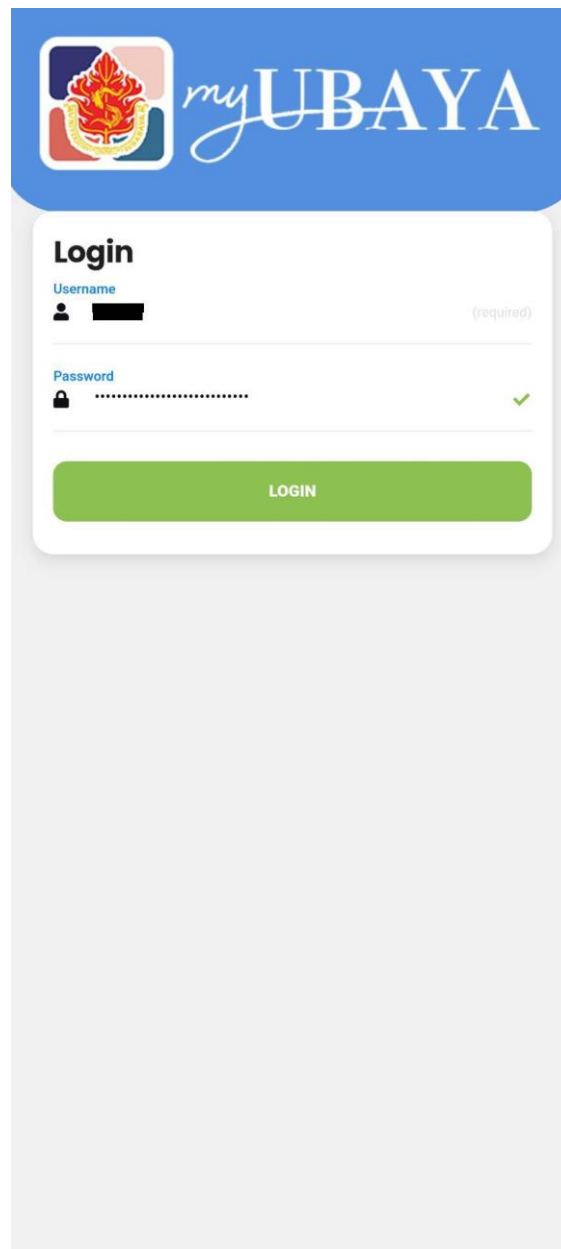


Panduan Penggunaan My Ubaya Mobile Bagi Admin


- **Login**

1. Masukkan username dan password pada kolom yang tersedia. Username menggunakan email Gooaya tanpa menggunakan @staff.ubaya.ac.id dan Password menggunakan password email Gooaya.



The screenshot displays the login interface of the myUBAYA mobile application. At the top, there is a blue header with the Ubaya logo on the left and the text 'myUBAYA' in a white script font. Below the header is a white login card. The card is titled 'Login' in bold black text. It contains two input fields: 'Username' with a user icon and a '(required)' label, and 'Password' with a lock icon and a green checkmark indicating a valid password. A green 'LOGIN' button is positioned at the bottom of the card.

2. Tekan tombol login.



myUBAYA

Login

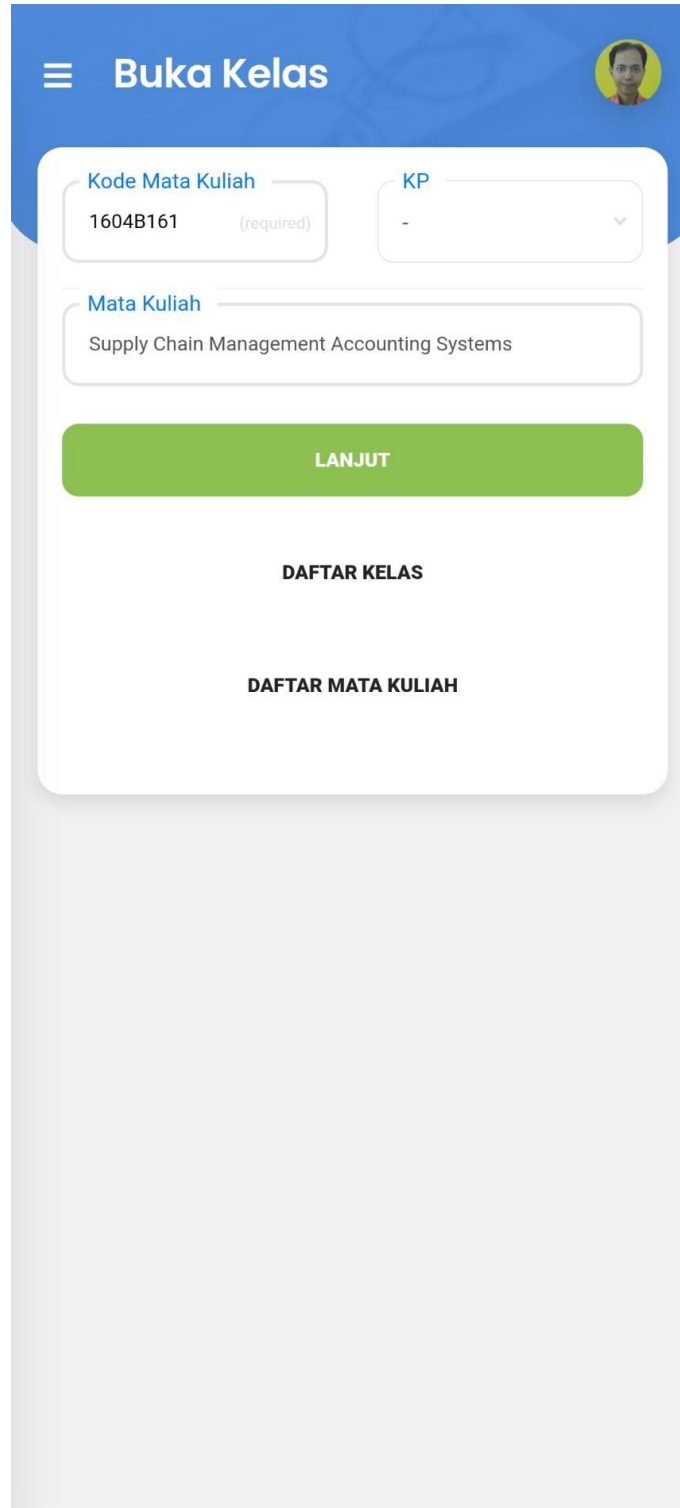
Username
[Redacted] (required)

