

# PANDUAN UPLOAD MANDIRI DOSEN

<http://repository.upnjatim.ac.id>



UPA PERPUSTAKAAN  
UPN "VETERAN" JAWA TIMUR  
2023



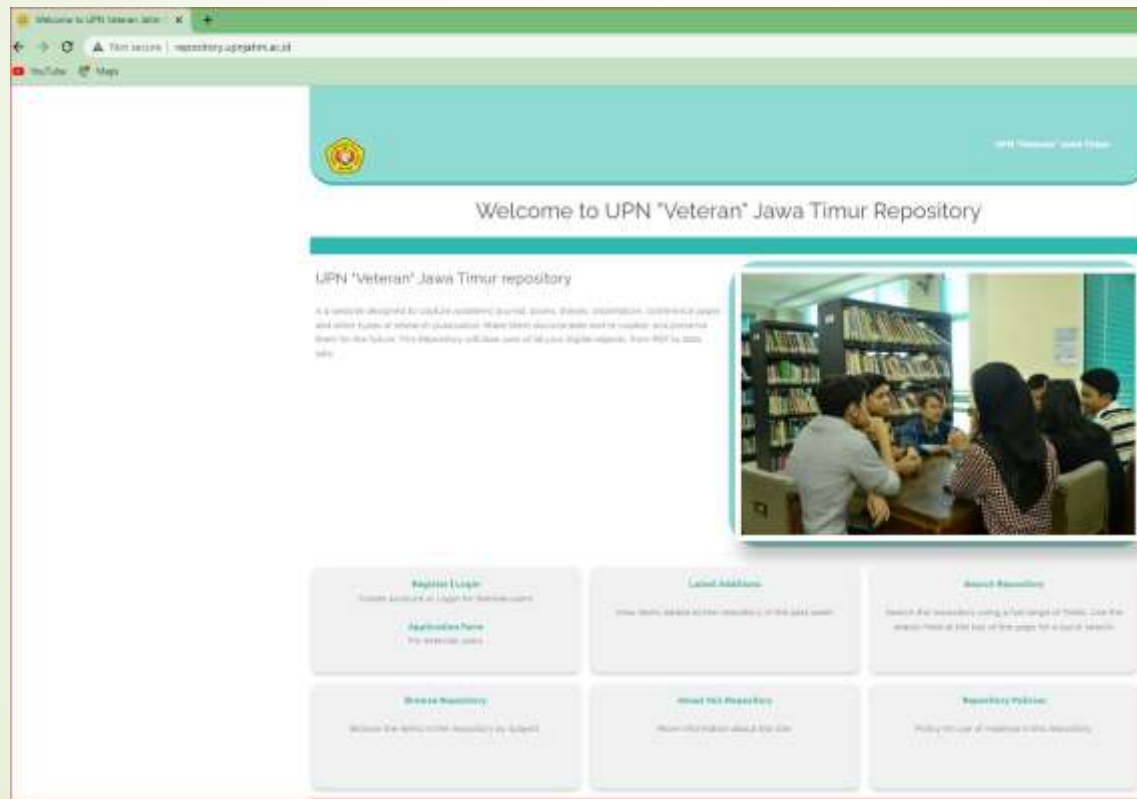
# PANDUAN UPLOAD MANDIRI DOSEN

DOKUMEN FILE PEER REVIEW JURNAL DAN SIMILARITY JURNAL  
UNTUK PERSYARATAN JABATAN FUNGSIONAL DOSEN



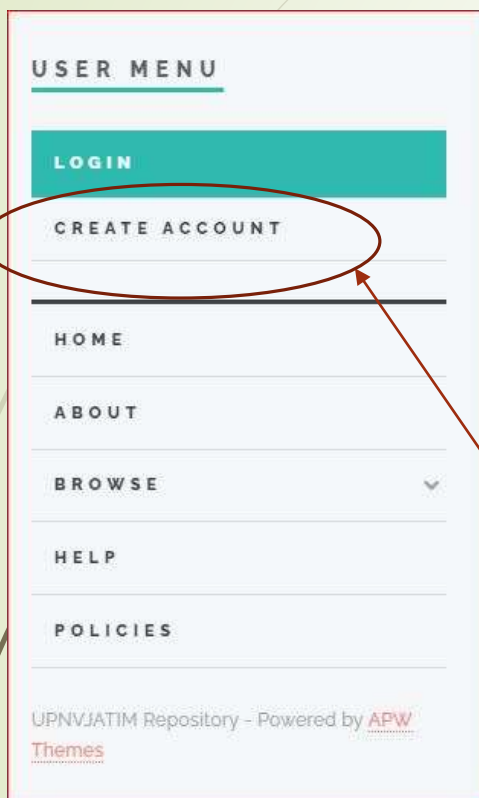
# Halaman Depan Repository

Untuk memulai upload ke Repositori buka alamat web dengan mengetikan Alamat url repository.upnjatim.ac.id tampilan seperti gambar dibawah ini :



# Membuat Account Repository

Masuk Ke Repository UPN "Veteran" Jatim dengan alamat web <http://repository.upnjatim.ac.id>



