

Pertanyaan? Bantuan? Hubungi HATMA SURYOTRISONGKO

suryotrisongko@gmail.com

SMS/WA = +6285359007300

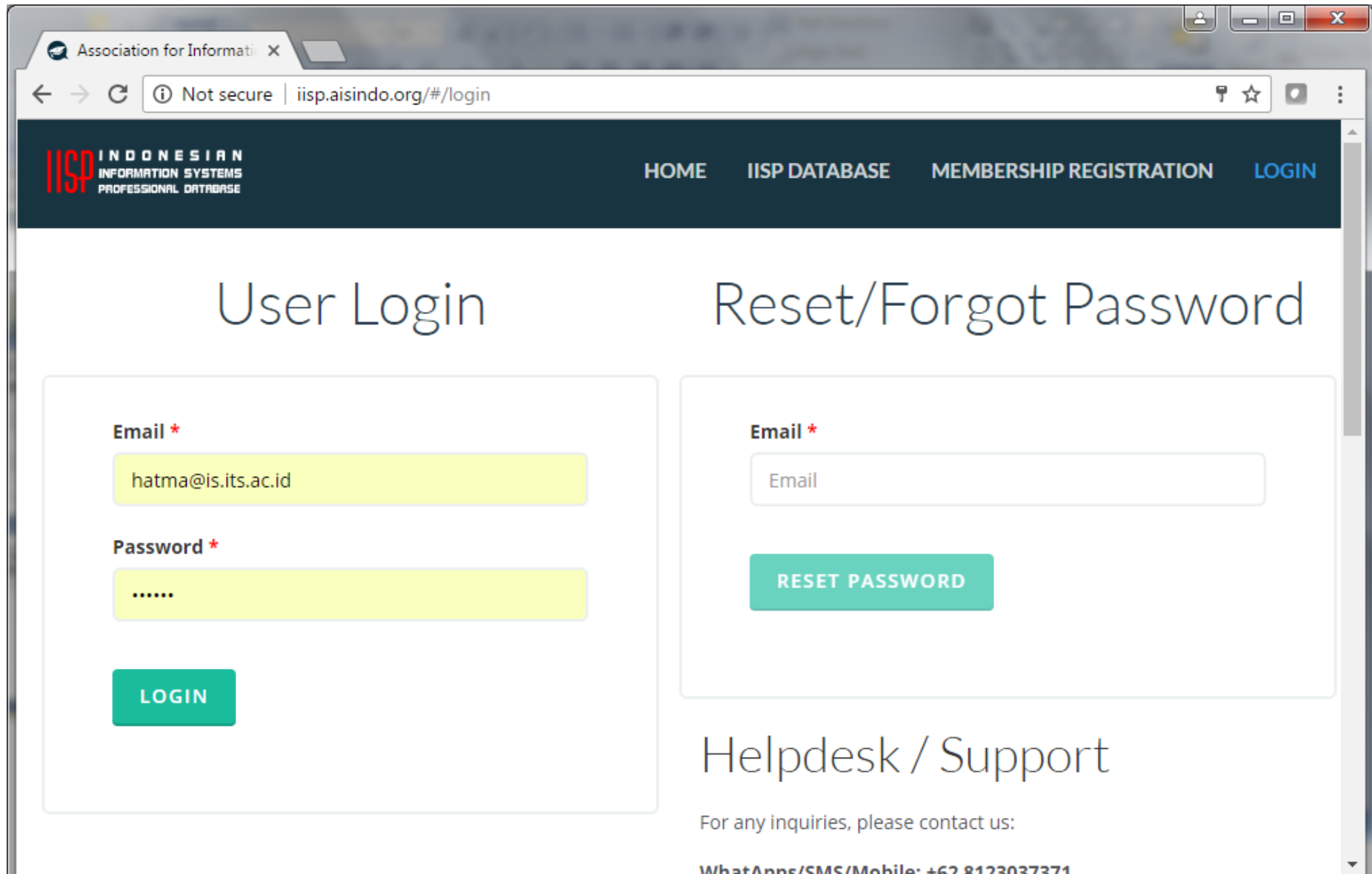
Prosedur Administrasi IISP Database Utk ADMIN