Password
[Redacted] ✓

LOGIN

- **Buka Kelas**

1. Masukkan kode mata kuliah, kemudian pilih KP dari pilihan yang tersedia apabila terdapat lebih dari 1 KP pada mata kuliah yang bersangkutan.



Buka Kelas

Kode Mata Kuliah 1604B161 (required)

KP -

Mata Kuliah Supply Chain Management Accounting Systems

LANJUT

DAFTAR KELAS

DAFTAR MATA KULIAH

2. Tekan tombol lanjut.

Buka Kelas

Kode Mata Kuliah 1604B161 (required)

KP -



Mata Kuliah Supply Chain Management Accounting Systems

LANJUT

DAFTAR KELAS

DAFTAR MATA KULIAH

3. Masukkan tanggal kuliah, jam awal, jam akhir, topik, jenis kelas, metode ajar, dan jumlah SKS pengajar.

 **Data Kelas Ajar** 

1604B161 – KP: –
Supply Chain Management Accounting
Systems

Tanggal Kelas
26 April 2021

Awal
07:00 ✓

Akhir
09:45 ✓

3 SKS

Topik
Supply Chain Management Efficient (required)

Jenis Kelas
Reguler ▼



Metode Ajar
Online ▼

Dosen Pengajar
Jimmy

3 ▼

SIMPAN

4. Tekan tombol simpan.

 **Data Kelas Ajar** 

1604B161 – KP: –
Supply Chain Management Accounting
Systems

Tanggal Kelas

26 April 2021

Awal

07:00 ✓

Akhir

09:45 ✓

3 SKS

Topik

Supply Chain Management Efficient (required)

