the State Polytechnic of Bengkalis will again add 3 new study programs, namely D4 Marine Architecture Engineering Technology, D4 Information System Security, and D4 English.For Communication and Professionals. Thus, since 2000 until now the State Polytechnic of Bengkalis has 9 (nine) majors with 20 (twenty) study programs.

State Polytechnic of Bengkalis is a vocational campus that educates its students to create a competent spirit in various fields. State Polytechnic of Bengkalis implements a practical work program that is required to be followed by all final semester students.

Aprenticeship or better known as "Practice Work" or also abbreviated as KP is a series of activities that include an understanding of scientific theories/concepts applied in work according to the field of study. Aprenticeship can increase students' knowledge and skills and can solve scientific problems in accordance with the theories they get in college. Aprenticeship is carried out so that students can understand and apply well about the field of study. In addition, so that students can know the profession and work atmosphere in accordance with their study program. So, practical work is a useful place for students to use as a tool to gain knowledge and work experience. Practical work is also one of the requirements for obtaining an applied bachelor's degree.

In this program, specifically for International Business Administration students in semester 7 (seven) practical work activities are carried out for approximately 4 (four) months, by choosing their own place and location for practical work. However, before choosing a place to do this program, the practical work coordinator provides several options or options for practical work places to students. Then, from some of these options the author is interested in carrying out practical work in the financial sector, namely banking at PT. Telkom Indonesia Tbk. Witel Riau Daratan.

This company is one of the State-Owned Enterprises engaged in technology and information owned by Indonesia, namely PT Telkom Indonesia. PT. Telkom Indonesia (Persero) was founded in 1965 in Jakarta. Telkom Indonesia is a state-owned company that excels and has distribution throughout Indonesia. PT Telkom Indonesia Tbk. Witel Riau Daratan, whose head office is Graha Red and White of Pekanbaru, which is located at Jl. Jenderal Sudirman No.199, Sumahilang, Kec. Pekanbaru City, Pekanbaru City, Riau 28111.

Figure 1.1 Graha Red and White of Pekanbaru
Source: Processed Data, 2022

Graha Red and White Pekanbaru is a Smart Office where all employees are supported by the latest information technology to share ideas, innovate, collaborate, exchange information and establish relationships to produce the highest productivity. Graha Red an White Pekanbaru was built to meet the needs of Pekanbaru entrepreneurs. Equipped with various facilities that support employee productivity, Graha Red and White Pekanbaru provides a one stop solution by establishing a Smart Office for the needs of its tenants.

1.2 Purpose of the Apprenticeship

The practical work activities of State Polytechnic of Bengkalis students, International Business Administration study program have the following objectives:

1. To describe job descriptions during practical work.
2. To know the place and time of practical work.
3. To explain practical workplace systems and procedures.
4. To find out the obstacles and solutions during practical work.

1.3 Significances of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies and State Polytechnic of Bengkalis.

1. For Students

   There are several benefits from the implementation of practical work programs obtained by students, namely as follows:

   1. Get a certificate from the company if you have completed the practical work program.

   2. Get pocket money and transportation according to the agreement between the practical work participants and the company.

   3. Students can develop work relationships and add experience to their resumes.

   4. Students have the opportunity to apply theoretical/conceptual knowledge in the real world of work.

   5. Students gain practical experience in applying theoretical/conceptual science according to their study program.

   6. Students have the opportunity to be able to analyze problems related to science that are applied in work according to their study program.

2. For Companies

   The benefits of implementing practical work programs are also obtained by companies/institutions that accept practical work students, such as:

   1. The company will receive labor assistance from students who do practical work so that the work becomes a little lighter and easier.

   2. The company will be recognized by academics and the world of education.

3. For State Polytechnic of Bengkalis

   There are several benefits from implementing the practical work program obtained by the State Polytechnic of Bengkalis, which are as follows:

   1. There is good cooperation/relationship between the campus and the company where students do practical work.

2. State Polytechnic of Bengkalis can improve the quality of its graduates through student practical work experience.

3. State Polytechnic of Bengkalis will be better known in the industrial or corporate world.

4. State Polytechnic of Bengkalis receives feedback from organizations/companies on the ability of students who take part in practical work in the world of work.

5. State Polytechnic of Bengkalis receives feedback from the world of work for curriculum development and learning processes.

CHAPTER II
GENERAL DESCRIPTION OF THE COMPANY

2.1   Company Profile

In today's digital era, internet and telecommunications technology is developing very rapidly, this is due to the many conveniences and benefits that are felt by users in various aspects. With the many conveniences and benefits felt by users, it will also increase users significantly. Compared to 2020, the number of internet users in Indonesia in 2021 will increase by 1.03%. In 2020 the number of internet users in Indonesia is 202.6 million. This increase is of course accompanied by the development of Indonesia's internet and telecommunications technology.

PT Telkom Indonesia (Persero) Tbk (Telkom) is a State-Owned Enterprise (BUMN) which is engaged in information and communication technology (ICT) services and telecommunications networks in Indonesia. Telkom's majority shareholder is the Government of the Republic of Indonesia with 52.09%, while the remaining 47.91% is controlled by the public. Telkom's shares are traded on the Indonesia Stock Exchange with the code "TLKM" and the New York Stock Exchange (NYSE) with the code "TLK".

Changes in PT. TELKOM Indonesia, Tbk continues from a service company to a public company. Major changes occurred in 1995, including Internal Restructuring, Internal Cooperation, Initial Public Offering (IPO). Type of business PT. Telkom Indonesia Tbk, is a provider of domestic telecommunications services and related business fields such as cellular telephone system services for customer circuits, telex, satellite transpoder rental, VSAT (Verry Small Apenture Terminal) and certain value-added services.

On July 1, 1995 the organization PT. Telkom Indonesia Tbk succeeded in restructuring the types of telecommunication services into seven regional divisions and one network division, both of which manage the main line of business. Regional division as a substitute for the WITEL structure which has

certain territorial areas, but only provides local telephone services and gets a share of DLD and IDD services. The network division provides long distance telecommunications services.

In an effort to transform into a digital telecommunications company, TelkomGroup implements a customer-oriented business strategy and company operations. This transformation will make the TelkomGroup organization leaner and more agile in adapting to changes in the telecommunications industry that are taking place very quickly. The new organization is also expected to increase efficiency and effectiveness in creating a quality customer experience.

1. **Connectivity**: *Fiber to the x (FTTx), 5G, Software Defined Networking (SDN)/ Network Function Virtualization (NFV)/ Satellite*
2. **Digital Platform**: *Data Center, Cloud, Internet of Things (IoT), Big Data/ Artificial Intelligence (AI), Cybersecurity*
3. **Digital Services**: *Enterprise, Consumer*

In carrying out practical work carried out for 4 months, the author was placed in the Data Management (Daman) section, while in carrying out practical work the author was in charge of validating new customer data and customer migration. Validation is a process or activity of evidence according to the Standard Operation Procedure (SOP) in accordance with the problems they have. Validation is carried out due to a discrepancy between technical data and existing data on the system during the new installation process or customer migration which results in data fallout which generally occurs in Optical Distribution Point (ODP) data.

2.1.1 Philosophy PT.Telkom Indonesia Tbk Logo

As a state-owned digital telco company, this determination and belief is symbolized by the company logo as a corporate image consisting of a circle that symbolizes the dynamics of the Company as well as a symbol of the world, as well as a friendly right hand. in reaching the world. With red, white, and gray transition colors as the colors of the company's identity, because the red and white color is the identity of Indonesia.

The Telkom Indonesia logo is also equipped with the tagline "The World in Your Hand" which conveys the message that Telkom Indonesia is committed to making everything easier and more enjoyable in accessing the world.

On August 17, 2013, Telkom again launched a new logo for its company. Taking the spirit of the 68th Indonesian Independence Day, Telkom introduced a new look of the Telkom logo which reflects Telkom's commitment to provide the best for the people of Indonesia.

Figure 2.1 Logo of PT. Telkom Indonesia Tbk
Source: Processed Data, 2022

Figure 2.1 The following is an elaboration of the Telkom logo:

1. Asymmetric circle icon as a symbol of the world and a symbol of dynamism.
2. Hand icon as a tagline representation *"the world in your hand"*.
3. Red Color: symbolizes the spirit of Telkom Indonesia to always be optimistic and courageous in facing challenges and changes.
4. White Color: symbolizes the spirit of Telkom to provide the best for the nation.
5. Gray Color: symbolizes technology.
6. Black Color: symbolizes willpower.

2.2   Vision and Mission of PT.Telkom Indonesia Tbk

The vision and mission of PT. Telekom Indonesia Tbk as follows:

1.   Vision

Become the digital telco of choice to advance society.

2.   Mission

a.   Accelerate the development of Smart digital infrastructure and platforms that are sustainable, economical, and accessible to the entire community.

b.   Develop superior digital talents that help drive the nation's digital capabilities and digital adoption rates.

c.   Orchestrate the digital ecosystem to provide the best customer digital experience.

2.3   Kind of Business

As a TIME service provider company, Telkom is committed to continuosly innovating products aand services in sectors outside of telecomunications. The company create products and services that can anticipate the rapid development of content and devices, be it smartphones, PCs (Personal Computers) or tablets. In addition, our innovation is also developed by combining voice communication, data services via the internet and IPTV in one package which call Triple Play. These innovation products and services are very different from our competitors, thus giving Telkom an edge in terms of Time to Market and Positioning it as a prestigious company in the years to come.

However, to anticipate the rapidly growing dynamics of the telecpmmunications business, Telkom based on the Company Regulations of PT Telekomunikasi Indonesia, Tbk. No.PD.506 of 2011 concerning Product Trees synergizes all products, services and solutions, ranging from legacy to new wave products and services , and groups them into a number of business activities as follows:

1. Telecommunications
   a. Fixed Wireline
      i. Plain Old Telephone Services (POTS), is the basic telephony service on landlines. ssValue-Added Fixed Telephone Service (VAS Fixed Wireline) is a value-added service facility that is presented as a package with our core products to meet customer needs.
      ii. Intelligent Network (IN) service, is an information technology-based service network architecture that is connected to the central system and Telkom's telecommunications network. JAPATI service customers can enjoy FreeCall , Personal FreeCall , Split Charging , UniCall , VirtualNet , PremiumCall , VoteCall and VoteFree services .
      iii. Session Initiation Protocol (SIP) service, is an IP Multimedia Subsystem (IMS) technology-based service that combines wireless and wired technology to serve voice and data services.
   b. Fixed Wireless
      i. Prepaid service, is a telephone connection service that customers can enjoy by purchasing a starter number and a top-up voucher in order to use the desired telecommunications service.
      ii. Postpaid Service, is a telephone service with a payment system that is billed to customers at the end of the month for telecommunications services used in the previous month.
   c. Mobile
      i. Telkom provides cellular communication services through its Subsidiary, Telkomsel, which utilizes GSM technology and 3.5G frequency. Cellular services are still the largest contributor to the Company's consolidated revenue.
      ii. The cellular products and services offered by Telkomsel are divided into two models, namely postpaid services provided

through the kartuHALO product , and prepaid services provided through simPATI and Kartu As products.

d. Internet Services (Narrowband and Broadband)

i. Dial-Up service, is an internet access service that utilizes a regular telephone network and dial-up modem , customers are required to subscribe to a certain Internet Service Provider (ISP) or access the Internet to Telkomnet Instant.

ii. Flexi Net, is an internet access service that uses the TelkomFlexi network.

