



# **USER MANUAL**

KELOMPOK 1



# **ROLE ADMIN**

# 01

## MENAMBAHKAN AKUN BARU

MASUK KE BAGIAN GENERATE AKUN  
DAN MASUKKAN DATA DARI MASING  
MASING FIELD

The screenshot shows a web application interface. On the left is a sidebar menu with the following items: 'Operator Admin Informatika' (with a profile icon), 'Home' (with a house icon), 'Generate Akun' (with a person icon), 'Manajemen Akun' (with a person icon), 'Data Mahasiswa' (with a group icon), and 'Keluar' (with a door icon). A blue callout bubble with the text 'KLIK TOMBOL GENERATE' and an arrow points to the 'Generate Akun' menu item. The main content area is titled 'Generate Akun'. It features a profile picture upload section with a pink-haired anime character icon and an 'Upload' button. To the right of the upload section are five input fields: 'Nama Lengkap', 'NIM', 'Angkatan', 'Status' (a dropdown menu currently showing 'Aktif'), and 'Kode Wali' (a dropdown menu currently showing 'Pilih Dosen'). Below these fields is a purple 'Generate' button. At the bottom of the main area, there is a section titled 'Generate Akun Batch' with a 'Download Template' link.

**Operator**  
Admin  
Informatika

- Home
- Generate Akun**
- Manajemen Akun
- Data Mahasiswa
- Keluar

### Generate Akun

Upload

Nama Lengkap

NIM

Angkatan

Status  
Aktif

Kode Wali  
Pilih Dosen

**Generate**

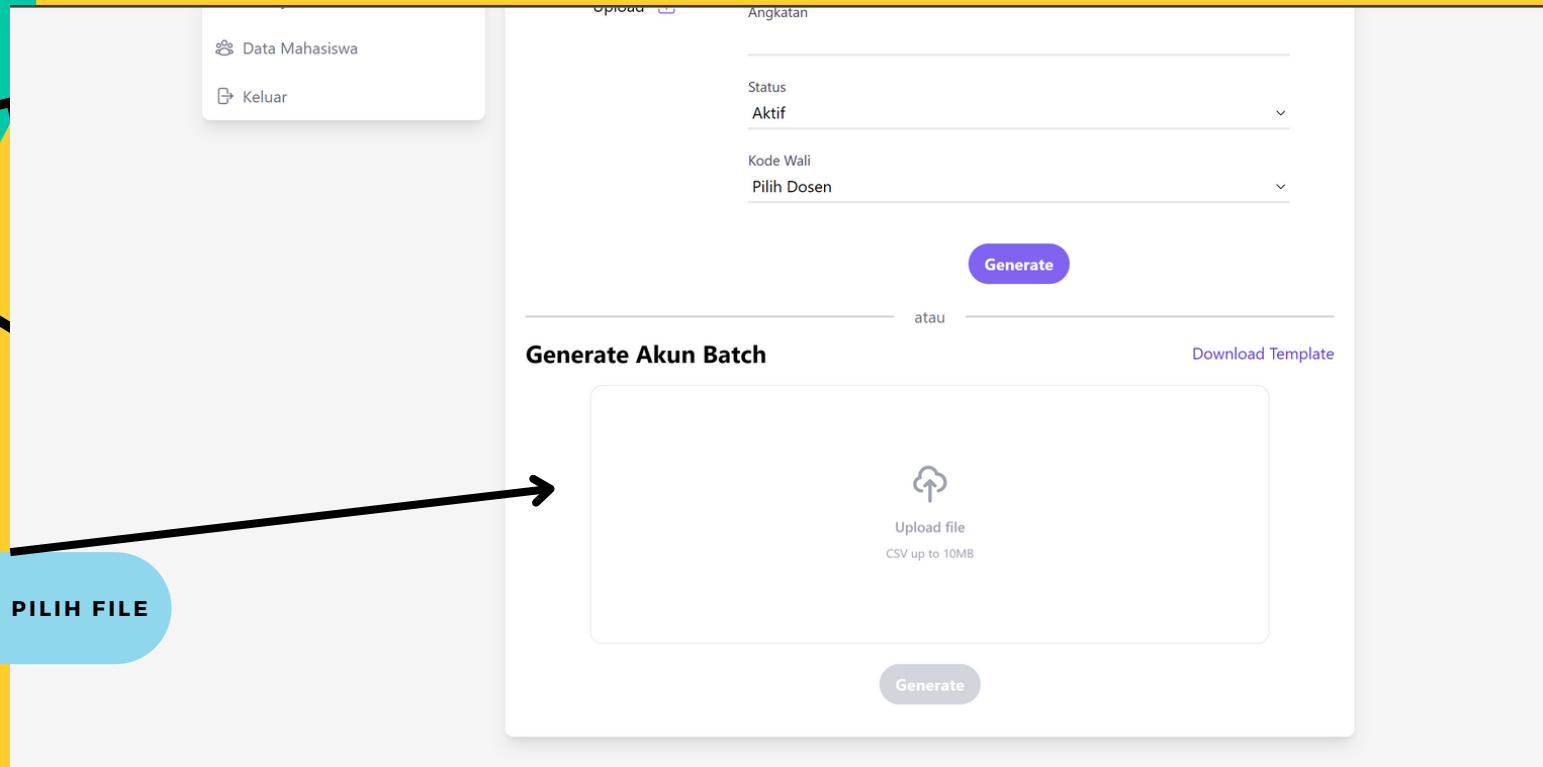
atau

**Generate Akun Batch** [Download Template](#)

# 02

## MENAMBAHKAN AKUN BARU SEKALIGUS

MASUK KE BAGIAN GENERATE AKUN  
KLIK UPLOAD FILE DAN PILIH FILE  
CSV YANG INGIN DI MASUKKAN



The screenshot shows a web interface for generating accounts. On the left is a sidebar with 'Data Mahasiswa' and 'Keluar'. The main area has a form with fields for 'Angkatan', 'Status' (set to 'Aktif'), and 'Kode Wali' (set to 'Pilih Dosen'). Below these is a 'Generate' button. A horizontal separator with the word 'atau' follows. The 'Generate Akun Batch' section contains a large file upload box with a cloud icon and the text 'Upload file CSV up to 10MB'. A 'Download Template' link is to the right. A 'Generate' button is at the bottom of this section. A black arrow points from a light blue callout box on the left to the file upload box.

