SIMPPM AUDIT GUIDELINES

LP3M Quality Assurance Division
Information Technology Development Center
State University of Surabaya

SIMPPM AUDIT
GUIDELINES

Quality Assurance Center Information System (SIMPPM) is an information system builtto facilitate the implementation of quality assurance at Universitas Negeri Surabaya. The information system of the quality assurance center is specifically designed as a facility that supports the quality assurance process of each study program at Universitas Negeri Surabaya. So, Universitas Negeri Surabaya can provide better and more effective information services forthe quality assurance process. In this quality assurance center information system, study programs can apply for accreditation through the study program submission menu completed with document templates required for the submission process. After the study program submits,the list of study program applications will be audited immediately by the auditor, so that it willproduce a score. Each process of submitting a study program at SIMPPM Universitas Negeri Surabaya can be directly monitored by each faculty, Quality Assurance in university level (BPM), and principle. It will make it easy to evaluate the results of the assessment directly fromthe study program submission. Apart from monitoring, SIMPPM also provides a menu of activity lists that can be used by BPM to archive documentation and reports on activities that have been carried out.

This SIMPPM User manual document is created for the following purposes: 1. Describing and explaining the use of SIMPPM of Universitas Negeri Surabaya for auditors 2. As a guide for using SIMPPM (Quality Assurance Center Information System) for auditors 3. As a guide for auditors to assess product application documents.

SIMPPM of Universitas Negeri Surabaya consists of 6 integrated pages, including:
1. Admin User page
2. BPM User Page (Quality Assurance Center)
3. Lead User page
4. Auditor User page
5. Faculty User Pages
6. Study Program User page

This document is created to provide guidance for the use of SIMPPM which contains thefollowing information:
1. CHAPTER I. Containing general information which is part of the introduction including a general description of the system, the purpose of making the document, and adescription of the document.
2. CHAPTER II. Containing SIMPPM User manual for auditors.
3. CHAPTER III. Containing business processes from SIMPPM for auditors.

SIMPPM AUDIT GUIDELINES

TABLE OF CONTENTS

Tabel of Figure

1. INTRODUCTION

Quality Assurance Center of Information System (SIMPPM) is an information system built to facilitate the implementation of quality assurance at University Negeri Surabaya. The Information system of the quality assurance center is specifically designed as a facility that supports the quality assurance process of each study program at Universitas Negeri Surabaya. So, Universitas Negeri Surabaya can provide better and more effective information services for the quality assurance process. In this quality assurance center information system, study programs can apply for accreditation through the study program submission menu completed with document templates required for the submission process. After the study program submits, the list of study program applications will be audited immediately by the auditor, so that it will produce a score. Each process of submitting a study program at SIMPPM Universitas Negeri Surabaya can be directly monitored by each faculty, Quality Assurance in university level (BPM), and principle. It will make it easy to evaluate the results of the assessment directly from the study program submission. Apart from monitoring, SIMPPM also provides a menu of activity lists that can be used by BPM to archive documentation and reports on activities that have been carried out.

1.1. The Purposes of Document Making

This SIMPPM User manual document is created for the following purposes:
1. Describing and explaining the use of SIMPPM of Surabaya University State for auditors
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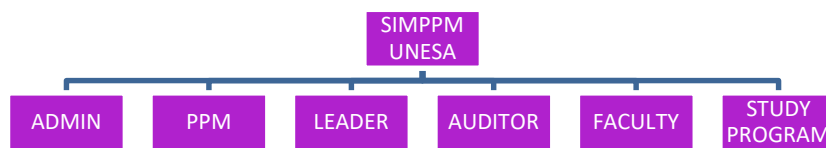5. Faculty User Pages
6. Study Program User page

Figure 1.1 SIMPPM Structure

1.3 Document Description

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1. CHAPTER I. Containing general information which is part of the introduction including general description of the system, the purpose of making the document, and description of the document.
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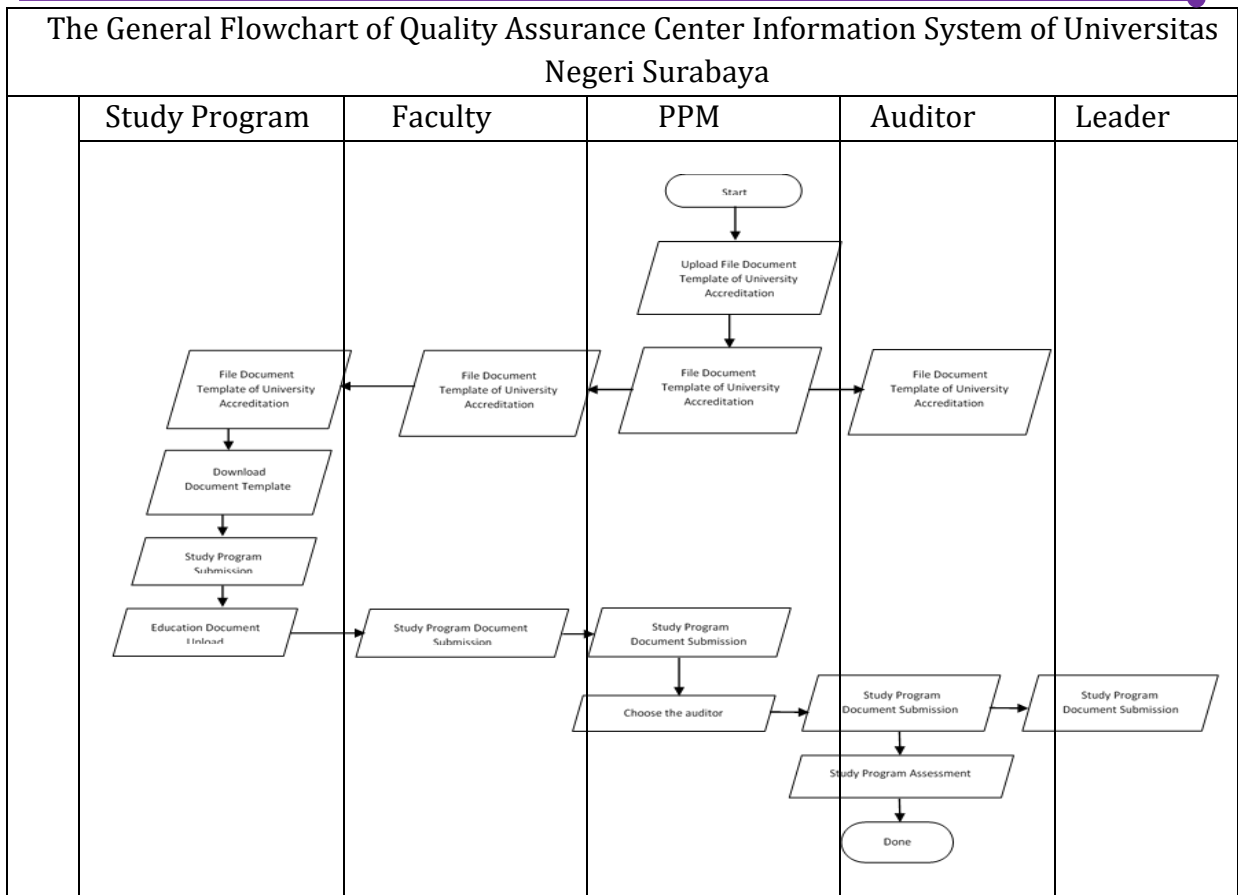## 1.4 The process flowchart of user in SIMPPM (The Information System Quality Assurance Centre) generall

The General Flowchart of Quality Assurance Center Information System of Universitas Negeri Surabaya				
Study Program	Faculty	PPM	Auditor	Leader

Figure 1.2 Business Process SIMPPM Generally

1.5 Auditor Activity on SIMPPM

The activity that could be done by the quality assurance center on SIMPPM of State University of Surabaya as following:

1. System login
2. Take a look and download document list
3. Take a look at the list of assessment offer
4. Do assessment study program application suits with study program audit
5. Upload AK Assessment
6. Upload AL Assessment

2. MENU AND GUIDELINE SIMPPM UNESA

This chapter would discuss about the function of the features on SIMPPM and how to use quality assurance center information system (PPM) Universitas Negeri Surabaya for auditor.