iii. Port Rental Services (Port Wholesale), serves the rental of Remote Access Server Ports for internet service providers, content service providers (Content Service Providers or CSPs), and corporates to be later traded to customers.

iv. Metro I-net, is a high capacity data network solution based on Internet Protocol (IP) or Ethernet that ensures flexibility, convenience and effectiveness as well as quality assurance for business and residential customer segments.

v. Astinet, serves Internet access using the default Internet Gateway and Telkom's public IP Address for fixed or dedicated communication channels 24 hours a day.

vi. Broadband Internet, serves dedicated Internet access at speeds above 384 kbps.

vii. Hotspot or Wi-Fi, is an Intranet and Internet wireless access solution for mobile data service customers in certain areas by utilizing Telkom payment tools, other ISP payment tools (roaming) or in bulk with Wi-Fi technology-based Customer Premises Equipment .

viii. IP Transit, serves interconnection services to the global internet by utilizing the Full Route BGP Internet feature and IP block as well as the Autonomous System (AS) for Customers (Non

Telkom) with a 1:1 bandwidth ratio from CPE to upstream Telkom.

e. Network Service

    i. Subscription Circuit, is a form of unregulated terrestrial transmission network service that connects 2 (two) termination points between dedicated Point of Presence (POP) for exclusive use with symmetrical transmission channel capacity.

    ii. IPLC (International Private Leased Channel), is a terrestrial telecommunications channel that is leased dedicatedly to facilitate communication of voice , data, video and other telecommunications services performed by customers in Indonesia with telecommunications customers in other countries or vice versa, in accordance with the customer's authority based on applicable regulations. .

    iii. VPN Backhaul, is a node on a Virtual Private Network (VPN) network that functions as a center for other nodes.

    iv. ADSL Link or EBIS ESP, is a subscriber access channel based on Asymmetric Digital Subscriber Line technology to provide internet access that is leased to internet service providers other than Telkom.

    v. Satellite services, serve the rental of bandwidth for satellite transponders and or their derivative products that utilize Telkom's satellites or substitute satellites.

f. Data Communication Services

    i. ISDN PRA, is a digital network to facilitate multimedia telecommunication services, which uses a wider bandwidth and a digital system from terminal to terminal to serve voice, data and video communications with high speed, quality and capacity through a single channel. This network has a total capacity of 1,984 kbps, consisting of 30B+D64, and can be used to connect

PABX, from mainframe computers to PASOPATI networks, and links between Local Area Networks (LANs).

ii. DINA Access, is a communication service with dedicated access to serve interconnection between LANs and multimedia services whose speed can be adjusted according to customer demand, ranging from 64 to 2,084 Kbps.

iii. A VPN, is a private network that uses media such as the internet to securely connect remote sites .

iv. Global Datacom, is a form of data communication service for corporate customers that connects the head office with its branches or clients in various countries in the world. Telkom cooperates with global partners through Telin in providing this service.

v. Metro Link, is a form of Metro network-based connectivity service that serves point to point , point to multipoint and multipoint to multipoint .

vi. VAS Datacom, provides additional facilities that offer added value to data communication customers.

g. Interconnection and Intercarrier Services

i. Interconnection Transit, is a form of service for distributing interconnection calls from the originating communication provider to the destination operator by utilizing Telkom's fixed network.

ii. Terminas i interconnection, is a form of service for terminating interconnection calls on the Telkom network from other domestic telecommunications operators.

iii. Signaling -based services, are offered to other providers through Telkom's signaling network, both domestically and internationally.

iv. Originating interconnection, is an interconnection call generation service offered by the originating provider's network.

     v.   Access to Telkom services, is provided by other telecommunications service providers for services, such as access to long distance direct dial (DLD) and international direct dial (IDD) 007.

     vi.   International Termination, is a call termination service by International Partners on the Telkom network.

     vii.   VAS Interconnection, is a value-added service including Telkom Free, Telkom Split Charging, Telkom Vote, Telkom Uni, Telkom Premium, and call centers from service providers through the Telkom network.

h.   Supporting facilities

     i.   Mechanical and Electrical Services (ME), provides Telkom's AC power supply facilities for operating partners.

     ii.   Non ME services, provide Telkom's supporting facilities for partner providers, including space, land, collocation, Grounding Integration , Tower , Duct , Roof Top , and Access Roads.

     iii.   CPE, is a device used by Telkom customers as a complement to telecommunications providers and is located at the customer's premises.

2.   Information Technology (IT) Services

a.   Managed Application and Performance or ITO Cloud Based

     i.   Managed Services, based on client server applications supports cloud computing services that can be accessed by customers via the internet network.

     ii.   Server Based Managed Services, are server basedare accessed the customers through internet services or other special applications as clients.

     iii.   IT Consulting, is an IT consulting service consisting of system or application development work, IT Blueprint or MasterPlan or other strategic document design.

b. E-Payment or Payment Service

   i. Billing Payment, is a service that facilitates the payment transaction process for customers of services or goods to service provider companies such as PLN, Telkom, PDAM, PJKA, and others.

   ii. Remittance, is a money transfer service where the sender and recipient of funds do not have to have a bank account but must have a mobile device to receive notifications.

   iii. E-Money, serves customer money storage or use electronically in a medium (mobile phone, prepaid card, or a virtual account that can be accessed via internet media) to conduct transactions electronically.

   iv. E-Voucher, or Telkom Voucher is a single voucher issued by Telkom that serves to purchase services or top up services belonging to the Telkom Group, such as Kartu As, simPATI and Flexi Trendy, TelkomVision prepaid services and Speedy Hotspot.

c. IT enabler Services (ITeS)

   i. Business Process Outsourcing (BPO), is a contract-based service to manage or run several customer company processes.

   ii. Knowledge Process Outsourcing (KPO), is a BPO service for business processes that require special competencies to manage them.

d. Network Centric VAS

   i. Data and Telephony, is an IT-based data and telephone service that offers added value for connectivity service customers.

   ii. Security, is an IT-based security service with added value for connectivity service customers.

   iii. Server and Storage, is an IT-based server and storage service with added value for connectivity service customers.

e. Integration Services

    i. Network and Hardware Integration Services, integrates and provides connectivity devices at the customer site (CPE).

    ii. Application and Software Integration Services, integrate and provide all systems needed to integrate two or more applications/software/systems.

    iii. Computing Hardware Integration Services, integrate systems that combine all computing devices needed to assist information systems for customers.

2.4 Organizational Structure

2.4.1 The structure of PT. Telkom Indonesia Tbk. Witel Riau Daratan

Organizational structure in PT. Telkom Indonesia Witel Ridar consists of several parts led by a general manager. The organizational structure PT. Telkom Indonesia Witel Ridar Pekanbaru can be seen in the picture below:
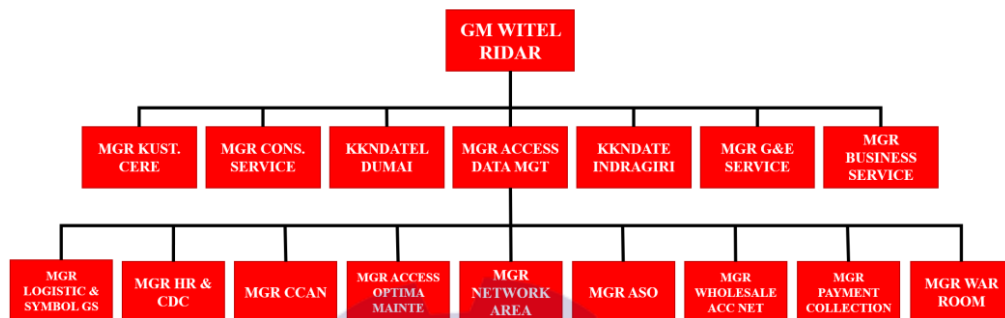

Figure 2.2 Organizational Structure of PT. Telkom Indonesia Tbk
Source: Processed Data 2022

2.4.2 Data Management Unit Organizational Structure

Data Management itself is headed by a manager who is assisted by one assistant manager. The following is the organizational structure of the Data Management unit (DAMAN) which can be seen as follows:
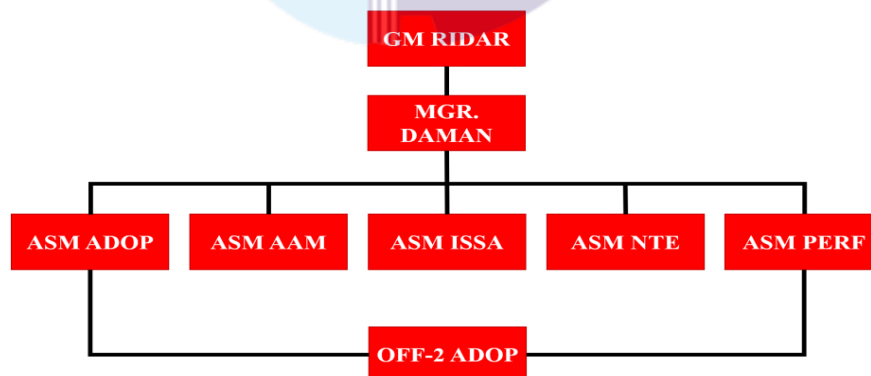

Figure 2.3 Data Management Unit (DAMAN) Organizational Structure
Source: Processed Data 2022

The following is an explanation of the tasks based on the organizational structure of the Witel Ridar Data Management Unit:

1. General Manager of Witel Riau Daratan (GM RIDAR): in this section is in charge of describing the strategy of business units and strategic programs, and unit performance contracts as a direction for achieving WITEL management performance, by compiling work programs and performance indicators, allocating resources, distributing work to staff team members in a private manner.

2. Data Management Access Manager (MGR. DAMAN): In this section, it is tasked with presenting the unit's work program as a direction for achieving data management performance, by translating functional strategies, describing management contracts, and compiling unit performance indicatorindicators.

3. Assistant Manager advaljar operation (ASM ADOP): In this section is in charge of performing the functions of nelp desk data management (turnover) namely updating technical data every month technical data of new tide activities (PSB), disturbances, migration, and maintance.

4. Officer 2 Advaljar Operation (OFF-2 ADOP): in this section is in charge of coordinating and ensuring that every development of data management work (turnover) can support the achievement of a target.

5. Assistant Manager of Asset Management Access (ASM AAM): In this section, the task is to supervise the completion of data validation or management work.

6. Assistant Manager intergration system site Advaljar (ASSM ISSA): In this section, he is in charge of adding inventory or new inventory for the results of development, and updating incomplete inventory data.

7. Assistant Manager of NTE management (ASM NTE): In this section is in charge of receiving and inputting NTE data into the inventory system (SCMT).

8. Assistant Manager access perfomance (ASM PERF): In this section is in charge of monitoring and analyzing the performance of the access network.

