# Mencetak Kwitansi Pembayaran

Mencetak kwitansi pembayaran dapat dilakukan di dashboard dan terhubung dengan printer lembaga Anda.

Ouration 5 minute(s)

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# Introduction

Silahkan sambungkan komputer Anda dengan perangkat Printer agar dapat mencetak kwitansi pembayaran tagihan yang lunas.

### Step 1 - Silahkan Buka Dashboard Lembaga Anda

Klik https://dashboard.infradigital.io/pre-login untuk log in ke dashboard sekolah Anda. Pastikan menggunakan email yang sudah di aproval oleh tim Jaringan IDN.



# Step 2 - Cari Nama Siswa

Silahkan Cari Nama siswa yang akan dicetak kwitansi nya pada kolom pencarian.



### Step 3 - Masukkan Nama/NIS

Anda dapat memamsukkan Nama atau NIS di kolom pencariaan, kemudian klik Nama yang tertampil.



### Step 4 - Scrol/Swipe ke Bawah dan Pilih Kolom Tagihan Sudah Dibayar

Silahkan scrol/swipe kebawah halaman detil siswa, kemudian klik pada kolom **Tagihan Sudah Dibayar** untuk menampilkan tagihan Lunas.



#### Step 5 - Pilih Tagihan dan Klik Cetak

Pilih tagihan yang ingin dicetak kwitansinya.

Anda juga dapat mencetak kwitansi lebih dari satu tagihan.

|   |                 |                                     | uroup                        | KELAS 7A          |                     | 855                            | 103            |                | ^        |                  |                                      | uroup  | KELAS 7A             |                    | 805                     | 109              |                 | ^         |
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|   | Telephone       |                                     |                              | 6285714071967     |                     |                                |                |                |          |                  |                                      | Telephone  | 6285714071967        |                    | 30%                     | -                |                 |           |
|   |                 |                                     | Email                        | inacurse@vahoo.co | Jd                  | (November 2020                 | - 3une 2021)   |                |          |                  |                                      | Email  | inacurse@vahoo.co.id |                    | (November 2020 - 1      | une 2021)        |                 |           |
|   |                 |                                     |                              |                   |                     |                                |                |                |          |                  |                                      |  |                      |                    |                         |                  |                 |           |
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|   | Laporan         |                                     |                              | Taghan Belum      | di Bayar Taghan Su  | dah Dibayar Tagihan Kedaluarsa | C              |                |          | Laporan          |                                      |  | Taghan Belum di Baya | Taghan Sudah Dib   | ayar Tagihan Kedaluarsa | C                |                 |           |
| Not       N   | 8               |                                     |                              |                   |                     |                                |                |                |          | 8                |                                      |  |                      |                    |                         |                  |                 |           |
|   |                 | Deskripsi                           | Terbayar                     | Denda             | Bayar               | =Ref                           | Merchant       |                |          |                  | Deskripsi                            | Terbayar   | Denda                | layar              | =Ref                    | Merchant         | +               |           |
|   | 3               | 5PP APRIL 2021                      | Rp 100,000                   | Rp 0              | 01 Apr 2021         | 21848109TITY2F                 | Sekolah        | Cetak Refund   | 0        | 3                | SPP APRIL 2021                       | Rp 100,000   | Rp 0                 | 11 Apr 2821        | 21848109TITY2F          | Sekolah          | Ceture Refund   |           |
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|   |                 |                                     | PERBARLI DATA                |                   |                     |                                |                |                |          |                  |                                      | PERBANEN DATA  |                      |                    |                         |                  |                 |           |
| Rp 200.000       Rp 400.00  |                 |                                     |                              |                   |                     |                                |                |                |          |                  |                                      |  |                      |                    |                         |                  |                 |           |
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### Step 6 - Klik Print dan Selesai

Langkah terakhir adalah menekan tombol Print untuk mencetak kwitansi tagihan tersebut.

Pastikan komputer Anda sudah terhubung dengan Printer, jika sudah klik Print.

Selamat, Anda sudah berhasil mencetak kwitansi.