2.1. Login SSO

To login SIMPPM UNESA, user has to login to the SIMPPM website through this SSO address https://sso.unesa.ac.id ensure the safety with the google safety standard just shown in this figure 2.1 below:

Figure 2.1 SSO UNESA Homepage

Then, the User can login to SSO by pressed button that shown by Figure 2.1, so automatically would appear login SSO page like shown in figure 2.2 as following:

Figure 2.2 Login SSO Page

After input the email, user can press the next button so it will be asked to input the password as shown on figure 2.3 below:

Figure 2.3 Input the password of SSO email

The user has to input password of UNESA email correctly, then press the "next" button so it will login automatically on SSO Dashboard as shown on figure 2.4 below:
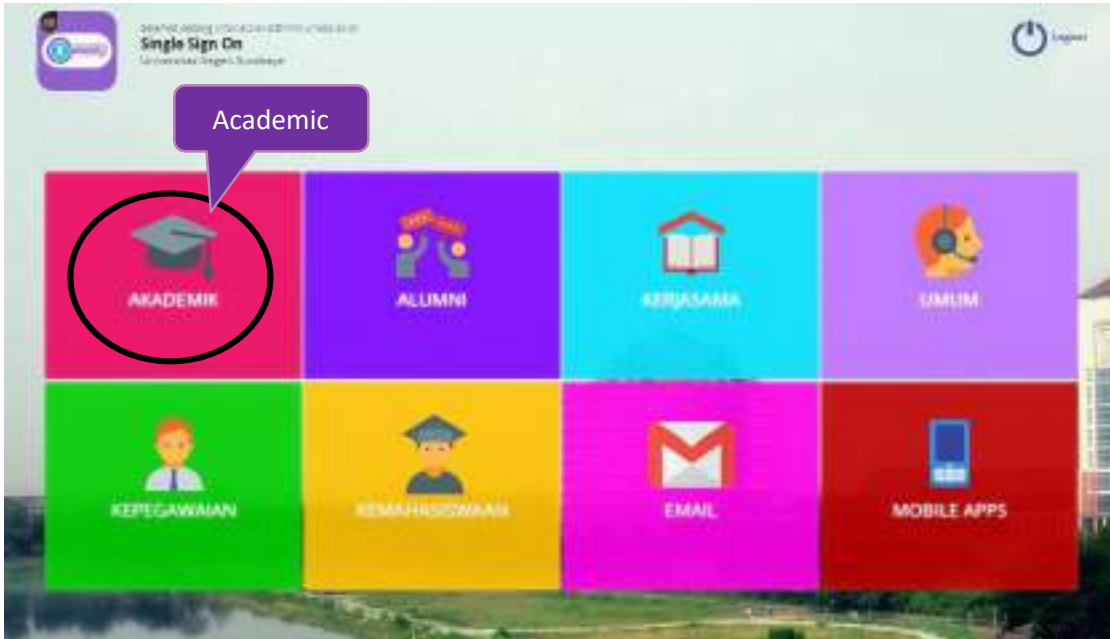
Figure 2.4 Dashboard Page of SSO

Choose "Academic" menu (Black Circle) to access SIMPPM Page so it will login to the page that has option menus academic system as shown on figure 2.5 below:

Figure 2.5 Academic Menu System

Then, the user can choose the "SIMPPM" icon so it will login to the main page of SIMPPM for faculty named Home Page as shown on figure 2.6 below:

Figure 2.6 SIMPPM Dashboard for Faculty

There are several main menus on SIMPPM Dashboard view to PPM which each menu has the different function and view that would be explained on the next point.

2.2   Submission List

Submission list is page used to show the list of accreditation application submitted by each study program at Universitas Negeri Surabaya that would do accreditation process. To enter this page, user can press [Daftar Dokumen] menu, so it will login go to submission list page just like in figure 2.7 below:
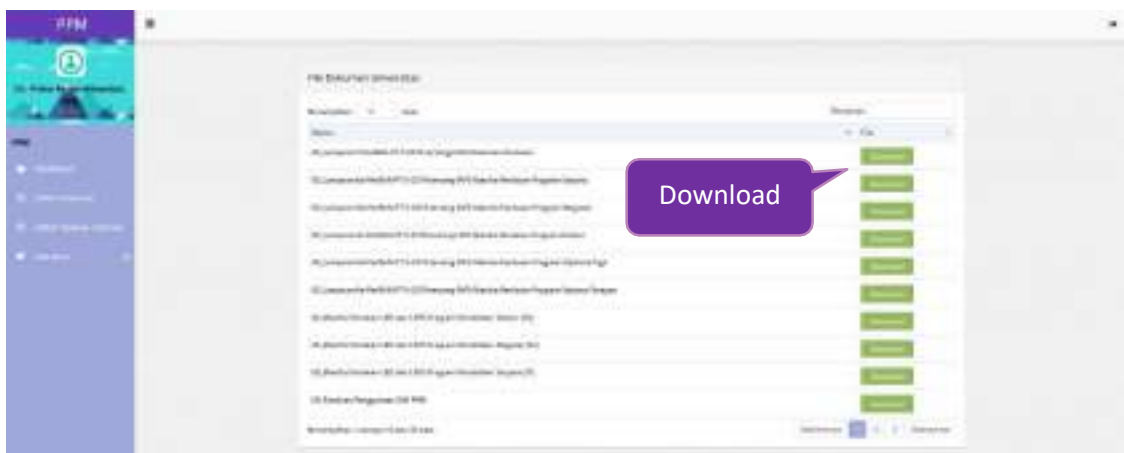
Figure 2.7 Submission List of Study Program Page

To download document, User can press the [Download] button, so the document would be downloaded automatically.

2.3 Assessment Offer List

Assessment offer list is page shows the list of study program that has to assessed by User as auditor. To enter this page, User can press [Daftar Tawaran Asesmen] , so it will enter the assessment offer list page just like in figure 2.8 below:
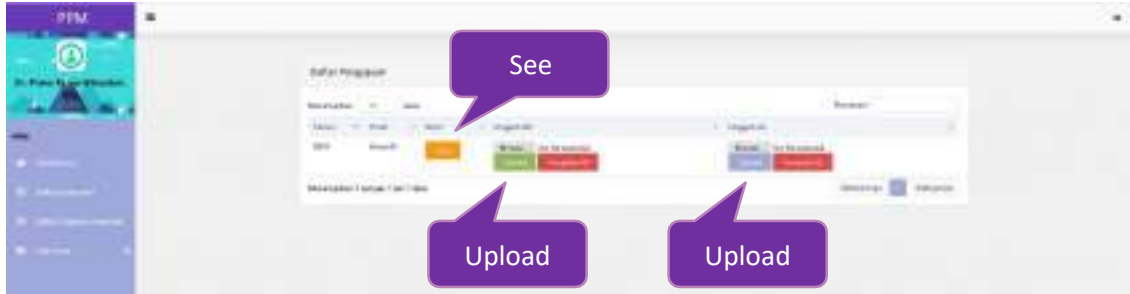

Figure 2.8 Assessment Offer List

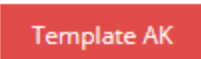There are several activities that can User do on study program submission list:
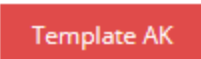
1. See the submission

   To see the study program submission list, User can press the button, [Lihat] so the identity and document that study program uploaded will appear
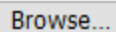
2. Upload AK (Sufficient Assessment)

   Before uploading AK (Sufficient Assessment), User can see the AK's template first by click the [Template AK] button, so the template automatically downloaded.

   Next, User can click the [Upload] button to upload AK assessment.

3. Upload AL (Field Assessment)

   Before uploading AK (Field Assessment), User can see the AL template first by clicking [Template AL] button, so the template would be downloaded automatically.

   Next, the user can click the [Upload] button to uploaded AL assessment.

3.   Business Process SIMPPM UNESA

This chapter discussed about the business process from the menus on SIMPPM for faculty, starting from the login until logout of application

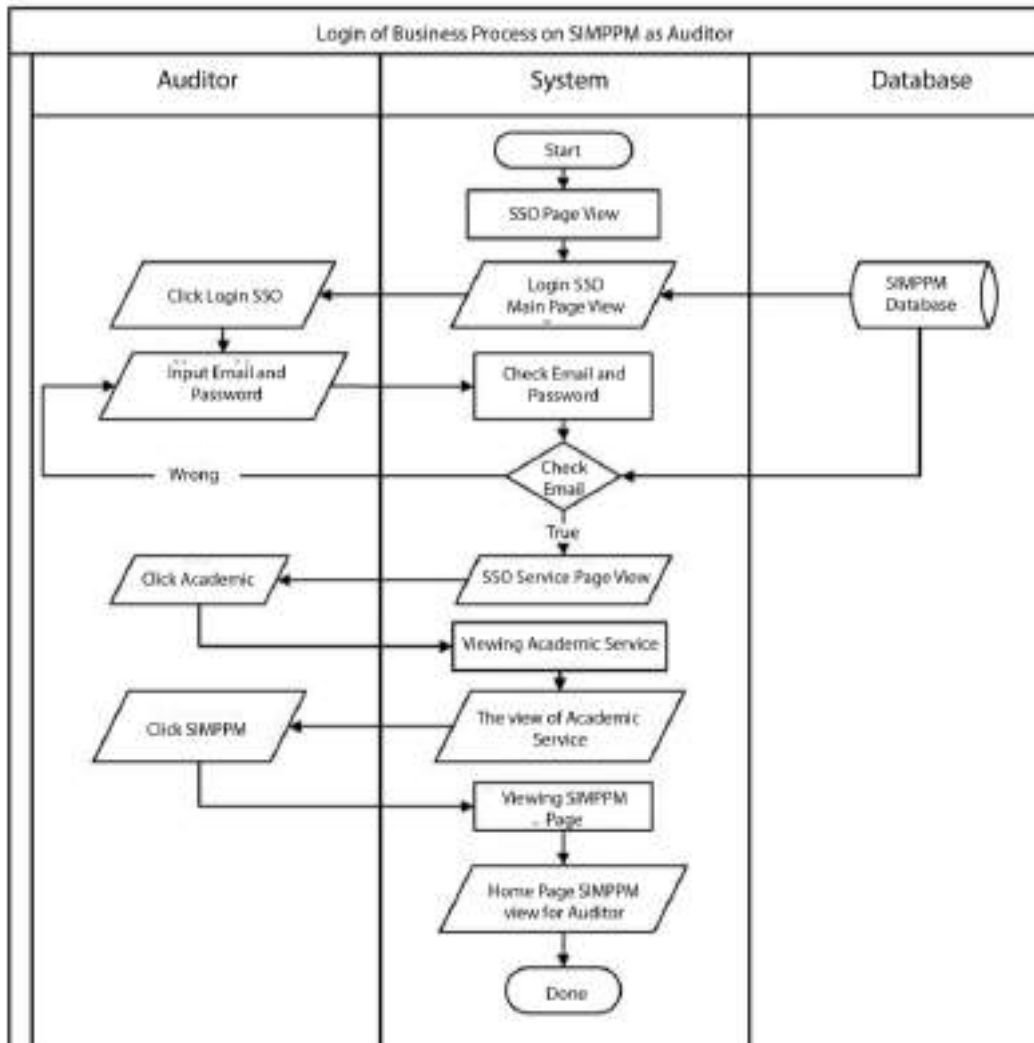### 3.1   SIMPPM UNESA Business Process Login

