

PENGUMPULAN FILE TUGAS AKHIR

Siapkan file tugas akhir dalam bentuk PDF, dengan pemecahan file sebagai berikut:

1. **File awal tugas akhir (*Open Access File*)** : File dalam bentuk PDF tanpa watermark, dilampirkan ***Approval Sheet/Lembar Pengesahan*** yang telah terstempel dan telah ditandatangani oleh pembimbing. Penamaan file : NRP-Jenis tugas akhir, contoh:

- 1122334567-Undergraduate_Theses
- 1122334567-Master_Theses
- 1122334567-Disertation
- 1122334567-Non_Degree

2. **File konten inti tugas akhir (*Restricted File*)** : File dalam bentuk PDF tanpa watermark.

Penamaan file : NRP-Jenis tugas akhir, contoh:

Restricted (1) : File Bab 1 dan Bab 2

- 1122334567-Undergraduate_Theses_12
- 1122334567-Master_Theses_12
- 1122334567-Disertation_12
- 1122334567-Non_Degree_12

3. **Restricted (2)** : File Bab 3,4 , Bab lain yang berisi inti tugas akhir/pembahasan , lampiran.

- 1122334567-Undergraduate_Theses_34
- 1122334567-Master_Theses_34
- 1122334567-Disertation_34
- 1122334567-Non_Degree_34

4. **File paper** : File berisi tugas akhir dalam format paper atau jurnal dengan file PDF tanpa watermark. Penamaan file : NRP-Paper

- 1122334567-Paper

5. **File presentasi** : File berisi presentasi yang diubah dalam bentuk PDF tanpa watermark.

Penamaan file : NRP-Presentation, contoh :

- 1122334567-Presentation

Untuk lebih jelas mengenai pemecahan file dapat lihat TABEL PEMECAHAN FILE

NO	CHAPTER	KETERANGAN	ISI	SIZE	PENAMAAN	strata	CONTOH
1	Open Access File	Berisi semua bagian awal tugas akhir dari cover hingga biography	Judul Indonesia	≤ 5 Mb	NRP-Jenis Tugas Akhir	D3	1122334567-Non_Degree
			Judul Inggris				
			Lembar pengesahan				
			Abstrak Indonesia			S1	1122334567-Undergraduate_Theses
			Abstrak Inggris				
			Daftar isi				
			Daftar tabel				
			Daftar gambar				
			Daftar notasi				
			Daftar simbol				
			Daftar lampiran				
			Kesimpulan				
			Daftar pustaka				
Biografi	S2	1122334567-Master_Theses					
	S3	1122334567-Dissertation					
2	Restricted File (1)	Berisi konten pendahuluan	Bab 1	≤ 5 Mb	NRP-Jenis Tugas Akhir_12	D3	1122334567-Non_Degree_12
			Bab 2			S1	1122334567-Undergraduate_Theses_12
						S2	1122334567-Master_Theses_12
						S3	1122334567-Dissertation_12
3	Restricted File (2)	Berisi konten inti tugas akhir	Bab 3	≤ 5 Mb	NRP-Jenis Tugas Akhir_34	D3	1122334567-Non_Degree_34
			Bab 4			S1	1122334567-Undergraduate_Theses_34
			dan bab isi/penyajian lainnya			S2	1122334567-Master_Theses_34
			Lampiran			S3	1122334567-Dissertation_34
4	Paper	Berisi tugas akhir dalam format paper/jurnal	Paper atau jurnal	≤ 5 Mb	NRP-Paper		1122334567-Paper
5	Presentasi	Berisi presentasi yang disajikan dalam sidang/confrence dsb	Presentasi	≤ 5 Mb	NRP-Presentation		1122334567-Presentation

PENDAFTARAN AKUN UPLOAD MANDIRI DIGILIB ITS

Seluruh mahasiswa yang telah menyelesaikan tugas akhirnya wajib melakukan upload mandiri ke digital library ITS yang dikelola oleh perpustakaan ITS