2.5   Application used for Activities

In the implementation of practical work, there are several applications that are used to do the work given. Such applications are as follows:

1.   Using UIM (Unified Inventory Management) Application

UIM is a production equipment management information system that provides presentation and production equipment techniques at PT Telkom. The UIM application is an application used by Data Management officers. Activities carried out by Data Management officers are inputting device data or production equipment in the UIM application. One of the tasks of the Data Management officer is the creation of an ODC Layout. The following display UIM application via Google:
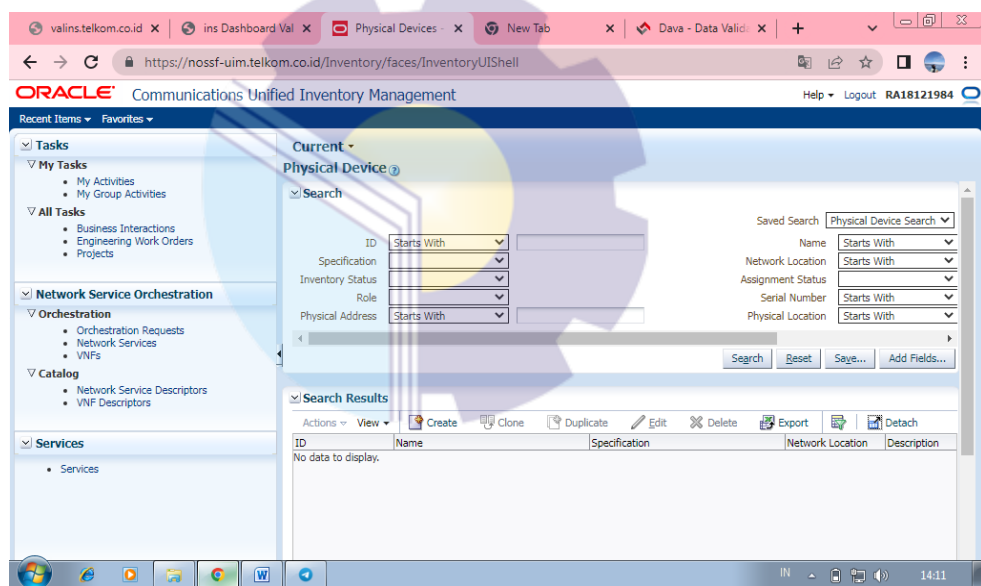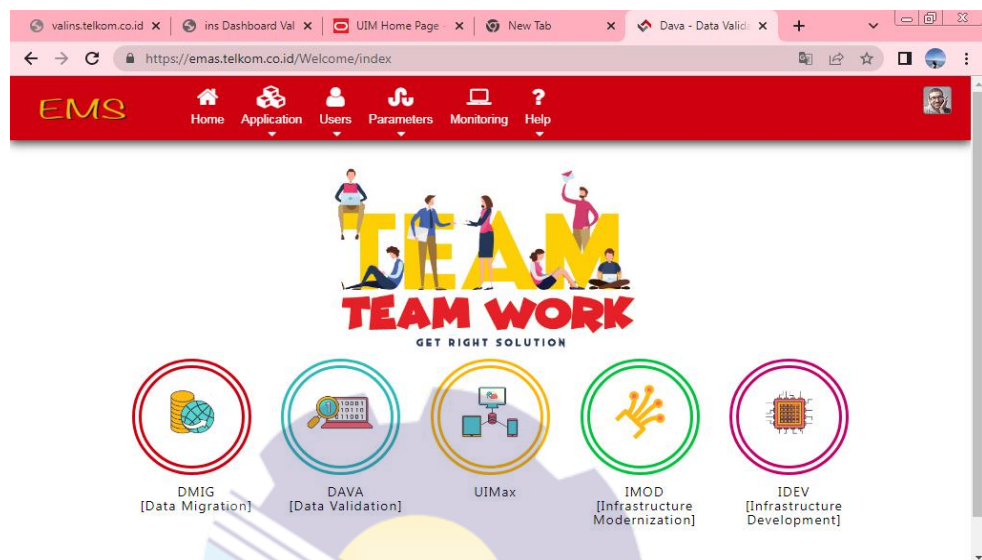

Figure 2.4 UIM (Unified Inventory Management) Application
Source: Processed Data, 2022

2. Using Dava (Data Validation) Application

Dava is an application that is used to view field validation data sent by the field team to PT. Telkom Indonesia Tbk. Witel Riau Daratan. The following display Dava application via Google:
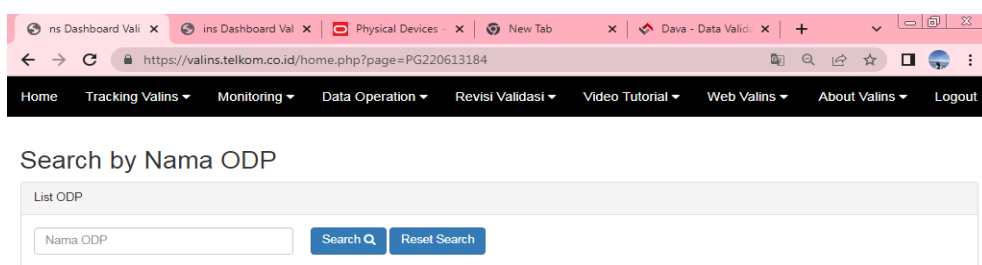

Figure 2.5 Dava (Data Validation) Application
Source: Processed Data, 2022

3. Using the Valin Application

Valin is an application that can make it easier for technicians to validate ODP in the event of an interruption. Thus the successful data is the same as the data in the field. The following display Valin application via Google:

Figure 2.6 Valin Application
Source: Processed Data, 2022

CHAPTER III
SCOPE OF THE APPRENTICESHIP

3.1 Job Description

PT. Telkom Indonesia Witel Ridar has a Data Management division (Daman), Daman is a division that manages data in PT. Telkom Witel Indonesia Ridar. The data managed by Daman division are Optical Line Terminal (OLT) data, Optical Distribution Cabinat (ODC) data, Optical Distribution Point (ODP) data and also Service Data. Service data is data generated from each installation of an Optical Network Terminal (ONT) carried out by technicians in each ODP in various regions, or it can also be generated from customers who reset optical network terminal (ONT) devices that have been installed in their homes or in their companies. ODP is a service-to-customer distribution box that serves as an Optical Drop (DO) cable transmission point to the location where the customer's ONT is located.

At PT. Telkom Indonesia Tbk. Witel Riau Daratan, the author was placed in the Data Management (DAMAN) unit. Data Management Unit is one of the unit is tasked with validating optical distribution point data, correcting the turnover of interference data using the DAVA (Data Validation) system and straightening data using the Unifield Inventory Management (UIM) system. In this DAMAN section the author is given several powers and responsibilities to carry out the following tasks:

1. Layout and Configuration FTTH (Faber to the home)
2. QR code
3. Dropcore (QR) Data Report
4. Omset of ODP from Panel 2 to Panel 1
5. Checking ODP data is valid or not

3.2   Place of Apprenticeship

Practical Work is carried out after students occupy semester VIII, while Practical Work activities last for approximately 4 (four) months, starting from March 01 2022 to June 30 2022 at PT Telkom Indonesia Pekanbaru located at Jl. Jend Sudirman No. 199, Sumahilang, Pekanbaru City District, Pekanbaru City, Riau 28111. With the provision of entry from 08.00 to 17.00 WIB for Monday-Friday.

Table 3.2 Daily Activities of March 01th, 2022 to March 04th, 2021

No	Date and time	Description of activities	Assignor
1	Tuesday, March 01, 2022	1. Self-introduction and placement of Interns. 2. Learn how to use UIM and Dava Apps on google.	DAMAN
2	Wednesday, March 02, 2022	1. Paste the Wifi customer ID Barkot on Cable Ties. 2. Counting the number of Barkot that have been completed.	DAMAN
3	Thursday, March 03, 2022	National Holiday	-
4	Friday, March 04, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN

Source: Processed Data, 2022

Table 3.2 Practical work activities the first week of March. This week the author learns how to use UIM from PT. Telkom Indonesia Tbk Riau Daratan. Learn how to paste Wifi customer Barkot ID on Cable Ties, create Layouts, Layout and fill in the FTTH (Faber to the home) FO Configuration. After all the writer was asked to immediately continue the work that had been taught.

Table 3.3 Daily Activities of March 07th, 2022 to March 11th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, March 07, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DAMAN
2	Tuesday, March 08, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
3	Wednesday, March 09, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
4	Thursday, March 10, 2022	1. Attending Socialization on the 7th Floor at 10 am (Socialization of Occupational Health and Safety Management System) SMK3. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
5	Friday, March 11, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DAMAN

Source: Processed Data, 2022

Table 3.3 The second week of practical work activities, this week the author was given the task of working on Layout and Fill in the FTTH (Faber to the home) FO Configuration and Paste Wifi customer ID Barkot on Cable Ties. And participate in the socialization of SMK3 (Socialization of Occupational Health and Safety Management System) in the Telkom room.

Table 3.4 Daily Activities of March 14th, 2022 to March 18th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, March 14, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DAMAN
2	Tuesday, March 15, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
3	Wednesday, March 16, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
4	Thursday, March 17, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
5	Friday, March 18, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN

Source: Processed Data, 2022

Table 3.4 is the third week of practical work. This week the author was given the task of working on the Layout and Fill in the FTTH (Faber to the home) FO Configuration and Paste the Wifi customer ID Barkot on Cable Ties.

Table 3.5 Daily Activities of March 21th, 2022 to March 25th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, March 21, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
2	Tuesday, March 22, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
3	Wednesday, March 23, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
4	Thursday, March 24, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
5	Friday, March 25, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN

Source: Processed Data, 2022

Table 3.5 Practical work activities in the fourth week of March, the authors carry out the same activities with the third week.

Table 3.6 Daily Activities of March 28 th, 2022 to March 31th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, March 28, 2022	1. Paste the Wifi customer ID Barkot on Cable Ties. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
2	Tuesday, March 29, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
3	Wednesday, March 30, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
4	Thursday, March 31, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN

Source: Processed Data,2022

Table 3.6 is the fifth week of practical work activities in March, the author carried out the same activities with several activities in March.

Table 3.7 Daily Activities of April 01th, 2022 to April 08th, 2022

No	Date and time	Description of activities	Assignor
1	Friday, April 01, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DAMAN
2	Monday, April 04, 2022	1. Dropcore (QR) Data Report.	DAMAN
3	Tuesday, April 05, 2022	1. Dropcore (QR) Data Report.	DAMAN
4	Wednesday, April 06, 2022	1. Dropcore (QR) Data Report.	DAMAN
5	Thursday, April 07, 2022	1. Dropcore (QR) Data Report.	DAMAN
6	Friday, April 08, 2022	1. Dropcore (QR) Data Report.	DAMAN

Source: Processed Data, 2022

Table 3.7 Practical work activities the first week of April. This week the author was given the task of working on a Dropcore (QR) Data Report and Paste the Wifi customer ID Barkot.

Table 3.8 Daily Activities of April 11th, 222 to April 15th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, April 11, 2022	1. Dropcore (QR) Data Report.	DAMAN
2	Tuesday, April 12, 2022	1. Dropcore (QR) Data Report.	DAMAN
3	Wednesday, April 13, 2022	1. Dropcore (QR) Data Report.	DAMAN
4	Thursday, April 14, 2022	1. Dropcore (QR) Data Report.	DAMAN
5	Friday, April 15, 2022	National Holiday	-

Source: Processed Data, 2022

Table 3.8 Practical work activities the second week of April. The author carried out the same activities as the first week of April.

Table 3.9 Daily Activities of April 18th, 2022 to April 22th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, April 18, 2022	1. Dropcore (QR) Data Report.	DAMAN
2	Tuesday, April 19, 2022	1. Dropcore (QR) Data Report.	DAMAN
3	Wednesday, April 20, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DAMAN
4	Thursday, April 21, 2022	National Holiday	-
5	Friday, April 22, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DAMAN

Source: Processed Data, 2022

Table 3.9 is the third week of April the writer carried out the same activities with several activities in April.