Jenis Kelas

Reguler ▼

Metode Ajar

Online ▼

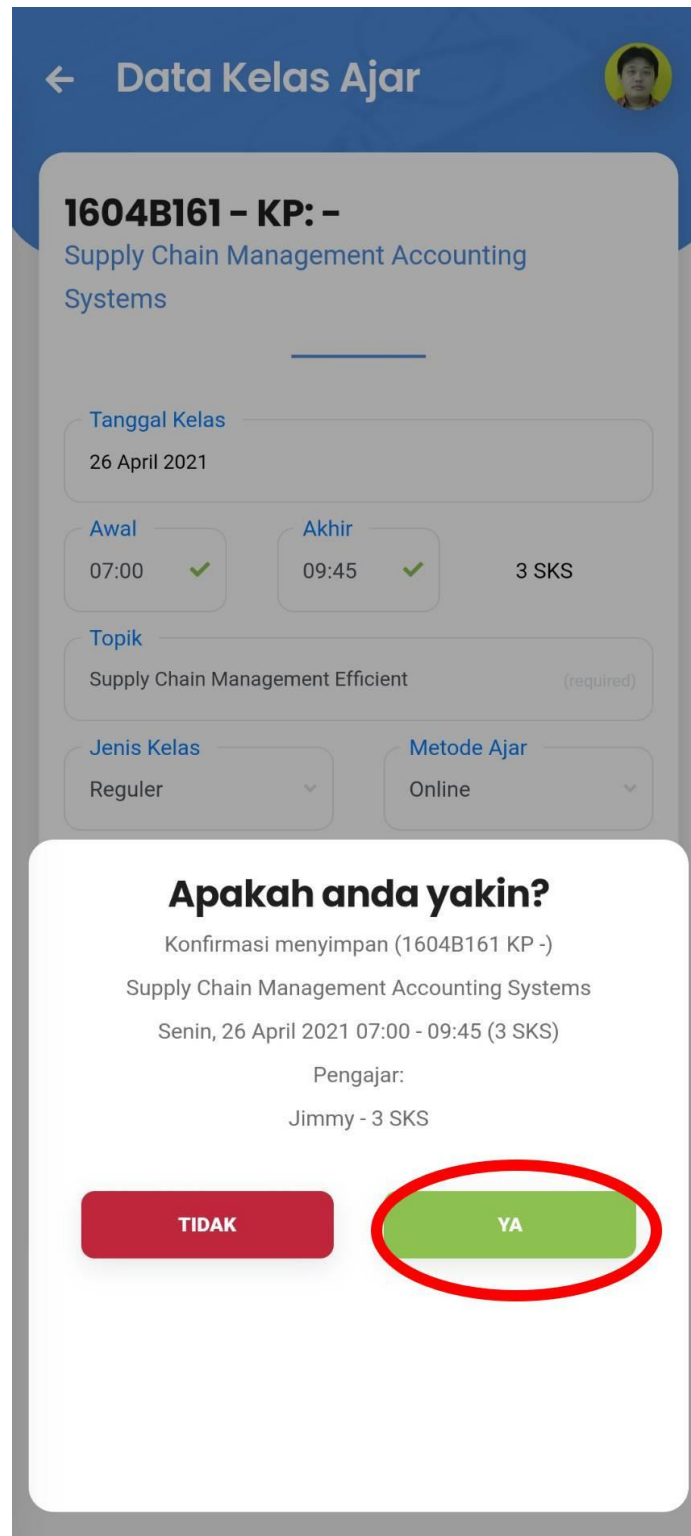
Dosen Pengajar

Jimmy

3 ▼

SIMPAN

5. Cek kembali konfirmasi untuk menyimpan kelas. Apabila sudah sesuai maka tekan tombol Ya untuk melanjutkan.



Data Kelas Ajar

1604B161 - KP: -
Supply Chain Management Accounting Systems

Tanggal Kelas
26 April 2021

Awal 07:00 ✓ Akhir 09:45 ✓ 3 SKS

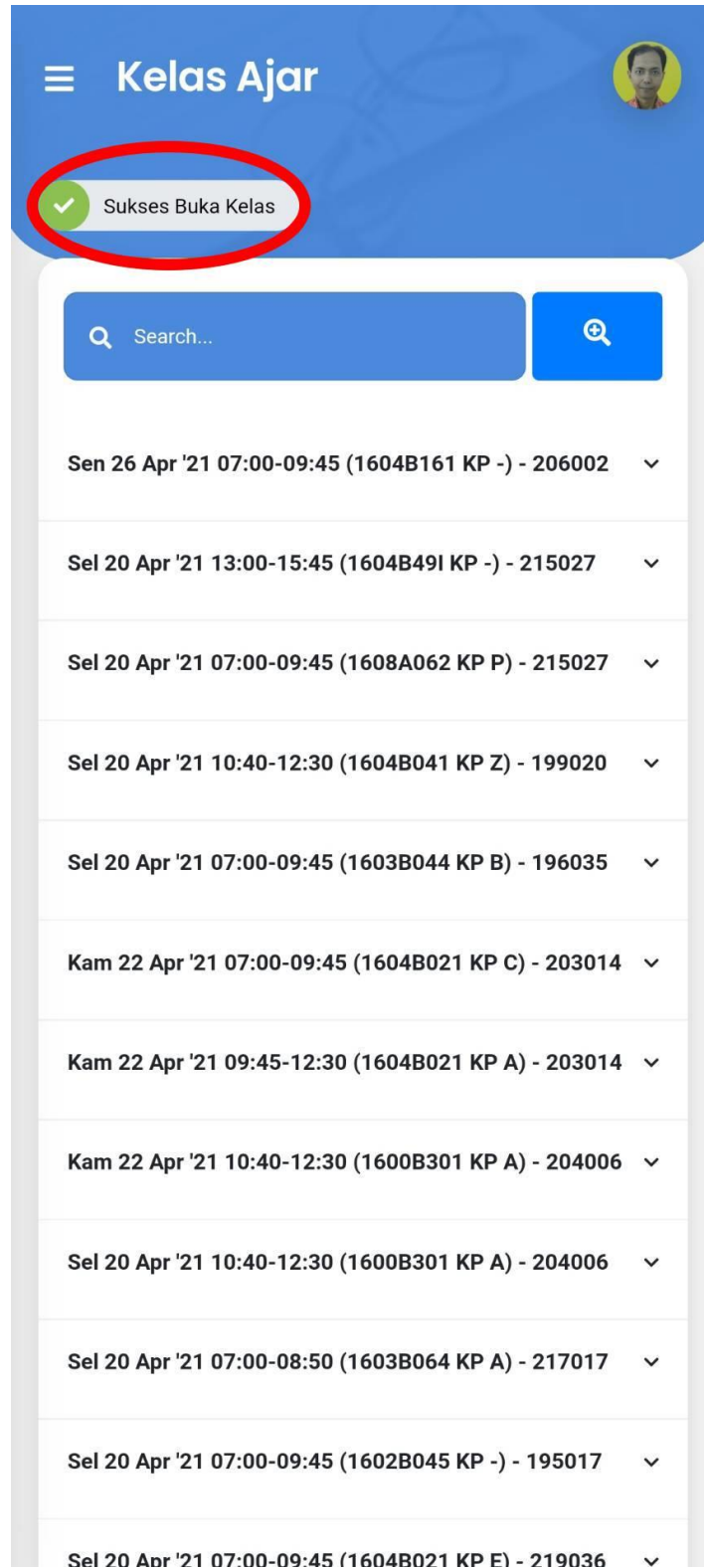
Topik
Supply Chain Management Efficient (required)