Upload mandiri silahkan menuju ke **digilib.its.ac.id**

The screenshot shows the homepage of the Digital Library ITS. At the top, there is a navigation bar with the following links: HOME, MEMBER REGISTER, F.A.Q, CONTACT US, LINK, RSS FEED, and **UPLOAD STUDI REPORT** (which is circled in red). Below the navigation bar, there is a login section with fields for EMAIL and PASSWORD, and a LOGIN button. To the left, there is a 'FrontOffice' section with contact information for UPT. PERPUSTAKAAN Institut Teknologi Sepuluh Nopember Surabaya, including phone, fax, email, and website. In the center, there is a registration form with fields for Student ID (*), Password, and Security Code, and a LOG-IN button. Below the form, there is a note: 'Please, Logout after entering the study reports data'. To the right, there is an 'ATTENTION!' section with instructions for registration activation and a 'POLLING' section with a question about the service and three radio button options: Bagus Sekali, Baik, and Biasa. At the bottom of the registration form, there is a red circle around the text 'REGISTER HERE' and a link: 'HOW-TO and Watermark File can be downloaded here'.

1. Pilih menu **Upload Studi Report - REGISTER HERE**

NEW STUDENT REGISTRATION

23

! ATTENTION !

To facilitate the activation process, please fill out the member application form **correctly and completely**

Registration activation of our members will process up to max 24 hours (confirm by email). Please wait patiently

Still Confuse?
Please read our [User Guide](#)

POLLING

Bagaimana pendapat Anda tentang layanan repository kami ?

Bagus Sekali

Baik

Biasa

NRP: 5135748942

Full Name: RAHMAD AFFAN (CAPITAL LETTER)

Email: rafan@gmail.com (LOWER CASE)

Phone: 08132564975498

Major / Jurusan: 11100 | Fisika

Strata: S1

Password: ●●●●●

- Isi form dengan lengkap sampai pada isian *password* yang akan digunakan untuk login upload mandiri, lalu **Submit**.
- Setelah sukses terdaftar, kembali pada menu **Upload Studi Report** dan lakukan login dengan NRP dan password yang telah diisikan pada pendaftaran

PLEASE , LOG-IN WITH YOUR ACCOUNT

Student ID (*) 5135748942

Password ●●●●●

Security Code 79Fa3

Please, Logout after entering the study reports data

(*) Please contact administrator of Digital Repository to get your "PASSWORD"
or
REGISTER HERE

**HOW-TO and Watermark File
can be downloaded here**

! ATTENTION !

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POLLING

Bagaimana pendapat Anda tentang layanan repository kami ?

Bagus Sekali

Baik

Biasa

PENGISIAN METADATA TUGAS AKHIR

Setelah berhasil melakukan login upload mandiri maka akan tampil *metadata entri form* yang harus diisi sebelum melakukan upload file.

UPLOAD PDF FILE **LOGOUT**

METADATA ENTRI FORM

Title PANDUAN UPLOAD MANDIRI TUGAS AKHIR DI PERPUSTAKAAN ITS

Title (english) FINAL PROJECT UPLOAD MANDIRI GUIDE IN ITS LIBRARY

1St Creator RAHMAD AFFAN (Name)
5135748942 (ID Number)

2St Creator (Name)
(ID Number)

3St Creator (Name)
(ID Number)

1St Supervisor Ir. Joko Susila, MT. (Name)
198545476512201 (ID Number)

2St Supervisor (Name)
(ID Number)

3St Supervisor (Name)

! ATTENTION !
To facilitate the activation process, please fill out the member application form **correctly and completely**
Registration activation of our members will process up to max 24 hours (confirm by email). Please wait patiently
Still Confuse?
Please read our [User Guide](#)

POLLING
Bagaimana pendapat Anda tentang layanan repository kami ?

Bagus Sekali
 Baik
 Biasa
 Jelek
 Mengecewakan

Vote

VISITOR
1 0 2 7 6 0 1
7 8

1. Isi judul (**Title**) dengan huruf kapital
2. Nama penulis (**Creator**) gunakan huruf kapital
3. **ID number** diisi NRP
4. **Supervisor**, nama dosen pembimbing lengkap dengan NIP yang diisi pada **Id Number**.

(ID Number)

Keyword
Abstrak; Bahasa; Panduan; Upload; Tugas akhir

(use ; for repeatable separator)

Abstract (Indonesian)
Mohon diisi dengan lengkap abstrak sesuai dengan tugas akhir yang telah di setujui atau disahkan oleh dosen pembimbing

Abstract (English)
fill completely abstract in accordance with the final project that has been approved by the lecturers

Bibliography
Blakely, R.J. 1995. Potential ~~teory~~ in gravity and magnetic applications, Cambridge University Press.
Burger, H. R., Sheehan, A. F., dan Jones, C. H. (1992) Introduction to Applied Geophysics Exploring the Shallow Subsurface. W.W. Norton & Company, New York.