Figure 3.1 SIMPPM Business Process Login for faculty

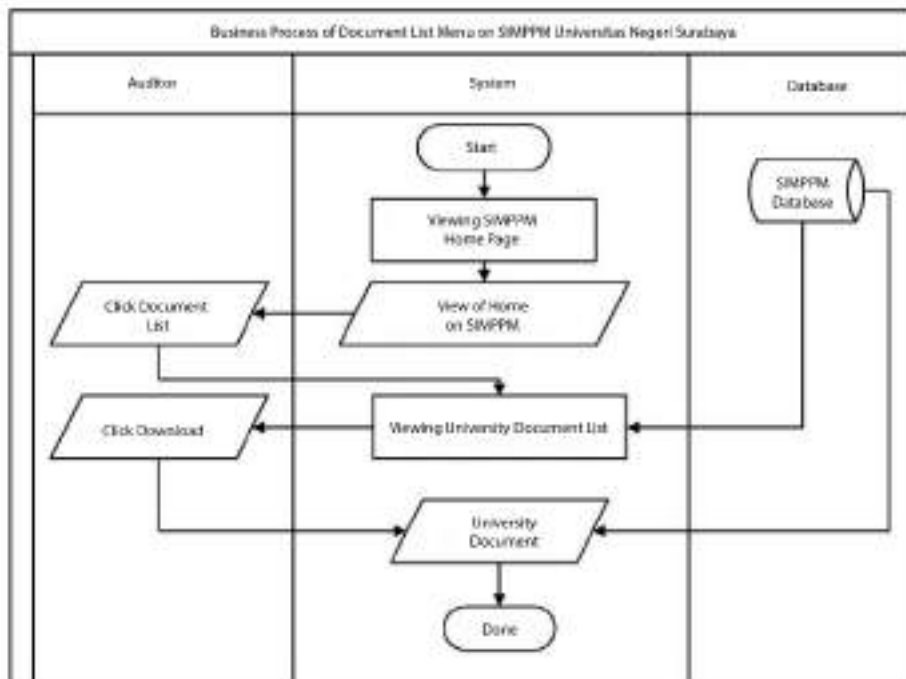## 3.2   Document List of Business Process

Figure 3.2 SIMPPM Business Process Study Program Submission
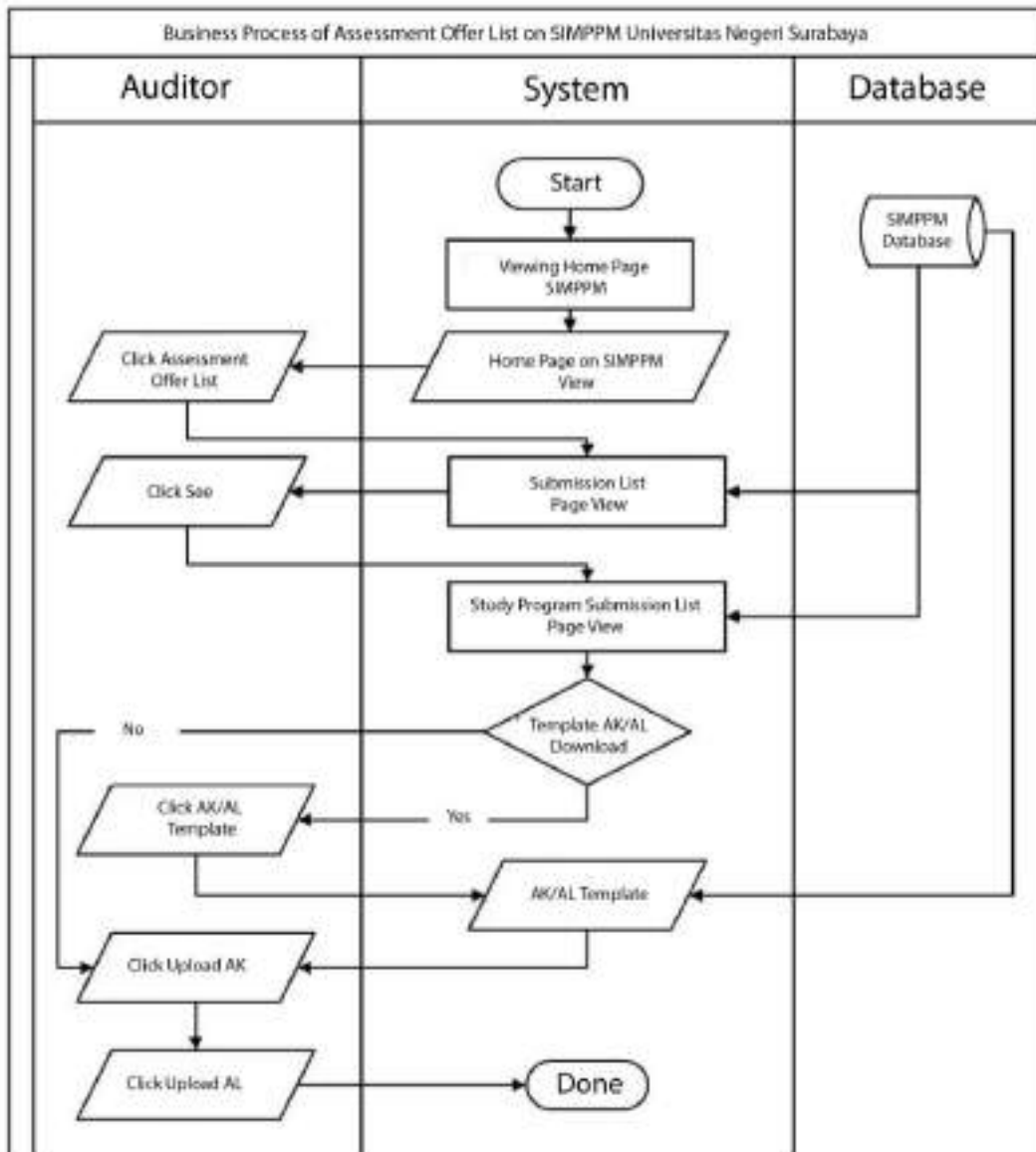
3.3   Assessment Offer of Process Business

