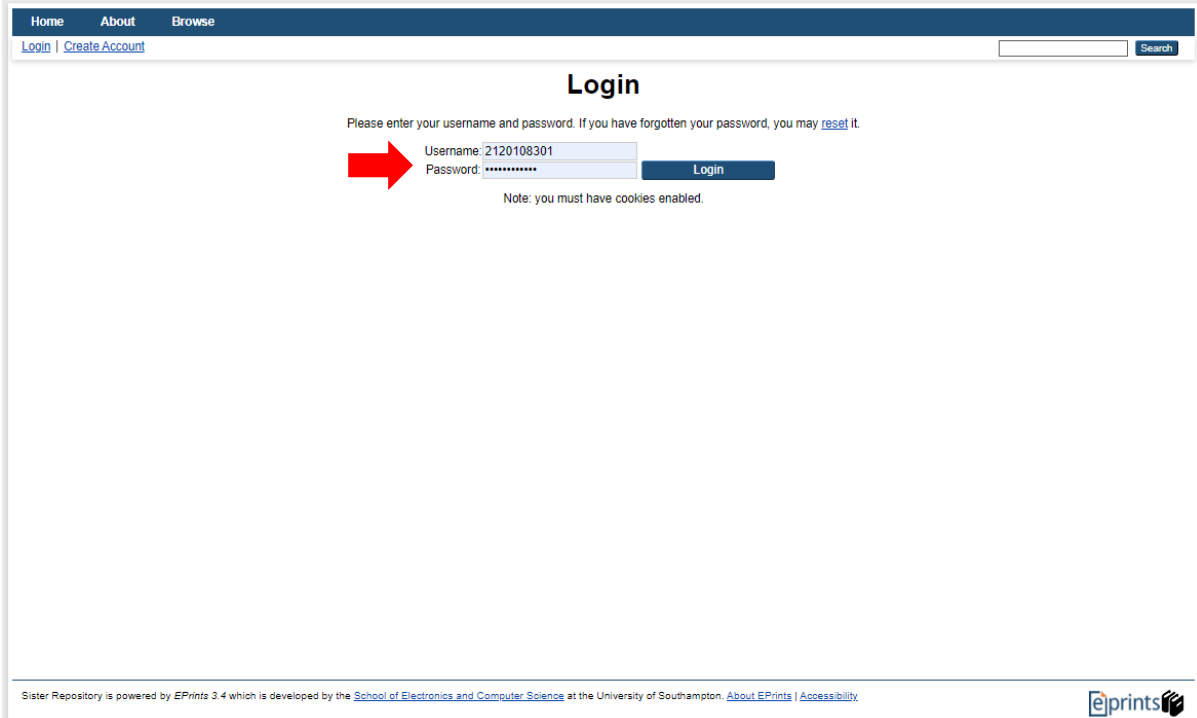


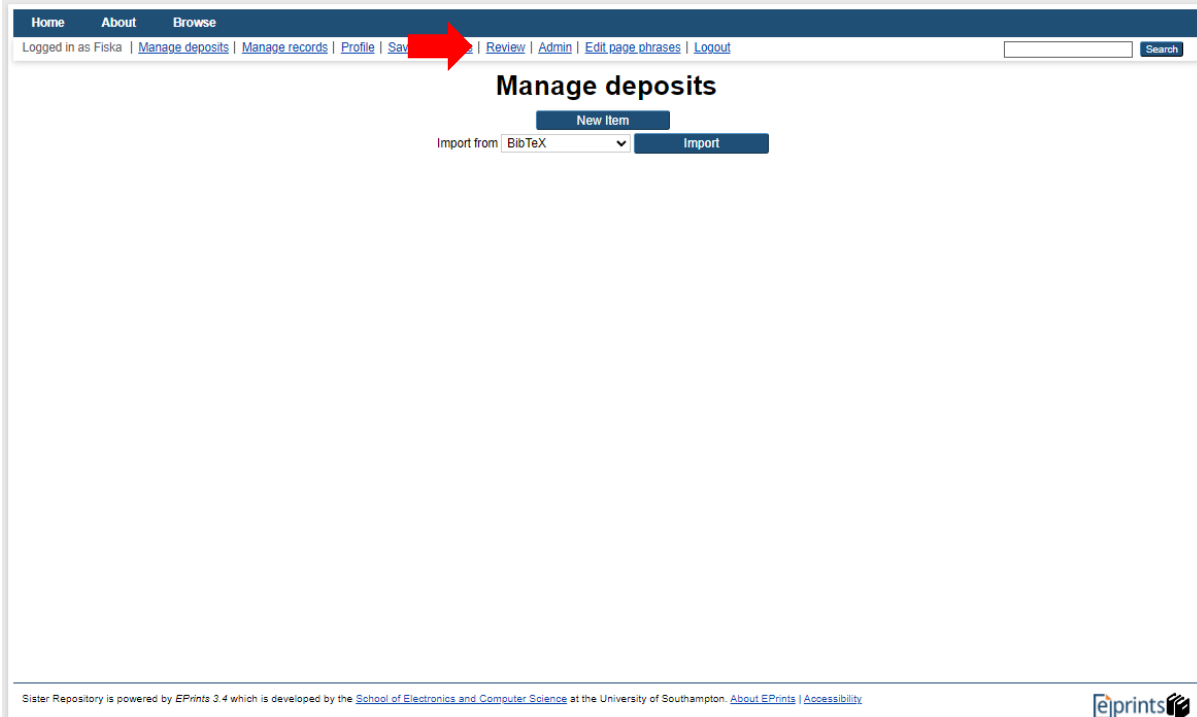
**PANDUAN REVIEW DAN PUBLIKASI DOKUMEN KE REPOSISTER
BAGI SEKPRODI UNIVERSITAS ALMA ATA**

