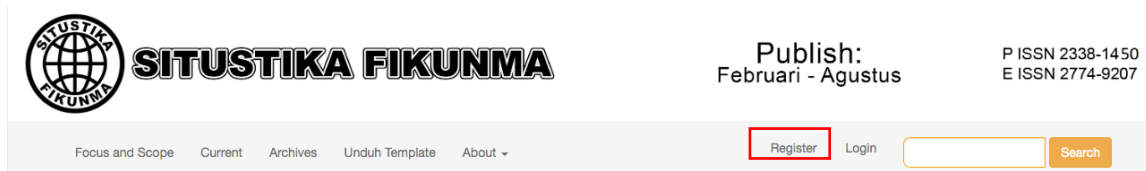


# USER MANUAL

## E-JOURNAL FTI UNMA BANTEN

1. Masuk ke e-journal melalui alamat :  
<https://ejournal.ftiunmabanten.ac.id/situstika-fikunma>
2. Untuk masuk ke dashboard, user harus registrasi terlebih dahulu. Klik menu **Register** untuk membuat akun baru.



3. Maka akan tampil halaman Register seperti di bawah ini. Silahkan isi semua kolom.

Home / Register

### Profile

**Given Name \***

**Family Name \***

**Affiliation \***

**Country \***

### Login

**Email \***

**Username \***

**Password \***

**Repeat password \***

Yes, I agree to have my data collected and stored according to the [privacy statement](#).

Yes, I would like to be notified of new publications and announcements.

Would you be willing to review submissions to this journal?

Yes, request the Reviewer role.

Setelah diisi dengan lengkap, klik **Register**.

**USER MANUAL**  
**E-JOURNAL FTI UNMA BANTEN**

4. Jika registrasi berhasil akan muncul tampilan seperti ini. Kemudian untuk mengupload jurnal baru klik **Make a New Submission**.

[Home](#) / [Registration complete](#)

## Registration complete

Thanks for registering! What would you like to do next?

- [View Submissions](#)
- [Make a New Submission](#)
- [Edit My Profile](#)
- [Continue Browsing](#)

# USER MANUAL

## E-JOURNAL FTI UNMA BANTEN

5. Kemudian akan masuk ke halaman Submit Artikel. Silahkan pilih Bahasa, ceklis semua **Submission Requirments**. Untuk kolom Comments bisa di isi atau tidak. Kemudian ceklis semua **Corresponding Contact**. Jika sudah klik **Save and Continue**.

### Submit an Article

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Submission Language**

English ▼

Submissions in several languages are accepted. Choose the primary language of the submission from the pulldown above. \*

**Section Policy**

Section default policy

**Submission Requirements**

You must read and acknowledge that you've completed the requirements below before proceeding.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

**Comments for the Editor**

Mohon di periksa

**Corresponding Contact \***

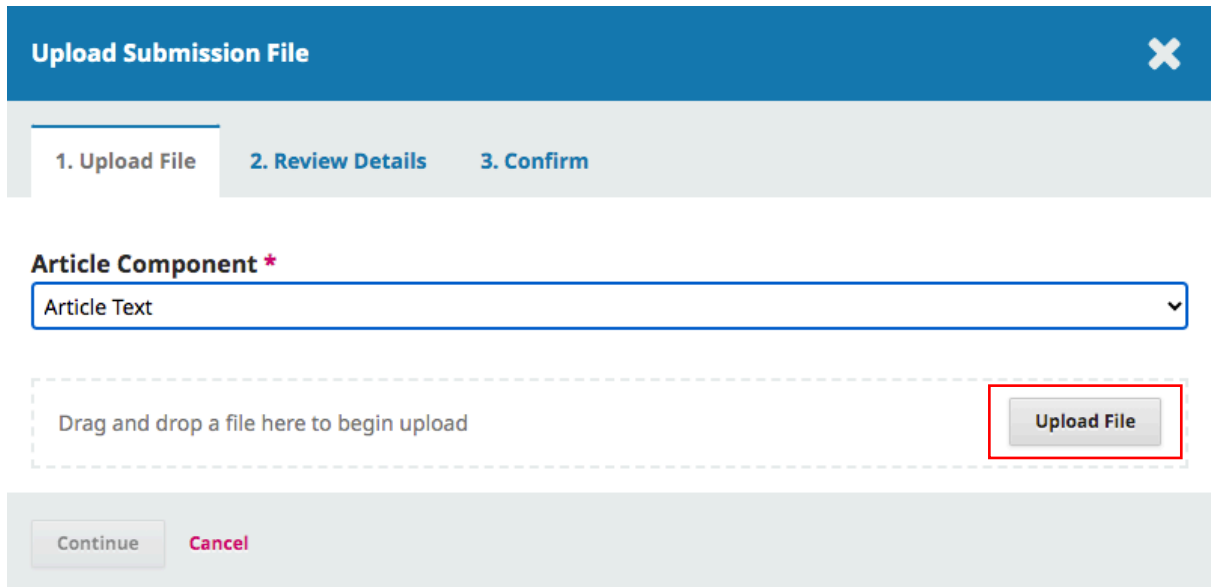
- Yes, I would like to be contacted about this submission.
- Yes, I agree to have my data collected and stored according to the [privacy statement](#).