**USER MENU**

**LOGIN**

**CREATE ACCOUNT**

HOME

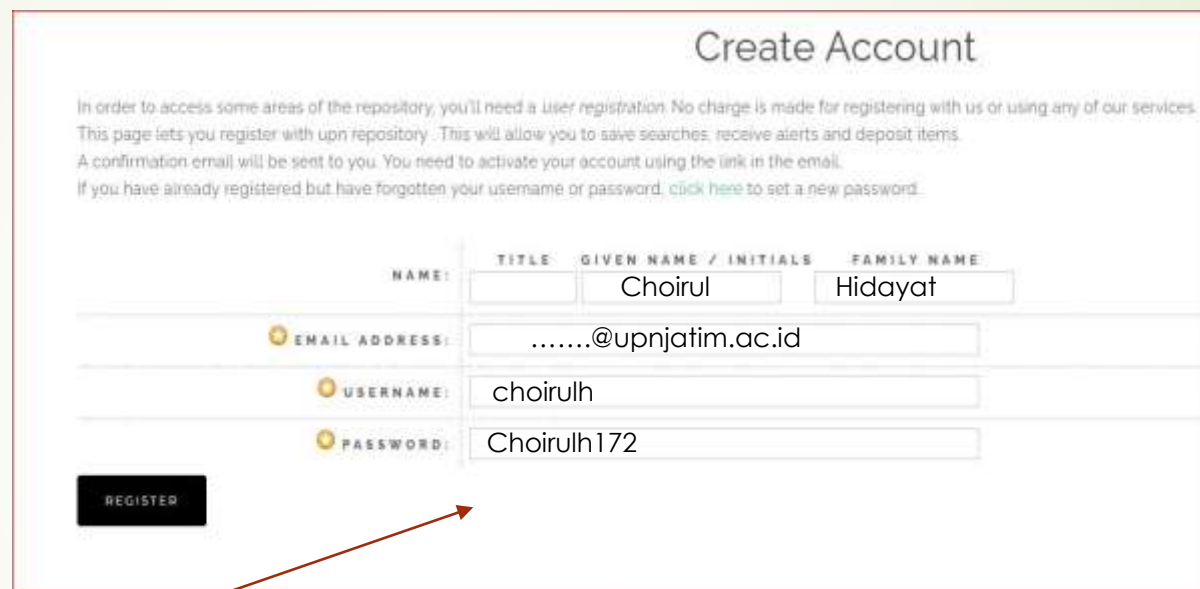
ABOUT

BROWSE

HELP

POLICIES

UPNVJATIM Repository - Powered by APW Themes



**Create Account**

In order to access some areas of the repository, you'll need a User registration. No charge is made for registering with us or using any of our services. This page lets you register with upn repository. This will allow you to save searches, receive alerts and deposit items. A confirmation email will be sent to you. You need to activate your account using the link in the email. If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