Table 3.10 Daily Activities of April 25th, 2022 to April 29th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, April 25, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP contents from Panel 2 to Panel 1.	DAMAN
2	Tuesday, April 26, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP from Panel 2 to Panel 1.	DAMAN
3	Wednesday, April 27, 2022	1. Dropcore (QR) Data Report.	DAMAN
4	Thursday, April 28, 2022	Permitted	-
5	Friday, April 29, 2022	National Holiday	-

Source: Processed Data, 2022

Table 3.10 is the fourth week of practical work in April. This week the author was given the task of Dropcore (QR) Data Report and Omset of ODP from Panel 2 to Panel 1.

Table 3.11 Daily Activities of May 02th, 2022 to May 06th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 02, 2022	National Holiday	-
2	Tuesday, May 03, 2022	National Holiday	-
3	Wednesday, May 04, 2022	Holiday	-
4	Thursday, May 05, 2022	Holiday	-
5	Friday, May 06, 2022	Holiday	-

Source: Processed Data, 2022

Table 3.12 Daily Activities of May 09th, 2022 to May 13th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 09, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP from Panel 2 to Panel 1.	DAMAN
2	Tuesday, May 10, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP from Panel 2 to Panel 1.	DAMAN
3	Wednesday, May 11, 2022	1. Dropcore (QR) Data Report.	DAMAN
4	Thursday, May 12, 2022	1. Dropcore (QR) Data Report.	DAMAN
5	Friday, May 13, 2022	Permitted	-

Source: Processed Data, 2022

Table 3.12 Practical work activities the second week of May. This week the author was given the task of Dropcore (QR) Data Report and Omset of ODP from Panel 2 to Panel 1.

Table 3.13 Daily Activities of May 16th, 2022 to May 20th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 16, 2022	National Holiday	-
2	Tuesday, May 17, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
3	Wednesday, May 18, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
4	Thursday, May 19, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
5	Friday, May 20, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN

Source: Processed Data, 2022

Table 3.13 Practical work activities the third week of May. This week the author was given the task of working on a Dropcore (QR) data report and Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.

Table 3.14 Daily Activities of Mei 23th, 2022 to Mei 27th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 23, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
2	Tuesday, May 24, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
3	Wednesday, May 25, 2022	1. Dropcore (QR) Data Report.	DAMAN
4	Thursday, May 26, 2022	National Holiday	-
5	Friday, May 27, 2022	1. Dropcore (QR) Data Report.	DAMAN

Source: Processed Data, 2022

Table 3.14 is the fourth week of May, the writer carried out the same activity with several activities in May.

Table 3.15 Daily Activities of May 30th, 2022 to Jun 03th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, May 30, 2022	1. Dropcore (QR) Data Report.	DAMAN
2	Tuesday, May 31, 2022	1. Dropcore (QR) Data Report.	DAMAN
3	Wednesday, June 01, 2022	National Holiday	-
4	Thursday, June 02, 2022	1. Dropcore (QR) Data Report.	DAMAN
5	Friday, June 03, 2022	1. Dropcore (QR) Data Report.	DAMAN

Source: Processed Data, 2022

Table 3.15 is the first week of June, the writer carried out the same activities as the previous week.

Table 3.16 Daily Activities of Jun 06th, 2022 to Jun 10th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 06, 2022	1. Dropcore (QR) Data Report.	DAMAN
2	Tuesday, June 07, 2022	1. Dropcore (QR) Data Report.	DAMAN
3	Wednesday, June 08, 2022	1. Dropcore (QR) Data Report.	DAMAN
4	Thursday, June 09, 2022	1. Dropcore (QR) Data Report.	DAMAN
5	Friday, June 10, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DAMAN

Source: Processed Data, 2022

Table 3.16 Practical work activities the second week of June. This week the author was given the task of working on a Dropcore (QR) data report and Paste the Wifi customer ID Barkot on Cable Ties.

Table 3.17 Daily Activities of Jun 13th, 2022 to Jun 17th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 13, 2022	1. Dropcore (QR) Data Report.	DAMAN
2	Tuesday, June 14, 2022	1. Dropcore (QR) Data Report.	DAMAN
3	Wednesday, June 15, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
4	Thursday, June 16, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
5	Friday, June 17, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN

Source: Processed Data, 2022

Table 3.17 is the third week of practical work in June.This week the author was given the task of working on a Dropcore (QR) data report and Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.

Table 3.18 Daily Activities of Jun 20th, 2022 to Jun 24th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 20, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
2	Tuesday, June 21, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DAMAN
3	Wednesday, June 22, 2022	1. Checking ODP data is valid or not. 2. Dropcore (QR) Data Report.	DAMAN
4	Thursday, June 23, 2022	1. Dropcore (QR) Data Report.	DAMAN
5	Friday, June 24, 2022	1. Dropcore (QR) Data Report.	DAMAN

Source: Processed Data, 2022

Table 3.18 is the fourth week of practical work in June. This week the author was given the task of working on a Dropcore (QR) data report and checking ODP data is valid or not.

Table 3.19 Daily Activities of Jun 27th, 2022 to Jun 30th, 2022

No	Date and time	Description of activities	Assignor
1	Monday, June 27, 2022	1. Dropcore (QR) Data Report.	DAMAN
2	Tuesday, June 28, 2022	1. Dropcore (QR) Data Report.	DAMAN
3	Wednesday, June 29, 2022	1. Dropcore (QR) Data Report.	DAMAN
4	Thursday, June 30, 2022	1. Dropcore (QR) Data Report.	DAMAN

Source: Processed Data, 2022

Table 3.19 is the fifth week of practical work in June. This week the author was given the task of working on a Dropcore (QR) data report.

3.3 Systems and Procedures

The systems and procedures that the writers used while working at PT. Telkom Indonesia Tbk. Witel Riau Daratan is as following:

1. Layout and Configuration FTTH (Faber to the home)

The author was given the task to make a Layout and Configuration FTTH (Faber to the home). The steps taken to make an Layout and Configuration FTTH (Faber to the home) are as follows:
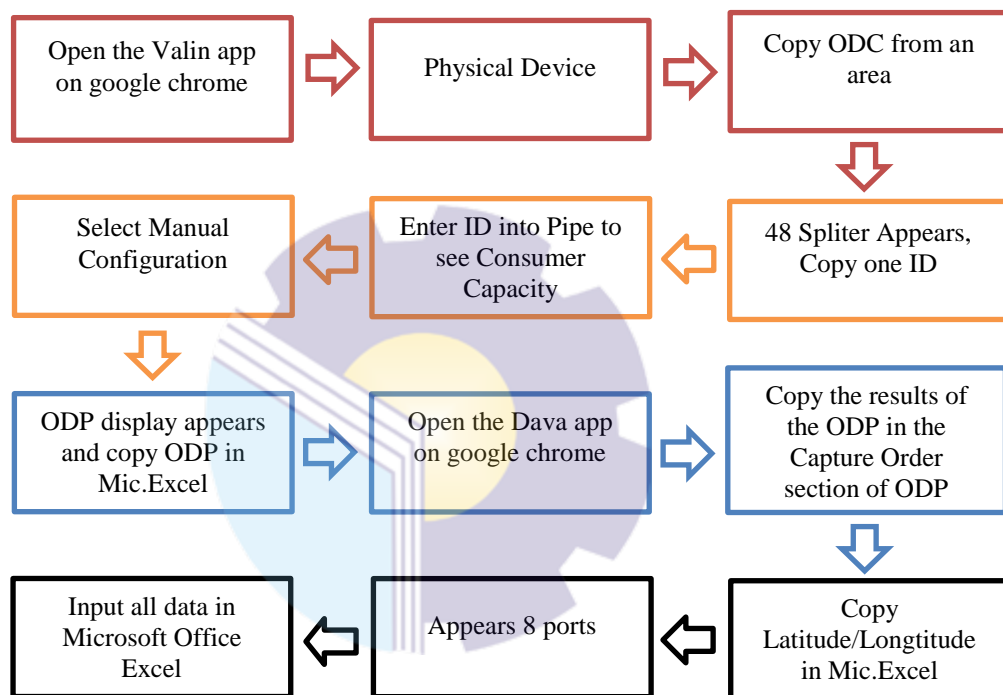
Figure 3.1 Flowchart of Layout and Configuration FTTH
Source: Processed Data, 2022

Figure 3.1 In this activity, the author has the task of making layouts and filling out the configuration of an ODC. The author copied the ODC on the Physical Device using the UIM application. After that, enter one of the IDs into Pipe to find out how much capacity is consumed. After the ODP appears in the Manual Configure, the author copies the ODP in the DAVA application in the Capture Order section to find out the Latitude and Longitude at the ODP coordinate point and check the filled and empty ports. Then the resulting data is inputted into Microsoft Office Excel. An example of the format of the Layout and Configuration FTTH (Faber to the home)

can be seen as follows:
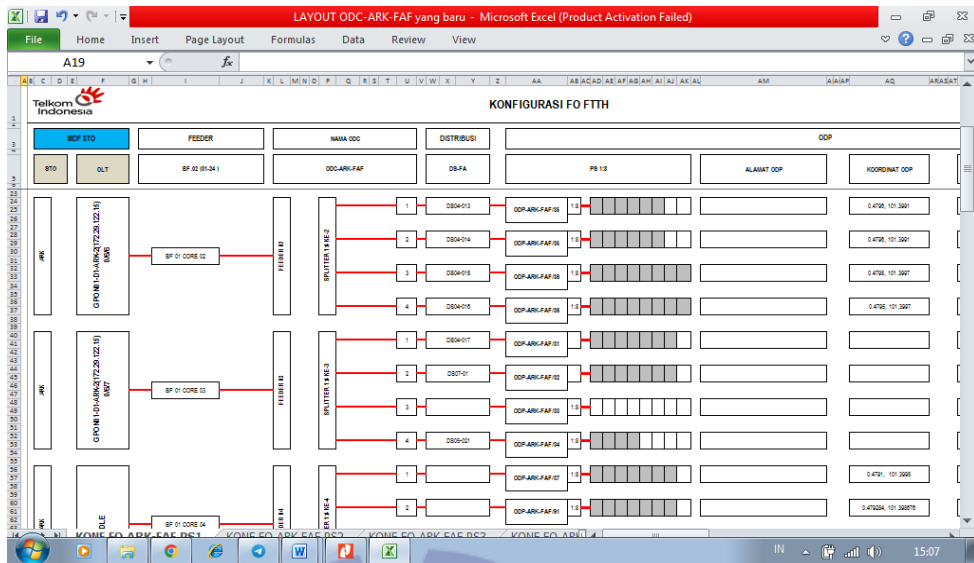
Figure 3.2 Layout and Configuration FTTH
Source: Processed Data, 2022

2. QR code

The author was given the task of installing a QR code. The steps for installing the QR code are as follows:
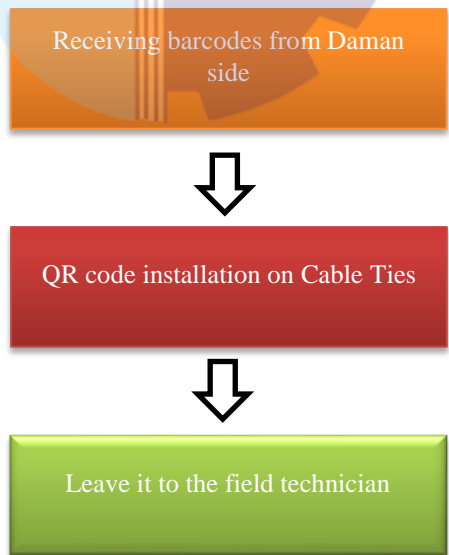
Figure 3.3 Flowchart of QR code
Source: Processed Data, 2022

Figure 3.3 After checking and inputting the QR code, the customer ID will be printed to facilitate the process of installing the QR code on Cable Ties.

