

PANDUAN PENAMBAHAN REVIEWER INTERNAL



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Penambahan data baru Reviewer Internal dilakukan melalui Simlitabmas login NG 2.0 dengan langkah-langkah sebagai berikut:

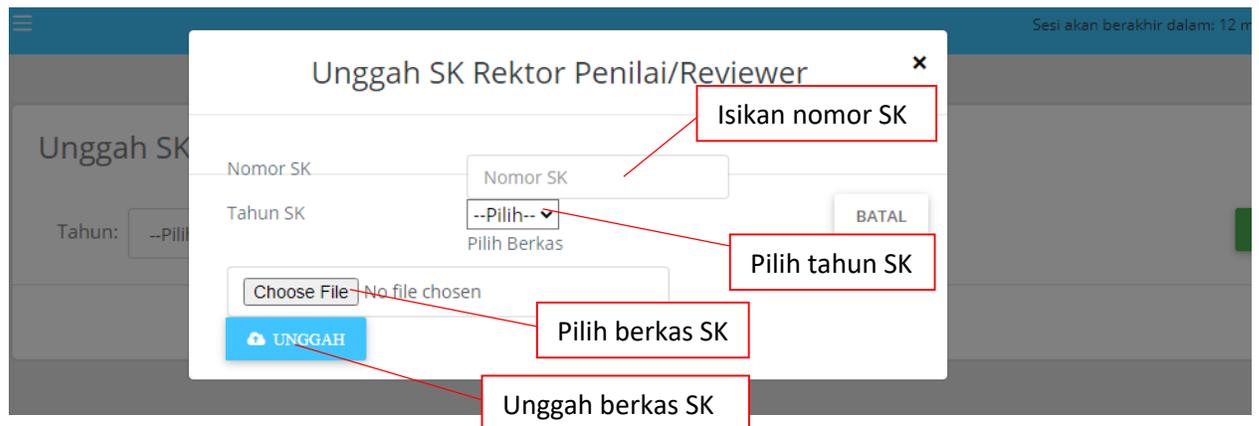
1. Login dengan menggunakan *user* dan *password* Operator Simlitabmas Perguruan Tinggi (PT).

The screenshot shows the login interface for SIMLITABMAS NG-2.0. It features a dark theme with a blue border. The title 'SIMLITABMAS NG-2.0' is prominently displayed at the top. Below the title, there are two input fields: 'Nama Pengguna' (Username) and 'Password'. A red callout box points to these fields with the text 'Isikan dengan Akun operator PT'. Below the input fields, there is a math problem '1 + 7 =' with a blue box containing the numbers and an equals sign, and a line for the answer. At the bottom, there are two buttons: 'LOGIN' and 'BATALL'.

2. Unggah Dokumen Pendukung SK Penugasan Reviewer melalui menu “Pengelolaan Reviewer”, pilih submenu “SK Rektor Reviewer” dan klik tombol “unggah SK”

The screenshot shows the SIMLITABMAS web application interface. The top bar is blue with 'SIMLITABMAS' and a session timer 'Sesi akan berakhir dalam: 29 menit 52 detik'. The left sidebar shows the user profile and a menu with 'Pengelolaan Reviewer' highlighted. The main content area is titled 'Unggah SK Rektor Penilai/Reviewer Internal' and has a dropdown for 'Tahun: --Pilih--'. A green 'UNGAH SK' button is in the top right. A table with columns 'No.', 'SK', 'Unduh', and 'Update SK' is visible. Red numbers 1, 2, and 3 are overlaid on the interface: 1 points to 'SK Rektor Reviewer' in the menu, 2 points to the 'Unggah SK' button, and 3 points to the table area.

3. Isikan parameter yang diperlukan, kemudian klik tombol “UNGGAH”



4. Tambah daftar Reviewer melalui menu “Pengelolaan Reviewer”, pilih submenu “Daftar Reviewer” dan klik tombol “DATA BARU”



5. Isikan NIDN Reviewer yang akan ditambahkan, kemudian klik tombol “CEK” untuk memeriksa eligibilitas Dosen tersebut sebagai Reviewer. Data Profil Dosen tersebut akan terisi secara otomatis apabila Dosen tersebut *eligible* sebagai Reviewer.

The image shows a screenshot of a web application form titled "Data Reviewer". The form contains several input fields and buttons. Annotations in red boxes with arrows point to specific elements:

- Isikan NIDN**: Points to the NIDN input field.
- Cek eligible**: Points to the "CEK" button.
- Terisi otomatis apabila eligible**: Points to the "Nama" field, which is circled in red.
- Isikan kompetensi Reviewer**: Points to the "Kompetensi" input field.
- Simpan data Reviewer**: Points to the "SIMPAN" button.

The form fields and their values are as follows:

Field	Value
NIDN:	[Empty]
Status:	Aktif
Nama:	[Filled]
Jenis Kelamin:	Laki-Laki
Alamat:	[Filled]
Nomor HP:	[Filled]
Surel:	[Filled]
Kompetensi:	Kompetensi
Jenjang Pendidikan:	S-3

Buttons: BATAL, SIMPAN, CEK.

6. Klik tombol “SIMPAN” untuk menyimpan data Reviewer tersebut.