**# Menyetujui Pendaftaran Membership
AISINDO Baru**

Menyetujui Renewal Membership

**# Mengubah Level Membership
berdasarkan hasil penilaian REVIEWER
PDU**

1. Buka web <http://iisp.aisindo.org> lalu login dengan akun ADMIN anda



The screenshot shows a web browser window with the URL <http://iisp.aisindo.org/#/login>. The page has a dark blue header with the IISP logo and navigation links: HOME, IISP DATABASE, MEMBERSHIP REGISTRATION, and LOGIN. The main content area is divided into two sections: 'User Login' and 'Reset/Forgot Password'. The 'User Login' section contains fields for 'Email' (with the value 'hatma@is.its.ac.id') and 'Password' (masked with dots), and a 'LOGIN' button. The 'Reset/Forgot Password' section contains an 'Email' field and a 'RESET PASSWORD' button. Below these sections is a 'Helpdesk / Support' section with contact information.

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Not secure | iisp.aisindo.org/#/login

IISP **INDONESIAN**
INFORMATION SYSTEMS
PROFESSIONAL DATABASE

HOME IISP DATABASE MEMBERSHIP REGISTRATION **LOGIN**

User Login

Email *

hatma@is.its.ac.id

Password *

.....

LOGIN

Reset/Forgot Password

Email *

Email

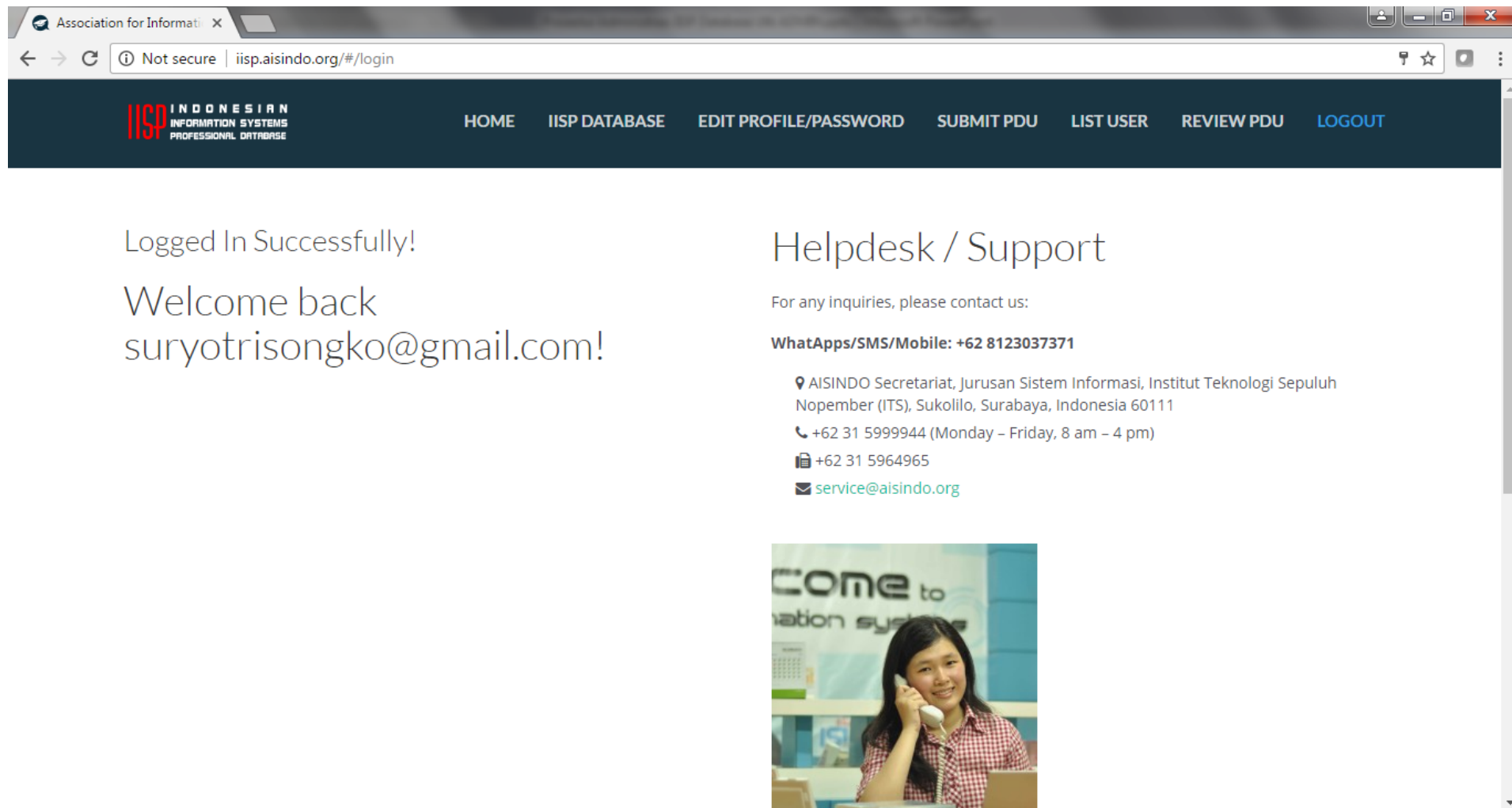
RESET PASSWORD