\* Denotes required field

# USER MANUAL

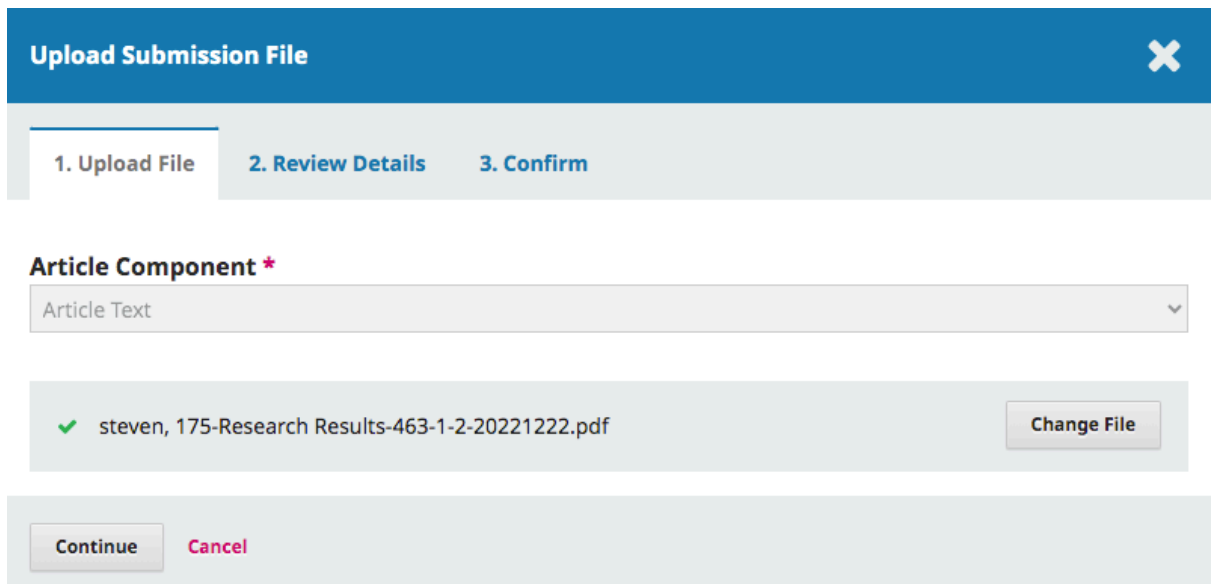
## E-JOURNAL FTI UNMA BANTEN

6. Setelah tombol Save and Continue di klik, akan muncul tampilan seperti ini. Pada kolom **Article Component** pilih **Article Text**, kemudian klik **Upload File** lalu pilih jurnal yang sudah dibuat.



The screenshot shows a modal window titled "Upload Submission File" with a close button (X) in the top right corner. Below the title bar are three tabs: "1. Upload File" (active), "2. Review Details", and "3. Confirm". Under the "Article Component" label, a dropdown menu is open, showing "Article Text" selected. Below this is a dashed box containing the text "Drag and drop a file here to begin upload" and a button labeled "Upload File" which is highlighted with a red border. At the bottom of the modal are two buttons: "Continue" and "Cancel".