The author was asked to help install the customer ID barcode or QR code on Cable Ties for validation and submitted to field technicians as needed. Examples of QR code installation activities on Cable ties are as follows:

Figure 3.4 Installing of QR code
Source: Processed Data, 2022

3.   Dropcore (QR) Data Report

The author was given the task to make a Dropcore (QR) Data Report. The steps taken to make an Dropcore (QR) Data Report are as follows:
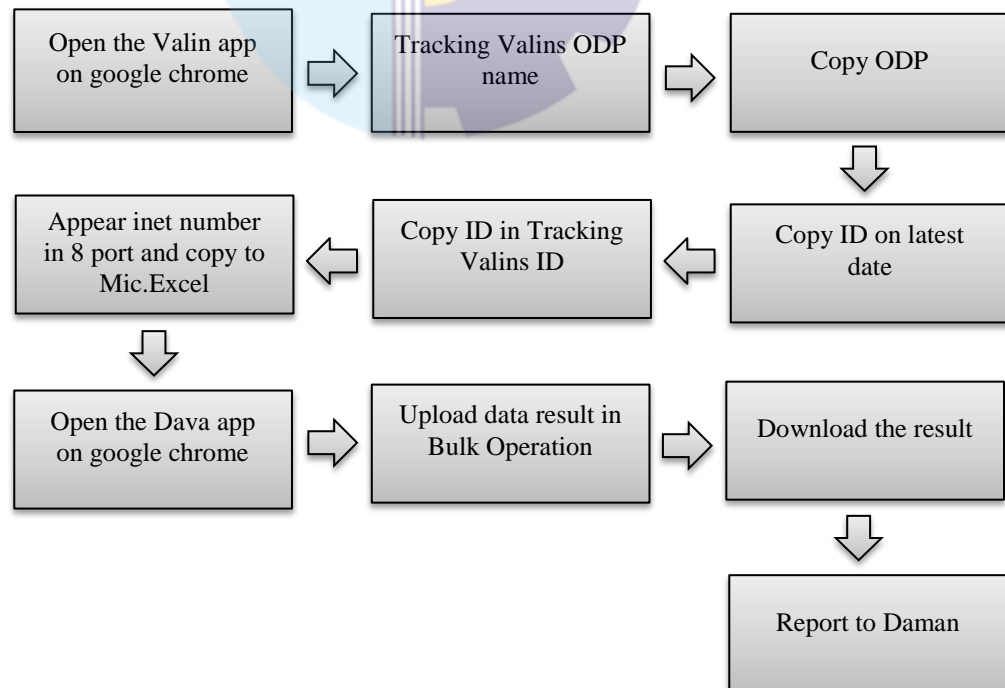
Figure 3.5 Flowchart of Dropcore (QR) Data Report
Source: Processed Data, 2022

Figure 3.5 In this activity, the author is given the task of working on Dropcore (QR) ODP on the Valins application to get the Inet number or Valins ID on each port of an ODP. The author opens the Valins application and copies the ODP name of ODP Tracking Valins. After that, the writer will copy the ID on the latest date in the Tracking Valins ID to find out the inet number on each port. Then copy the inet number in Microsoft Office Excel. After all ODP is complete, upload the resulting data in the DAVA application in the Bulk Operation section of the bulk upload code label. After that the author downloads the results of the uploaded data and the results will be reported to Daman. An example of the format of the Dropcore (QR) Data Report can be seen as follows:

Figure 3.6 Dropcore (QR) Data Report
Source: Processed Data, 2022

4. Omset of ODP from Panel 2 to Panel 1

The author was given the task to make a Omset of ODP from Panel 2 to Panel 1. The steps taken to make an Omset of ODP from Panel 2 to Panel 1 are as follows:
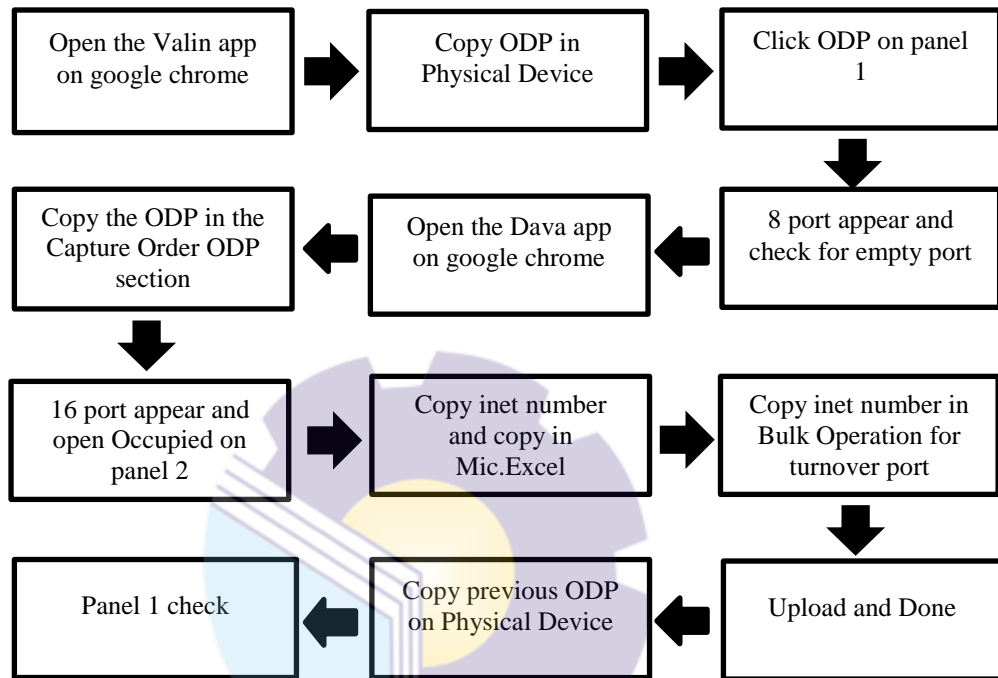
Figure 3.7 Flowchart of Omset ODP from Panel 2 to Panel 1
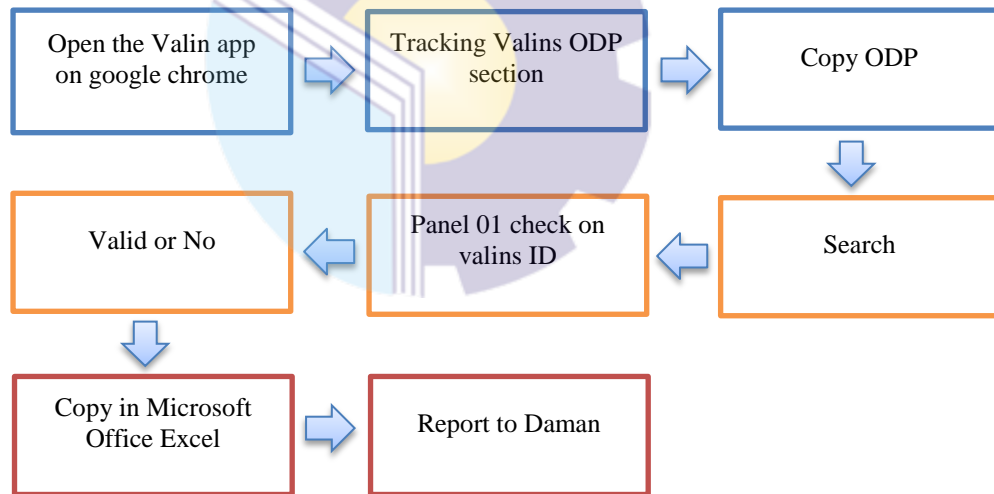*Source: Processed Data, 2022*

Figure 3.7 The author was given the task of moving the inet number on panel 2 port to an empty port on panel 1. To check ODP on panel 1 using the UIM application. The author copies the ODP in the Physical Device and the ODP appears in panel 1. To check the ODP in panel 2, the author opens the DAVA application in the Capture Order section. On panel 2 there are 16 ports and open Occupied on panel 2, copy the inet number on panel 2 and copy on Bulk Operation on DAVA to move an empty port on panel 1. After that open the UIM application in the Physical Device section to check the ports are already filled. An example of the format of the Omset ODP from Panel 2 to Panel 1 can be seen as follows:

Figure 3.8 Omset of ODP from Panel 2 to Panel 1
Source: Processed Data, 2022
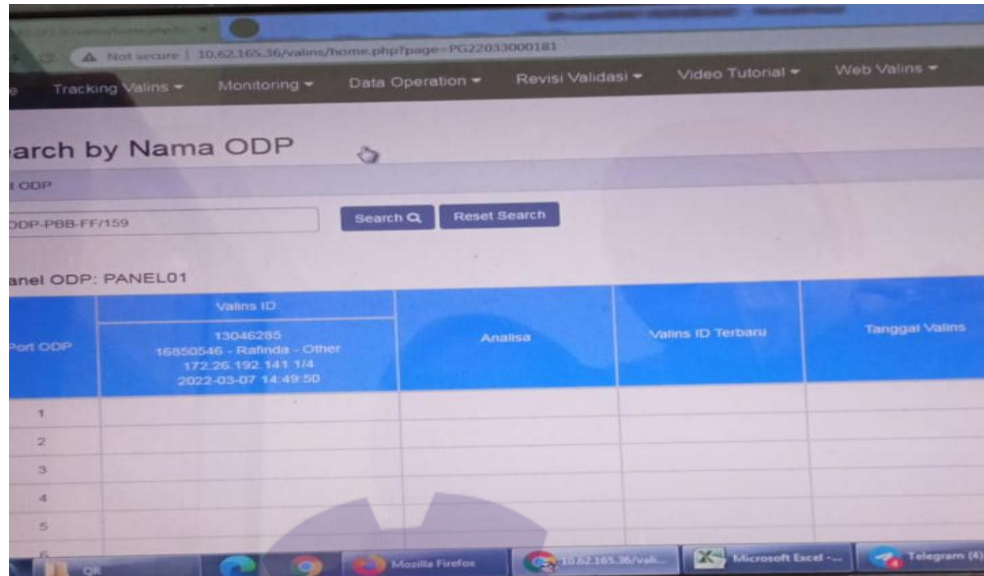
5. Checking ODP data is valid or not

The author was given the task to make a Omset of ODP from Panel 2 to Panel 1. The steps taken to make an Omset of ODP from Panel 2 to Panel 1 are as follows:

Figure 3.9 Flowchart of Checking ODP data is valid or not
Source: Processed Data, 2022

Figure 3.9 In this activity, the author is given the task to check whether or not an ODP is valid in the Valins application. The author opens the Valins application and copies the ODP in the ODP Tracking Valins. If the display panel 01 appears on the Valins ID then the ODP is declared valid. Then after checking and inputting the data obtained will be reported to DAMAN.

An example of the format of the Checking ODP data is valid or not can be seen as follows:

Figure 3.10 Checking ODP data is valid or not
Source: Processed Data, 2022

3.4 Obstacle and Solution

Constraints that the authors get while doing practical work at PT. Telkom Indonesia Tbk. Witel Riau Daratan namely:

1. Narrow desk space so the author is a little difficult to do some work and help the Appraiser effectively and efficiently.

