

MAKE SURE THAT BEFORE “CLICK DEPOSIT ITEM” DATA WHICH HAVE BEEN INPUTTED ARE CORRECT IN ACCORDANCE TO THE GUIDELINE OF SELF-UPLOAD

The result is as follows:

The screenshot displays a web interface for a digital repository. At the top, there are navigation links: "Getting Started", "Likebox", "UMS ETD-db Reposito...", "SMS GATEWAY PERPU...", and "KOHA". Below this is the repository name "UMS ETD-db" and a navigation bar with options: "About", "Browse by Year", "Browse by Type", "Browse by Faculty", and "Browse by Author". A user login area shows "as Unnamed user with username i000110026" and links for "deposits", "Profile", and "Saved searches".

The main content area features a "View Item" section for the title: **Daya Simpan Bolu Kukus Dengan Penambahan Belimbing Wuluh (*Averrhoa bilimbi*) dan Jeruk Nipis (*Citrus aurantifolia*) Sebagai Pengawet Alami**. Below the title, a green success message states "Item has been deposited." followed by a yellow warning message: "Your item will not appear on the public website until it has been checked by an editor." and a note: "This item is in review. It will not appear in the repository until it has been checked by an editor."

Navigation tabs include "Preview", "Details", "Actions", and "History". The "Details" tab is active, showing the item's title and author: "Handayani, Mis Tutik (2015) Daya Simpan Bolu Kukus Dengan Penambahan Belimbing Wuluh (*Averrhoa bilimbi*) dan Jeruk Nipis (*Citrus aurantifolia*) Sebagai Pengawet Alami. Skripsi thesis, Universitas Muhammadiyah Surakarta." A link "TAMPILKAN FULLTEXT" is provided.

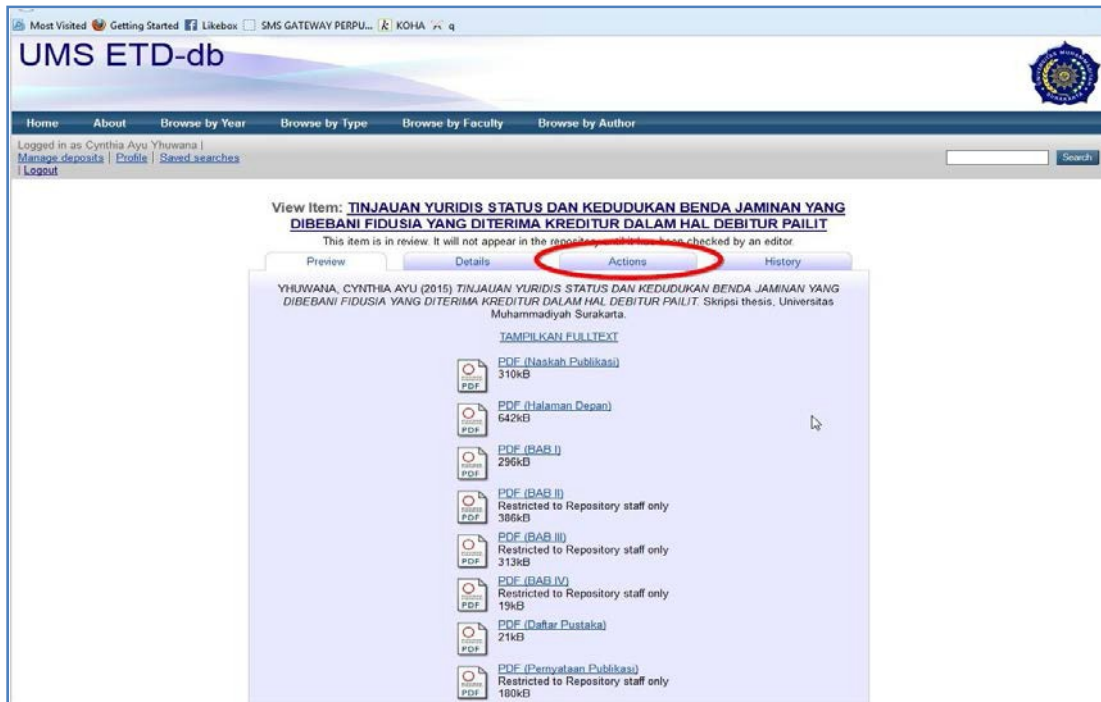
A list of PDF files is shown, each with a document icon and a size: "PDF (Naskah Publikasi) 714kB", "PDF (Halaman Depan) 579kB", "PDF (Bab I) 96kB", "PDF (Bab II) Restricted to Repository staff only 194kB", "PDF (Bab III) Restricted to Repository staff only 141kB", "PDF (Bab IV) Restricted to Repository staff only 141kB", "PDF (Bab III) Restricted to Repository staff only 141kB", "PDF (Bab IV) Restricted to Repository staff only 291kB", "PDF (Bab V) Restricted to Repository staff only 6kB", "PDF (Bab V) Restricted to Repository staff only 68kB", "PDF (Lampiran) Restricted to Repository staff only 1MB", and "PDF (Pernyataan Publikasi Ilmiah) Restricted to Repository staff only 225kB".