Helpdesk / Support

For any inquiries, please contact us:

WhatsApp/SMS/Mobile: +62 8123037371

2. Setelah berhasil login, akan muncul menu baru = **LIST USER** dan **REVIEW PDU**



The screenshot shows a web browser window with the URL iisp.aisindo.org/#/login. The page header includes the IISP logo and navigation links: HOME, IISP DATABASE, EDIT PROFILE/PASSWORD, SUBMIT PDU, LIST USER, REVIEW PDU, and LOGOUT. The main content area displays a success message: "Logged In Successfully! Welcome back suryotrisongko@gmail.com!". To the right, there is a "Helpdesk / Support" section with contact information for AISINDO, including a WhatsApp/SMS/Mobile number (+62 8123037371), a physical address in Surabaya, and email and phone numbers for support.

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IISP INDONESIAN
INFORMATION SYSTEMS
PROFESSIONAL DATABASE

HOME IISP DATABASE EDIT PROFILE/PASSWORD SUBMIT PDU LIST USER REVIEW PDU LOGOUT

Logged In Successfully!

Welcome back
suryotrisongko@gmail.com!

Helpdesk / Support

For any inquiries, please contact us:


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📍 AISINDO Secretariat, Jurusan Sistem Informasi, Institut Teknologi Sepuluh Nopember (ITS), Sukolilo, Surabaya, Indonesia 60111