2. Network interruptions or errors often occur during the ODP process.

So to that the solution for the constrains doing partical work at PT. Telkom Indonesia Tbk. Witel Riau Daratan namely:

1. Provide more space for students to more easily do their work.

2. Further optimizing and repairing network disturbances so that the given work process can be completed properly.

CHAPTER IV
CONCLUSION AND SUGGESTION

4.1   Conclusion

Based on the explanation in the previous chapter, the authors draw conclusions in several ways, namely as follows:

1. The author is given a task in the DAMAN section which is taught to Process Optical Distribution Point (ODP) data, Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications), QR code installation, Dropcore (QR) Data Report, Omset of ODP from Panel 2 to Panel 1 and Checking ODP data is valid or not.

2. In the implementation of this Aprenticeship, the author carried out the Aprenticeship in one of the State-owned Enterprises, namely PT Telkom Indonesia Tbk. Witel Riau Daratan, which lasted for 4 (four) months, starting from March 1, 2022 to June 30, 2022.

3. Then in this Job Training activity the author also understands how the systems and procedures apply such as in the process of making Layout and fill in the FTTH (Faber to the home) FO Configuration, the QR code installation process, the process of Dropcore (QR) Data Report, the process of Omset of ODP from Panel 2 to Panel 1, and Checking ODP data is valid or not.

4. Obstacles that the author get while doing pratical work at PT. Telkom Indonesia Tbk. Witel Riau Daratan is the first to have a narrow desk space. So that the author is a little difficult to do some work and help the estimator effectively and effeciently. And the second obstacle is Network interruptions or errors often occur during the ODP process. So for the solution, the author hope that in the next period if there are new students who will do practical work at PT. Telkom Indonesia Tbk. Witel Riau Daratan will provide more space for students to do their work more easily and Further optimizing and repairing network disturbances so that the given

work process can be completed properly.

4.2 Suggestion

Author provide some suggestions for various parties, namely for the author himself, for students or younger siblings who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Author

    Suggestions for writers are to be more careful, thorough and concentrate in writing work. Get used to reading first before acting, and think realistically and rationally, and do the task in accordance with the directions or orders that have been given by the employee concerned.

2. Collage Student

    Author also provide suggestions that may be useful for students who will carry out practical work activities for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability, thinking before taking action, always being patient and obedient and must learn to manage everything assigned job.

3. Company

    After the author runs the Aprenticeship activities at PT. Telkom Indonesia Tbk. Witel Riau Daratan. There are several suggestions for a better company, namely giving assignments and jobs to students according to their field of study. So that students can practice their experiences during college and position their duties in the world of work.

4. State Polytechnic of Bengkalis

    The suggestion for the State Polytechnic of Bengkalis campus is to hold. This Aprenticeship can be used as an evaluation, and should be provided to students before carrying out the Aprenticeship in accordance with the field or course material in accordance with the Aprenticeship company. PT.Telkom Indonesia Tbk, Witel Riau Daratan is a company that is not enough suitable for internship students in the International Business Administration study program for next period.

REFERENCES

PT.Telkom Indonesia Tbk. Riau Daratan Profile., www.telkom.co.id ., accessed on June 10, 2022.

PT.Telkom Indonesia 1.blogspot.com. (2018). Produk dan Layanan. http://pttelkomindonesia1.blogspot.com/p/blog-page.html?m=1. accessed on June 13, 2022.

APPENDICES

Appendix 1   : Aprenticeship Accepptance Letter

Telkom
Indonesia
the word in your hand

Nomor   : Tel.08/PD 000/R1W-1H520000/2022

Pekanbaru, 20 Januari 2022

Kepada   Yth.
Wakil Direktur I
Politeknik Negeri Bengkalis
Di
Bengkalis

Dari   : MANAGER SHARED SERVICE HC & FINANCE RIDAR
Lampiran   : -
Perihal   : **Persetujuan Pelaksanaan Magang**

Menunjuk surat Saudara Nomor : 0067/PL31/TU/2022 tanggal 04 Januari 2022 perihal Pelaksanaan magang, atas nama manajemen PT. Telekomunikasi Indonesia.Tbk. Witel Riau Daratan menyampaikan bahwa pada prinsipnya menyetujui dan menerima Mahasiswa Saudara untuk melaksanakan Kegiatan dimaksud, dimulai dari tanggal 01 Maret 2022 s/d 30 Juni 2022 dengan lokasi kegiatan sebagai berikut :

No.	Nama	NIM	Jurusan	Lokasi Magang	Pembimbing
01	Rina Nopiyanti	5404181177	Adm.Bisnis Internasional	DAMAN	Dina Khaira/810027
02	Rahmat	5404181156	Adm.Bisnis Internasiona	DAMAN	Dina Khaira/810027
03	Yuni Mahendra	5404181152	Adm.Bisnis Internasiona	DAMAN	Dina Khaira/810027
04	Lisa Rahmadani	5404181147	Adm.Bisnis Internasiona	DAMAN	Dina Khaira/810027

Selanjutnya kepada calon peserta agar melapor paling lambat 3 (tiga) hari sebelum tanggal pelaksanaan kebagian HR Telkom Witel Ridar Jln. Jend. Sudirman No. 199 Pekanbaru, atau kepada Sdr. Fajar telepon kantor : 0761-851023, dengan membawa surat ini, pas foto warna ukuran 3x4 sebanyak 4 (empat) lembar, meterai Rp.6.000,- sebanyak 1 (satu)lembar, fotocopy Kartu Mahasiswa sebanyak 1 (satu) lembar dan membawa perangkat kerja (laptop) serta mengisi " Surat Pernyataan " dan "Surat Kesediaan" selama melakukan Kerja Praktek(sejenisnya) di PT. Telekomunikasi Indonesia.Tbk (form tersedia di Telkom).

Apabila dalam waktu yang telah ditentukan peserta tidak melapor, maka kami anggap yang bersangkutantelah mengundurkan diri.

Demikian kami sampaikan atas perhatian dan kerjasama Saudara kami ucapkan terimakasih.

Hormat Kami,

Azril Aziz
MANAGER SHARED SERVICE HC & FINANCE RIDAR

Tembusan
ASMAN DAVAL & INVENTORY MGT SUPERVISORY RIDAR

PT. TELKOM
WILAYAH TELEKOMUNIKASI RIAU DARATAN
Jl. Jend. Sudirman No. 199 Telp. (0761) 8010700
Pekanbaru - 28111   www.telkom.co.id
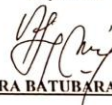
Appendix 2   : Apprenticeship Certificate

Telkom Indonesia
the world in your hand

SERTIFIKAT

Diberikan kepada :

Rina Nopiyanti

Yang telah selesai melaksanakan Kerja Praktek di PT.Telekomunikasi Indonesia Tbk.Witel Riau Daratan pada tanggal 1 Maret 2022 s/d 30 Juni 2022 dan yang bersangkutan telah memenuhi persyaratan dan peraturan yang berlaku dengan baik

Pekanbaru, 30 Juni 2022
Telkom Witel Riau Daratan
MGR SHARED SERVICE HC & FINANCE

Telkom Indonesia
the word in your hand

INDRIANA OKTAVIA SINAMBELA
NIK. 840143

Appendix 3   : List of Attendance

LIST PRESENT OF THE JOB TRAINING
PT.TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Name   : Rina Nopiyanti
Student's Identity Number   : 5404181177b
Internship Time   : 08.00 WIB – 17.00 WIB

No	Day	Date	Information	Signature
1	Tuesday	March 1, 2022	Present	
2	Wednesday	March 2, 2022	Present	
3	Thursday	March 3, 2022	National Holiday	
4	Friday	March 4, 2022	Present	
5	Saturday	March 5, 2022	Holiday	
6	Sunday	March 6, 2022	Holiday	
7	Monday	March 7, 2022	Present	
8	Tuesday	March 8, 2022	Present	
9	Wednesday	March 9, 2022	Present	
10	Thursday	March 10, 2022	Present	
11	Friday	March 11, 2022	Present	
12	Saturday	March 12, 2022	Holiday	
13	Sunday	March 13, 2022	Holiday	
14	Monday	March 14, 2022	Present	
15	Tuesday	March 15, 2022	Present	
16	Wednesday	March 16, 2022	Present	
17	Thursday	March 17, 2022	Present	
18	Friday	March 18, 2022	Present	
19	Saturday	March 19, 2022	Holiday	
20	Sunday	March 20, 2022	Holiday	
21	Monday	March 21, 2022	Present	
22	Tuesday	March 22, 2022	Present	
23	Wednesday	March 23, 2022	Present	
24	Thursday	March 24, 2022	Present	
25	Friday	March 25, 2022	Present	
26	Saturday	March 26, 2022	Holiday	
27	Sunday	March 27, 2022	Holiday	
28	Monday	March 28, 2022	Present	
29	Tuesday	March 29, 2022	Present	
30	Wednesday	March 30, 2022	Present	
31	Thursday	March 31, 2022	Present	

Pekanbaru, March 31, 2022
Supervisor

(DINA KHAIRA BATUBARA, S.Kom, M.Kom.)

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LIST PRESENT OF THE JOB TRAINING
PT.TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Name : Rina Nopiyanti
Student's Identity Number : 5404181177
Internship Time : 08.00 WIB – 16.00 WIB

No	Day	Date	Information	Signature
1	Friday	April 1, 2022	Present	
2	Saturday	April 2, 2022	Holiday	
3	Sunday	April 3, 2022	Holiday	
4	Monday	April 4, 2022	Present	
5	Tuesday	April 5, 2022	Present	
6	Wednesday	April 6, 2022	Present	
7	Thursday	April 7, 2022	Present	
8	Friday	April 8, 2022	Present	
9	Saturday	April 9, 2022	Holiday	
10	Sunday	April 10, 2022	Holiday	
11	Monday	April 11, 2022	Present	
12	Tuesday	April 12, 2022	Present	
13	Wednesday	April 13, 2022	Present	
14	Thursday	April 14, 2022	Present	
15	Friday	April 15, 2022	National Holiday	
16	Saturday	April 16, 2022	Holiday	
17	Sunday	April 17, 2022	Holiday	
18	Monday	April 18, 2022	Present	
19	Tuesday	April 19, 2022	Present	
20	Wednesday	April 20, 2022	Present	
21	Thursday	April 21, 2022	National Holiday	
22	Friday	April 22, 2022	Present	
23	Saturday	April 23, 2022	Holiday	
24	Sunday	April 24, 2022	Holiday	
25	Monday	April 25, 2022	Present	
26	Tuesday	April 26, 2022	Present	
27	Wednesday	April 27, 2022	Present	
28	Thursday	April 28, 2022	Permission	
29	Friday	April 29, 2022	Holiday	
30	Saturday	April 30, 2022	Holiday	

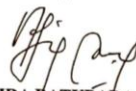Pekanbaru, April 30, 2022
Supervisor

(DINA KHAIRA BATUBARA, S.Kom, M.Kom.)