An "Abstract" section follows, containing a paragraph of text: "Sponge cake steamed was one of the traditional cake that favored by people because of the shape and color attractive. The shelf life of sponge cake steamed only 2-3 days. To extend the shelf life, it can be added with material containing flavonoids and phenols, these compounds can be found in starfruit and lime. The purpose of this research was to know shelf life and organoleptic quality of sponge cake steamed with the addition of starfruit and lime. This research used a completely randomized design of two factors: the first factor: type of natural preservative that are P1: starfruit, P2: lime and the second factor was a natural preservative concentration K0: 0%, K1: 2%, K2: 4%, K3: 6%, K4: 8. Research results have shown that shelf life of sponge cake steamed with the addition of starfruit only until day 2 but the number of bacteria at a concentration of 2% and 4% more less than addition lime, the shelf life of sponge cake steamed with the addition of lime until day 3. The addition of starfruit and lime was affected the flavor of sponge cake steamed, but does not affected the texture of sponge cake steamed."

Below the abstract, the following metadata is listed: "Item Type: Karya Ilmiah (Skripsi)", "ID Number: A420110120", "Uncontrolled Keywords: Sponge Cake Steamed, Starfruit, Lime, Shelf life", "Keywords:", "Subjects: Q Science > QH Natural history > QH301 Biology", "Divisions: Fakultas Keguruan dan Ilmu Pendidikan > Pendidikan Biologi", "ID Code: 32841", "Deposited By: Unnamed user with username i000110026", and "Last Modified: 23 Apr 2015 04:57".

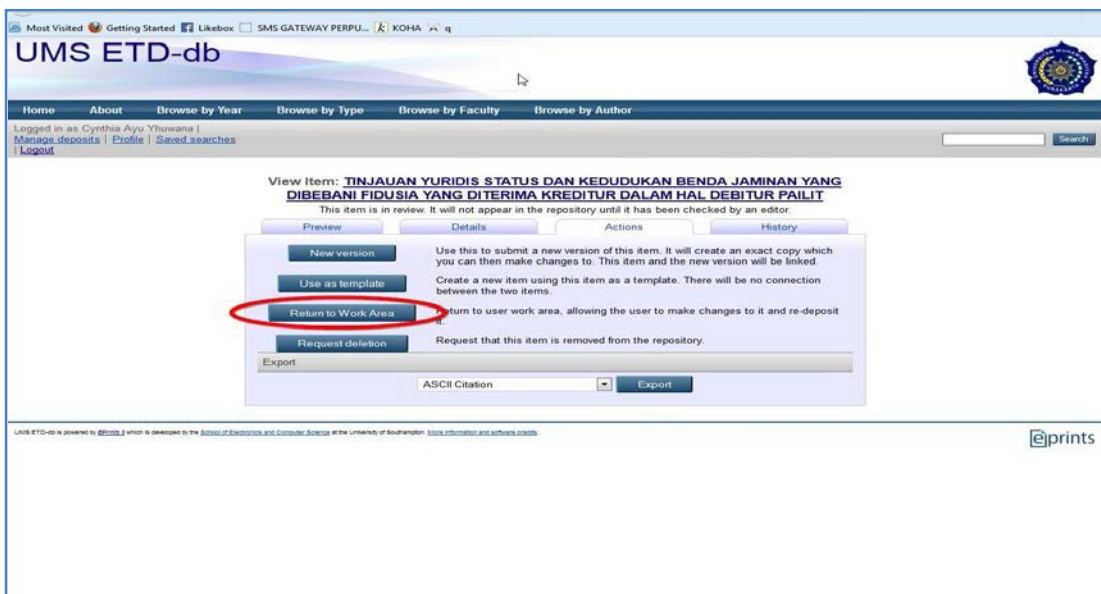
1. Revision phase (if there are incorrect data)