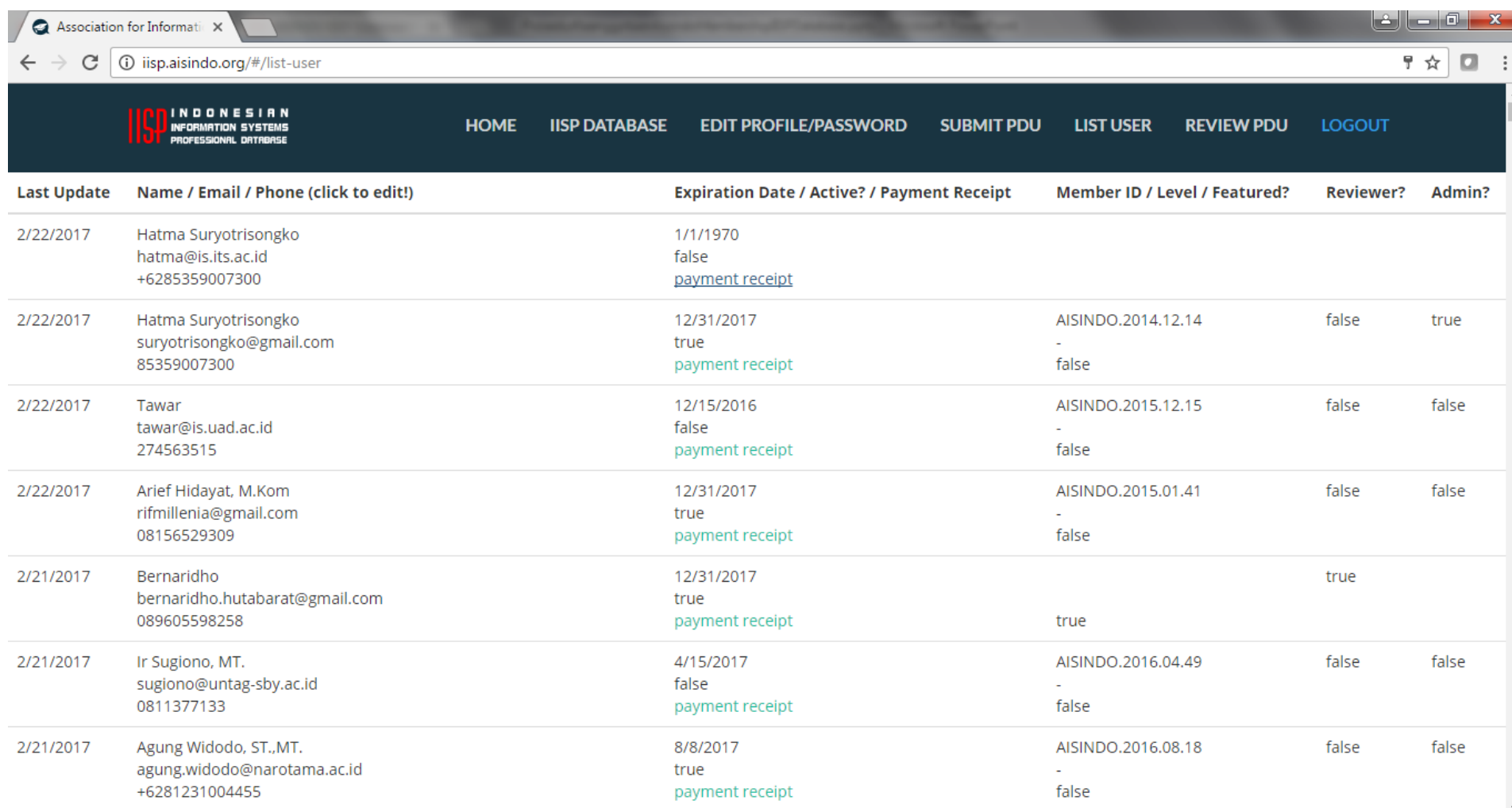
☎ +62 31 5999944 (Monday – Friday, 8 am – 4 pm)

📠 +62 31 5964965

✉ service@aisindo.org



3. Klik menu **LIST-USER**, lalu klik link Payment Receipt utk validasi pembayaran, lalu klik di **NAMA** utk menyetujui/approval



Last Update	Name / Email / Phone (click to edit!)	Expiration Date / Active? / Payment Receipt	Member ID / Level / Featured?	Reviewer?	Admin?
2/22/2017	Hatma Suryotrisongko hatma@is.its.ac.id +6285359007300	1/1/1970 false payment receipt			
2/22/2017	Hatma Suryotrisongko suryotrisongko@gmail.com 85359007300	12/31/2017 true payment receipt	AISINDO.2014.12.14 - false	false	true
2/22/2017	Tawar tawar@is.uad.ac.id 274563515	12/15/2016 false payment receipt	AISINDO.2015.12.15 - false	false	false
2/22/2017	Arief Hidayat, M.Kom rifmillenia@gmail.com 08156529309	12/31/2017 true payment receipt	AISINDO.2015.01.41 - false	false	false
2/21/2017	Bernaridho bernaridho.hutabarat@gmail.com 089605598258	12/31/2017 true payment receipt		true	
2/21/2017	Ir Sugiono, MT. sugiono@untag-sby.ac.id 0811377133	4/15/2017 false payment receipt	AISINDO.2016.04.49 - false	false	false
2/21/2017	Agung Widodo, ST.,MT. agung.widodo@narotama.ac.id +6281231004455	8/8/2017 true payment receipt	AISINDO.2016.08.18 - false	false	false

4. Ketika mengedit profil member, isikan kolom Member ID, Active AISINDO Membership, Expiration Date, Featured Expert, Reviewer, dll.

