



# PANDUAN UNGGAH JURNAL ILMIAH DAN BUKU DI REPOSITORY



**UPT. PERPUSTAKAAN  
POLITEKNIK KELAPA SAWIT  
CITRA WIDYA EDUKASI**

**2026**



# PANDUAN UNGGAH MANDIRI JURNAL, BUKU POLITEKNIK KELAPA SAWIT CWE

POLITEKNIK KELAPA SAWIT CWE *Institutional Repository* merupakan tempat penyimpanan naskah, dokumen karya ilmiah berupa Tugas Akhir, Skripsi, Tesis, Disertasi, Laporan Praktik Kerja Lapangan (PKL), laporan penelitian dosen, makalah seminar maupun konferensi, orasi ilmiah, Jurnal, buku berupa *softfile* yang dihasilkan oleh sivitas akademika POLITEKNIK KELAPA SAWIT CWE. Panduan ini digunakan bagi mahasiswa yang akan mengunggah laporan karya ilmiah (TA, Skripsi, Tesis dan Disertasi) secara mandiri di POLITEKNIK KELAPA SAWIT CWE *Institutional Repository*. Berikut langkah-langkah unggah mandiri di POLITEKNIK KELAPA SAWIT CWE *Institutional Repository*:

1. Buka alamat URL <https://repository.poltekcwe.ac.id> melalui browser. Kemudian klik **create account**. Masukkan data sesuai dengan kolom berikut, alamat email harus aktif, dan isi username dan password menggunakan NIM/NUPTK. Klik **register** bila sudah selesai.

## Create Account

In order to access some areas of the repository, you'll need a *user registration*. No charge is made for registering with us or using any of our services.

This page lets you register with Repository Politeknik Citra Widyia Edukasi. This will allow you to save searches, receive alerts and deposit items.

A confirmation email will be sent to you. You need to activate your account using the link in the email.

If you have already registered but have forgotten your username or password, you can [reset your password](#).

Name:	Title	FIRST NAME	LAST NAME
	ms	Istiqomah	aisyah
Email address:	istiqomahku1989@gmail.com		
Username (NIM/NUPTK):	41182191230059		
Password:	*****		

[Register](#)

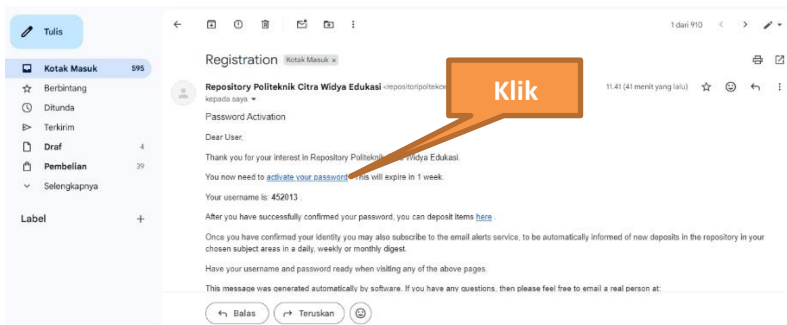
Apabila sudah berhasil akan muncul tampilan seperti berikut:

## Create Account

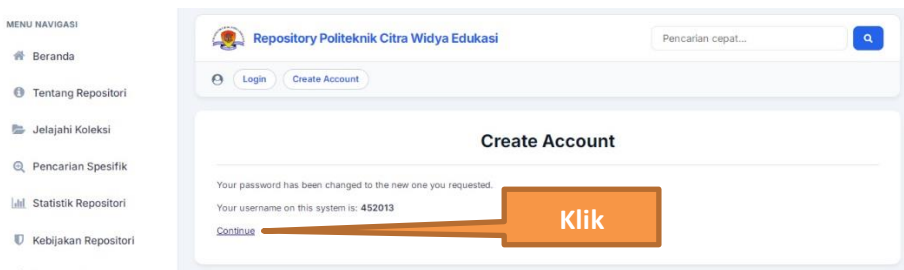
You have registered with username 41182191230059.