Figure 3.3 SIMPPM Business Process Document List

3.4 SIMPPM Process Business Logout
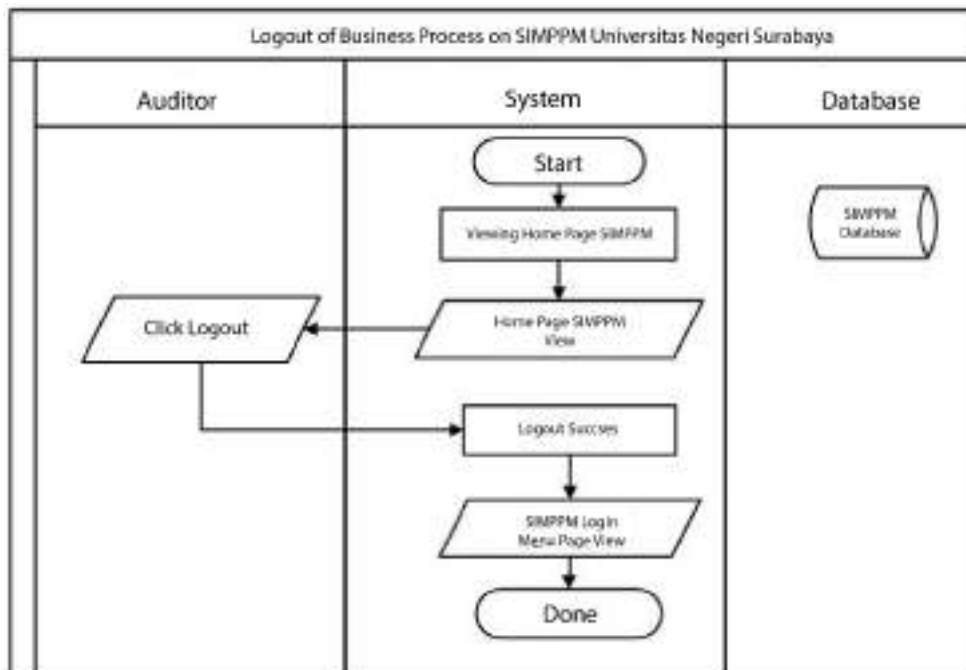
Figure 3.4 SIMPPM Business Process Logout

SIMPPM FACULTY GUIDELINE

LP3M Quality Assurance Division
Information Technology Development Center
State University of Surabaya

TABLE OF CONTENT

TABLE OF FIGURE

QUALITY ASSURANCE CENTER INFORMATION SYSTEM GUIDE

1. INTRODUCTION

Quality Assurance Center Information System (SIMPPM) is an information system built to facilitate the implementation of quality assurance at Universitas Negeri Surabaya. The information system of the quality assurance center is specifically designed as a facility that support the quality assurance process of each study program at Universitas Negeri Surabaya. So, Universitas Negeri Surabaya can provide better and more effective information services for the quality assurance process. In this quality assurance center information system, study program can apply for accreditation through the study program submission menu completed with document templates required for the submission process. After the study program submits, the list of study program applications will be audited immediately by the auditor, so that it will produce a score. Each process of submitting a study program at SIMPPM Universitas Negeri Surabaya can be directly monitored by each faculty, Quality Assurance in university level (PPM), and principle. It will make it easy to evaluate the results of the assessment directly from the study program submission. Apart from monitoring, SIMPPM also provides a menu of activity lists that can be used by BPM to archive documentation and reports on activities that have been carried out

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2. As a guide for using SIMPPM (Quality Assurance Center Information System) for faculty
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1.2. SIMPPM Structure (Quality Assurance Center Information System)

SIMPPM of Universitas Negeri Surabaya consists of 6 integrated pages, including:
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2. BPM User Page (Quality Assurance Center)
3. Lead User page
4. Auditor User page
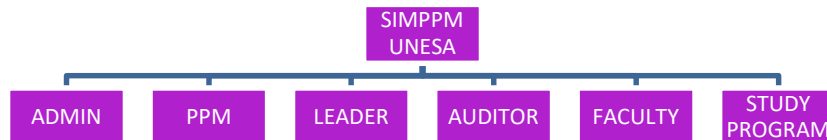5. Faculty User Pages
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3. CHAPTER III. Containing business processes from SIMPPM for faculty.

1.4 The Processes Flowchart on SIMPLM Generally

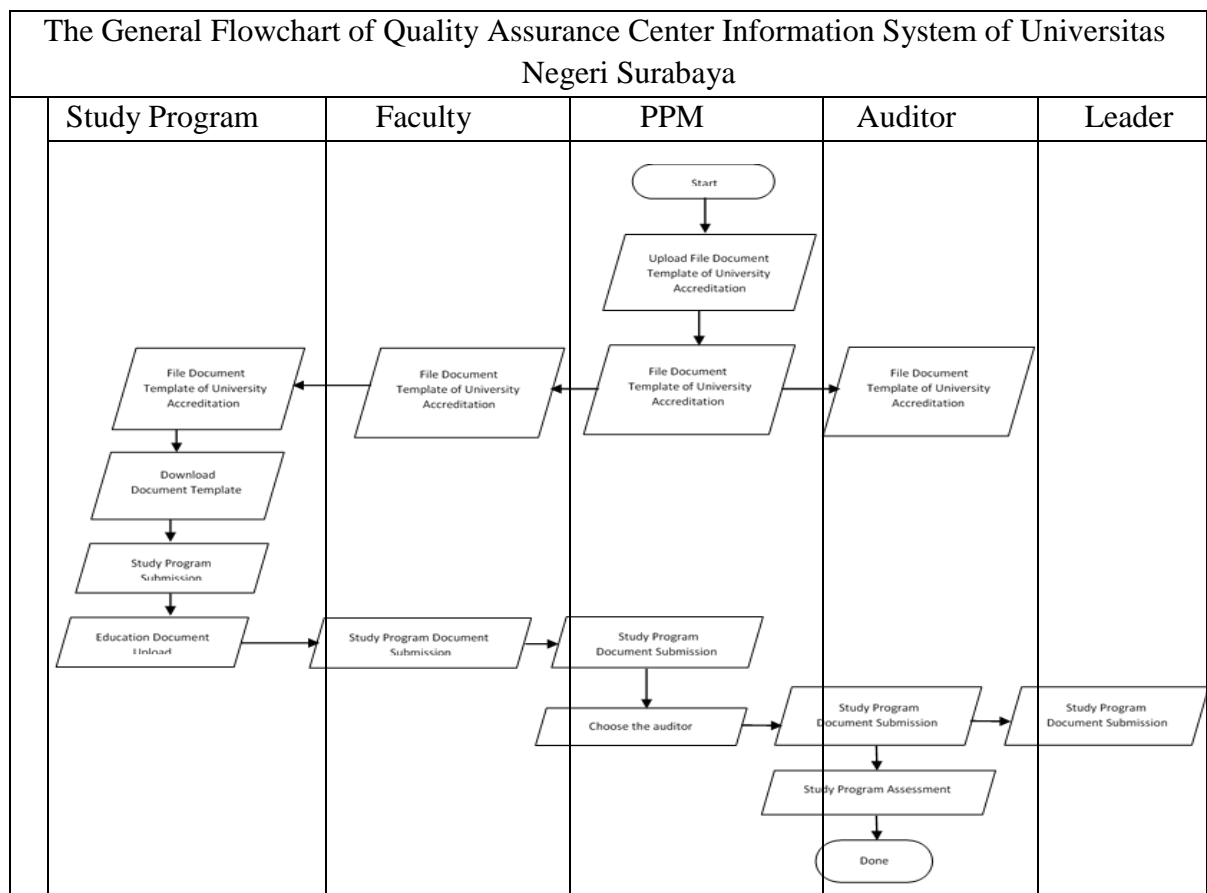| The General Flowchart of Quality Assurance Center Information System of Universitas Negeri Surabaya				
Study Program	Faculty	PPM	Auditor	Leader

Figure 1.2 Business Process SIMPPM Generally

1.5 The Activity of Quality Assurance Center Information System in SIMPPM

The activity can be done by Quality Assurance Center Information System on SIMPPM at Universitas Negeri Surabaya are:
1. Login system
2. Document template acreditation download
3. Monitoring the list of Study Program Submission
4. Document faculty upload

2. MENU AND GUIDELINE SIMPPM UNESA

This chapter would discuss about the function of the features on SIMPPM and how to use quality assurance center information system (PPM) Universitas Negeri Surabaya for auditor.

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To login SIMPPM UNESA, user has to login to the SIMPPM website through this SSO address https://sso.unesa.ac.id ensure the safety with the google safety standard just shown in this figure 2.1 below:

Figure 2.1 SSO UNESA Homepage

Then, the User can login to SSO by pressed the [LOGIN SSO] button that shown by Figure 2.1, so automatically would appear login SSO page like shown in figure 2.2 as following:

Figure 2.2 Login SSO Page

After input the email, user can press the next button so it will be asked to input the password as shown on figure 2.3 below:
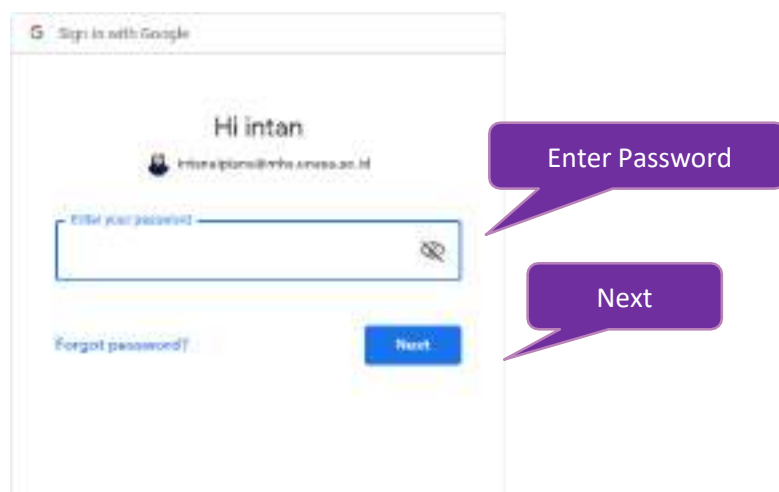