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IISP **INDONESIAN**
INFORMATION SYSTEMS
PROFESSIONAL DATABASE

AISINDO Member ID Hatma

Email *

hatma@is.its.ac.id

Active Email? *

true

AISINDO Member Since (format: mm/dd/yyyy) *

2/22/2017

AISINDO Membership Expiration Date (format: mm/dd/yyyy) *

1/1/1970


Active AISINDO Membership?

true

RD SUBMIT PDU LIST USER

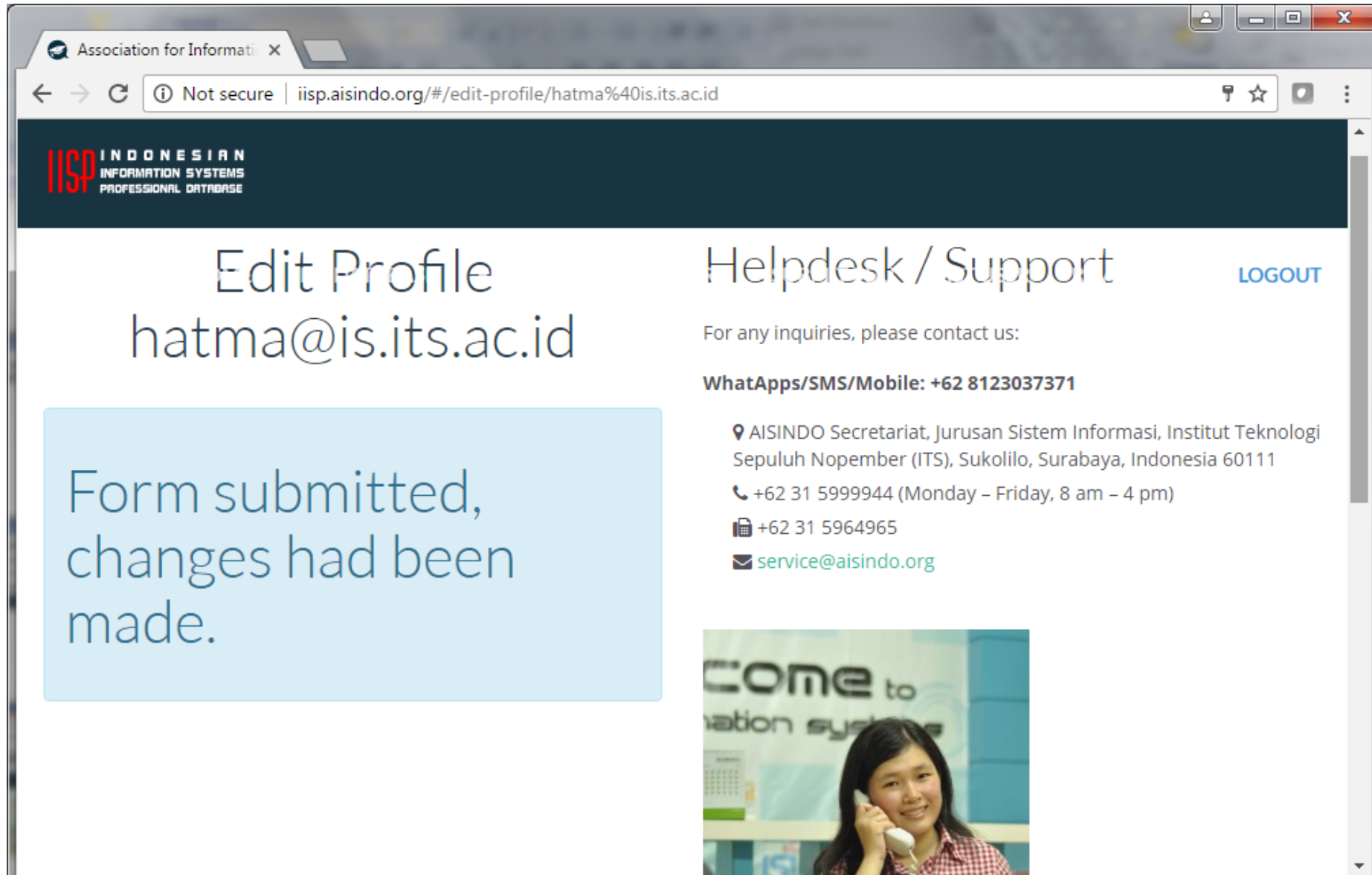
LOGOUT

Come to
nation systems



- **AISINDO Member ID** = nomor anggota
- **Email** = alamat email anggota
- **Active Email?** = defaultnya otomatis terisi **TRUE** karena setiap member akan melalui tahapan verifikasi email. NAMUN jika anggota tidak menerima email yg berisi link AKTIVASI, maka admin harus mengubah kolom ini menjadi TRUE secara manual.
- **AISINDO Member Since** (format: mm/dd/yyyy), contoh = **02/22/2017**
- **AISINDO Membership Expiration Date** (format: mm/dd/yyyy)= Isikan kapan membershipnya akan expired (sesuaikan dengan pembayaran), contoh = **02/22/2018**
- **Active AISINDO Membership?** = isi **TRUE** jika pembayaran sudah dikonfirmasi masuk, dan pastikan EXPIRATION DATE disesuaikan. Jika anggota bayar keanggotaan utk 1 tahun, maka expiration date = hari ini + 1 tahun kemudian
- **Payment Receipt** = berisi scan2an bukti pembayaran yang anggota upload.
- **Featured Expert?** = jika dipilih TRUE maka profil beliau akan dipajang di halaman depan web iisp.aisindo.org
- **Level AISINDO Membership / Expert**, isi dengan Level Keanggotaan. Jika member baru, isi dengan - . Setelah ADMIN menerima konfirmasi dari Reviewer PDU, maka ADMIN bertugas menyesuaikan isian kolom ini sesuai penilaian Reviewer PDU.
- **Is This User The REVIEWER For PDU System ? (Choose Carefully!)** , isi TRUE hanya jika beliau di assign menjadi REVIEWER PDU yang akan bertugas menilai isian PDU anggota **(HATI-HATI)**
- **Is This User The ADMINISTRATOR For This System ? (Choose Carefully!)** , isi TRUE hanya jika dia adalah ADMIN web iisp.aisindo.org **(HATI-HATI)**