1. Kunjungi laman berikut untuk login: <https://repositor.almaata.ac.id/cgi/users/login>
2. Masukkan username berupa NIDN dan password, kemudian klik login.



The screenshot shows the login page of the repository. At the top, there is a navigation bar with 'Home', 'About', and 'Browse' links. Below the navigation bar, there are links for 'Login' and 'Create Account', and a search box. The main heading is 'Login'. Below the heading, there is a message: 'Please enter your username and password. If you have forgotten your password, you may [reset it](#).' There are two input fields: 'Username' with the value '2120108301' and 'Password' with masked characters. A red arrow points to the 'Username' field. To the right of the password field is a 'Login' button. Below the input fields, there is a note: 'Note: you must have cookies enabled.' At the bottom of the page, there is a footer with the text: 'Sister Repository is powered by EPrints 3.4 which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [About EPrints](#) | [Accessibility](#)' and the 'eprints' logo.

3. Klik menu "Review" untuk masuk ke halaman review.



The screenshot shows the 'Manage deposits' page. At the top, there is a navigation bar with 'Home', 'About', and 'Browse' links. Below the navigation bar, there is a message: 'Logged in as Fiska | [Manage deposits](#) | [Manage records](#) | [Profile](#) | [Save](#) | [Review](#) | [Admin](#) | [Edit page phrases](#) | [Logout](#)'. A red arrow points to the 'Review' link. Below the navigation bar, there is a search box. The main heading is 'Manage deposits'. Below the heading, there is a 'New Item' button. Below the 'New Item' button, there is a dropdown menu for 'Import from' with the value 'BibTeX' and an 'Import' button. At the bottom of the page, there is a footer with the text: 'Sister Repository is powered by EPrints 3.4 which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [About EPrints](#) | [Accessibility](#)' and the 'eprints' logo.

4. Pilih dokumen yang ingin ditinjau, dan tentukan aksi yang akan dilakukan:

The screenshot shows the 'Review' page in an EPrints system. At the top, there is a navigation bar with 'Home', 'About', and 'Browse'. Below it, a search bar and a 'Search' button are visible. The main heading is 'Review', followed by a message: 'The following items match your editorial scope, which is: Divisions matches any of "S1 Pendidikan Agama Islam", "S2 Pendidikan Agama Islam".'. There are 'Help' and 'Filter' buttons. A table lists items with columns: 'Item ID', 'Item Type', 'Last Status Change', 'Depositing User', and 'Actions'. The first row shows item ID '13', type 'Other', last status change '12 Oct 2023 03:48', and user 'Fiska Ilyasir'. The 'Actions' column contains icons for 'Add', 'Edit', 'View', 'Delete', and 'Reject'. A red arrow points to the 'Actions' column. Below the table, a dropdown menu for 'Add Column' is set to 'Abstract', with an 'Add' button. Orange arrows point from the 'Add', 'Edit', 'View', and 'Delete' icons to labels: 'Lihat/Tinjau' (from View), 'Edit/Ubah' (from Edit), 'Setujui' (from Add), 'Hapus' (from Delete), and 'Tolak' (from Reject).

| Item ID | Item Type | Last Status Change | Depositing User | Actions |
|---------|-----------|--------------------|-----------------|---------------------------------------|
| 13 | Other | 12 Oct 2023 03:48 | Fiska Ilyasir | [Add] [Edit] [View] [Delete] [Reject] |

Labels for actions:

- Lihat/Tinjau
- Edit/Ubah
- Setujui
- Hapus
- Tolak

5. Selesai.