Data Mahasiswa  
Keluar

Angkatan  
Status  
Aktif  
Kode Wali  
Pilih Dosen  
Generate

atau

Generate Akun Batch  
Download Template

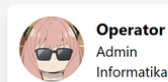
Upload file  
CSV up to 10MB  
Generate

KLIK DAN PILIH FILE

# 03

## MELIHAT AKUN DARI USER

**KLIK TOMBOL MANAJEMEN AKUN  
UNTUK MELIHAT DAFTAR AKUN DARI  
SELURUH USER**



**Operator**  
Admin  
Informatika

- Home
- Generate Akun
- Manajemen Akun**
- Data Mahasiswa
- Keluar

**KLIK TOMBOL  
MANAJEMEN**

### Data Akun

Username

USERNAME	EMAIL	ROLE	
admin	admin@gmail.com	admin	<a href="#">Edit</a>
departemen	departemen@gmail.com	departemen	<a href="#">Edit</a>
198302032006041	satriyo@lecturer.undip.ac.id	dosen	<a href="#">Edit</a>
196511071992031	eko@lecturer.undip.ac.id	dosen	
198803222020121	prajanto@lecturer.undip.ac.id	dosen	
197007051997021	priyo@lecturer.undip.ac.id	dosen	<a href="#">Edit</a>
197308291998022	beta@lecturer.undip.ac.id	dosen	<a href="#">Edit</a>
197108111997021	aris@lecturer.undip.ac.id	dosen	<a href="#">Edit</a>

**CARI NAMA YANG DI  
INGINKAN**

# 04

## MELIHAT DATA MAHASISWA

KLIK TOMBOL DATA MAHASISWA  
UNTUK MELIHAT DAFTAR MAHASISWA  
BESERTA STATUSNYA

The screenshot shows a web application interface. On the left is a sidebar with a user profile and navigation menu. The main area displays the 'Data Mahasiswa' section with a search bar and a table of student data.

**Operator**  
Admin  
Informatika

- Home
- Generate Akun
- Manajemen Akun
- Data Mahasiswa**
- Keluar

**Data Mahasiswa**

Nama

NAMA	NIM	ANGKATAN	STATUS	AKSI
Benhard Simanullang	24060120140136	2020	Aktif	Edit
Fahrel Gibran Alghany	24060120130106	2020	Lulus	Edit
Rayhan Illyas Annabil	24060120120004	2020	Aktif	Edit
Rif'an Fatoni Febrianto	24060120130073	2020	Drop Out	Edit
Joy Boy	232425	2020	Aktif	Edit
Aulia CP	24060120130055	2020	Aktif	Edit
Farid Reza Nurhuda	24060120140075	2020	Drop Out	Edit
John	8805	2020	Aktif	Edit

1 2

KLIK TOMBOL DATA  
MAHASISWA

CARI NAMA YANG DI  
INGINKAN

A large yellow circle is centered in the upper half of the image. Four black-outlined triangles are positioned around the circle: one in the top-left corner, one in the top-right corner, one in the bottom-left corner, and one in the bottom-right corner. The background is a solid teal color.

# **ROLE DEPARTEMEN**

# 01

## MELIHAT DATA MAHASISWA TIAP DEPARTEMEN

**KLIK TOMBOL DATA MAHASISWA UNTUK  
MELIHAT DAFTAR MAHASISWA SUATU  
DEPARTEMEN BESERTA STATUSNYA**

**Informatika**  
Departemen  
Informatika

- Home
- Data Mahasiswa**
- Data PKL
- Data Skripsi
- Keluar

### Data Mahasiswa

Angkatan: Semua ▾

NAMA	NIM	ANGKATAN	STATUS	AKSI
Benhard Simanullang	24060120140136	2020	Aktif	<a href="#">Detail</a>
Fahrel Gibran Alghany	24060120130106	2020	Lulus	<a href="#">Detail</a>
Rayhan Illyas Annabil	24060120120004	2020	Aktif	<a href="#">Detail</a>
Rifan Fatoni Febrianto	24060120130073	2020	Drop Out	<a href="#">Detail</a>
Joy Boy	232425	2020	Aktif	<a href="#">Detail</a>
Aulia CP	24060120130055	2020	Aktif	<a href="#">Detail</a>
Farid Reza Nurhuda	24060120140075	2020	Drop Out	<a href="#">Detail</a>
John	8805	2020	Aktif	<a href="#">Detail</a>