NAME: TITLE GIVEN NAME / INITIALS FAMILY NAME

EMAIL ADDRESS: .....@upnjatim.ac.id

USERNAME: choirulh

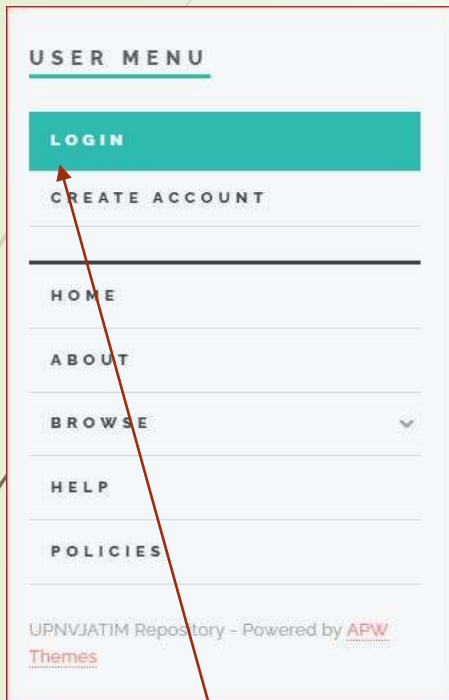
PASSWORD: Choirulh172

REGISTER

1. Pilih Create Account
2. Isi Name Pada Given Name/Initials dan Family Name
3. Isi Email Address dengan email dengan domain UPN Jatim
4. Isi username dengan nama Dosen
5. Isi dengan password
6. Kemudian Pilih Register
7. Jika sudah berhasil daftar akun di repository, setelah itu kita di minta untuk mengakses email yang di gunakan untuk mendaftar ke repository untuk verifikasi akun

# Masuk Ke Repository

Masuk Ke Repository UPN "Veteran" Jatim dengan alamat web <http://repository.upnjatim.ac.id>



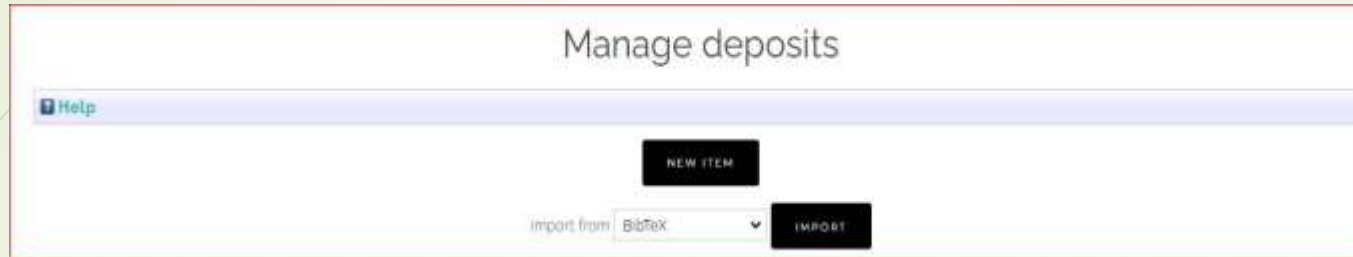
Pilih Login

A screenshot of the repository website's login page. The page is titled "Login" and contains the following text: "Please enter your username and password. If you have forgotten your password, you may [reset it](#)." Below this text are two input fields: "Username:" and "Password:". To the right of the "Password:" field is a black button labeled "LOGIN". Below the input fields is a note: "Note: you must have cookies enabled." A red arrow points from the "LOGIN" button in the user menu to the "LOGIN" button on this page.

- Isi Username dan Password
- Kemudian Pilih Login

# Entry Dokumen

Pada Halaman Utama User pilih tab New Item, maka akan muncul halaman utama tahapan entry data/artikel ke repository