LIST PRESENT OF THE JOB TRAINING
PT.TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Name : Rina Nopiyanti
Student's Identity Number : 5404181177
Internship Time : 08.00 WIB – 17.00 WIB

No	Day	Date	Information	Signature
1	Sunday	May 1, 2022	Holiday	
2	Monday	May 2, 2022	Holiday	
3	Tuesday	May 3, 2022	National Holiday	
4	Wednesday	May 4, 2022	National Holiday	
5	Thursday	May 5, 2022	Holiday	
6	Friday	May 6, 2022	Holiday	
7	Saturday	May 7, 2022	Holiday	
8	Sunday	May 8, 2022	Holiday	
9	Monday	May 9, 2022	Present	
10	Tuesday	May 10, 2022	Present	
11	Wednesday	May 11, 2022	Present	
12	Thursday	May 12, 2022	Present	
13	Friday	May 13, 2022	Permission	
14	Saturday	May 14, 2022	Holiday	
15	Sunday	May 15, 2022	Holiday	
16	Monday	May 16, 2022	National Holiday	
17	Tuesday	May 17, 2022	Present	
18	Wednesday	May 18, 2022	Present	
19	Thursday	May 19, 2022	Present	
20	Friday	May 20, 2022	Present	
21	Saturday	May 21, 2022	Holiday	
22	Sunday	May 22, 2022	Holiday	
23	Monday	May 23, 2022	Present	
24	Tuesday	May 24, 2022	Present	
25	Wednesday	May 25, 2022	Present	
26	Thursday	May 26, 2022	National Holiday	
27	Friday	May 27, 2022	Present	
28	Saturday	May 28, 2022	Holiday	
29	Sunday	May 29, 2022	Holiday	
30	Monday	May 30, 2022	Present	
31	Tuesday	May 31, 2022	Present	

Pekanbaru, May 31, 2022
Supervisor

(DINA KHAIRA BATUBARA, S.Kom, M.Kom.)

LIST PRESENT OF THE JOB TRAINING
PT.TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Name : Rina Nopiyanti

Student's Identity Number : 5404181177

Internship Time : 08.00 WIB – 17.00 WIB

No	Day	Date	Information	Signature
1	Wednesday	June 1, 2022	National Holiday	
2	Thursday	June 2, 2022	Present	
3	Friday	June 3, 2022	Present	
4	Saturday	June 4, 2022	Holiday	
5	Sunday	June 5, 2022	Holiday	
6	Monday	June 6, 2022	Present	
7	Tuesday	June 7, 2022	Present	
8	Wednesday	June 8, 2022	Present	
9	Thursday	June 9, 2022	Present	
10	Friday	June 10, 2022	Holiday	
11	Saturday	June 11, 2022	Holiday	
12	Sunday	June 12, 2022	Present	
13	Monday	June 13, 2022	Present	
14	Tuesday	June 14, 2022	Present	
15	Wednesday	June 15, 2022	Present	
16	Thursday	June 16, 2022	Present	
17	Friday	June 17, 2022	Present	
18	Saturday	June 18, 2022	Holiday	
19	Sunday	June 19, 2022	Holiday	
20	Monday	June 20, 2022	Present	
21	Tuesday	June 21, 2022	Present	
22	Wednesday	June 22, 2022	Present	
23	Thursday	June 23, 2022	Present	
24	Friday	June 24, 2022	Present	
25	Saturday	June 25, 2022	Holiday	
26	Sunday	June 26, 2022	Holiday	
27	Monday	June 27, 2022	Present	
28	Tuesday	June 28, 2022	Present	
29	Wednesday	June 29, 2022	Present	
30	Thursday	June 30, 2022	Present	

Pekanbaru, June 30, 2022
Supervisor

(DINA KHAIRA BATUBARA, S.Kom, M.Kom.)

Appendix 4   : Company Appraisal Sheet

EVALUATION RESULT FROM JOB TRAINING

COMPANY APPRAISAL

PT. TELKOM INDONESIA Tbk. WITEL RIAU DARATAN

Name   : Rina Nopiyanti
Student's Identity No.   : 5404181177
Study Program   : D4-International Business Administration
College   : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1	Disciplin	20%	85
2	Responsibility	25%	84.
3	Adjustment/Adaptation	10%	85
4	Work Result	30%	83
5	Behavior in General	15%	85.
	Total (1+2+3+4+5)	100%	

Explanition :

Score	: Criteria
81 - 100	: Excelence
71 - 80	: Very Good
66 - 70	: Good
61 - 65	: Good Enough

Notes :

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Pekanbaru, June 30, 2022
Supervisor

Dina Khaira Batubara, S.Kom.,M.Kom
ASMAN DAVAL & INVENTORY

Appendix 5   : Apprenticeship Statement Letter

Telkom
Indonesia
the word in your hand

SURAT KETERANGAN
Nomor : TEL-**041**/PD.000/R1W-IH520000/2022

PT. Telekomunikasi Indonesia, Tbk.
Unit HR & CDC Witel Riau Daratan

menerangkan bahwa:

Nama	:	**Rina Nopiyanti**
NIM	:	**5404181177**
Jurusan	:	**Adm.Bisnis Internasional**
Sekolah	:	**Politeknik Negeri Bengkalis**

telah menyelesaikan Prakerin
pada unit DAMAN Area Witel Riau Daratan
Mulai Tanggal 01 Maret 2022 s/d 30 Juni 2022

Pekanbaru, 30 Juni 2022
MGR SHARED SERVICE HC & FINANCE RIDAR

Indriana Oktavia Sinambela
NIK.840143

PT. TELKOM
WILAYAH TELEKOMUNIKASI RIAU DARATAN
Jl. Jend. Sudirman No. 199 Telp. (0761) 8010700
Pekanbaru - 28111   www.telkom.co.id

Appendix 6   : Practical Work Activities in the Data Management unit of PT. Telkom Indonesia Tbk. Witel Riau Daratan.

Cell A51: REGIONAL 1 SUMATRA

#	A	E	G	H	I	K	M	N	O	P	Q	R	S	T	U	V
1	REGIONAL RIAU DAR/ BGU	ODP-BGU-FK/065	7	IDLE		TUW04NPGJBI5	1,1E+11	ODP-BGU-	ODP-BGU-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
2	REGIONAL RIAU DAR/ PBB	ODP-PBR-FAK/16	6	IDLE		TUW0D3EOKD37	1,1E+11	ODP-PBR-I	ODP-PBR-I	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
3	REGIONAL RIAU DAR/ ARK	ODP-ARK-FQ/057	4	IDLE		TUW0A7WXMLKE	1,1E+11	ODP-ARK-	ODP-ARK-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
4	REGIONAL RIAU DAR/ PBB	ODP-PBR-FBS/071	5	IDLE		TUW0M3DLF9F6	1,1E+11	ODP-PBR-I	ODP-PBR-I	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
5	REGIONAL RIAU DAR/ PWG	ODP-PWG-FJ/004	8	IDLE		TUW0WBIT1CO5	1,1E+11	ODP-PWG	ODP-PWG	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
6	REGIONAL RIAU DAR/ PBB	ODP-PBB-FCD/18	8	IDLE		TUW0TF82TLZ2	1,1E+11		ODP-PWG	NO	NO	NO	NO	YES	02-Jun-22	02-Jun-22 OD
7	REGIONAL RIAU DAR/ SAK	ODP-SAK-FE/01	1	IDLE		TUW0DC93C947	1,1E+11	ODP-SAK-	ODP-SAK-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
8	REGIONAL RIAU DAR/ PBB	ODP-PBR-FDB/17	7	IDLE	TUW0NZPA7IZF	TUW00QGXB7RV	1,1E+11	ODP-PBR-FDB/17	YES	YES	YES	YES	YES	YES	02-Jun-22	02-Jun-22 Ter
9	REGIONAL RIAU DAR/ DUM	ODP-DUM-FAJ/036	3	IDLE		TUW00S5KMD26	1,1E+11	ODP-DUM	ODP-DUM	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
10	REGIONAL RIAU DAR/ PBB	ODP-PBR-FP/83	4	IDLE		TUW01ZVX7DYQ	1,1E+11	ODP-PBR-I	ODP-PBR-I	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
11	REGIONAL RIAU DAR/ PBB	ODP-PBR-FAB/27	8	IDLE		TUW0O4128IHR	1,1E+11	ODP-PBR-I	ODP-PBR-I	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 P_E
12	REGIONAL RIAU DAR/ ARK	ODP-ARK-FAE/02	5	IDLE		TUW0FK8BLVCB	1,1E+11	ODP-ARK-	ODP-ARK-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
13	REGIONAL RIAU DAR/ DRI	ODP-DRI-FKG/05	5	IDLE		TUW02QKW5QKG	1,1E+11	ODP-DRI-F	ODP-DRI-F	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
14	REGIONAL RIAU DAR/ TAK	ODP-TAK-FH/054	3	IDLE		TUW0VTIJEGOS	1,1E+11	ODP-TAK-	ODP-TAK-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
15	REGIONAL RIAU DAR/ PBB	ODP-PBR-FBH/79	2	IDLE		TUW0L04CJ301	1,1E+11			NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 OD
16	REGIONAL RIAU DAR/ BAG	ODP-BAG-FA/06	1	IDLE		TUW03TNV3IUG	1,1E+11	ODP-BAG-	ODP-BAG-	NO	NO	NO	NO	YES	02-Jun-22	02-Jun-22 Dro
17	REGIONAL RIAU DAR/ PBB	ODP-PBR-FDA/029	2	IDLE		TUW03AXAQ3TNW	1,1E+11	ODP-PBR-FDA/029 F	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 Ter
18	REGIONAL RIAU DAR/ PBB	ODP-PBB-FCZ/13	2	IDLE		TUW0HMDSJW7X	1,1E+11			NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 OD
19	REGIONAL RIAU DAR/ SAK	ODP-SAK-FE/064	5	IDLE		TUW05D6JM4HB	1,1E+11	ODP-SAK-	ODP-SAK-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
20	REGIONAL RIAU DAR/ PBB	ODP-PBR-FBY/45	3	IDLE		TUW05DP5QG2Z	1,1E+11		ODP-SAK-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 OD
21	REGIONAL RIAU DAR/ RBI	ODP-RBI-FM/22	8	IDLE		TUW0W3IAJOFG	1,1E+11	ODP-RBI-F	ODP-RBI-F	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
22	REGIONAL RIAU DAR/ DRI	ODP-DRI-FKG/34	1	IDLE		TUW0U3QIUBAK	1,1E+11	ODP-DRI-F	ODP-DRI-F	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
23	REGIONAL RIAU DAR/ DUM	ODP-DUM-FK/034	3	IDLE		TUW0AU4D72GV	1,1E+11	ODP-DUM	ODP-DUM	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
24	REGIONAL RIAU DAR/ RGT	ODP-RGT-FA/045	2	IDLE		TUW0982VBRAJ	1,1E+11	ODP-RGT-	ODP-RGT-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
25	REGIONAL RIAU DAR/ RGT	ODP-RGT-FN/021	1	IDLE		TUW0PL2RS9QY	1,1E+11	ODP-RGT-	ODP-RGT-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
26	REGIONAL RIAU DAR/ DRI	ODP-DRI-FN/048	8	IDLE		TUW0GHY2FLA1	1,1E+11	ODP-DRI-F	ODP-DRI-F	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
27	REGIONAL RIAU DAR/ RGT	ODP-RGT-FN/093	1	IDLE		TUW0TWPLNI8X	1,1E+11	ODP-RGT-	ODP-RGT-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
28	REGIONAL RIAU DAR/ PKR	ODP-PKR-FL/156	5	IDLE		TUW0MPD0LQ91	1,1E+11	ODP-PKR-I	ODP-PKR-I	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
29	REGIONAL RIAU DAR/ PKR	ODP-PKR-FL/247	6	IDLE		TUW0YQSN6Q2L	1,1E+11	ODP-PKR-I	ODP-PKR-I	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
30	REGIONAL RIAU DAR/ PWG	ODP-PWG-FH/064	2	IDLE		TUW0YXDEPKKQ	1,1E+11	ODP-PWG	ODP-PWG	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
31	REGIONAL RIAU DAR/ PBB	ODP-PBB-FBK/103	2	IDLE		TUW0WCJBFGGJ	1,1E+11			NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 OD
32	REGIONAL RIAU DAR/ BKR	ODP-BKR-FKE/037	8	IDLE		TUW0KN8B5F2G	1,1E+11	ODP-BKR-I	ODP-BKR-I	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 cre
33	REGIONAL RIAU DAR/ TAK	ODP-PNP-FA/046	3	IDLE		TUW0DXICX3J0	1,1E+11	ODP-PNP-	ODP-PNP-	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 P_E
34	REGIONAL RIAU DAR/ DUM	ODP-DUM-FN/11	1	IDLE		TUW0RXMC5FLI	1,1E+11	ODP-DUM	ODP-DUM	NO	NO	YES	NO	YES	02-Jun-22	02-Jun-22 P_E