7. Jika sudah di upload akan muncul seperti ini. Kemudian klik **Continue** untuk melanjutkan.

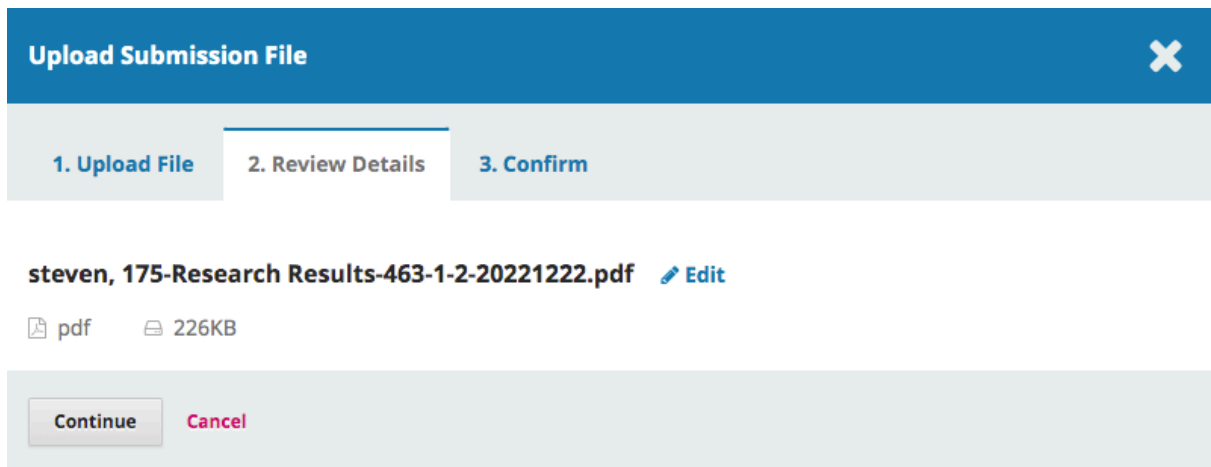


The screenshot shows the same "Upload Submission File" modal window. The "Article Component" dropdown is still set to "Article Text". Below the dropdown, a file has been successfully uploaded, indicated by a green checkmark and the text "steven, 175-Research Results-463-1-2-20221222.pdf". To the right of the file name is a button labeled "Change File". At the bottom of the modal are two buttons: "Continue" and "Cancel".

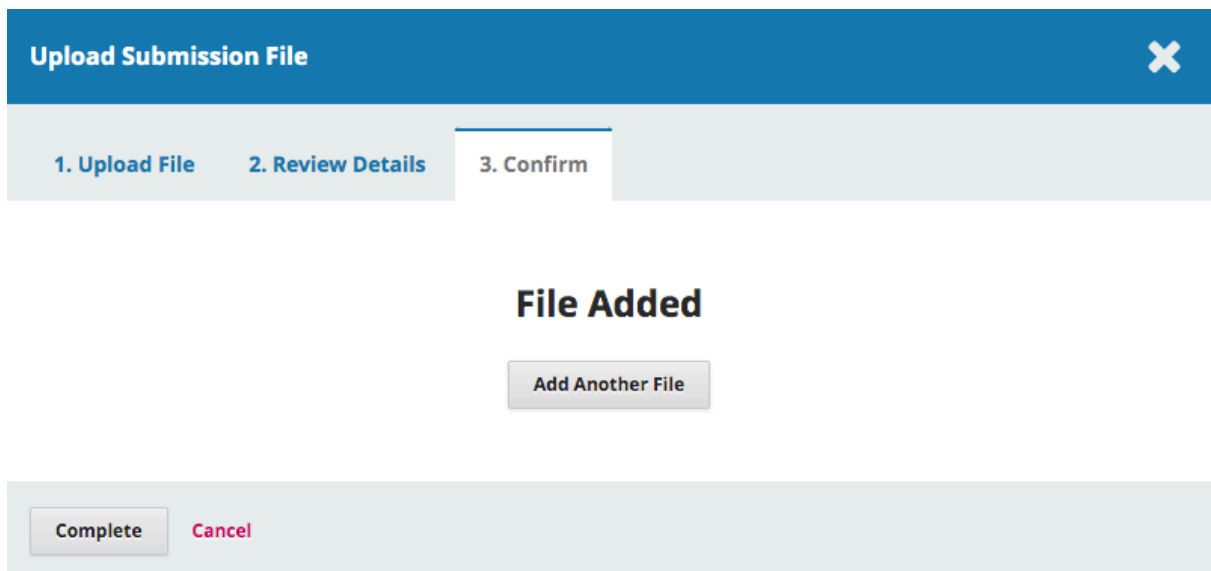
# USER MANUAL

## E-JOURNAL FTI UNMA BANTEN

8. Setelah continue, akan muncul tampilan seperti ini, klik **Continue**.



9. Selanjutnya, klik tombol **Complete**



# USER MANUAL

## E-JOURNAL FTI UNMA BANTEN

10. Jika semuanya sudah dilakukan maka akan muncul tampilan seperti berikut. Lalu klik tombol **Save and Continue**.

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Submission Files** Q Search Upload File