1 2

**KLIK TOMBOL DATA  
MAHASISWA**

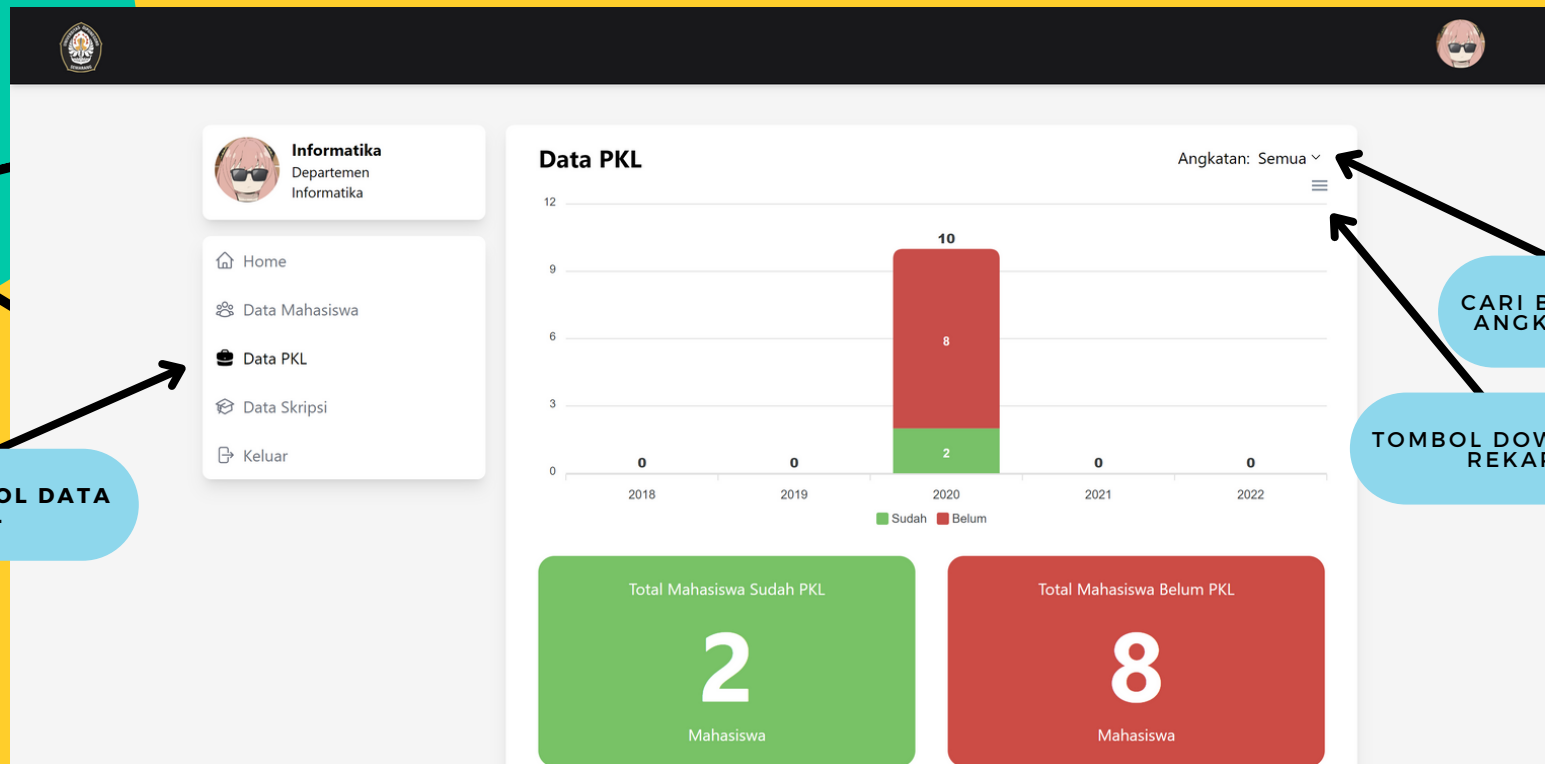
**CARI BERDASARKAN  
ANGKATAN TAHUN**



# 02

## MELIHAT DATA PKL MAHASISWA

**KLIK TOMBOL DATA PKL UNTUK MELIHAT DAFTAR MAHASISWA YANG SUDAH DAN BELUM MENGIKUTI PKL**



KLIK TOMBOL DATA PKL

CARI BERDASARKAN ANGKATAN TAHUN

TOMBOL DOWNLOAD REKAP

# 03

## MELIHAT DETAIL DATA PKL MAHASISWA

KLIK TOMBOL DETAIL UNTUK MELIHAT  
FILE PDF DARI DETAIL PKL YANG DI  
TEMPUH OLEH MAHASISWA

CARI BERDASARKAN  
NAMA

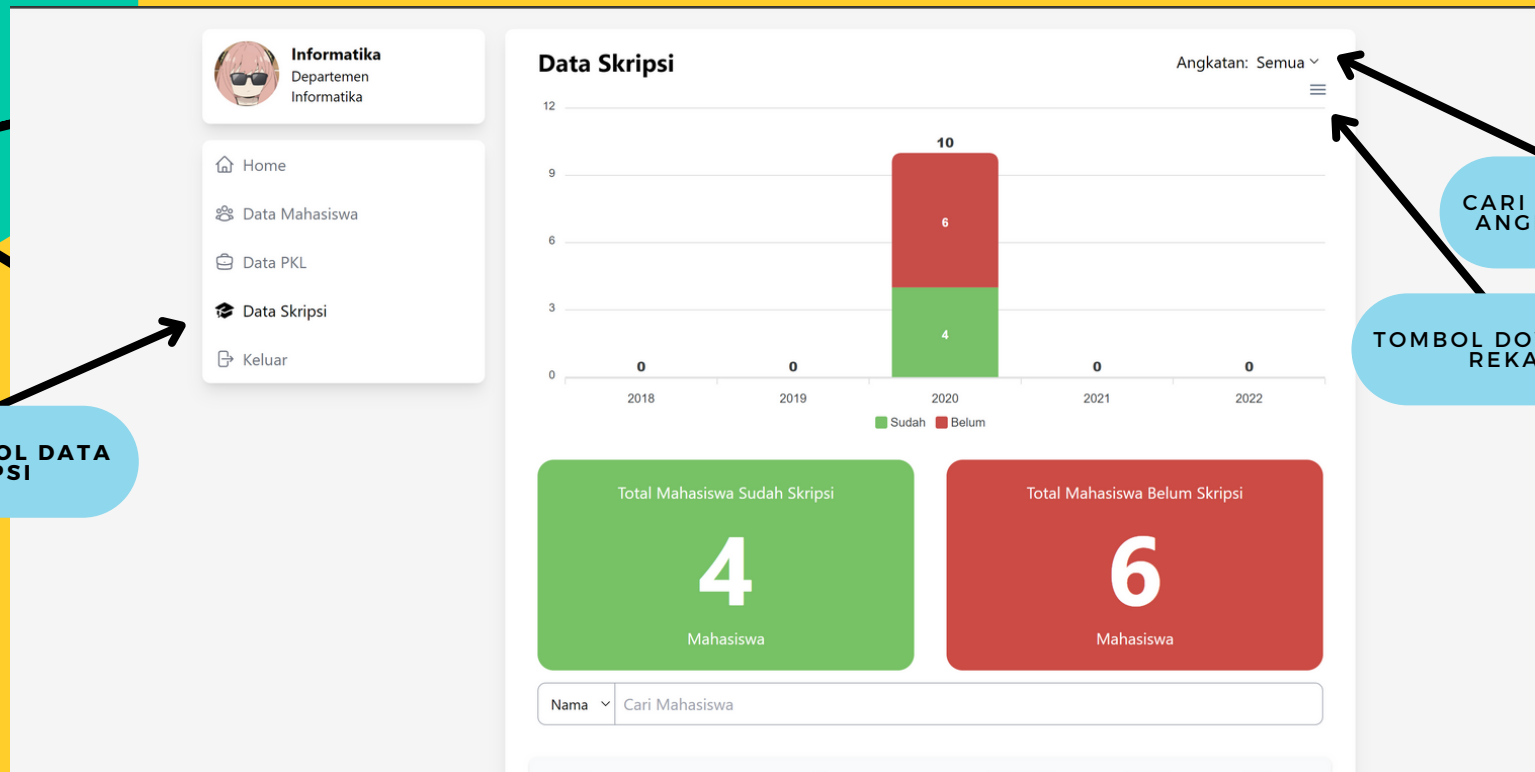
Nama	Cari Mahasiswa			
NAMA	NIM	ANGKATAN	STATUS	AKSI
Benhard Simanullang	24060120140136	2020	Belum	Detail
Fahrel Gibran Alghany	24060120130106	2020	Sudah	Detail
Rayhan Ilyas Annabil	24060120120004	2020	Belum	Detail
Rif'an Fatoni Febrianto	24060120130073	2020	Sudah	Detail
Joy Boy	232425	2020	Belum	Detail
Aulia CP	24060120130055	2020	Belum	Detail
Farid Reza Nurhuda	24060120140075	2020	Belum	Detail
John	8805	2020	Belum	Detail
Julius Adrian	24060120130127	2020	Belum	Detail
Charisto Marc Gybran	24060120140133	2020	Belum	Detail