Jenis Kelas Reguler Metode Ajar Online

Apakah anda yakin?
Konfirmasi menyimpan (1604B161 KP -)
Supply Chain Management Accounting Systems
Senin, 26 April 2021 07:00 - 09:45 (3 SKS)
Pengajar:
Jimmy - 3 SKS

TIDAK **YA**

6. Akan muncul notifikasi kelas berhasil dibuka.



- **Override Presensi**

1. Tekan menu daftar kelas.

≡ **Buka Kelas**

Kode Mata Kuliah (required) KP

Mata Kuliah

LANJUT

DAFTAR KELAS

DAFTAR MATA KULIAH

2. Tekan pada salah satu mata kuliah yang akan dioverride presensinya, lalu pilih menu override presensi.


The screenshot shows the 'Kelas Ajar' (Teaching Class) interface. At the top, there is a blue header with a hamburger menu icon, the text 'Kelas Ajar', and a user profile picture. Below the header is a search bar with a magnifying glass icon and the text 'Search...'. The main content area displays a list of classes. The first class is highlighted with a red circle around the 'Override Presensi' button. The class details for the first entry are:

- Sen 26 Apr '21 07:00-09:45 (1604B161 KP -) - 206002
- Jam: 07:00-09:45 (3 SKS)
- Mata Kuliah: Supply Chain Management Accounting Systems
- KP: - (1604B161)
- Dosen: - 3 SKS Jimmy (206002)


The 'Override Presensi' button is located below the class details, and the 'Edit Kelas' button is to its right. Below the first class, there are several other classes listed, each with a dropdown arrow to its right.

Class Details	Action
Sen 26 Apr '21 07:00-09:45 (1604B161 KP -) - 206002	Override Presensi, Edit Kelas
Sel 20 Apr '21 13:00-15:45 (1604B49I KP -) - 215027	
Sel 20 Apr '21 07:00-09:45 (1608A062 KP P) - 215027	
Sel 20 Apr '21 10:40-12:30 (1604B041 KP Z) - 199020	
Sel 20 Apr '21 07:00-09:45 (1603B044 KP B) - 196035	
Kam 22 Apr '21 07:00-09:45 (1604B021 KP C) - 203014	
Kam 22 Apr '21 09:45-12:30 (1604B021 KP A) - 203014	
Kam 22 Apr '21 10:40-12:30 (1600B301 KP A) - 204006	
Sel 20 Apr '21 10:40-12:30 (1600B301 KP A) - 204006	

3. Tekan tanda centang untuk mengisi hadir, silang untuk absen, dan kotak untuk kondisi semula sesuai mahasiswa. Anda juga dapat menekan tombol paling atas untuk menandai semua mahasiswa secara langsung.



Presensi Mahasiswa



1604B161 – KP: –
Supply Chain Management Accounting Systems
Senin, 19 Apr 2021 7:00 - 09:45

Presensi:

semua mahasiswa (61)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160415064 DEDY KURNIAWAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160415104 KRISTIAN PUTRA ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160415106 ARRON SWEET JOK..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160416073 M. LATIF ROBBAN..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160416121 FIANDA RIZQY PR..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160416151 EDO ACHMAD SATR..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160416153 HARDIAN ADITYA ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417030 YANUAR JOSUA AL..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417037 MUHAMMAD DAMAR ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417042 VALENTINO EDUAR..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417057 MADE BAYU ANDIK..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417061 ALVIN HARJIMAN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417075 I GEDE BAGUS NI..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417114 JOANN ALBERTUS ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417118 HARITS HARUSUSE..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417130 MUHAMMAD IQBAL ..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
160417132 HAITSAM AKBAR A..	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Tekan simpan presensi.

