Langkah-Langkah Upload Dokumen

- 1. Proses upload file dokumen menggunakan aplikasi WinSCP. Aplikasi ini dapat di-download dari http://jejak.me/winscp lalu di-install di komputer Bapak/Ibu.
- 2. Jalankan file WinSCP dari komputer Bapak/Ibu. Setelah WinSCP jalan, akan muncul tampilan seperti di bawah ini.

winSCP									_	đ	\times
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0 B of 0 B in 0 of 9 Not connected.											

- 3. Pada window login, isilah
 - File Protocol: SFTP
 - Hostname: dirdosen.budiluhur.ac.id
 - Port number: **50101**
 - User name: <NIDN Bapak/Ibu>
 - Password: <NIP Bapak/Ibu>

Contoh seperti di bawah ini

퉒 Login	- □ ×
New Site	Session Elle protocol: SFTP Host name: dirdosen.budiluhur.ac.id User name: 0422036901 Save ▲dwanced ▼
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4. Selelah berhasil login, akan muncul tampilan di bawah ini

💑 0422036901 - 0422036901@dirdosen.budiluhur.ac.id - WinSCP							ð	×				
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C:\Mardi\BKD\	/webubl/web/dirdosen/0422036901/											
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2016-1 File folder	09/11/2018 11:50:33											
2016-2 File folder	12/02/2019 11:49:20											
2017-1 File folder	12/02/2019 11:49:31											
2017-2 File folder	09/11/2018 11:46:31											
2018-1 File folder	12/08/2019 11:19:00											
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Tampilan layar dibagi dua kolom. Kolom kiri adalah folder komputer Bapak/Ibu, sedangkan kolom kanan adalah Folder Bapak/Ibu yang di server **dirdosen.budiluhur.ac.id**.

- 🌆 2019-1 0422036901@dirdosen.budiluhur.ac.id WinSCP ٥ Local Mark Files Commands Session Options Remote Help 🖶 🔁 📚 Synchronize 🐙 🛃 🏟 🎲 Queue 🗸 Transfer Settings Default • 🥩 • 🥃 0422036901@dirdosen.budiluhur.ac.id 🗙 🚅 New Session • 🚰 • 🔽 • 🖛 • 🔿 🔹 🔝 🏠 🎜 🎭 🏪 C: Windows 📙 042203690 🔹 🚰 👻 🐨 🔹 🖛 🔹 🖚 🖈 💼 🔂 🏠 👰 Find Files 🥄 🞲 Upload 🔻 📝 Edit 👻 🔀 🎲 Properties 📑 New 🕶 🛨 🗖 💟 nload 👻 📝 Edit 👻 🐋 🖓 Properties 🎽 New - 🗄 🛨 🖃 💟 C:\Mardi\BKD\2019-1\ /webubl/web/dirdosen/0422036901/ Name Size Changed Owner Name Size Type Changed Rights Parent directory 20/02/2020 11:08:22 17/08/2020 00:47:49 rwxr-xr-x dirdoser .. Bidang A File folder 08/11/2018 20:42:06 LKD-1.pdf 436 KB 13/02/2020 14:56:38 042203... rw-rw-r-Bidang B File folder 08/11/2018 20:42:06 Bidang C Bidang D 20191_FTI_Mardi Hard... File folder 08/11/2018 20:42:06 File folder Microsoft Access ... 08/11/2018 20:42:06 13/02/2020 15:18:16 9.348 KB 20191 FTI Mardi Har... 9.348 KB DAT File 13/02/2020 15:18:16 Berita Acara Deni Rizk... Berita Acara Keamana... 13/02/2020 16:26:53 11/02/2020 14:50:37 209 KB PDF File 174 KB PDF File Berita Acara Kriptogra... 174 KB PDF File 11/02/2020 14:46:33 Berita Acara Muham... Berita Acara Nova.pdf 213 KB PDF File 10/02/2020 11:38:17 758 KB PDF File PDF File 13/02/2020 11:33:14 212 KB 13/02/2020 11:37:32 🚾 Berita Acara Yandi Ca.. Bimbingan Deni.pdf Bimbingan Nova.pdf 192 KB PDF File 13/02/2020 11:02:23 PDF File PDF File 13/02/2020 11:01:48 13/02/2020 11:03:00 192 KB 👼 Bimbingan Yandi.pdf 191 KB Daftar Bimbingan S1.... Daftar Hadir Keaman... Daftar Hadir Kriptogr... 179 KB PDF File 13/02/2020 11:01:07 200 KB 303 KB PDF File PDF File 11/02/2020 14:51:10 11/02/2020 14:47:11 Keamanan Komputer... 3.028 KB PDF File 11/02/2020 15:08:09 Kriptografi.pdf 3.258 KB PDF File 18 KB Microsoft Word D... 13/02/2020 10:54:03 19/02/2020 12:54:44 Lap Kegiatan Wadek.... 17 KB Microsoft Word D... 19/02/2020 11:51:55 LKD.pdf 555 KB PDF File 13/02/2020 14:56:12 PDF File PDF File LKD-1.pdf 436 KB 13/02/2020 14:56:38 13/02/2020 14:59:54 LKDx.pdf 481 KB LKDx-1.pdf 402 KB PDF File 13/02/2020 15:00:37 13/02/2020 15:17:40 PDF File 402 KR 435 KB of 72.5 MB in 1 of 44 0 B of 435 KB in 0 of 1 4 hidden SFTP-3 0:08:14
- 5. Pilihlah file-file yang akan diupload pada kolom sebelah kiri, lalu klik 鯞 Upload 🔻

Sebagai contoh file yang di-upload **LKD-1.pdf**.

Setelah di-upload, maka link dari dokumen tersebut adalah **https://dirdosen.budiluhur.ac.id/0422036901/LKD-1.pdf** Link ini yang nantinya dimasukan ke dalam laporan BKD Online Bapak/Ibu.

NIDN Bapak/Ibu