This registration *will not* be activated until you visit the confirmation URL which has been emailed to [dika@unismabekasi.ac.id](mailto:dika@unismabekasi.ac.id)

## 2. Cek Inbox Email Anda untuk melihat notifikasi aktivasi account repository, kemudian klik tautan tersebut, sehingga Anda akan diarahkan ke halaman Repository Poltek CWE



## 3. Klik continue.



## 4. Klik new item

MENU NAVIGASI

- Beranda
- Tentang Repositori
- Jelajahi Koleksi
- Pencarian Spesifik
- Statistik Repositori
- Kebijakan Repositori
- Prosedur Unggah
- Panduan Bantuan

Repository Politeknik Citra Widya Edukasi

Manage deposits

New Item

Import from: BibTeX Import

Repository Politeknik Citra Widya Edukasi

Layanan arsip digital resmi yang dikelola oleh Perpustakaan Politeknik Citra Widya Edukasi untuk mengumpulkan dan melestarikan karya ilmiah civitas akademika.

TAUTAN CEPAT

- Beranda Repositori
- Jelajahi Koleksi Karya
- Kebijakan Hak Cipta
- Prosedur Unggah Mandiri

KONTAK & INTEGRASI

- perpustakaan@politekcw.ac.id
- Mendukung OAI 2.0 Protocol

BASE URL OAI: <http://repository.politekcw.ac.id/cgi/1/oa12>

5. Pilih **Article** pada item type untuk mengunggah (Jurnal) dan **Book** Untuk Mengunggah (Buku) kemudian klik tombol **Next**

## Edit item: Article #13

Type → Upload → Details → Subjects → Deposit

Save and Return Cancel Next >

Item Type

- Article**  
An article in a journal, magazine, newspaper, NOT news item, or website. as an online journal or news
- Book Section**  
A chapter or section in a book.
- Monograph**  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**  
A book or a conference volume.
- Thesis (TA, Skripsi, Laporan PKI Tesis, Disertasi)**  
A thesis or dissertation.
- Patent**

Save and Return Cancel Next >

## 6. Klik tombol **Choose File** untuk mengunggah file.

Type → **Upload** → Details → Subjects → Deposit

< Previous   Save and Return   Cancel   Next >

### Add a new document

To upload a document to this repository, click the *Browse* button below to select the file and the *Upload* button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Select file to upload **Pilih File** Tidak ada file yang dipilih

< Previous   Save and Return   Cancel   Next >

**Klik, untuk memulai upload**

File diupload Jurnal / Buku. Kalau sudah selesai diunggah semua, kemudian klik **Next >**

### Edit item: Article #13

Type → **Upload** → Details → Subjects → Deposit

< Previous   Save and Return   Cancel   Next >

#### Add a new document

To upload a document to this repository, click the *Browse* button below to select the file and the *Upload* button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File From URL

Select file to upload **Pilih File** Tidak ada file yang dipilih

Text  
01-Basuki.pdf  
77kB

Content: UNSPECIFIED

Type: Text

Description:

Visible to: Anyone

License: UNSPECIFIED

Embargo expiry date: Year: Month: Unspecified Day: ?

Reason for Embargo: UNSPECIFIED

Language: English

Update Metadata

< Previous   Save and Return   Cancel   Next >

## 7. Mengisi Kolom Title : Judul dari Jurnal atau buku selanjutnya isi metadata Abstract, Creators , Prodi, Publication Details

Type → Upload → **Details** → Subjects → Deposit

< Previous Save and Return Cancel Next >

**Title**

Penerapan Lean Warehousing untuk Meningkatkan Efisiensi Operasional Pergudangan (Studi Kasus pada Gudang Distributor FMCG)

**Abstract**

cause analysis with a cause-and-effect diagram (fishbone diagram), and developing an improvement plan using the 5M1H framework. The results show that the systematic and measurable implementation of lean warehousing has the potential to reduce NVA activities, increase PCE values, shorten lead times, and improve productivity and quality of warehouse services sustainably. Keywords: Lean warehousing, Value added, Non value added, TIMWOOD, Process cycle efficiency, Waste, Root cause analysis.