Sheet1

Data from the second worksheet — "ODP 2 Panel TITO (2)" (cell F14: 0)

#	Tanggal	Nama Tim	Nama ODP	LAPANGAN Panel 1 Jumlah D	LAPANGAN Panel 1 Offline	LAPANGAN Panel 2 Jumlah D	LAPANGAN Panel 2 Offlin	UIM Panel 1	UIM Panel 2	keterangan
4	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCM/23	5		0		4	4	16 PORT
5	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCM/05	8		0		5	3	PANEL OUT, 16 PORT
6	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCP/012	8		0		7	1	16 PORT
7	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCU/19	8		0		5	3	PANEL OUT, 16 PORT
8	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCU/16	8		0		6	2	PANEL OUT, 16 PORT
9	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCV/14	8		0		8	0	16 PORT
10	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCV/45	8		0		4	3	16 PORT
11	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCW/12	4		0		8	0	16 PORT
12	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCW/33	8		0		5	3	PANEL OUT, 16 PORT
13	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCW/44	6		0		6	2	PANEL OUT, 16 PORT
14	30/03/2022	Roni Febrianto, Bintang	ODP-PBR-FCW/75	8		0		5	3	16 PORT
15	30/03/2022	Wira,Rahmat	ODP-PBR-FBZ/040	8		0		6	2	PANEL OUT, 16 PORT
16	30/03/2022	Wira,Rahmat	ODP-PBR-FBZ/034	8		0		7	1	
17	31/03/2022	Roni Febrianto, Bintang	ODP-PBR-FZ/21	8		0		8	Not Found	16 PORT
18	31/03/2022	Roni Febrianto, Bintang	ODP-PBR-FZ/33	7		0		8	Not Found	16 PORT
19	31/03/2022	Roni Febrianto, Bintang	ODP-PBR-FS/005	4		0		5	3	
20	31/03/2022	Roni Febrianto, Bintang	ODP-PBR-FS/020	7		0		6	2	
21	31/03/2022	Roni Febrianto, Bintang	ODP-PBR-FX/036	1		0		7	0	
22	31/03/2022	Roni Febrianto, Bintang	ODP-PBR-FX/018	8		0		7	1	
23	31/03/2022	Roni Febrianto, Bintang	ODP-PBR-FX/081	6		0		7	0	

CEK LAPANGAN 2 PANEL / cek uim / Sheet2

Appendix 7 **: Group photo and handover of mementos with PT Telkom Indonesia Tbk. Riau Daratan**

Appendix 8 : Daily Activities of the Job Training

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
Week : 1
Day : Tuesday - Friday
Date : March 01 – March 04, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Tuesday, March 01, 2022	1. Self-introduction and placement of Interns. 2. Learn how to use UIM and Dava Apps on google.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, March 02, 2022	1. Paste the Wifi customer ID Barkot on Cable Ties. 2. Counting the number of Barkot that have been completed.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, March 03, 2022	National Holiday	-	
Friday, March 04, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	

| No	WORKING	EXPLANATIONS
		Practical work activities the first week of March. This week the author learns how to use UIM from PT. Telkom Indonesia Tbk Riau Daratan. Learn how to paste Wifi customer Barkot ID on Cable Ties, create Layouts, Layout and fill in the FTTH (Faber to the home) FO Configuration. After all the writer was asked to immediately continue the work that had been taught.

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
Week : 2
Day : Monday - Friday
Date : March 07 – March 11, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 07, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	07
Tuesday, March 08, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	07
Wednesday, March 09, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	07
Thursday, March 10, 2022	1. Attending Socialization on the 7th Floor at 10 am (Socialization of Occupational Health and Safety Management System) SMK3. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	07
Friday, March 11, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	07

No	WORKING	EXPLANATIONS
		The second week of practical work activities, this week the author was given the task of working on Layout and Fill in the FTTH (Faber to the home) FO Configuration and Paste Wifi customer ID Barkot on Cable Ties. And participate in the socialization of SMK3 (Socialization of Occupational Health and Safety Management System) in the Telkom room.

# DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 1
Week   : 3
Day   : Monday - Friday
Date   : March 14 – March 18, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 14, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Tuesday, March 15, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, March 16, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, March 17, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Friday, March 18, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	

No	WORKING	EXPLANATIONS
		Third week of practical work. This week the author was given the task of working on the Layout and Fill in the FTTH (Faber to the home) FO Configuration and Paste the Wifi customer ID Barkot on Cable Ties.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 1
Week   : 4
Day   : Monday - Friday
Date   : March 21 – March 25, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 21, 2022	1. Paste the Wifi customer ID Barkot on Cable Ties. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Tuesday, March 22, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, March 23, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, March 24, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Friday, March 25, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	

No	WORKING	EXPLANATIONS
		Practical work activities in the fourth week of March, the authors carry out the same activities with the third week.

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 1
Wee : 5
Day : Monday - Friday
Date : March 28 – March 31, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, March 28, 2022	1. Paste the Wifi customer ID Barkot on Cable Ties. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Tuesday, March 29, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, March 30, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, March 31, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	

No	WORKING	EXPLANATIONS
		The fifth week of practical work activities in March, the author carried out the same activities with several activities in March.

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 2
Week : 1
Day : Friday - Friday
Date : April 01 – April 08, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Friday, April 01, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Monday, April 04, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Tuesday, April 05, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, April 06, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, April 07, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Friday, April 08, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	

No	WORKING	EXPLANATIONS
		Practical work activities the first week of April. This week the author was given the task of working on a Dropcore (QR) Data Report and Paste the Wifi customer ID Barkot.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 2
Wee   : 2
Day   : Monday - Friday
Date   : April 11 – April 15, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, April 11, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Tuesday, April 12, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, April 13, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, April 14, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Friday, April 15, 2022	National Holiday	-	-

No	WORKING	EXPLANATIONS
		Practical work activities the second week of April. The author carried out the same activities as the first week of April.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 2
Week   : 3
Day   : Monday - Friday
Date   : April 18 – April 21, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, April 18, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Tuesday, April 19, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, April 20, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, April 21, 2022	National Holiday	-	-
Friday, April 22, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	

No	WORKING	EXPLANATIONS
		In the third week of April the writer carried out the same activities with several activities in April.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 2
Week   : 4
Day   : Monday - Friday
Date   : April 25 – April 29, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, April 25, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP contents from Panel 2 to Panel 1.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Tuesday, April 26, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP contents from Panel 2 to Panel 1.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Wednesday, April 27, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom.	
Thursday, April 28, 2022	Permitted	-	-
Friday, April 29, 2022	National Holiday	-	-

| No	WORKING	EXPLANATIONS
		Fourth week of practical work in April. This week the author was given the task of Dropcore (QR) Data Report and Omset of ODP contents from Panel 2 to Panel 1.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 3
Week   : 1
Day   : Monday - Friday
Date   : May 02 – May 06, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 02, 2022	National Holiday	-	-
Tuesday, May 03, 2022	National Holiday	-	-
Wednesday, May 04, 2022	Holiday	-	-
Thursday, May 05, 2022	Holiday	-	-
Friday, May 06, 2022	Holiday	-	-

No	WORKING	EXPLANATIONS

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 3
Week   : 2
Day   : Monday - Friday
Date   : May 09 – May 13, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 09, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP contents from Panel 2 to Panel 1.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Tuesday, May 10, 2022	1. Dropcore (QR) Data Report. 2. Omset of ODP contents from Panel 2 to Panel 1.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, May 11, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Thursday, May 12, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Friday, May 13, 2022	Permitted	-	-

| No	WORKING	EXPLANATIONS
		Practical work activities the second week of May. This week the author was given the task of Dropcore (QR) Data Report and Omset of ODP contents from Panel 2 to Panel 1.

DAILY ACTIVITIES OF THE JOB TRAINING

Month : 3
Week : 3
Day : Monday - Friday
Date : May 16 – May 20, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 16, 2022	National Holiday	-	-
Tuesday, May 17, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, May 18, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Thursday, May 19, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Friday, May 20, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	

No	WORKING	EXPLANATIONS
		Practical work activities the third week of May. This week the author was given the task of working on a Dropcore (QR) data report and Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 3
Week   : 4
Day   : Monday - Friday
Date   : May 23 – May 27, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 23, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Tuesday, May 24, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, May 25, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Thursday, May 26, 2022	National Holiday	-	-
Friday, May 27, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	

| No	WORKING	EXPLANATIONS
		In the fourth week of May, the writer carried out the same activity with several activities in May.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 4
Week   : 1
Day   : Monday - Friday
Date   : May 30 – June 03, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, May 30, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Tuesday, May 31, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, June 01, 2022	National Holiday	-	-
Thursday, June 02, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Friday, June 03, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	

No	WORKING	EXPLANATIONS
		In the first week of June, the writer carried out the same activities as the previous week.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 4
Week   : 2
Day   : Monday - Friday
Date   : June 06 – June 10, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 06, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Tuesday, June 07, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, June 08, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Thursday, June 09, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Friday, June 10, 2022	1. Dropcore (QR) Data Report. 2. Paste the Wifi customer ID Barkot on Cable Ties.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	

No	WORKING	EXPLANATIONS
		Practical work activities the second week of June. This week the author was given the task of working on a Dropcore (QR) data report and Paste the Wifi customer ID Barkot on Cable Ties.

# DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 4
Week   : 3
Day   : Monday - Friday
Date   : June 13 – June 17, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 13, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Tuesday, June 14, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, June 15, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Thursday, June 16, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Friday, June 17, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	

| No	WORKING	EXPLANATIONS
		Third week of practical work in June. This week the author was given the task of working on a Dropcore (QR) data report and Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.

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DAILY ACTIVITIES OF THE JOB TRAINING

Month : 4
Week : 4
Day : Monday - Friday
Date : June 20 – June 24, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 20, 2022	1. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Tuesday, June 21, 2022	1. Dropcore (QR) Data Report. 2. Layout and fill in the FTTH (Faber to the home) FO Configuration in UIM and Dava Applications.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, June 22, 2022	1. Checking ODP data is valid or not. 2. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Thursday, June 23, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Friday, June 24, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	

No	WORKING	EXPLANATIONS
		Fourth week of practical work in June. This week the author was given the task of working on a Dropcore (QR) data report and checking ODP data is valid or not.

DAILY ACTIVITIES OF THE JOB TRAINING

Month   : 4
Week   : 5
Day   : Monday - Thursday
Date   : June 27 – June 30, 2022

Day/Date	Description of Activities	Task Assignor	Signature
Monday, June 27, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Tuesday, June 28, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Wednesday, June 29, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	
Thursday, June 30, 2022	1. Dropcore (QR) Data Report.	DINA KHAIRA BATUBARA, S.Kom, M.Kom	

No	WORKING	EXPLANATIONS
		The Fifth week of practical work in June. This week the author was given the task of working on a Dropcore (QR) data report.