≡

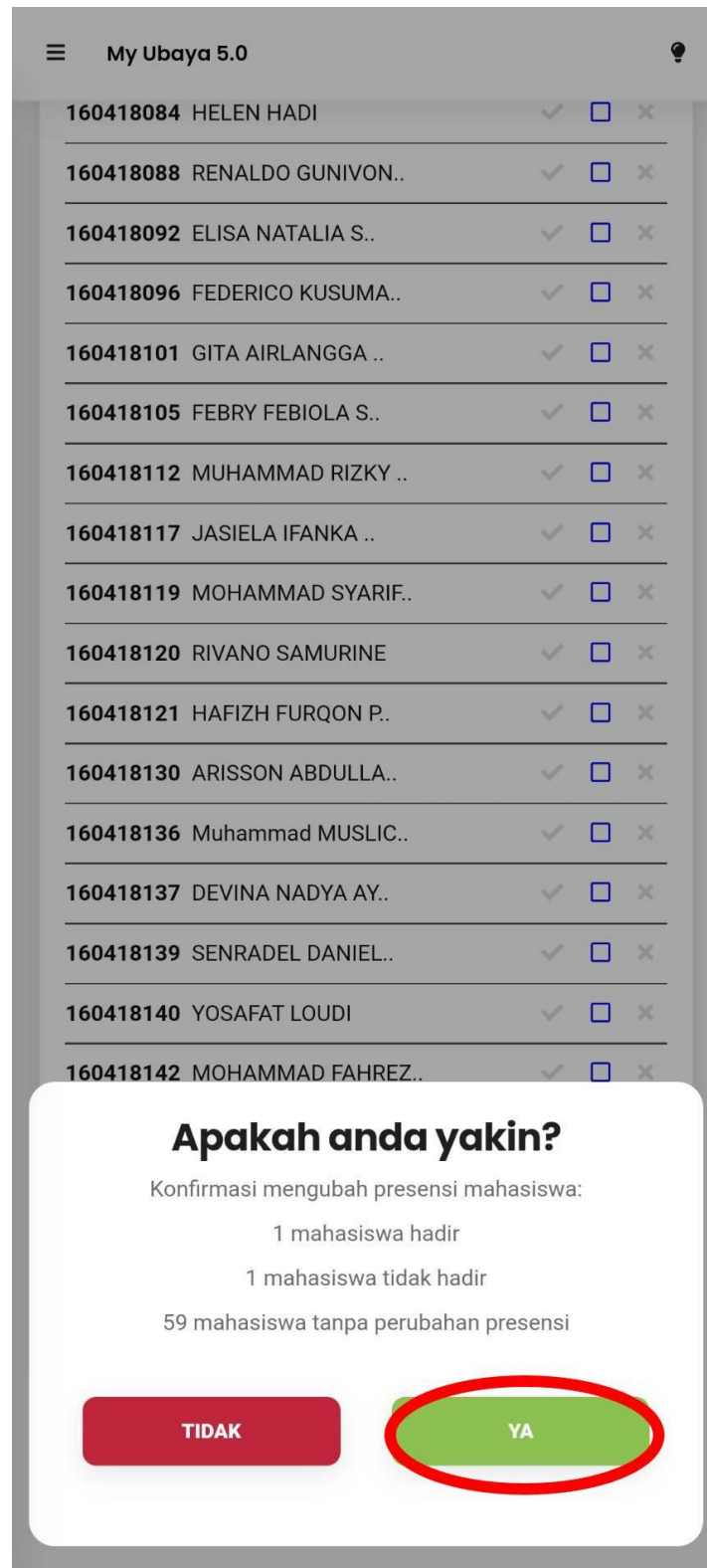
My Ubaya 5.0

💡



160418084	HELEN HADI	✓	<input type="checkbox"/>	✕
160418088	RENALDO GUNIVON..	✓	<input type="checkbox"/>	✕
160418092	ELISA NATALIA S..	✓	<input type="checkbox"/>	✕
160418096	FEDERICO KUSUMA..	✓	<input type="checkbox"/>	✕
160418101	GITA AIRLANGGA ..	✓	<input type="checkbox"/>	✕
160418105	FEBRY FEBIOLA S..	✓	<input type="checkbox"/>	✕
160418112	MUHAMMAD RIZKY ..	✓	<input type="checkbox"/>	✕
160418117	JASIELA IFANKA ..	✓	<input type="checkbox"/>	✕
160418119	MOHAMMAD SYARIF..	✓	<input type="checkbox"/>	✕
160418120	RIVANO SAMURINE	✓	<input type="checkbox"/>	✕
160418121	HAFIZH FURQON P..	✓	<input type="checkbox"/>	✕
160418130	ARISSON ABDULLA..	✓	<input type="checkbox"/>	✕
160418136	Muhammad MUSLIC..	✓	<input type="checkbox"/>	✕
160418137	DEVINA NADYA AY..	✓	<input type="checkbox"/>	✕
160418139	SENRADEL DANIEL..	✓	<input type="checkbox"/>	✕
160418140	YOSAFAT LOUDI	✓	<input type="checkbox"/>	✕
160418142	MOHAMMAD FAHREZ..	✓	<input type="checkbox"/>	✕
160418143	FARREL ARGHYA T..	✓	<input type="checkbox"/>	✕
160419098	WAFI AZMI HARTO..	✓	<input type="checkbox"/>	✕



SIMPAN PRESENSI


5. Cek kembali konfirmasi untuk menyimpan presensi kelas. Apabila sudah sesuai maka tekan tombol Ya untuk melanjutkan.





6. Akan muncul notifikasi presensi berhasil diubah.


 **Kelas Ajar** 


 Search... 