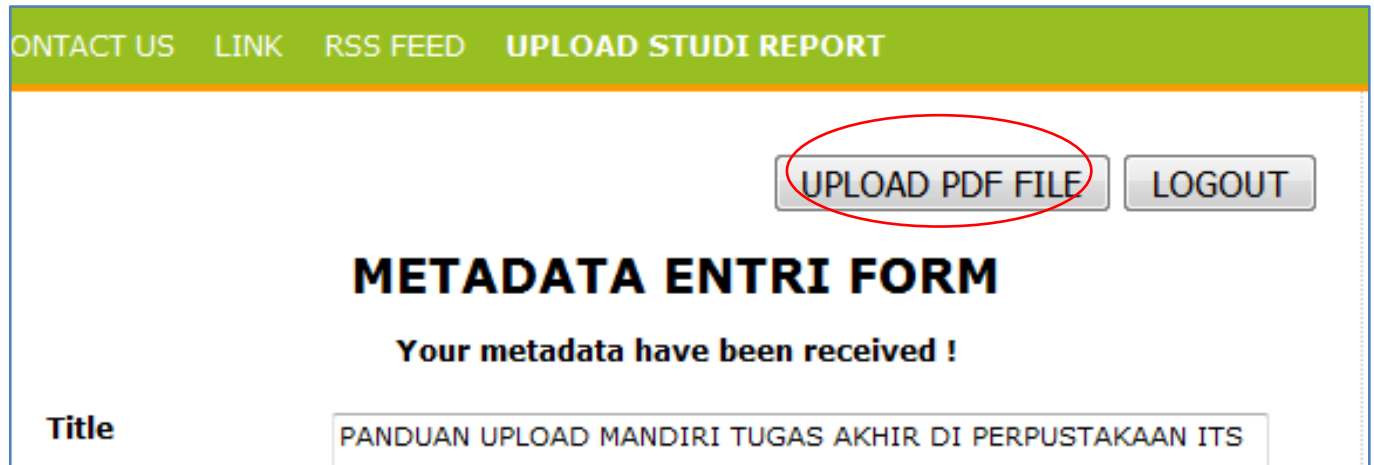
Date Validation 2016-06-23 (yyyy-mm-dd)

Submit Metadata

5. **Keyword**, kata kunci pada abtrak tugas akhir, gunakan “;” (*titik koma*) sebagai separator.
6. **Abstract**, Mohon diisi lengkap sesuai dengan abstrak pada tugas akhir.
7. **Date validation**, tanggal validasi tugas akhir/ tanggal persetujuan tugas akhir pada lembar pengesahan tugas akhir.
8. Pastikan semua terisi dengan tepat dan benar lalu **Submit Metadata**