Figure 2.3 Input the password of SSO email

The user has to input password of UNESA email correctly, then press the "next" button so it will login automatically on SSO Dashboard as shown on figure 2.4 below:
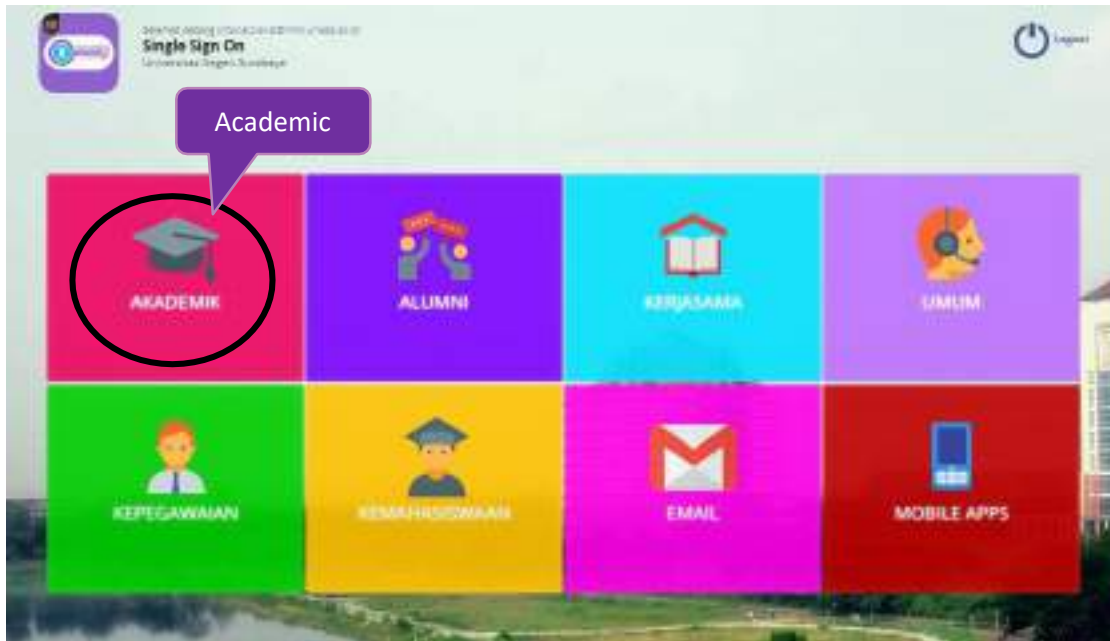
Figure 2.4 Dashboard Page of SSO

Choose "Academic" menu (Black Circle) to access SIMPPM Page so it will login to the page that has option menus academic system as shown on figure 2.5 below:

Figure 2.5 Academic Menu System

Then, the user can choose the "SIMPPM" icon so it will login to the main page of SIMPPM for faculty named Home Page as shown on figure 2.6 below:
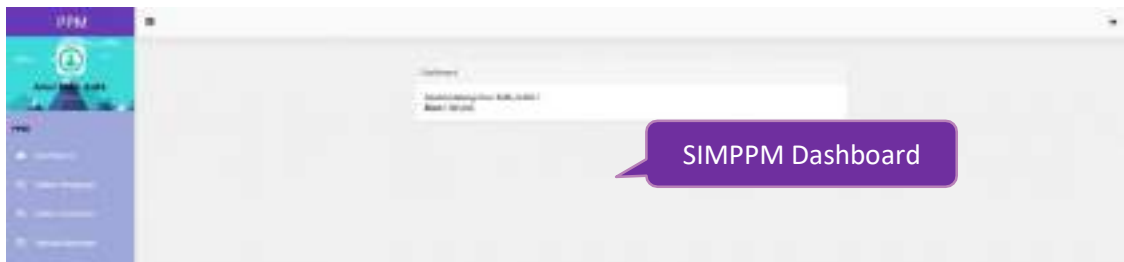

Figure 2.6 SIMPPM Dashboard for Faculty

There are several main menus on SIMPPM Dashboard view to PPM which each menu has the different function and view that would be explained on the next point.

2.2   Submission List

Submission list is page used to show the list of accreditation application submitted by each study program at Universitas Negeri Surabaya that would do accreditation process. To enter this page, user can press [Daftar Pengajuan] menu, so it will login go to submission list page just like in figure 2.7 below:
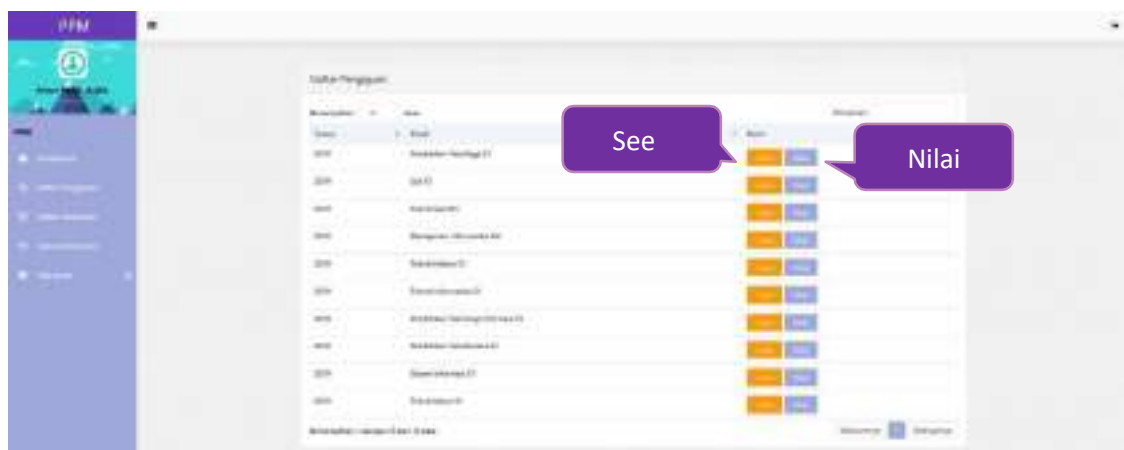

Figure 2.7 Submission List of Study Program Page

On this submission page, User could see submission detail and any uploaded document of study program, also the assessment from Auditor. To see the document and score from study program, user could search study program name on search column ‘

Pencarian: [   ]

’, then press the button below:

1. See the document

   To see submission details and each document from each study program, User could press **Lihat**, so it will login to this figure 2.8:
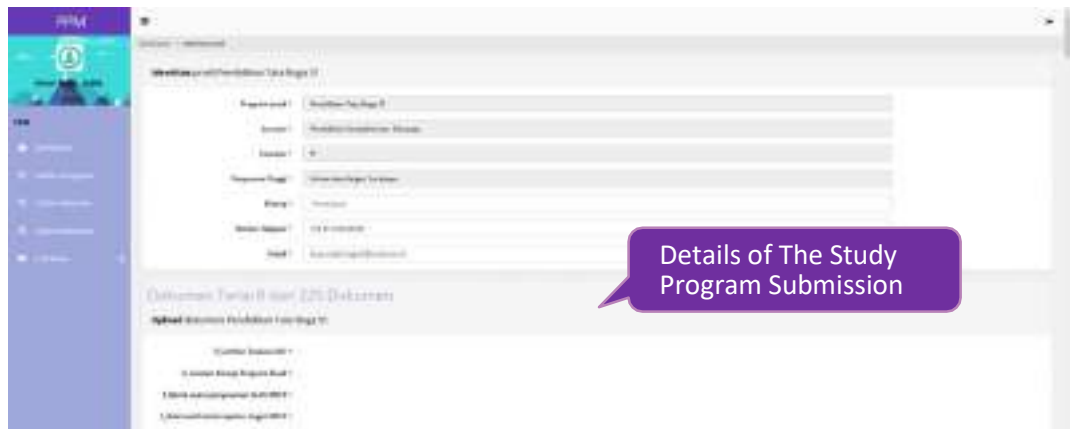

Figure 2.8 The detail page of submission List of Study program
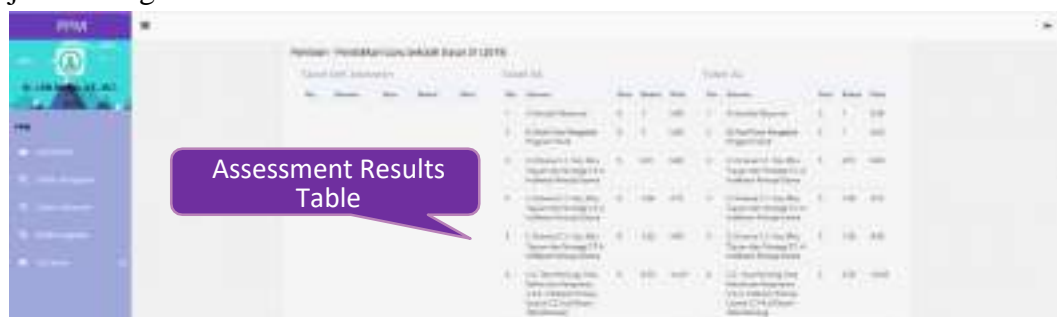
2. See the score