Sen 26 Apr '21 07:00-09:45 (1604B161 KP -) - 206002 


Jam: 07:00-09:45 (3 SKS)
Mata Kuliah: Supply Chain Management Accounting Systems
KP: - (1604B161)
Dosen:
- 3 SKS Jimmy (206002)


 **Override Presensi**  **Edit Kelas**


Sel 20 Apr '21 13:00-15:45 (1604B49I KP -) - 215027 


Sel 20 Apr '21 07:00-09:45 (1608A062 KP P) - 215027 


Sel 20 Apr '21 10:40-12:30 (1604B041 KP Z) - 199020 

Sel 20 Apr '21 07:00-09:45 (1603B044 KP B) - 196035 

Kam 22 Apr '21 07:00-09:45 (1604B021 KP C) - 203014 

Kam 22 Apr '21 09:45-12:30 (1604B021 KP A) - 203014 

Kam 22 Apr '21 10:40-12:30 (1600B301 KP A) - 204006 

Sel 20 Apr '21 10:40-12:30 (1600B301 KP A) - 204006 

- **Edit Kelas**

1. Tekan menu daftar kelas.

Buka Kelas

Kode Mata Kuliah (required)

KP



Mata Kuliah



LANJUT

DAFTAR KELAS

DAFTAR MATA KULIAH



2. Tekan pada salah satu mata kuliah yang akan diedit kelasnya, lalu pilih menu edit kelas.

 **Kelas Ajar** 

 Search... 

Sen 26 Apr '21 07:00-09:45 (1604B161 KP -) - 206002 ▾

Jam: 07:00-09:45 (3 SKS)
Mata Kuliah: Supply Chain Management Accounting Systems
KP: - (1604B161)
Dosen:
- 3 SKS Jimmy (206002)

 Override Presensi  **Edit Kelas**

Sel 20 Apr '21 13:00-15:45 (1604B49I KP -) - 215027 ▾

Sel 20 Apr '21 07:00-09:45 (1608A062 KP P) - 215027 ▾

Sel 20 Apr '21 10:40-12:30 (1604B041 KP Z) - 199020 ▾

Sel 20 Apr '21 07:00-09:45 (1603B044 KP B) - 196035 ▾



Kam 22 Apr '21 07:00-09:45 (1604B021 KP C) - 203014 ▾

Kam 22 Apr '21 09:45-12:30 (1604B021 KP A) - 203014 ▾

Kam 22 Apr '21 10:40-12:30 (1600B301 KP A) - 204006 ▾

Sel 20 Apr '21 10:40-12:30 (1600B301 KP A) - 204006 ▾

3. Ganti data yang diinginkan.

 **Data Kelas Ajar** 

1604B161 – KP: –
Supply Chain Management Accounting
Systems

Tanggal Kelas

26 April 2021

Awal

07:00

Akhir

09:45

3 SKS

Topik

EDIT TOPIK (required)

Jenis Kelas

Reguler


Metode Ajar

Online



Dosen Pengajar

Jimmy

3

 **SIMPAN**

4. Tekan tombol simpan.

 **Data Kelas Ajar** 

1604B161 – KP: –
Supply Chain Management Accounting
Systems

Tanggal Kelas

26 April 2021

Awal

07:00

Akhir

09:45

3 SKS

Topik

EDIT TOPIK (required)