LIHAT DETAIL PKL

# 04

## MELIHAT DATA SKRIPSI MAHASISWA

**KLIK TOMBOL DATA SKRIPSI UNTUK MELIHAT DAFTAR MAHASISWA YANG SUDAH DAN BELUM MENGIKUTI SKRIPSI**



KLIK TOMBOL DATA SKRIPSI

CARI BERDASARKAN ANGKATAN TAHUN

TOMBOL DOWNLOAD REKAP

# 05

## MELIHAT DETAIL DATA SKRIPSI MAHASISWA

**KLIK TOMBOL DETAIL UNTUK MELIHAT FILE PDF DARI DETAIL SKRIPSI YANG DI TEMPUH OLEH MAHASISWA**

CARI BERDASARKAN NAMA

Nama	Cari Mahasiswa			
NAMA	NIM	ANGKATAN	STATUS	AKSI
Benhard Simanullang	24060120140136	2020	Sudah	Detail
Fahrel Gibran Alghany	24060120130106	2020	Sudah	Detail
Rayhan Ilyas Annabil	24060120120004	2020	Belum	Detail
Rif'an Fatoni Febrianto	24060120130073	2020	Sudah	Detail
Joy Boy	232425	2020	Sudah	Detail
Aulia CP	24060120130055	2020	Belum	Detail
Farid Reza Nurhuda	24060120140075	2020	Belum	Detail
John	8805	2020	Belum	Detail
Julius Adrian	24060120130127	2020	Belum	Detail
Charisto Marc Gybran	24060120140133	2020	Belum	Detail

LIHAT DETAIL SKRIPSI

The background is a solid teal color. In the center is a large, solid yellow circle. Four black-outlined triangles are positioned around the circle: one in the top-left corner, one in the top-right corner, one in the bottom-left corner, and one in the bottom-right corner. The text "ROLE DOSEN" is centered over the yellow circle.

# **ROLE DOSEN**

# 01

## MELIHAT DATA MAHASISWA UNTUK DOSEN WALI

**KLIK TOMBOL DATA MAHASISWA UNTUK  
MELIHAT DAFTAR MAHASISWA DARI  
DOSEN WALI**

The screenshot shows a web application interface. At the top, there is a dark header with a logo on the left and a user profile icon on the right. Below the header, the main content area is divided into two sections. On the left is a sidebar menu with a user profile card at the top. The profile card shows a pink avatar, the name 'Prajanto Wahyu Adi, M.Kom.', and the title 'Dosen Informatika'. Below the profile card are menu items: 'Home' (with a house icon), 'Data Mahasiswa' (with a paw print icon), 'Verifikasi Berkas' (with a document icon), 'Data PKL' (with a briefcase icon), 'Data Skripsi' (with a graduation cap icon), and 'Keluar' (with a door icon). An arrow points from a blue callout box labeled 'KLIK TOMBOL DATA MAHASISWA' to the 'Data Mahasiswa' menu item. The right section is titled 'Data Mahasiswa' and includes a dropdown menu 'Angkatan: Semua'. Below this is a table with student data. The table has five columns: 'NAMA', 'NIM', 'ANGKATAN', 'STATUS', and 'AKSI'. There are two rows of data. The first row is for 'Fahrel Gibran Alghany' with NIM '24060120130106', Angkatan '2020', and Status 'Lulus' (in a green box). The second row is for 'Rif'an Fatoni Febrianto' with NIM '24060120130073', Angkatan '2020', and Status 'Drop Out' (in a red box). Both rows have a 'Detail' link in the 'AKSI' column. An arrow points from a blue callout box labeled 'CARI BERDASARKAN ANGKATAN TAHUN' to the 'Detail' link in the second row.

**KLIK TOMBOL DATA MAHASISWA**

NAMA	NIM	ANGKATAN	STATUS	AKSI
Fahrel Gibran Alghany	24060120130106	2020	Lulus	<a href="#">Detail</a>
Rif'an Fatoni Febrianto	24060120130073	2020	Drop Out	<a href="#">Detail</a>

**CARI BERDASARKAN ANGKATAN TAHUN**

# 02

## MELIHAT DATA MAHASISWA UNTUK DOSEN WALI

**KLIK TOMBOL DATA MAHASISWA UNTUK  
MELIHAT DAFTAR MAHASISWA DARI  
DOSEN WALI**

The screenshot shows a web application interface. At the top, there is a dark header with a logo on the left and a user profile icon on the right. Below the header, the main content area is divided into two sections. On the left is a sidebar menu with a user profile card at the top. The profile card shows a pink avatar, the name 'Prajanto Wahyu Adi, M.Kom.', and the title 'Dosen Informatika'. Below the profile card are menu items: 'Home' (with a house icon), 'Data Mahasiswa' (with a paw print icon), 'Verifikasi Berkas' (with a document icon), 'Data PKL' (with a briefcase icon), 'Data Skripsi' (with a graduation cap icon), and 'Keluar' (with a door icon). An arrow points from a blue callout box to the 'Data Mahasiswa' menu item. On the right is the 'Data Mahasiswa' section. It has a title 'Data Mahasiswa' and a dropdown menu 'Angkatan: Semua'. Below this is a table with columns: 'NAMA', 'NIM', 'ANGKATAN', 'STATUS', and 'AKSI'. The table contains two rows of student data. The first row is for 'Fahrel Gibran Alghany' with NIM '24060120130106', Angkatan '2020', and Status 'Lulus'. The second row is for 'Rif'an Fatoni Febrianto' with NIM '24060120130073', Angkatan '2020', and Status 'Drop Out'. Both rows have a 'Detail' link in the 'AKSI' column. An arrow points from a blue callout box to the 'Detail' link in the first row.