   To see the score, user could press **Nilai**

Figure 2.9 The assessment of study program submission

The assessment page shows study program assessment in graph and table by details just like figure 2.10:

Figure 2.10 The assessment table of study program submission

The assessment study program submission table explains the details from the element, score, and value from each elemen
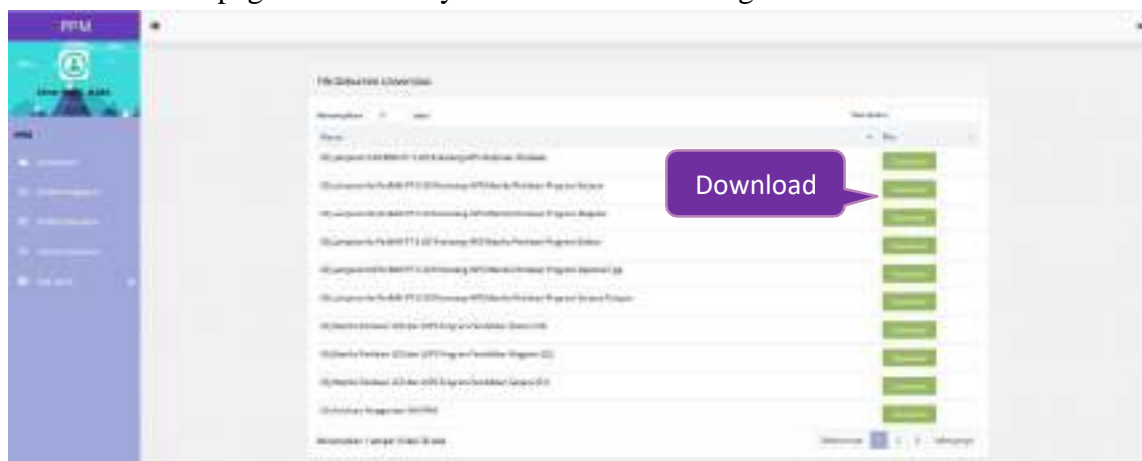
2.3 Document List

Document list is page shows template document list of University needed for accreditation. To enter this page, User could press Daftar Dokumen button, so it will enter on page of University Document File like figure 2.11 below:
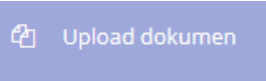

Figure 2.11 Document List Page

User could press **Download** Menu, so the document file would be downloaded automatically

2.4   Document Upload

Document Upload is page used to upload document faculty. To enter this page, user could press menu '**Upload dokumen**', so it will enter to the page of document upload like in figure 2.12 below:
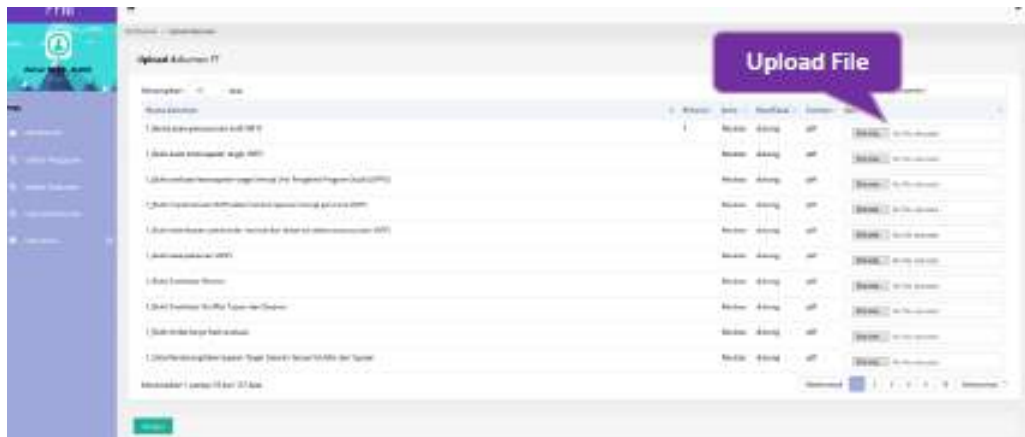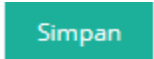

Figure 2.12 Document upload page

To upload document faculty, User could press button **Browse... No file selected**, it will directed to the saving folder that will be uploaded. Next, User could press **Simpan** button and the data will automatically uploaded

3. Business Process SIMPPM UNESA

This chapter discussed about the business process from the menus on SIMPPM for faculty, starting from the login until logout of application
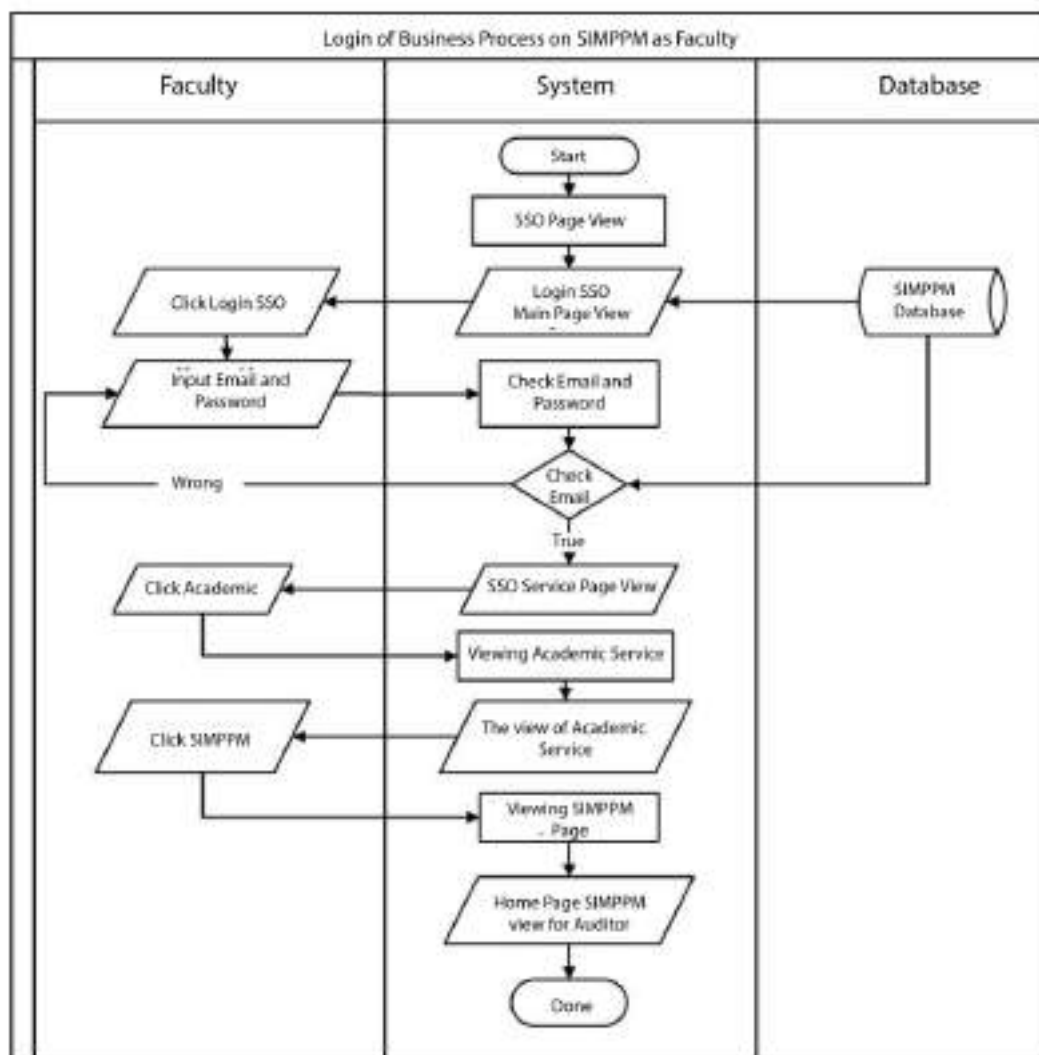
3.1 SIMPPM UNESA Business Process Login