If you have clicked deposit item and find mistakes on your data, then click ***ACTION***



The screenshot shows the UMS ETD-db interface. At the top, there is a navigation bar with links for Home, About, Browse by Year, Browse by Type, Browse by Faculty, and Browse by Author. Below this, a user is logged in as Cynthia Ayu Yhuwana. The main content area displays a view item titled "TINJAUAN YURIDIS STATUS DAN KEDUDUKAN BENDA JAMINAN YANG DIBEBANI FIDUSIA YANG DITERIMA KREDITUR DALAM HAL DEBITUR PAILIT". A red circle highlights the "Actions" tab in the navigation menu. Below the tabs, there is a list of PDF files for download, including "PDF (Naskah Publikasi)", "PDF (Halaman Depan)", "PDF (BAB I)", "PDF (BAB II)", "PDF (BAB III)", "PDF (BAB IV)", "PDF (Daftar Pustaka)", and "PDF (Pernyataan Publikasi)".

Then, choose ***Return To Work Area*** like this following picture



The screenshot shows the UMS ETD-db interface with the "Actions" tab selected. The "Return to Work Area" button is highlighted with a red circle. The interface also shows options for "New version", "Use as template", and "Request deletion". At the bottom, there is an "Export" section with a dropdown menu set to "ASCII Citation" and an "Export" button. The footer of the page includes the text "UMS ETD-db is powered by @prints which is developed by the Library Information and Computer Services at the University of Sebelas Maret" and the @prints logo.

Then choose *Detail*

The screenshot shows the UMS ETD-db interface. At the top, there is a navigation bar with links: Home, About, Browse by Year, Browse by Type, Browse by Faculty, and Browse by Author. Below this, the user is logged in as Cynthia Ayu Yhuwana. The main content area displays the title of the item: "TINJAUAN YURIDIS STATUS DAN KEDUDUKAN BENDA JAMINAN YANG DIBEBANI FIDUSIA YANG DITERIMA KREDITUR DALAM HAL DEBITUR PAILIT". The "Details" tab is highlighted with a red circle. Below the title, there is a list of files for download, including PDF files for the full text, front page, and various chapters (BAB I to IV), as well as a table of contents and a publication statement.