**Creators**

	LAST NAME	FIRST NAME	NIM / NUPTK	
1.	M Hudori	Basuki	8851747648130092	▼
2.				▲ ▼
3.				▲ ▼
4.				▲ ▼

**More input rows**

**Publication Details**

**Refereed:**  Yes, this version has been refereed.  No, this version has not been refereed.

**Status:**  Published  In Press  Submitted  Unpublished

**Journal or Publication Title:**

**ISSN:**

**Publisher:**

**Official URL:**

**Volume:**

**Number:**

**Article Number:**

**Page Range:**  to

**Date:** Year:  Month:  Unspecified  Day: ?

**Date Type:**  UNSPECIFIED  Publication  Submission  Completion

**Identification Number:**

**Related URLs:**  URL  URL Type  UNSPECIFIED

**More input rows**

- **Journal or publication title** : nama tempat jurnal ilmiah diterbitkan. (contoh : JRAK Jurnal riset Akuntansi & komputerisasi Akuntansi). (wajib diisi).
- **ISSN** (wajib diisi).
- **Publisher** : nama instansi tempat penerbitan jurnal ilmiah (contoh : Jurnal Citra Widya Edukasi).
- **Official URL** : link jurnal ilmiah.
- **Volume** : volume jurnal ilmiah.
- **Number** : nomor jurnal ilmiah.
- **Page Range** : halaman jurnal ilmiah.
- **Date** : tahun, bulan, dan hari diterbitkan jurnal ilmiah.
- **Date Type** : pilih **Completion** (wajib dipilih)
- **Identification Number** : nomor DOI jurnal ilmiah.
- **Relate URLS** : selain official link jurnal ilmiah (contoh link jurnal yang berada di google scholar, OJS di luar Unisma, DOAJ, Scopus, dll)

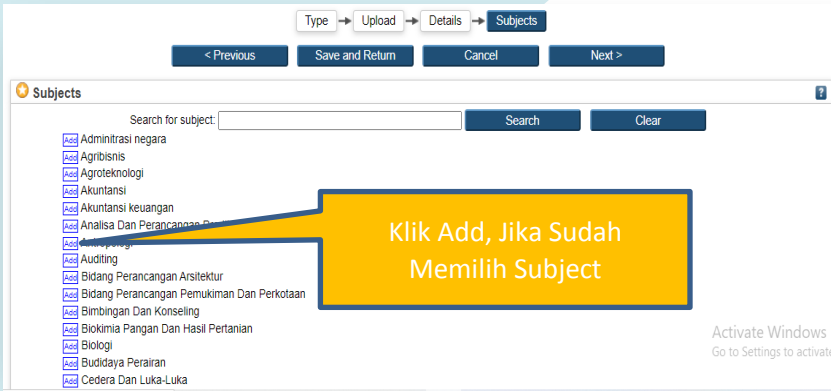
8. **Funders** : sponsor atau yang memberikan dana (jika ada/tidak wajib).
9. **Projects** : nama dari proyek (jika ada/tidak wajib).
10. **Contact Email Address** : Alamat email yang aktif dari pengarang (wajib diisi)



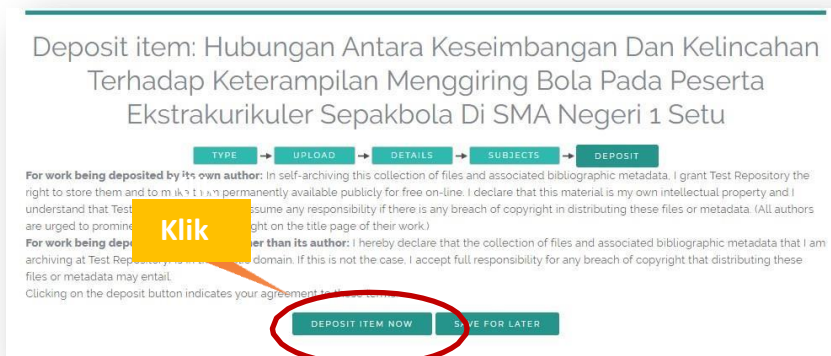
The image shows a screenshot of a web form with three main sections:

- Funders**: A section with a header bar and a single input field labeled '1.'. Below the input field is a blue button labeled 'More input rows'.
- Projects**: A section with a header bar and a single input field labeled '1.'. Below the input field is a blue button labeled 'More input rows'.
- Contact Email Address**: A section with a header bar and a single input field containing the email address 'dimas.pradana@gmail.com'.

11. **Reference** : daftar pustaka atau daftar sitasi. (wajib diisi)
12. **Keywords / kata kunci** : Keywords atau kata kunci. (wajib diisi)
13. Jika sudah terisi semua yang wajib diisi kemudian klik **Next >**
14. Pilih **subjects** dengan mengklik tombol **Add** berdasarkan isi artikel dan bidang keilmuan (boleh lebih dari satu & wajib dipilih), kemudian klik **Next >**



15. Kemudian klik **Deposit Item Now** untuk mengirim dokumen ke dalam repository.



16. Keterangan hasil unggah mandiri Anda berhasil dilakukan. Hasil unggah Anda belum ditampilkan secara publik di repository sampai hasil unggah Anda dicek oleh Pustakawan.

## View Item: Hubungan Antara Keseimbangan Dan Kelincahan Terhadap Keterampilan Menggiring Bola Pada Peserta Ekstrakurikuler Sepakbola Di SMA Negeri 1 Setu

Item has been deposited.

Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

MOVE TO REPOSITORY RETURN ITEM (WITH NOTIFICATION) REMOVE ITEM (WITH NOTIFICATION)

Preview Details Actions History Issues

Pradana, Dimas and Santoso, Yoga Andi (2017) Hubungan Antara Keseimbangan Dan Kelincahan Terhadap Keterampilan Menggiring Bola Pada Peserta Ekstrakurikuler Sepakbola Di SMA Negeri 1 Setu

Text  
Cover.pdf  
Download (29kB)

Text  
ABSTRAK.pdf  
Download (25kB)

Text

### 17. Kemudian klik tab **Details**

View Item: tesadada

Item has been deposited.

Your item will not appear on the public website until it has been checked by an editor.

This item is in review. It will not appear in the repository until it has been checked by an editor.

Preview Details Actions History

TYPE

ITEM TYPE: Thesis

UPLOAD

DOCUMENT: TEXT Type: Text Language: English Visible to: Anyone. PENDAHULUAN.pdf

DOCUMENT: TEXT Type: Text Language: English Visible to: Anyone. BAB I.pdf

DOCUMENT: TEXT Type: Text Language: English Visible to: Anyone. BAB II.pdf

KLIK

18. telusuri ke bawah di bagian **Other defined fields**. Catat nomor **Item ID** sebagai bukti sudah melakukan unggah mandiri Jurnal atau buku dan ditunjukkan kepada Pustakawan untuk ditampilkan di halaman depan repository.

OTHER DEFINED FIELDS	
ITEM ID:	67
REVISION:	10
ITEM STATUS:	Under Review
DEPOSITING USER:	Administrator
DIRECTORY:	disko/00/00/00/
LAST MODIFIED:	01 Jul 2020 08:58
LAST STATUS CHANGE:	01 Jul 2020 08:58
METADATA VISIBILITY:	Always Show
LINKS TO FILES:	
LOCK:	Not currently locked
FULL TEXT STATUS:	Restricted

Catat Item ID

19. Jika sudah selesai mengunggah tugas akhir klik **Logout**.