Jenis Kelas

Reguler

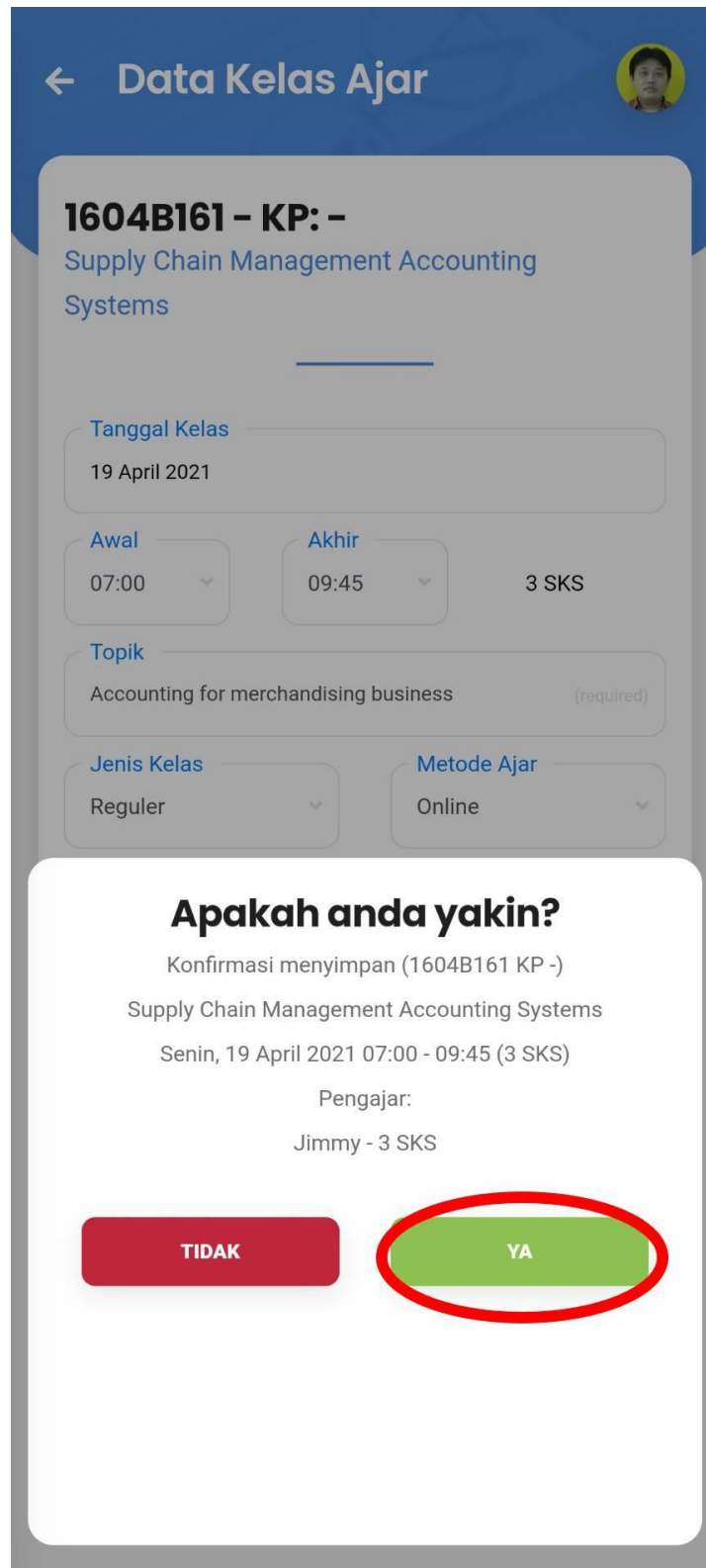
Metode Ajar

Online

Dosen Pengajar
Jimmy 3

 **SIMPAN**

5. Cek kembali konfirmasi untuk mengedit kelas. Apabila sudah sesuai maka tekan tombol Ya untuk melanjutkan.



Data Kelas Ajar

1604B161 - KP: -
Supply Chain Management Accounting Systems

Tanggal Kelas
19 April 2021

Awal
07:00

Akhir
09:45

3 SKS

Topik
Accounting for merchandising business (required)

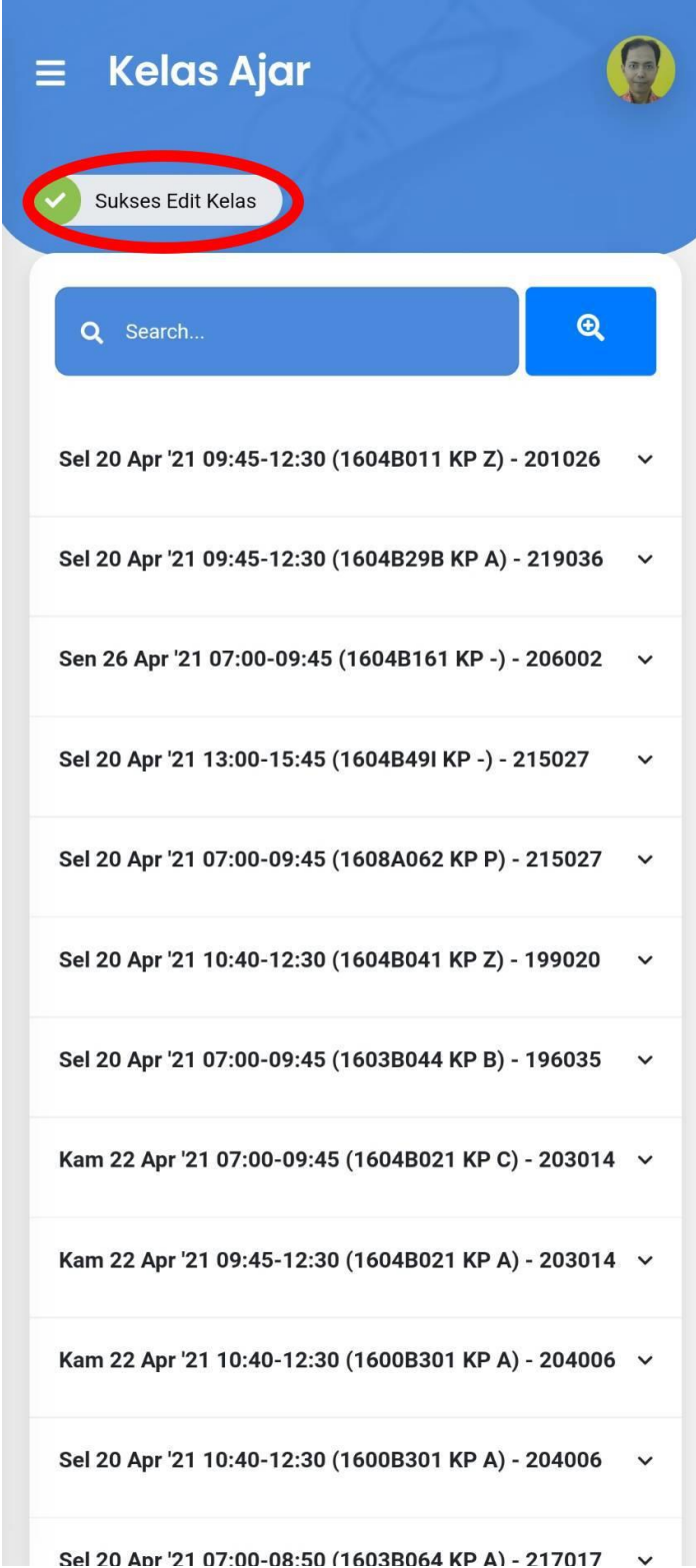
Jenis Kelas
Reguler

Metode Ajar
Online

Apakah anda yakin?
Konfirmasi menyimpan (1604B161 KP -)
Supply Chain Management Accounting Systems
Senin, 19 April 2021 07:00 - 09:45 (3 SKS)
Pengajar:
Jimmy - 3 SKS