Then choose Edit Item (upload, detail, or subject) which will be edited

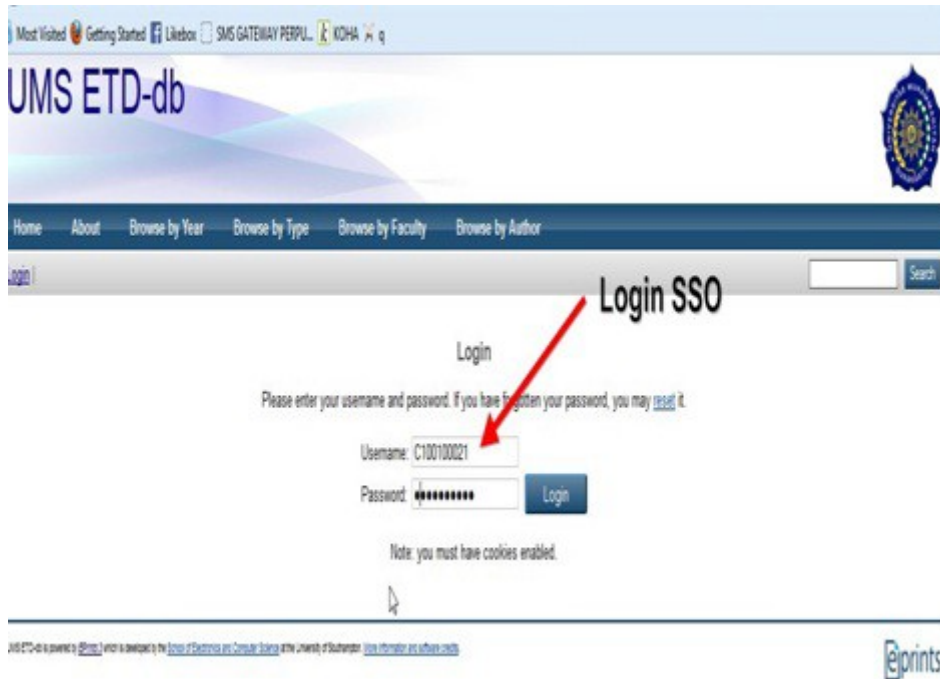
The screenshot shows the UMS ETD-db interface with the "Edit Item" button highlighted in the "Upload" section. The "Details" tab is selected. The "Item Type" is "Karya Ilmiah". The "Upload" section contains a list of documents with their respective types, descriptions, languages, and visibility settings. The "Edit Item" button is circled in red. Two black arrows point to the "Details" and "Edit Item" buttons. Below the document list, there is a "Details" section with a table for "Creators".

Creators	Email
YHUWANA, CYNTHIA AYU	UNSPECIFIED

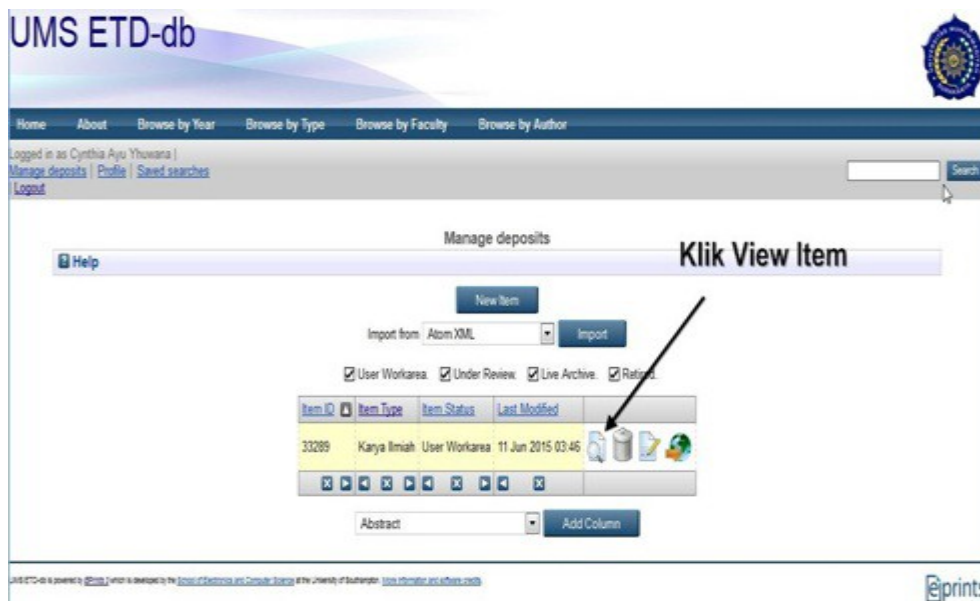
After editing data, click *Deposit Item Now*

2. Revision Phase After Log Out or After Verified by Officer

If there are still found errors after Logging Out and or after verified the officer, then go to address <http://eprints.ums.ac.id/> and login by using Login SSO UMS



Then click View Item



Then repeat the process as in the revision phase

After completion at this last stage, for the next process, students are required to come to the UMS Library Administration section by bringing printed scientific work (hardcopy) to be verified by the officer.

Thus this guide is made, hopefully the student who will collect his scientific work to the Library is able to perform self-upload to the UMS Library repository system smoothly.