

## CARA UPLOAD SKRIPSI/TESIS

1. Siapkan file pdf dari Skripsi/Tesis
2. Buka GOOGLE CHROME ATAU FIREFOX (Terupdate)
3. Buka Link : **repository.um-palembang.ac.id**
4. KLIK Login (posisi sebelah kiri atas), lalu isikan Username dan Passwordnya, dengan ketentuan sebagai berikut :
  - a. Fakultas Teknik → **Username : mahasiswaft; Password: 123**
  - b. Fakultas Ekonomi & Bisnis → **Username : mahasiswafeb; Password: 123**
  - c. Fak. Keg. & Ilmu Pendidikan → **Username : mahasiswafkip; Password: 123**
  - d. Fakultas Pertanian → **Username : mahasiswafp; Password: 123**
  - e. Fakultas Hukum → **Username : mahasiswafh; Password: 123**
  - f. Fakultas Agama Islam → **Username : mahasiswafai; Password: 123**
  - g. Fakultas Kedokteran → **Username : mahasiswafk; Password: 123**
  - h. Program Pascasarjana → **Username : mahasiswapps; Password: 123**
5. Klik NEW ITEM (posisi ditengah)
6. Klik Thesis, Klik Next (posisinya ada diatas, ada dibawah)
7. Klik CHOSE FILE

The screenshot shows the 'Add a new document' interface. At the top, there is a navigation bar with buttons: Type, Upload, Details, Subjects, and Deposit. Below this is another set of buttons: < Previous, Save and Return, Cancel, and Next >. The main form area has a title 'Add a new document' and 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.' Below the instructions, there are two tabs: 'File' and 'From URL'. Under the 'File' tab, there is a text input field and a 'Choose File' button. An arrow points to the 'Choose File' button. To the right of the 'Choose File' button, it says 'No file chosen'. At the bottom of the form, there is another set of buttons: < Previous, Save and Return, Cancel, and Next >.

8. Masukkan file-filenya, NIM\_BAB I\_DAFTAR PUSTAKA, contoh nama filenya : 62201703\_BAB I\_DAFTAR PUSTAKA, di bagian paling kanan Klik SHOW OPTION, akan tampil seperti ini

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

No file chosen

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Text  
62201703\_BAB I\_DAFTAR PUSTAKA.pdf  
1MB

Hide options

Content:

Type:

Description:

Visible to:

License:

Embargo expiry date: Year:  Month:  Day:

Language:

9. Lalu Klik CHOSE FILE, masukkan file-file berikutnya, klik SHOW

OPTION di sebelah kanan, ubah di Visible to : Anyone menjadi visible to : Repository Staff

Only, akan tampil seperti ini :

Text  
62201703\_BAB II.pdf - Published Version  
Restricted to Repository staff only  
351kB

Hide options

Content:

Type:

Description:

Visible to:

License:

Embargo expiry date: Year:  Month:  Day:

Language:

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Text  
62201703\_BAB II.pdf - Published Version  
Restricted to Repository staff only  
351kB

Show options

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Text  
62201703\_BAB III.pdf - Published Version  
Restricted to Repository staff only  
208kB

Show options

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Text  
62201703\_BAB IV.pdf - Published Version  
Restricted to Repository staff only  
187kB

Show options

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Text  
62201703\_BAB V.pdf - Published Version  
Restricted to Repository staff only  
89kB

Show options

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Text  
62201703\_DAFTAR PUSTAKA.pdf - Bibliography  
Restricted to Repository staff only  
223kB

Show options

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Text  
62201703\_cover\_sampai\_terakhir.pdf  
Restricted to Repository staff only  
1MB

Show options

10. Untuk file-file selanjutnya BAB 2,3.4.5, Referensi, lampiran dan Full text di ubah Visible to :  
Repository staff Only

11. KLIK NEXT

12. Masukkan JUDUL SKRIPSI/TESIS

Masukkan ABSTRAK

Lalu pada THEME TYPE : KLIK SKRIPSI

dan pada THESIS NAME : KLIK GELAR

Pada CREATOR isikan : CONTOH

	Family Name	Given Name / Initials	Email
1.	AHMAD RIFAI	NIM. 622017032	bari85500@gmail.com

13. Untuk Kolom Divisions pilih Fakultas dan Program Studi

14. PUBLICATION DETAIL :

STATUS : Unpublish

DATE : YEAR (tahun) MONTH (isikan bulan), TANGGAL (isikan tanggal)

( diisi sesuai halaman pengesahan pada skripsi/tesis yang dinyatakan lulus ujian)

15. DATE TYPE : Pilih COMPLETION

16. OFFICIAL URL : DIKOSONGKAN

17. INSTITUTION : isikan : Universitas Muhammadiyah Palembang

18. DEPARTEMENT : isikan : Fakultas (masing-masing)

19. Item-item: NUMBER OG PAGE, RELATE URL, FUNDAMENTAL DAN PROJECK

DIKOSONGKAN SAJA

20. KLIK UNCONTROLLED KEYWORDS ( Kata Kunci Skripsi di ABSTRAK)

21. ADDITIONAL INFORMATION (isikan nama Pembimbing Skripsi/Tesis, tulisan

Pembimbing : 1. Prof. Dr. Muklis Abriora (contoh saja)

2. Dr. Ir. Ramlan Surbhaktiawan (contoh saja)

22. KLIK NEXT → SUBJECT : Pilih tema yang berhubungan dengan skripsi/tesisnya

23. KLIK NEXT → KLIK DEPOSITE ITEM NOW → (PROSES SELESAI)

LANGSUNG KEPENGAJUAN BEBAS PUSTAKA (FILE SUDAH DIUPLOAD)