▶	489-1 steven, 175-Research Results-463-1-2-20221222.pdf	September 25, 2023	Article Text
---	---	--------------------	--------------

Save and continue Cancel

11. Setelah tombol Save and Continue di klik, silahkan isi di bagian **Title, Abstract, Keywords**. Untuk abstrak isi dua kolom dengan bahasa indonesia dan inggris. klik **Save and Continue**.

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   4. Confirmation   5. Next Steps

**Prefix**  Examples: A, The

**Title \***

**Subtitle**

**Abstract \***

Isikan abstrak

**List of Contributors** Add Contributor

Name	E-mail	Role	Primary Contact	In Browse Lists
▶ Stevell William Stevell William	rifqinfald@94@gmail.com	Author	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Additional Refinements**

**Keywords**  
Add additional information for your submission. Press 'enter' after each term.

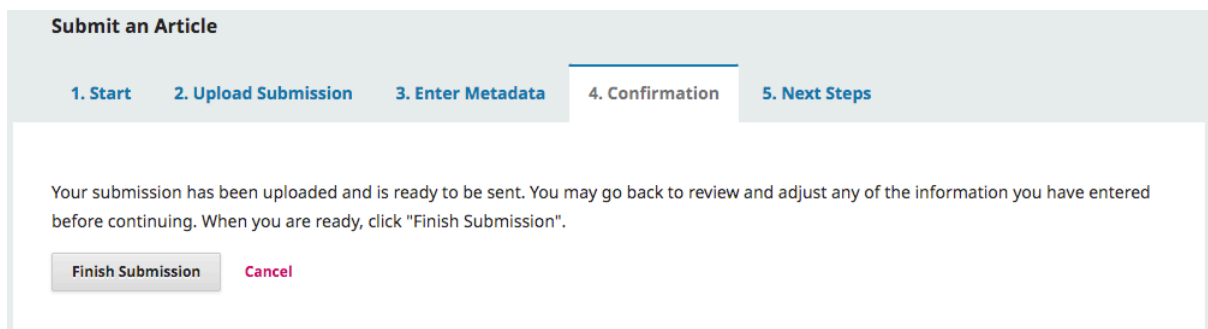
sistem × informasi × layanan × kesehatan × mysql ×

Save and continue Cancel

# USER MANUAL

## E-JOURNAL FTI UNMA BANTEN

### 12. Selanjutnya klik tombol **Finish Submission**



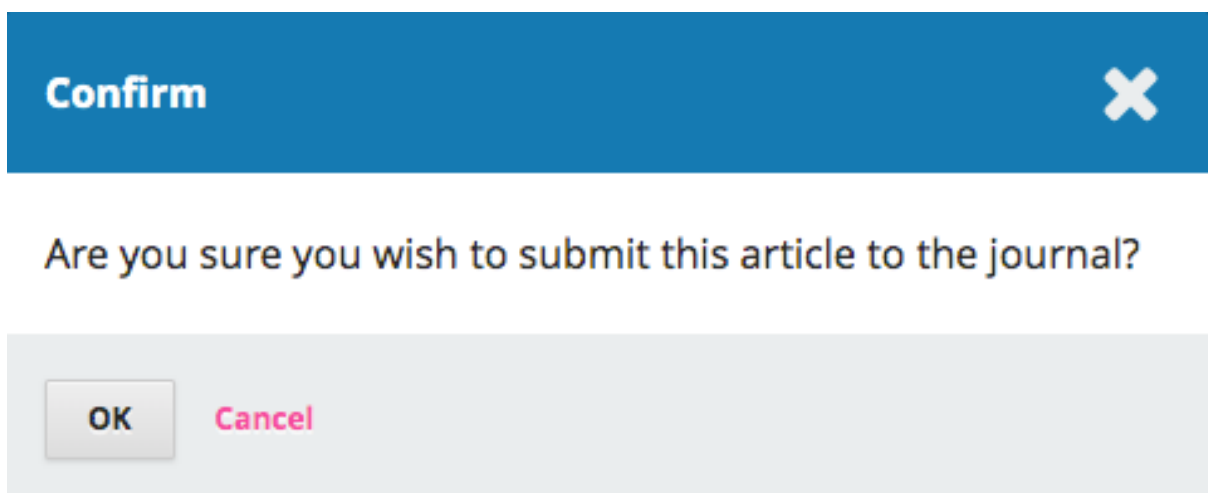
**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