**KLIK TOMBOL DATA MAHASISWA**

**CARI BERDASARKAN  
ANGKATAN TAHUN**

NAMA	NIM	ANGKATAN	STATUS	AKSI
Fahrel Gibran Alghany	24060120130106	2020	Lulus	<a href="#">Detail</a>
Rif'an Fatoni Febrianto	24060120130073	2020	Drop Out	<a href="#">Detail</a>

# 03

## MEMVERIFIKASI BERKAS YANG SUDAH DI UPLOAD OLEH MAHASISWA

KLIK TOMBOL DATA MAHASISWA UNTUK  
MELIHAT DAFTAR MAHASISWA DARI  
DOSEN WALI

The screenshot shows a web application interface for document verification. The sidebar menu on the left includes: Home, Data Mahasiswa, Verifikasi Berkas (highlighted), Data PKL, Data Skripsi, and Keluar. The main dashboard area displays the 'Verifikasi Berkas' section with a dropdown for 'Angkatan: Semua'. Below this, there are four boxes showing document counts: IRS (1 berkas), KHS (1 berkas), PKL (0 berkas), and Skripsi (0 berkas). A search bar labeled 'Cari Mahasiswa' is present. Below the search bar is a table with the following data:

NAMA	NIM	ANGKATAN	SEMESTER	SKS	AKSI
Fahrel Gibran Alghany	24060120130106	2020	8	21	<a href="#">Detail</a> <a href="#">Konfirmasi</a>

