

TATA CARA UPLOAD DOKUMEN PADA REPOSITORY UIN RADEN FATAH PALEMBANG



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**UIN RADEN FATAH PALEMBANG
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1. Buka web browser ketikkan alamat: <http://repository.radenfatah.ac.id/> jika belum memiliki akun silahkan buat terlebih dahulu, caranya:

- Klik create account, masukkan data-data yang diminta kemudian pilih register

The screenshot shows the 'Create Account' page. At the top is a banner with the 'eprints repository software' logo and 'UNIVERSITAS ISLAM NEGERI RADEN FATAH'. Below the banner is a navigation bar with 'Home', 'About', and 'Browse'. A secondary bar contains 'Login' and 'Create Account' links. The main heading is 'Create Account'. The text explains that registration is required for some services and that there is no charge. It states that registration allows users to save searches, receive alerts, and deposit items. It also mentions that a new password will need to confirm the email address. A link is provided for users who have forgotten their username or password. The registration form includes fields for 'Name' (split into Title, Given Name / Initials, and Family Name), 'Email address', 'Username', and 'Password'. A 'Register' button is at the bottom of the form.

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- Setelah registrasi buka email anda yang dipergunakan buat registrasi tadi guna pengaktifan account. Klik link aktivasi pada email untuk mengaktifkan account.

Lewati langkah diatas jika sudah memiliki akun.

2. Silahkan login menggunakan username dan password yang sudah dibuat. Lalu klik *login*

The screenshot shows the 'Login' page. It has the same banner and navigation bar as the 'Create Account' page. The main heading is 'Login'. The text asks the user to enter their username and password and provides a link to reset the password if forgotten. The login form includes fields for 'Username' and 'Password', and a 'Login' button. A note at the bottom states 'Note: you must have cookies enabled.'

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3. Pilih new item

eprints repository software

UNIVERSITAS ISLAM NEGERI RADEN FATAH

Home About Browse

Logged in as perpus perpus perpus | [Manage deposits](#) | [Manage records](#) | [Profile](#) | [Saved searches](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)

Manage deposits

Help

New Item

Import from: BibTeX Import

☐ User Workarea ☒ Under Review ☐ Live Archive ☐ Retired

Item Type	Creators	Title	Last Modified	Item Status
No items				

Abstract Add Column

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4. Pilih tipe dari dokumen yang akan di-upload. Sebagai contoh di sini dipilih “Artikel”. Lalu klik Next.

Edit item: Article #5051

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel Next >

Item Type

- ☒ **Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- ☐ **Book Section**
A chapter or section in a book.
- ☐ **Monograph**
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- ☐ **Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- ☐ **Book**
A book or a conference volume.
- ☐ **Thesis**
A thesis or dissertation.
- ☐ **Patent**
A published patent. Do not include as yet unpublished patent applications.
- ☐ **Artefact**
An artist's artefact or work product.
- ☐ **Show/Exhibition**
An artist's exhibition or site specific performance-based deposit.
- ☐ **Composition**
A musical composition.
- ☐ **Performance**
Performance of a musical event.
- ☐ **Image**
A digital photograph or visual image.
- ☐ **Video**
A digital video.
- ☐ **Audio**
A sound recording.
- ☐ **Dataset**
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).
- ☐ **Experiment**
Experimental data with intermediate analyses and summary results.

5. Pilih dokumen yang akan di-upload, dianjurkan dalam format PDF. Boleh lebih dari 1 file. Lalu klik Next.

The screenshot shows the 'Add a new document' form in the repository interface. At the top, there is a navigation bar with links: [Profile](#), [Saved searches](#), [Review](#), [Admin](#), [Edit page phrases](#), and [Logout](#). Below this, the breadcrumb trail is: [Type](#) → [Upload](#) → [Details](#) → [Subjects](#) → [Deposit](#). The main heading is 'Edit item: Thesis #5053'. Below the heading are buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The form itself is titled 'Add a new document' and contains instructions: '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.' There are two tabs: 'File' and 'From URL'. Under the 'File' tab, there is a 'Choose File' button and the text 'No file chosen'. Below this, a file preview is shown: 'Text SKRIPSI FULL KIKI RETNO SARI (1526200115).pdf 2MB'. To the right of the preview are icons for file operations and a 'Show options' link. At the bottom of the form are buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. Below the form, there is a footer link: [Let Electronics and Computer Science](#) at the University of Southampton. [More information and software credits](#).