Finish Submission Cancel

### 13. Akan muncul tampilan berikut, klik **OK**.



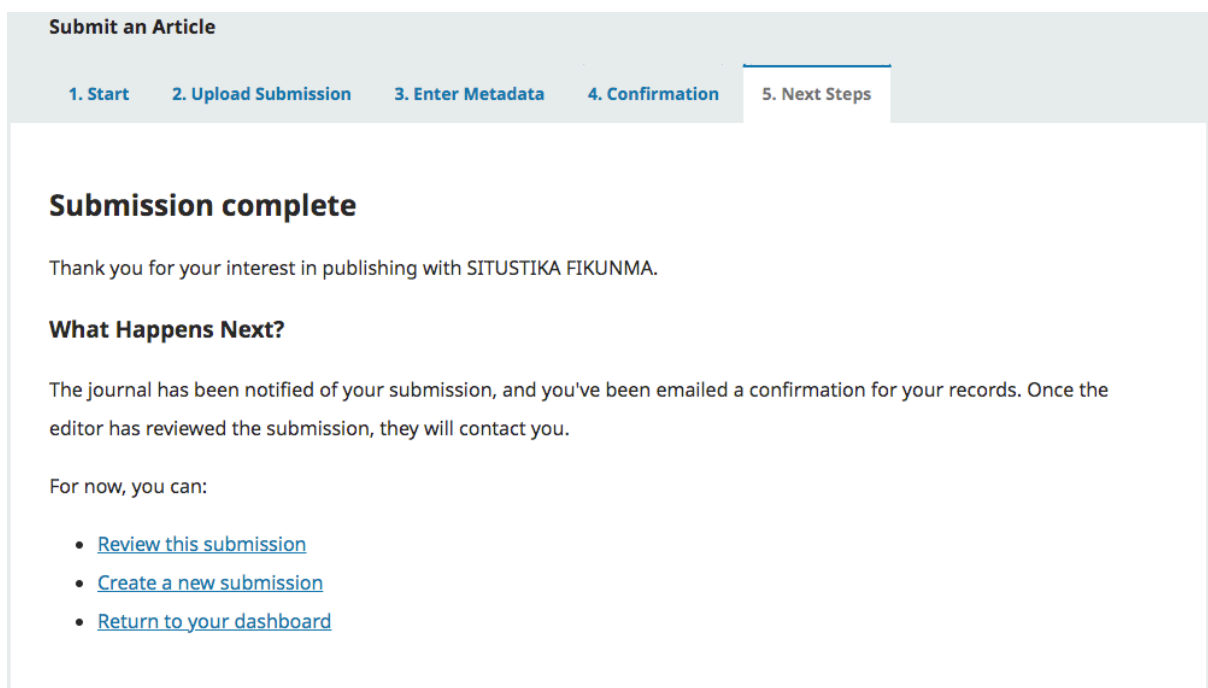
**Confirm** X

Are you sure you wish to submit this article to the journal?

OK Cancel

### 14. Proses submit jurnal sudah selesai. Maka akan muncul halaman seperti berikut.

Silahkan menghubungi pengelola jurnal untuk mempublish jurnal anda.



**Submit an Article**

1. Start 2. Upload Submission 3. Enter Metadata 4. Confirmation 5. Next Steps

**Submission complete**

Thank you for your interest in publishing with SITUSTIKA FIKUNMA.

**What Happens Next?**

The journal has been notified of your submission, and you've been emailed a confirmation for your records. Once the editor has reviewed the submission, they will contact you.

For now, you can:

- [Review this submission](#)
- [Create a new submission](#)
- [Return to your dashboard](#)