KLIK TOMBOL  
VERIVIKASI DATA

CARI BERDASARKAN  
ANGKATAN TAHUN

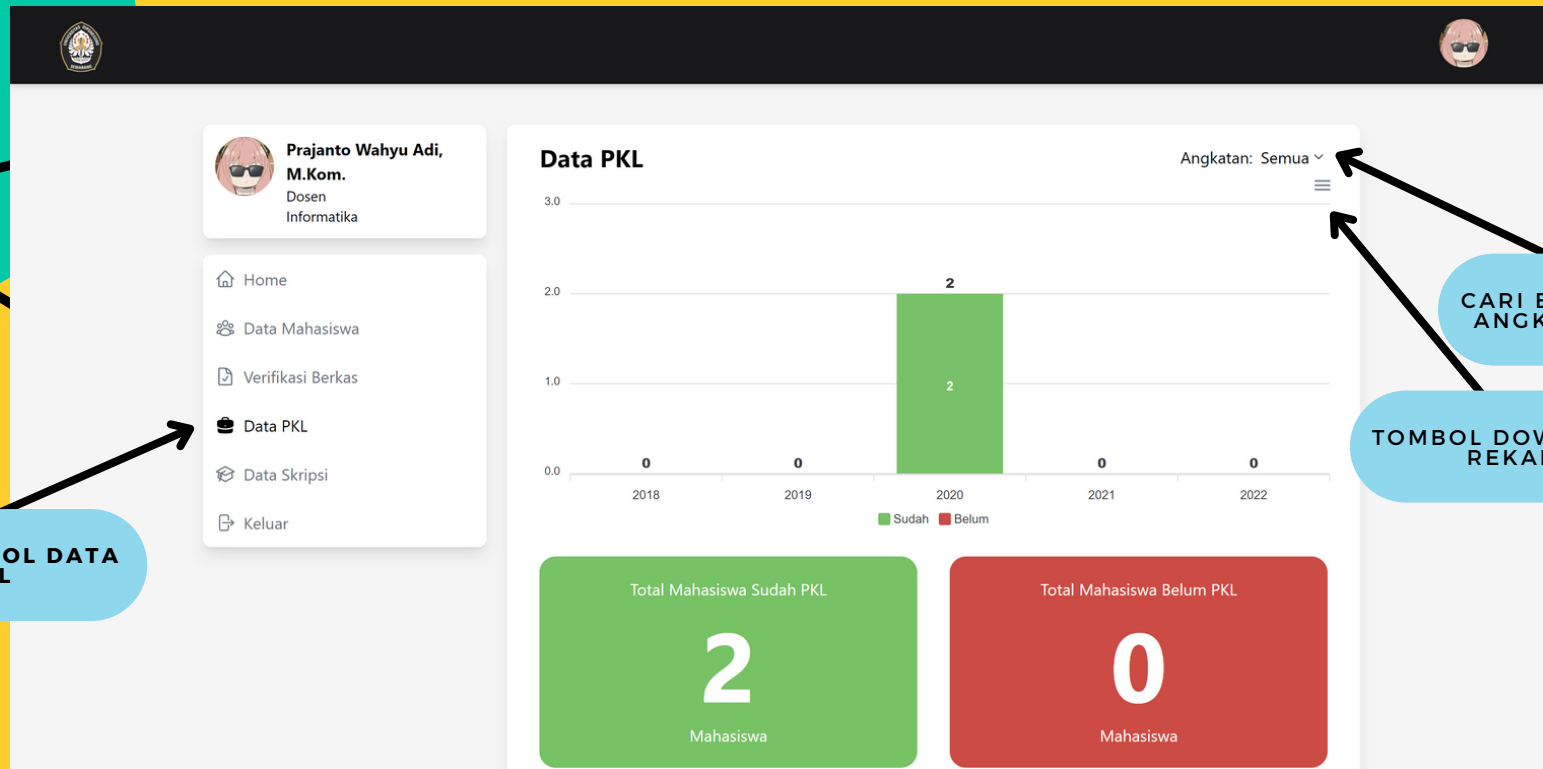
TOMBOL KONFIRMASI



# 04

## REKAP DATA PKL DOSEN PERWALIAN

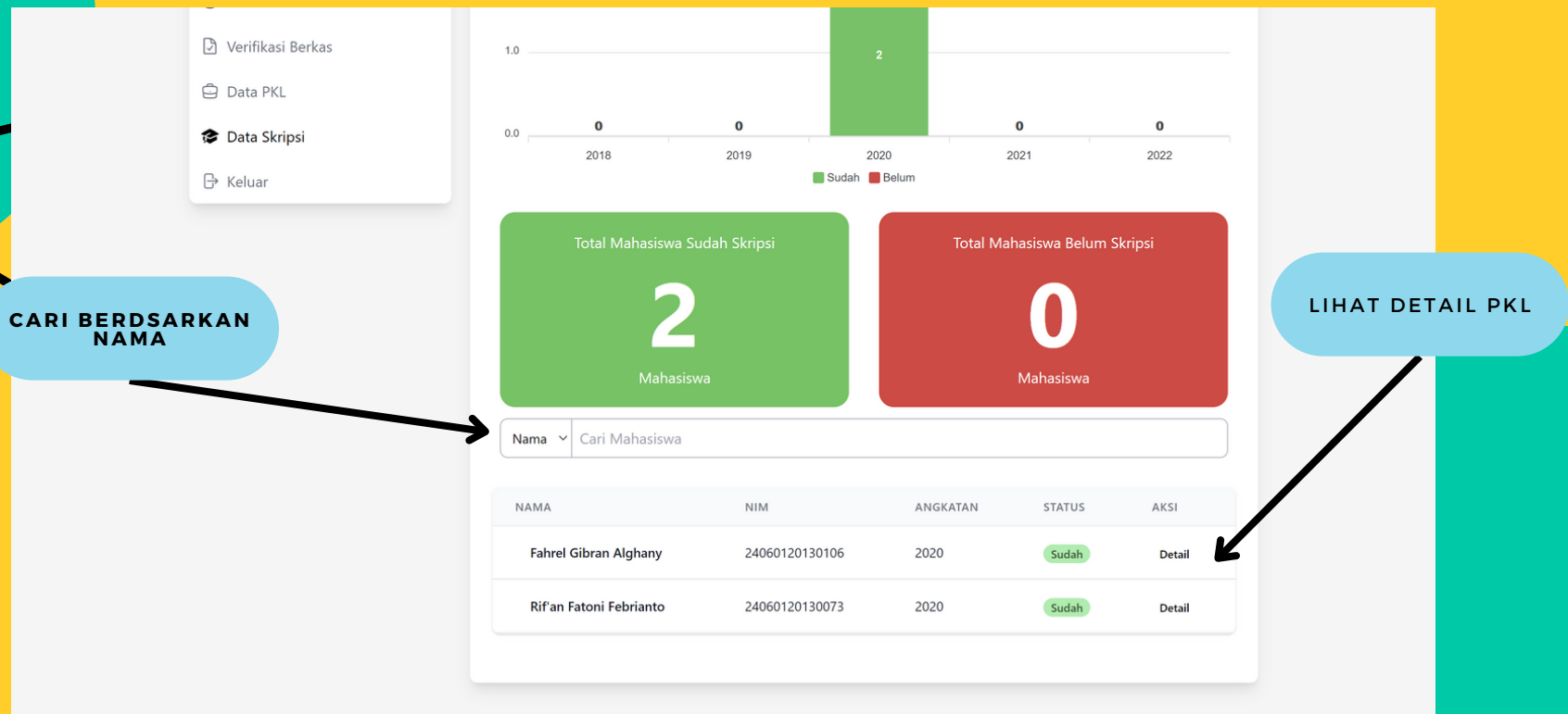
**KLIK TOMBOL DATA PKL UNTUK MELIHAT DAFTAR MAHASISWA YANG SUDAH DAN BELUM MENGIKUTI PKL**



# 05

## MELIHAT DETAIL DATA PKL MAHASISWA DOSEN PERWALIAN

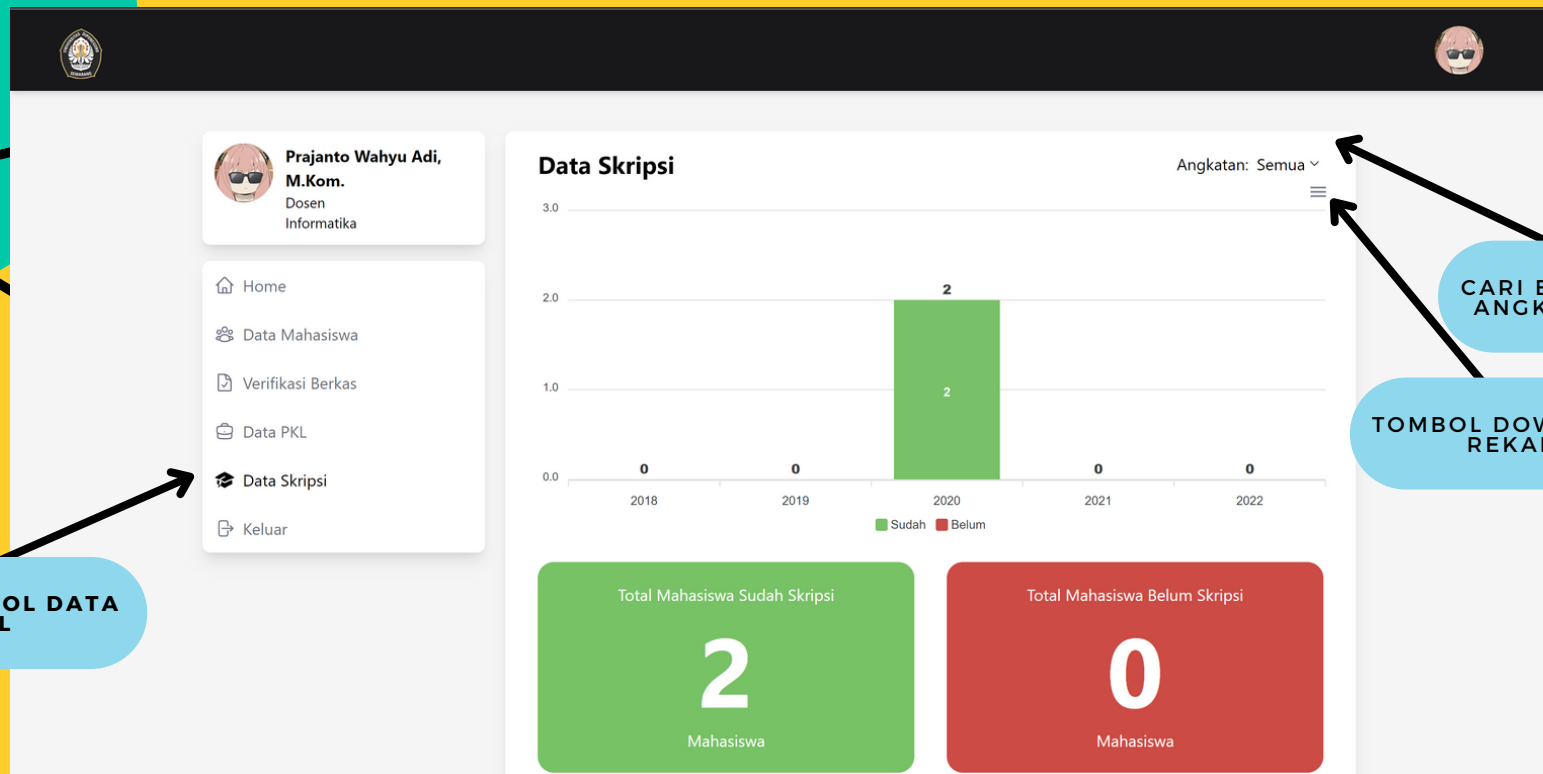
KLIK TOMBOL DETAIL UNTUK MELIHAT  
FILE PDF DARI DETAIL PKL YANG DI  
TEMPUH OLEH MAHASISWA