Figure 3.1 SIMPPM Business Process Login for faculty

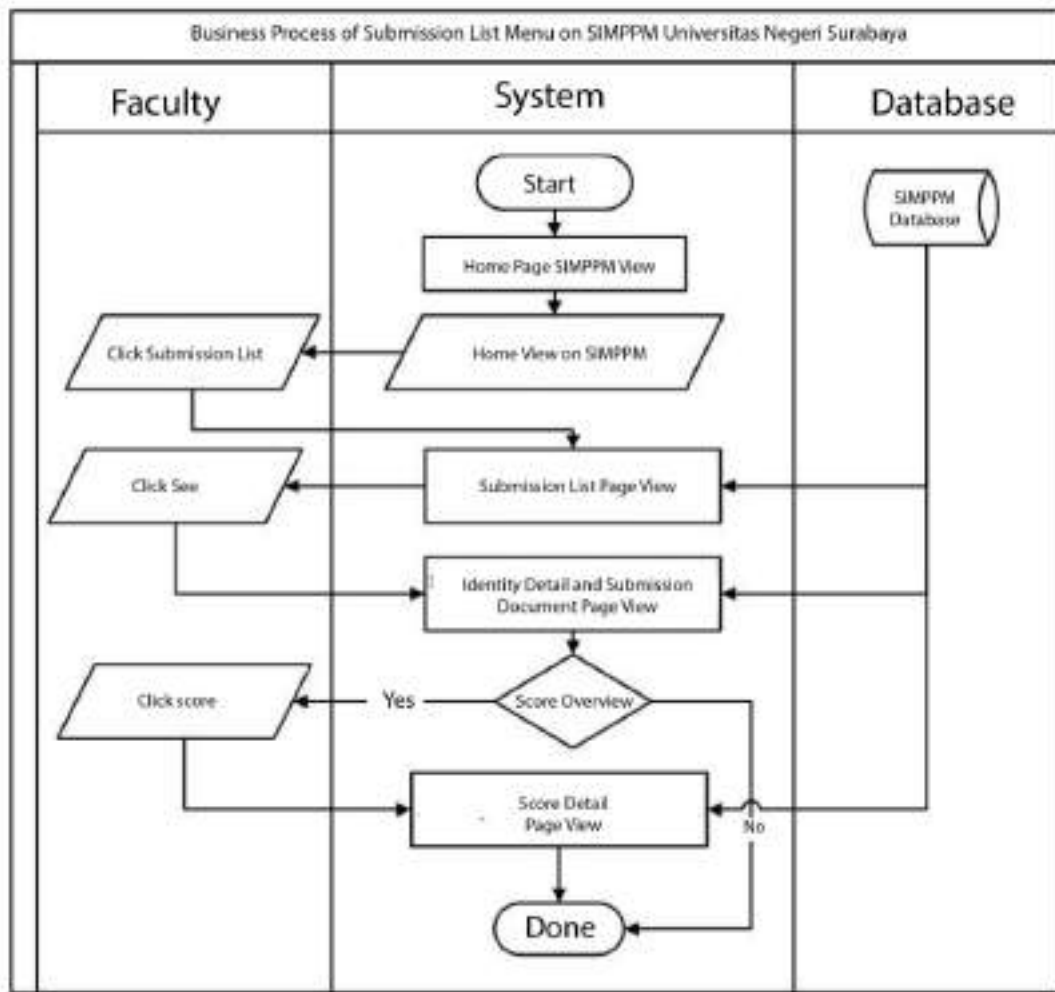## 3.2 SIMPPM Business Process Study Program Submission

Figure 3.2 SIMPPM Business Process Study Program Submission
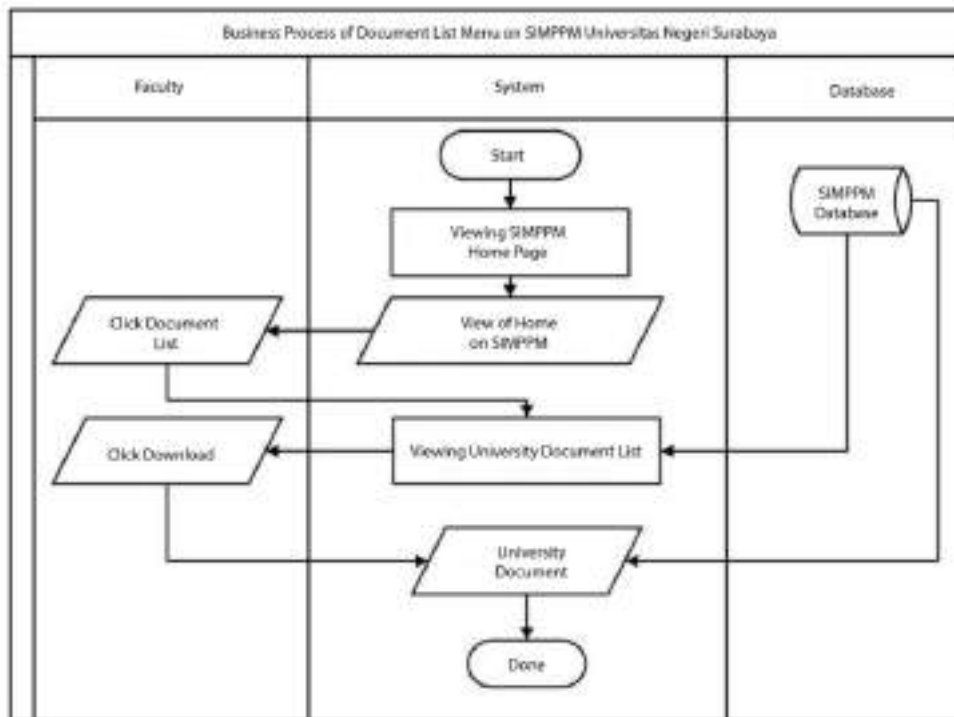
3.3 SIMPPM Business Process Document List

Figure 3.3 SIMPPM Business Process Document List

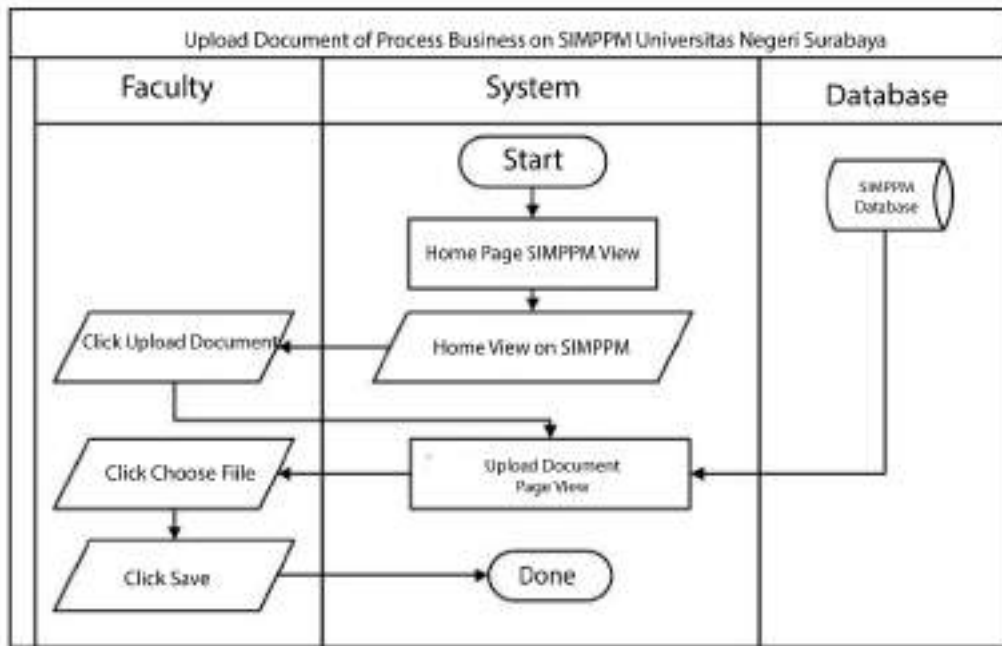## 3.4 SIMPPM Business Process Document Upload

Figure 3.4 SIMPPM Business Process Document Upload

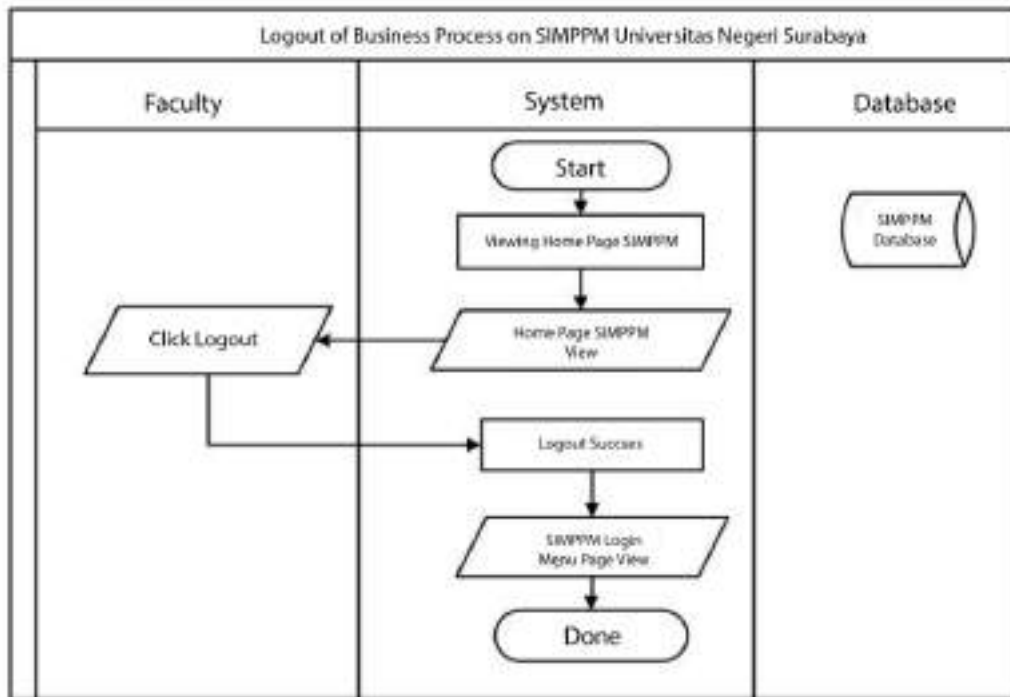## 3.5   SIMPPM Business Process Logout

Figure 3.5 SIMPPM Business Process Logout

SIMPPM STUDY PROGRAM GUIDELINE

LP3M Quality Assurance Division
Information Technology Development Center
State University of Surabaya