Manage deposits

Help

NEW ITEM

Import from BibTeX IMPORT

Pilih item Type



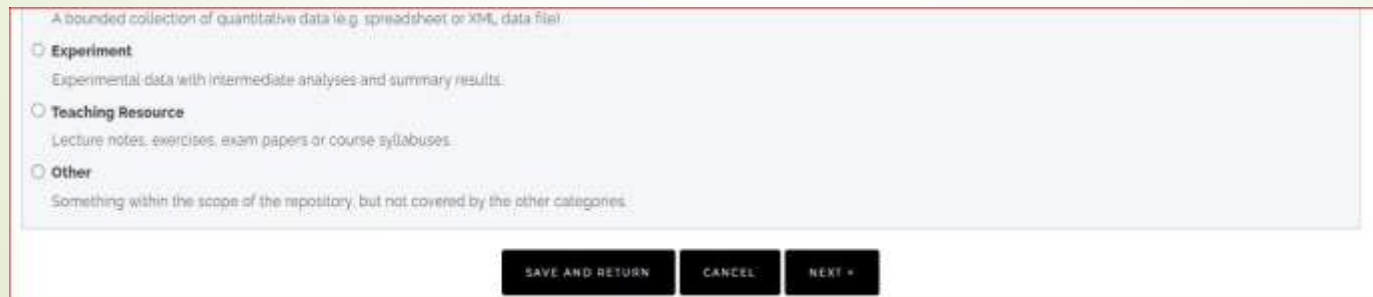
Edit item: Article #12538

TYPE → UPLOAD → DETAILS → SUBJECTS → DEPOSIT

SAVE AND RETURN CANCEL NEXT >

Item Type

Pilih item Type Other kemudian pilih tab Next



A bounded collection of quantitative data (e.g. spreadsheet or XML, data file)

Experiment  
Experimental data with intermediate analyses and summary results.

Teaching Resource  
Lecture notes, exercises, exam papers or course syllabuses.

Other  
Something within the scope of the repository, but not covered by the other categories.

SAVE AND RETURN CANCEL NEXT >





# Uploud File

Sebelum uploud file Dokumen ke Repository Pengaturan file dan format penamaan file adalah Sbb:

- File Peer Review Jurnal terdiri dari 2 reviewer dari 1 Judul jurnal dalam 1 halaman dalam bentuk file pdf dan ukuran file Maksimal 1 Mb.
- File Similarity Jurnal adalah dokumen hasil dari cek similarity jurnal dalam bentuk pdf dan ukuran file sudah di kompres (mengurangi ukuran file).
- Penamaan file untuk Peer Review dan file similarity : judul antar kata di ditambahkan tanda \_ (Underscore) contoh: Manajemen\_kinerja\_pegawai

# Uploud File

Pada bagian upload pilih tab **Choose File** setelah file sudah selesai diupload pilih tab **Next**

Edit item: Other #12538

TYPE → UPLOAD → DETAILS → SUBJECTS → DEPOSIT

< PREVIOUS   SAVE AND RETURN   CANCEL   NEXT >

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents. You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File   From URL

Choose File   No file chosen

< PREVIOUS   SAVE AND RETURN   CANCEL   NEXT >



# Entry Data

Pada halaman edit item di bagian Title ketik judul dokumen

Edit item: Other #12538

TYPE → UPLOAD → DETAILS → SUBJECTS → DEPOSIT

< PREVIOUS   SAVE AND RETURN   CANCEL   NEXT >

**Title**

Dokumen Similarity Jurnal

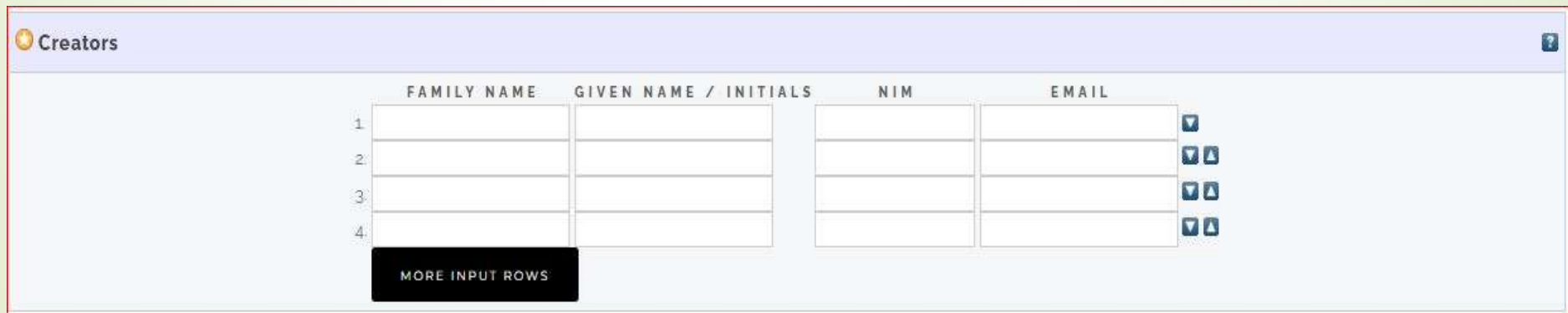


Pada bagian Creators ketik pemilik dokumen family name diisi dengan nama belakang dan given name Diisi nama depan. Nim dan email dikosongi.