# 06

## REKAP DATA SKRIPSI DOSEN PERWALIAN

**KLIK TOMBOL DATA SKRIPSI UNTUK MELIHAT DAFTAR MAHASISWA YANG SUDAH DAN BELUM MENGIKUTI SKRIPSI**



**KLIK TOMBOL DATA PKL**

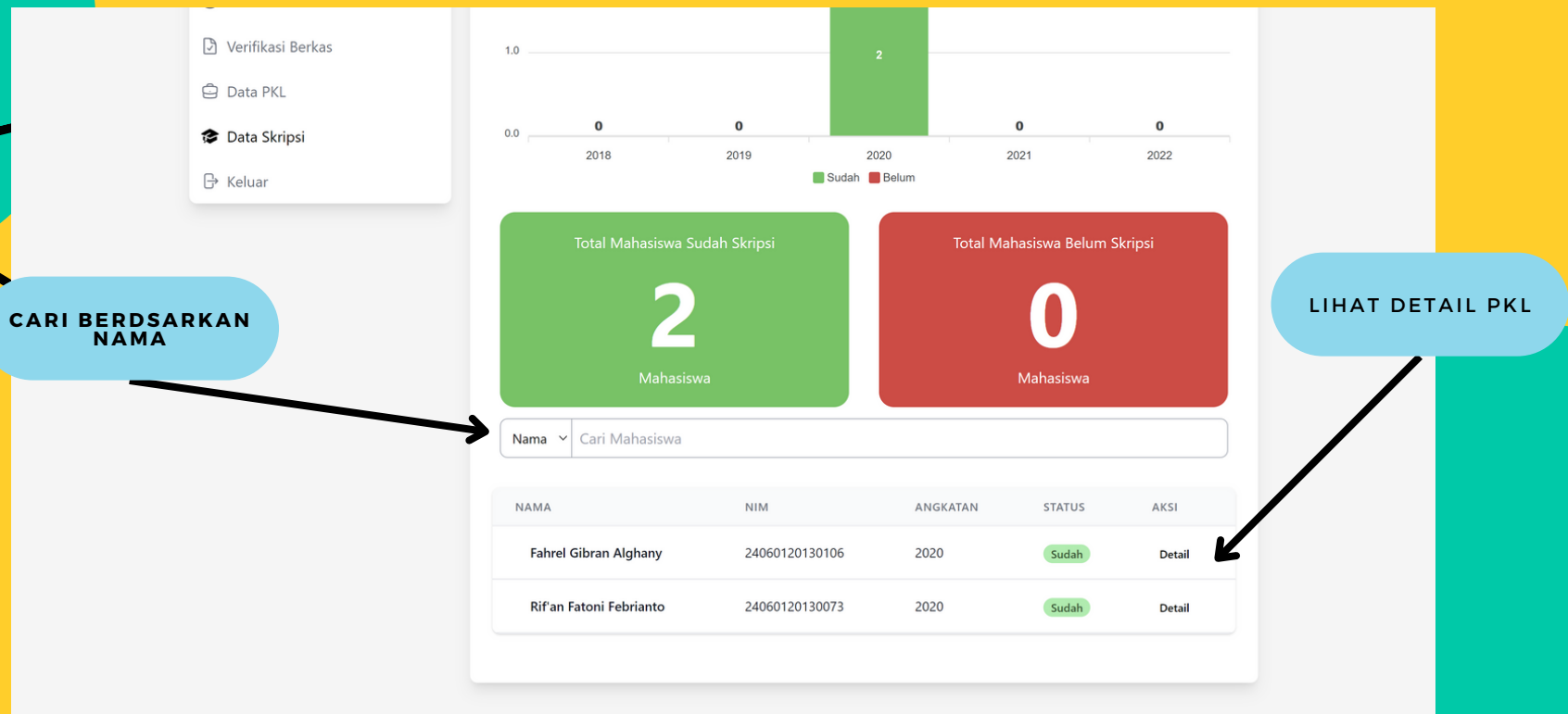
**CARI BERDASARKAN ANGKATAN TAHUN**

**TOMBOL DOWNLOAD REKAP**

# 07

## MELIHAT DETAIL DATA SKRIPSI MAHASISWA DOSEN PERWALIAN

KLIK TOMBOL DETAIL UNTUK MELIHAT FILE PDF DARI DETAIL SKRIPSI YANG DI TEMPUH OLEH MAHASISWA





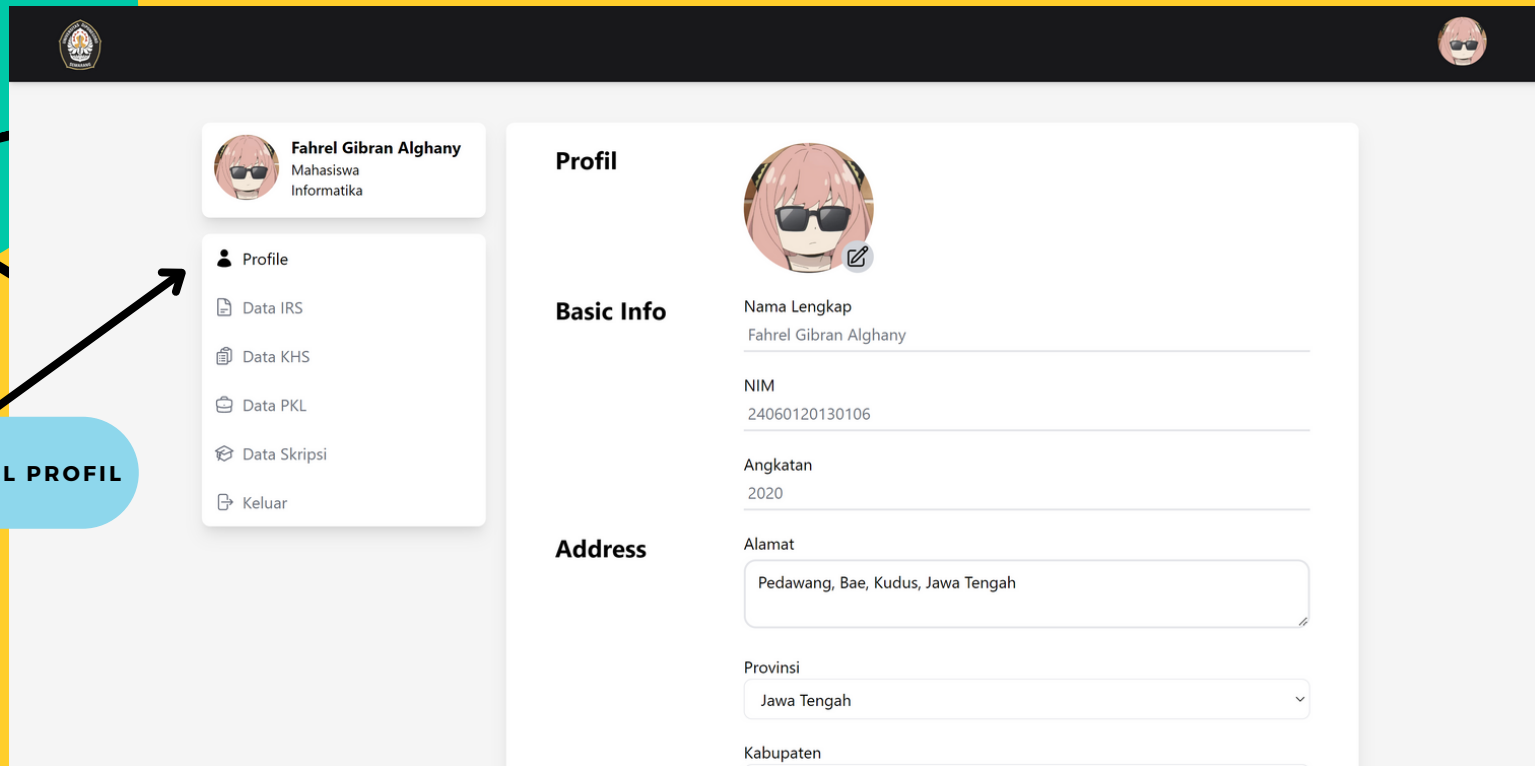
# **ROLE MAHASISWA**

# 01

## MENGISI DATA DIRI MAHASISWA

MAHASISWA DAPAT MENGISI ATAU MENGEDIT DATA DIRI

KLIK TOMBOL PROFIL



The screenshot shows a web application interface for a student profile. On the left is a sidebar menu with a user profile card at the top and a list of menu items below. An arrow points from the 'KLIK TOMBOL PROFIL' text to the 'Profile' menu item. The main content area on the right displays the 'Profil' section with a user avatar and a list of fields for 'Basic Info' and 'Address'.

**Profile**

Fahrel Gibran Alghany  
Mahasiswa Informatika

- Profile
- Data IRS
- Data KHS
- Data PKL
- Data Skripsi
- Keluar

**Profil**

**Basic Info**

Nama Lengkap  
Fahrel Gibran Alghany

NIM  
24060120130106

Angkatan  
2020

**Address**

Alamat  
Pedawang, Bae, Kudus, Jawa Tengah

Provinsi  
Jawa Tengah

Kabupaten

# 02

## MENGISI DATA IRS MAHASISWA

MAHASISWA DAPAT MENGISI ATAU  
MENGEDIT DATA IRS

The screenshot shows a web application interface for a student named Fahrel Gibran Alghany, a student of Informatika. On the left, a sidebar menu contains options: Profile, Data IRS, Data KHS, Data PKL, Data Skripsi, and Keluar. An arrow points from the 'Data IRS' option to the main content area. The main content area is titled 'Data IRS' and includes a 'Semester Aktif' dropdown menu with 'Pilih Semester' selected. Below this is a 'Jumlah SKS' field. The 'Scan IRS' section features a large upload area with a cloud icon and the text 'Upload file PDF up to 10MB'. An arrow points from this upload area to the right. At the bottom right of the form is a 'Simpan' button.

**Profile**  
Fahrel Gibran Alghany  
Mahasiswa  
Informatika

- Profile
- Data IRS**
- Data KHS
- Data PKL
- Data Skripsi
- Keluar

### Data IRS

Semester Aktif  
Pilih Semester

Jumlah SKS

Scan IRS

Upload file  
PDF up to 10MB

Simpan

MENEKAN TOMBOL  
DATA IRS

MENGUPLOAD FILE  
IRS

# 03

## MENGISI DATA KHS MAHASISWA

MAHASISWA DAPAT MENGISI ATAU  
MENGEDIT DATA KHS

**Fahrel Gibran Alghany**  
Mahasiswa  
