

SURAT KETERANGAN RISET



KEMENTERIAN HAK ASASI MANUSIA REPUBLIK INDONESIA
SEKRETARIAT JENDERAL
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SURAT KETERANGAN **Nomor : SEK.4-UM.01.01-176**

Yang bertanda tangan dibawah ini :

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NIP : 198701192006021002
Jabatan : Plt. Kepala Biro Umum, Protokol dan Hubungan Masyarakat

Dengan ini menyatakan bahwa :

Nama : Lutfi Tamam Mambaul Ulum
NPM : 12240144
Program Studi : Teknik Informatika
Perguruan Tinggi : Universitas Nusa Mandiri Jakarta
Judul : Perancangan Sistem Informasi Arsip Digital Berbasis Web untuk Efisiensi Tata Kelola Dokumen di Kementerian Hak Asasi Manusia
Lokasi Penelitian : Biro Umum, Protokol dan Hubungan Masyarakat
Kementerian Hak Asasi Manusia
Mulai tanggal : 11 April 2025 – 22 Juli 2025

Bahwa yang bersangkutan telah selesai melaksanakan penelitian di Kementerian Hak Asasi Manusia, sehubungan dengan penyusunan skripsi “ Perancangan Sistem Informasi Arsip Digital Berbasis Web untuk Efisiensi Tata Kelola Dokumen di Kementerian Hak Asasi Manusia”.

Demikian surat keterangan ini dibuat dan diberikan kepada yang bersangkutan untuk dipergunakan sebagaimana mestinya.



Plt. Kepala Biro Umum, Protokol
dan Hubungan Masyarakat

Mikael Azedo Harwito

LAMPIRAN

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Lampiran D.1Bukti Submit / Publish Artikel Ilmiah

The image displays two screenshots of the INFOTECH Journal website. The top screenshot shows the submission workflow, and the bottom screenshot shows the journal's homepage.

Top Screenshot: Submission Workflow

The top screenshot shows the submission workflow for the INFOTECH Journal. The user is logged in as "Lutfi" and is viewing the "Publication" tab. The workflow includes the following steps:

- Submission:** The user has submitted a file named "JURNAL LUTFI TAMAM.docx" on 13 October 2025. The status is "Article Text".
- Review:** The user can view the review process.
- Copyediting:** The user can view the copyediting process.
- Production:** The user can view the production process.

The "Submission Files" section shows the submitted file and a "Download All Files" button. The "Pre-Review Discussions" section shows a table with columns for Name, From, Last Reply, Replies, and Closed. There are no items in this section.

Bottom Screenshot: Journal Homepage

The bottom screenshot shows the journal's homepage. The header includes the journal's name, ISSN, and a search bar. The main content area includes the following sections:

- About the Journal:** A paragraph describing the journal's mission and scope, mentioning its registration number, ISSN, and its focus on information systems, programming, networks, robotics, and artificial intelligence.
- Journal Information:** A table listing the journal's title, ISSN, frequency, editor-in-chief, and publisher.
- Current Issue:** A section for the current issue, Vol. 11 No. 2 (2025), which is in press.
- FOR AUTHOR:** A section with links for Submissions, Author Guidelines, and Article Processing Charge.
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