**Creators**

	FAMILY NAME	GIVEN NAME / INITIALS	NIM	EMAIL	
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	▼ ▲

MORE INPUT ROWS



# Entry Data

Pada bagian Publication Details :

- Pilih published
- Ketik pada bagian **Date** dengan tahun terbit dokumen
- Pilih publication
- Pada bagian **Publisher** ketik dengan Universitas Pembangunan Nasional “Veteran” Jawa Timur

The screenshot shows the 'Publication Details' form with the following fields and values:

- STATUS:**  Published,  In Press,  Submitted,  Unpublished
- DATE:** Year: 2023, Month: Unspecified, Day: 7
- DATE TYPE:**  UNSPECIFIED,  Publication,  Submission,  Completion
- OFFICIAL URL:** (empty)
- PLACE OF PUBLICATION:** (empty)
- PUBLISHER:** Universitas Pembangunan Nasional Veteran Jawa Timur
- IDENTIFICATION NUMBER:** (empty)
- RELATED URLS:** URL (empty), URL TYPE: UNSPECIFIED

A 'MORE INPUT ROWS' button is located at the bottom of the form.

Kemudian pilih tab **next** untuk lanjut tahapan berikutnya

The navigation bar contains four buttons: < PREVIOUS, SAVE AND RETURN, CANCEL, and NEXT >

# Entry Data

Pada bagian Subjects pilih L Education (General) kemudian pilih tab next


The screenshot shows the 'Edit item: Dokumen Similarity Jurnal' interface. At the top, there is a navigation bar with buttons for 'TYPE', 'UPLOAD', 'DETAILS', 'SUBJECTS', and 'DEPOSIT'. Below this are buttons for '+ PREVIOUS', 'SAVE AND RETURN', 'CANCEL', and 'NEXT +'. The main section is titled 'Subjects' and contains a search bar with 'SEARCH' and 'CLEAR' buttons. A list of subject categories is displayed, with 'L Education' circled in red. Under 'L Education', the following options are listed:


- [ADD](#) L Education (General)
- [ADD](#) LA History of education
- [ADD](#) LB Theory and practice of education
- [ADD](#) LC Special aspects of education
- [ADD](#) LD Individual institutions (United States)
- [ADD](#) LE Individual institutions (America except United States)
- [ADD](#) LF Individual institutions (Europe)
- [ADD](#) LG Individual institutions (Asia, Africa)
- [ADD](#) LT Textbooks

# Entry Data

Pilih tab **Move to Repository**

## View Item: Dokumen Similarity Jurnal


 Item has been deposited.


 Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

**MOVE TO REPOSITORY**   **REMOVE ITEM (WITH NOTIFICATION)**   **RETURN ITEM (WITH NOTIFICATION)**

Preview   **Details**   Actions   History   Issues

 Dokumen Similarity Jurnal. Universitas Pembangunan Nasional Veteran Jawa Timur.

 Text  
Efek\_Kombinasi\_Pupuk\_Organik\_...Serbuk\_Dan\_Granul\_...D.pdf  
[Download \(3MB\)](#)