Informatika

- Profile
- Data IRS
- Data KHS**
- Data PKL
- Data Skripsi
- Keluar

### Data KHS

Semester Aktif  
Pilih Semester

SKS Semester

SKS Kumulatif

IP Semester

IP Kumulatif

Scan KHS

Upload file  
PDF up to 10MB

MENEKAN TOMBOL  
DATA KHS

MENGUPLOAD FILE  
KHS



# 04

## MENGISI DATA PKL MAHASISWA

MAHASISWA DAPAT MENGISI ATAU MENGEDIT DATA PKL

The screenshot shows a student dashboard for 'Fahrel Gibran Alghany', a student in 'Informatika'. The left sidebar contains a menu with options: Profile, Data IRS, Data KHS, Data PKL, Data Skripsi, and Keluar. An arrow points from the 'Data KHS' menu item to a callout box. The main content area is titled 'Data PKL' and contains three dropdown menus: 'Semester Aktif' (set to 6), 'Nilai PKL' (set to A), and 'Scan Berita Acara'. Below these is a large text area for 'Prak1-Introduction to Machine Learning and Google Colab.pdf' with an upload icon. An arrow points from this area to another callout box. At the bottom of the form is a 'Simpan' button and a note: '\*Data sudah diverifikasi, tidak dapat diubah'.

**MENEKAN TOMBOL DATA KHS**

**MENGUPLOAD FILE KHS**

**Data PKL**

Semester Aktif  
6

Nilai PKL  
A

Scan Berita Acara

Prak1-Introduction to Machine Learning and Google Colab.pdf

Simpan

\*Data sudah diverifikasi, tidak dapat diubah

# 05

## MENGISI DATA SKRIPSI MAHASISWA

MAHASISWA DAPAT MENGISI ATAU MENGEDIT DATA SKRIPSI

The screenshot shows a web application interface for a student. On the left is a sidebar menu for 'Fahrel Gibran Alghany', a student in Informatics. The menu includes options for Profile, Data IRS, Data KHS, Data PKL, Data Skripsi, and Keluar. An arrow points from the 'Data KHS' option to a callout box. The main area is titled 'Data Skripsi' and contains several input fields: 'Lama Studi (Semester)' with a dropdown set to '7', 'Nilai Skripsi' with a dropdown set to 'C', 'Tanggal Sidang' set to '10/06/2022', and 'Scan Berita Acara'. Below these is a large file upload area with a cloud icon and the filename 'Curiosity\_Bukti Pembayaran.pdf'. An arrow points from this area to another callout box. At the bottom of the form is a 'Simpan' (Save) button and a disclaimer: '\*Data sudah diverifikasi, tidak dapat diubah'.

**MENEKAN TOMBOL DATA KHS**

**MENGUPLOAD FILE KHS**

**Data Skripsi**

Lama Studi (Semester)  
7

Nilai Skripsi  
C

Tanggal Sidang  
10/06/2022

Scan Berita Acara

Curiosity\_Bukti Pembayaran.pdf

Simpan

\*Data sudah diverifikasi, tidak dapat diubah