TIDAK **YA**

6. Akan muncul notifikasi kelas telah berhasil diedit.



The screenshot shows the 'Kelas Ajar' (Teaching Class) interface. At the top, there is a blue header with a hamburger menu icon, the title 'Kelas Ajar', and a user profile picture. Below the header, a green notification bubble with a checkmark and the text 'Sukses Edit Kelas' is highlighted with a red circle. Below the notification, there is a search bar with a magnifying glass icon and the text 'Search...'. Below the search bar, there is a list of classes, each with a date, time, ID, and a dropdown arrow.

Date	Time	ID	Action
Sel 20 Apr '21	09:45-12:30	(1604B011 KP Z) - 201026	▼
Sel 20 Apr '21	09:45-12:30	(1604B29B KP A) - 219036	▼
Sen 26 Apr '21	07:00-09:45	(1604B161 KP -) - 206002	▼
Sel 20 Apr '21	13:00-15:45	(1604B49I KP -) - 215027	▼
Sel 20 Apr '21	07:00-09:45	(1608A062 KP P) - 215027	▼
Sel 20 Apr '21	10:40-12:30	(1604B041 KP Z) - 199020	▼
Sel 20 Apr '21	07:00-09:45	(1603B044 KP B) - 196035	▼
Kam 22 Apr '21	07:00-09:45	(1604B021 KP C) - 203014	▼
Kam 22 Apr '21	09:45-12:30	(1604B021 KP A) - 203014	▼
Kam 22 Apr '21	10:40-12:30	(1600B301 KP A) - 204006	▼
Sel 20 Apr '21	10:40-12:30	(1600B301 KP A) - 204006	▼
Sel 20 Apr '21	07:00-08:50	(1603B064 KP A) - 217017	▼

- **Hapus Kelas**

1. Tekan menu daftar kelas.

Buka Kelas

Kode Mata Kuliah (required)

KP



Mata Kuliah



LANJUT

DAFTAR KELAS

DAFTAR MATA KULIAH



2. Tekan pada salah satu mata kuliah yang akan dihapus kelasnya, lalu pilih menu edit kelas.

 **Kelas Ajar** 

 Search... 

Sen 26 Apr '21 07:00-09:45 (1604B161 KP -) - 206002 ▾

Jam: 07:00-09:45 (3 SKS)
Mata Kuliah: Supply Chain Management Accounting Systems
KP: - (1604B161)
Dosen:
- 3 SKS Jimmy (206002)

 Override Presensi  **Edit Kelas**

Sel 20 Apr '21 13:00-15:45 (1604B49I KP -) - 215027 ▾

Sel 20 Apr '21 07:00-09:45 (1608A062 KP P) - 215027 ▾

Sel 20 Apr '21 10:40-12:30 (1604B041 KP Z) - 199020 ▾

Sel 20 Apr '21 07:00-09:45 (1603B044 KP B) - 196035 ▾

Kam 22 Apr '21 07:00-09:45 (1604B021 KP C) - 203014 ▾

Kam 22 Apr '21 09:45-12:30 (1604B021 KP A) - 203014 ▾


Kam 22 Apr '21 10:40-12:30 (1600B301 KP A) - 204006 ▾

Sel 20 Apr '21 10:40-12:30 (1600B301 KP A) - 204006 ▾

3. Klik pada icon sampah untuk menghapus.

←

Data Kelas Ajar



1604B161 – KP: –

Supply Chain Management Accounting Systems

Tanggal Kelas

26 April 2021

Awal

07:00

Akhir

09:45

3 SKS

Topik

EDIT TOPIK

(required)

Jenis Kelas

Reguler


Metode Ajar

Online

Dosen Pengajar


Jimmy


3



SIMPAN

4. Akan ada konfirmasi untuk menghapus, tekan Ya untuk melanjutkan.

 **Data Kelas Ajar**



1604B161 – KP: –
Supply Chain Management Accounting Systems

Tanggal Kelas

26 April 2021

Awal

07:00

Akhir

09:45

3 SKS

Topik

EDIT TOPIK

(required)

Jenis Kelas

Reguler


Metode Ajar

Online

Dosen Pengajar

Jimmy

3



SIMPAN

Apakah anda yakin

Kelas ini akan dihapus. Apakah anda yakin?

KEMBALI

HAPUS

5. Akan muncul notifikasi kelas telah berhasil dihapus.