**ITEM TYPE:** Other

**SUBJECTS:** [L Education](#) > [L Education \(General\)](#)

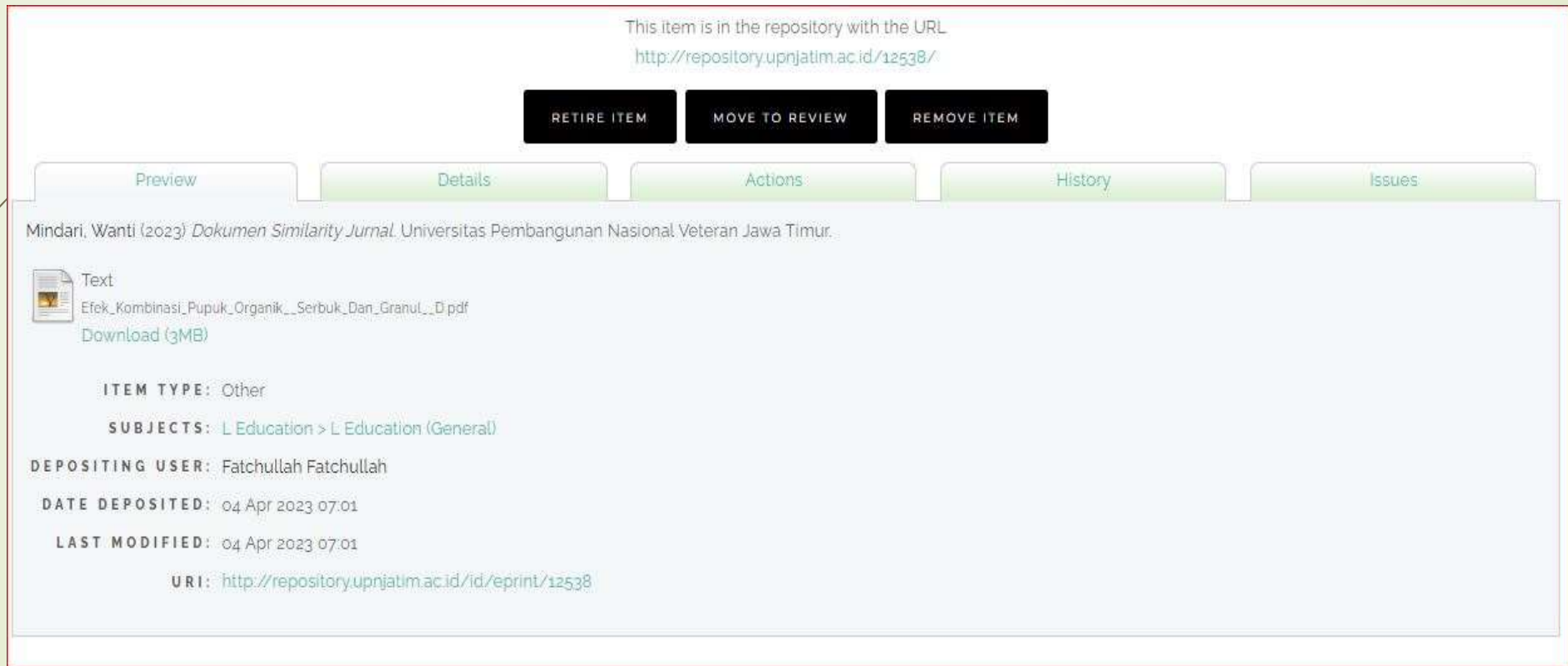
**DEPOSITING USER:** Fatchullah Fatchullah

**LAST MODIFIED:** 04 Apr 2023 06:43

**URI:** <http://repository.upnjatim.ac.id/id/eprint/12538>

# Entry Data

- Tahapan Upload data sudah selesai Dokumen akan di muat di Web Repository.
- Silahkan ulangi lagi proses pertama “New Item” untuk menambahkan dokumen lainnya.




This item is in the repository with the URL  
<http://repository.upnjatim.ac.id/12538/>

RETIRE ITEM   MOVE TO REVIEW   REMOVE ITEM

Preview   Details   Actions   History   Issues

Mindari, Wanti (2023) *Dokumen Similarity Jurnal*. Universitas Pembangunan Nasional Veteran Jawa Timur.

 Text  
Efek\_Kombinasi\_Pupuk\_Organik\_Serbuk\_Dan\_Grahu...D.pdf  
[Download \(3MB\)](#)

**ITEM TYPE:** Other

**SUBJECTS:** [L Education](#) > [L Education \(General\)](#)

**DEPOSITING USER:** Fatchullah Fatchullah

**DATE DEPOSITED:** 04 Apr 2023 07:01

**LAST MODIFIED:** 04 Apr 2023 07:01

**URI:** <http://repository.upnjatim.ac.id/id/eprint/12538>