PROSES UPLOAD MANDIRI FILE TUGAS AKHIR

Setelah **Submit metadata**, kembali pada menu atas pilih **UPLOAD PDF FILE**



CONTACT US LINK RSS FEED UPLOAD STUDI REPORT

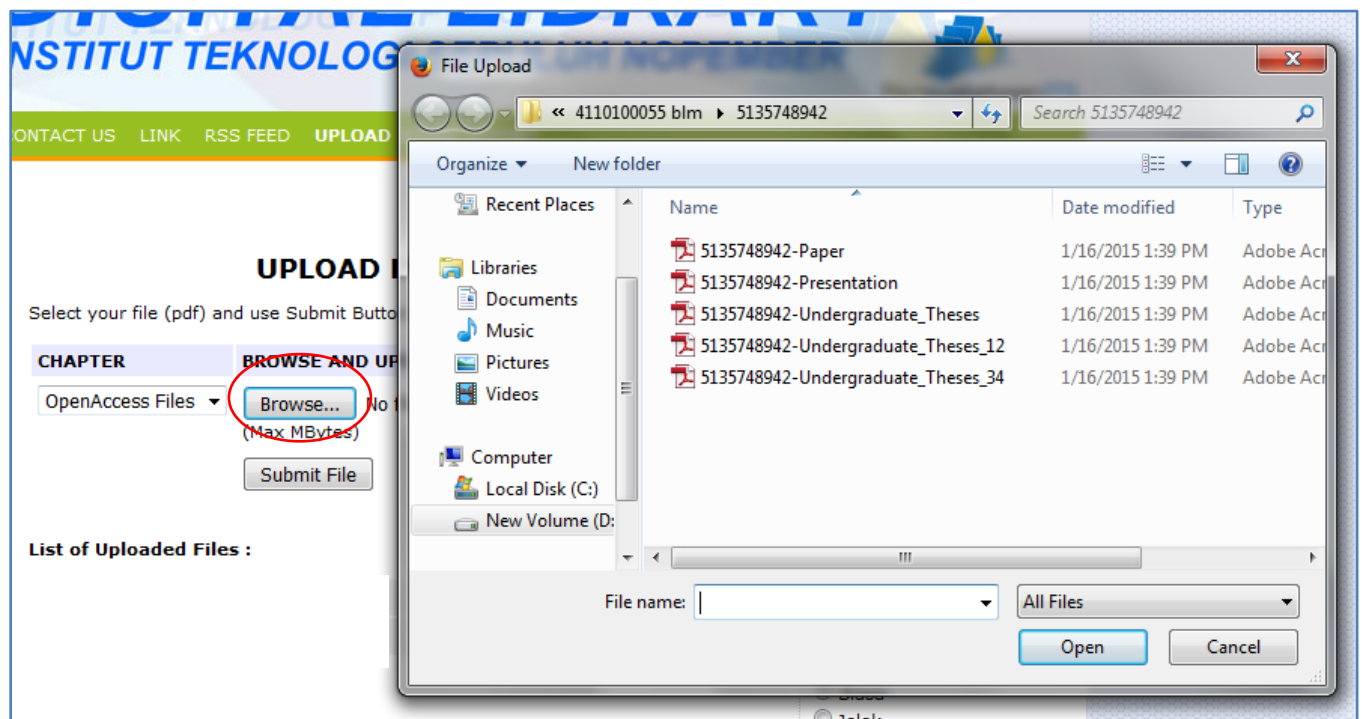
UPLOAD PDF FILE LOGOUT

METADATA ENTRI FORM

Your metadata have been received !

Title

Masuk ke **UPLOAD PDF FORM** :



CONTACT US LINK RSS FEED UPLOAD

UPLOAD PDF FORM

Select your file (pdf) and use Submit Button

CHAPTER **BROWSE AND UPLOAD**

OpenAccess Files (Max MBytes)

List of Uploaded Files :

Name	Date modified	Type
5135748942-Paper	1/16/2015 1:39 PM	Adobe Acrobat PDF Document
5135748942-Presentation	1/16/2015 1:39 PM	Adobe Acrobat PDF Document
5135748942-Undergraduate_Theses	1/16/2015 1:39 PM	Adobe Acrobat PDF Document
5135748942-Undergraduate_Theses_12	1/16/2015 1:39 PM	Adobe Acrobat PDF Document
5135748942-Undergraduate_Theses_34	1/16/2015 1:39 PM	Adobe Acrobat PDF Document

1. Pilih **Chapter** sesuai urutan **Final Project_12** - **Browse** – pilih file sesuai nama lalu **Submit file**. Proses yang sama juga dilakukan pada tiap **Chapter**.

**pengisian file lihat table pemecahan*

Upload File Tugas Akhir

UPLOAD PDF FORM

Select your file (pdf) and use Submit Button to upload your file to our server.

CHAPTER

OpenAccess Files ▾

BROWSE AND UPLOAD

Browse...

No file selected.

(Max MBytes)

Submit File

List of Uploaded Files :

5135748942-undergraduate-thesespdf	[Remove]
5135748942-undergraduate-theses-12pdf	[Remove]
5135748942-undergraduate-theses-34pdf	[Remove]
5135748942-paperpdf	[Remove]
5135748942-presentationpdf	[Remove]

2. Pastikan semua file telah terupload, kemudian lakukan verifikasi file upload tugas akhir ke bagian IT & Digital Library, Ruang komputer Perpustakaan ITS lantai 1.

3. Beberapa hal yang harus dibawa saat verifikasi:

- Lembar verifikasi bebas pustaka (didapat setelah mengumpulkan buku tugas akhir)
- Kartu Tanda Mahasiswa (KTM) & Kartu Identitas lainnya
- Surat kuasa bermaterai, jika kepengurusan diwakilkan oleh orang lain.