6. Masukkan informasi detail dari dokumen yang di-upload, dan informasi yang akan dimasukkan sesuai dengan informasi yang ada pada dokumen yang akan anda upload. Lalu klik Next. (yang bertanda * wajib diisi)

The screenshot shows the 'Edit item: Article #5052' form in the repository interface. At the top, there is a navigation bar with links: [Manage records](#), [Profile](#), [Saved searches](#), [Review](#), [Admin](#), [Edit page phrases](#), and [Logout](#). Below this, the breadcrumb trail is: [Type](#) → [Upload](#) → [Details](#) → [Subjects](#) → [Deposit](#). The main heading is 'Edit item: Article #5052'. Below the heading are buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The form is divided into several sections: 'Title' (with a text input field), 'Abstract' (with a text input field), 'Creators' (with a table for Family Name, Given Name / Initials, and NIDN), 'Corporate Creators' (with a table for Family Name, Given Name / Initials, and NIM), and 'Contributors' (with a table for Contribution, Family Name, Given Name / Initials, and NIM). Each section has a 'More input rows' button. The 'Contributors' section has a dropdown menu for 'Contribution' with options: 'UNSPECIFIED', 'UNSPECIFIED', 'UNSPECIFIED', and 'UNSPECIFIED'. The form also includes a 'Show options' link at the bottom right.

7. Pilihlah subjek dari dokumen, atau masukkan di kolom *search* sesuai dengan subjek dari dokumen yang akan di upload. Atau pilih subjek yang tersedia, sebagai contoh “*social science*” kemudian klik Add. Lalu klik Next.

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Manage records | Profile | Saved searches | Review | Admin | Edit page phrases | Logout

Edit item: g

Type → Upload → Details → Subjects → Deposit

< Previous Save and Return Cancel Next >

Subjects

Search for subject: Search Clear

- A General Works
- B Philosophy, Psychology, Religion
- C Auxiliary Sciences of History
- D History General and Old World
- E History America
- F History United States, Canada, Latin America
- G Geography, Anthropology, Recreation
- H Social Sciences
 - H Social Sciences (General)
 - HA Statistics
 - HB Economic Theory
 - HC Economic History and Conditions
 - HD Industries, Land use, Labor
 - HE Transportation and Communications
 - HF Commerce
 - HG Finance
 - HJ Public Finance
 - HM Sociology
 - HN Social history and conditions, Social problems, Social reform
 - HQ The family, Marriage, Woman
 - HS Societies secret benevolent etc
 - HT Communities, Classes, Races
 - HV Social pathology, Social and public welfare
 - HX Socialism, Communism, Anarchism
- J Political Science
- K Law
- L Education
- M Music and Books on Music
- N Fine Arts
- P Language and Literature
- Q Science
- R Medicine

8. Pilih Deposit, dan klik *Deposit Item Now*

UNIVERSITAS ISLAM NEGERI RADEN FATAH

deposits | Manage records | Profile | Saved searches | Review | Admin | Edit page phrases | Logout

Deposit item: PENGARUH LINGKUNGAN KERJA, STRES KERJA, BEBAN KERJA TERHADAP KEPUASAN KERJA DAN TURNOVER INTENTION KARYAWAN HOTEL GRAND DUTA SYARIAH DI KOTAPALEMBANG (Skripsi)

Type → Upload → Details → Subjects → Deposit

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Deposit Item Now Save for Later

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Makalah atau paper akan di-review oleh *administrator repository* sebelum dipublish pada <http://repository.radenfatah.ac.id/> (silahkan menghubungi admin repository di pustipd atau perpustakaan pusat) UIN Raden Fatah.