6. Pastikan isian form sudah benar, klik tombol SIMPAN, lalu beri **notifikasi anggota** tsb via SMS/WA/Email



The screenshot shows a web browser window with the URL `iisp.aisindo.org/#/edit-profile/hatma%40is.its.ac.id`. The page header includes the AISINDO logo and the text "INDONESIAN INFORMATION SYSTEMS PROFESSIONAL DATABASE". The main content area is titled "Edit Profile" and shows the email address "hatma@is.its.ac.id". A blue box on the left contains the message "Form submitted, changes had been made." On the right, there is a "Helpdesk / Support" section with a "LOGOUT" link. Below this, contact information is provided: "For any inquiries, please contact us:", "WhatsApp/SMS/Mobile: +62 8123037371", and a list of contact details including a location, phone numbers, and an email address. At the bottom right, there is a small image of a woman talking on a phone.

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Not secure | `iisp.aisindo.org/#/edit-profile/hatma%40is.its.ac.id`

IISP INDONESIAN
INFORMATION SYSTEMS
PROFESSIONAL DATABASE

Edit Profile

hatma@is.its.ac.id

Form submitted,
changes had been
made.

Helpdesk / Support

[LOGOUT](#)

For any inquiries, please contact us:

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✉ service@aisindo.org

COME to
nation system



7. Jika ada anggota yg melakukan **RENEWAL**, lakukan proses yg sama, dari poin 3 s/d 6 di slide sebelumnya

- Login dgn akun ADMIN
- Klik Menu **LIST-USER**
- Klik Nama dari anggota yang bersangkutan
- **Edit Profile nya, set Expiration Date & Active Membership = TRUE**
- Klik tombol Simpan
- Beri **NOTIFIKASI** ke anggota yg bersangkutan via SMS/Email/WA

8. Jika anda menerima **hasil penilaian PDU dari REVIEWER**, lakukan proses yg sama, dari poin 3 s/d 6 di slide sebelumnya

- Login dgn akun ADMIN
- Klik Menu **LIST-USER**
- Klik Nama dari anggota yang bersangkutan
- **Edit Profile nya**, set **MEMBERSHIP LEVEL** sesuai hasil penilaian dari REVIEWER PDU
- Klik tombol Simpan
- Beri **NOTIFIKASI** ke anggota yg bersangkutan via SMS/Email/WA