LIST OF CONTENTS

LIST OF FIGURES

USE OF THE UNESA QUALITY ASSURANCE CENTER INFORMATION SYSTEM

1. INTRODUCTION

SIMPPM (Quality Assurance Center Information System) is an information system built to provide convenience in the implementation of quality assurance at State University of Surabaya. The information system of the quality assurance center is specially designed as a means or facility that supports the quality assurance process of each study program at State University of Surabaya. So State University of Surabaya can provide better and more effective information services for the quality assurance process. In this quality assurance center information system, study programs can apply for accreditation through the study program submission menu complete with document templates needed for the submission process. After the study program submits, the list of study program applications will be audited immediately by the auditor, so that it will produce a value. Each process of submitting a study program at SIMPPM State University of Surabaya can be directly monitored by each faculty, PPM (Quality Assurance Center), and leaders. This will make it easy to evaluate the results of the assessment of the study program submission directly. In addition to monitoring, SIMPPM also provides a menu of activity lists that can be used by PPM to archive documentation and reports on activities that have been carried out.

1.1. Purpose of Making Documents

This SIMPPM (Quality Assurance Center Information System) User manual document was created for the following purposes:
1. Describe and explain the use of the State University of Surabaya SIMPPM (Center for Quality Assurance Information System) for study programs
2. As a guide for the use of SIMPPM (Quality Assurance Center Information System) for study programs
3. As a study program guide to apply for accreditation

1.2. SIMPPM structure (Information System for Quality Assurance Center) UNESA

SIMPPM (Quality assurance center information system) UNESA consists of 6 integrated pages, including:

1. Admin User page
2. PPM User Page (Quality Assurance Center)
3. Lead User page
4. Auditor User page
5. Faculty User Pages
6. Studi Program User page
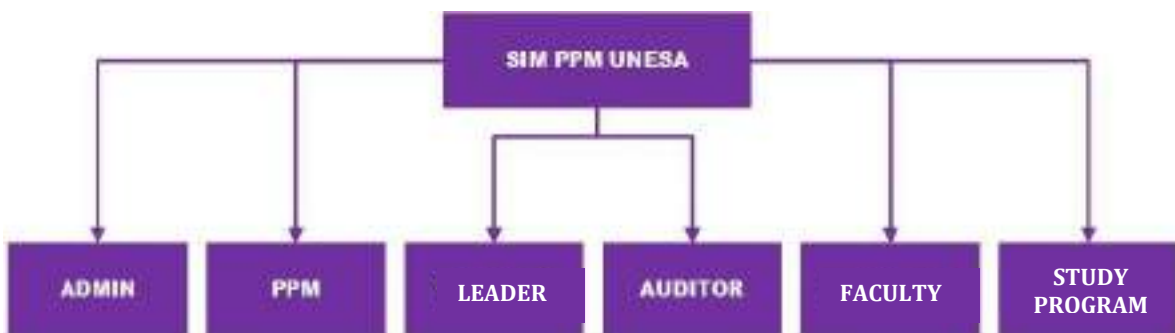
Figure 1.1 Structure SIMPPM

1.3 Document Description

This document is created to provide guidance for the use of SIMPPM (Quality Assurance Center Information System) which contains the following information:

1. CHAPTER I. Contains general information which is an introductory part which includes a general description of the system, the purpose of making the document, and a description of the document.
2. CHAPTER II. Contains SIMPPM (Quality Assurance Center Information System) User manual for study program.
3. CHAPTER III. Contains business processes from SIMPPM (Quality Assurance Center Information System) for study programs.

1.4   General User Process Flow at SIMPPM

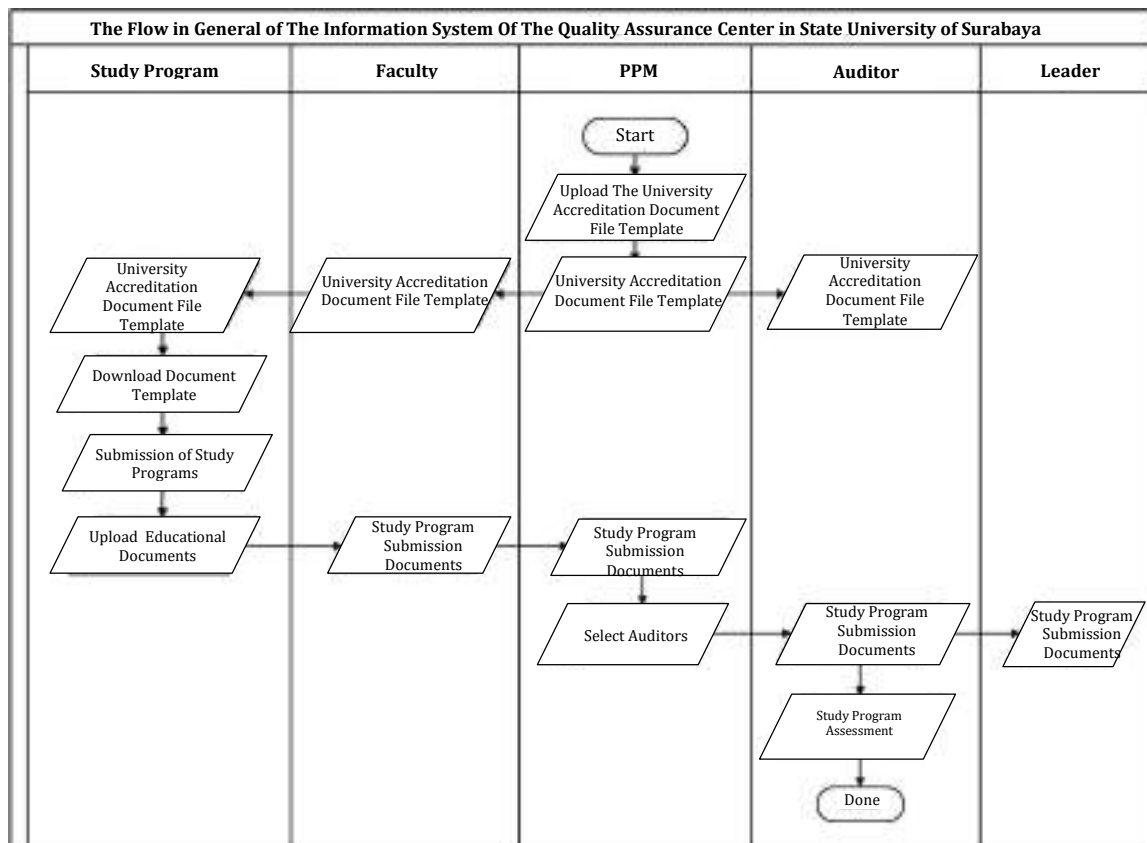| The Flow in General of The Information System Of The Quality Assurance Center in State University of Surabaya				
Study Program	**Faculty**	**PPM**	**Auditor**	**Leader**

Figure 1.2 General SIMPPM business process

1.5   Study program activities at SIMPPM

The activities that can be carried out by study programs at SIMPPM State University of Surabaya are as follows:

1. System login
2. Download University documents
3. Apply for the study program
4. Upload the study program submission document
5. Conduct self-assessment on the submission of his own study program

2. MENU AND HOW TO USE SIMPPM UNESA

This chapter will discuss the functions of the features contained in SIMPPM and how to use the State University of Surabaya Quality Assurance Center Information System (PPM) for Prodi.

2.1. SSO login

To log in to SIMPPM UNESA, the user (hereinafter referred to as User) must first enter the SIMPPM website through this SSO address https://sso.unesa.ac.id to be more secure with Google's security standards as seen in Figure 2.1 below:

Figure 2.1 SSO UNESA Homepage

Then the user can log in to SSO by pressing the 'button   ' shown in Figure 2.1, the SSO login page will automatically appear as shown in Figure 2.2 as follows:
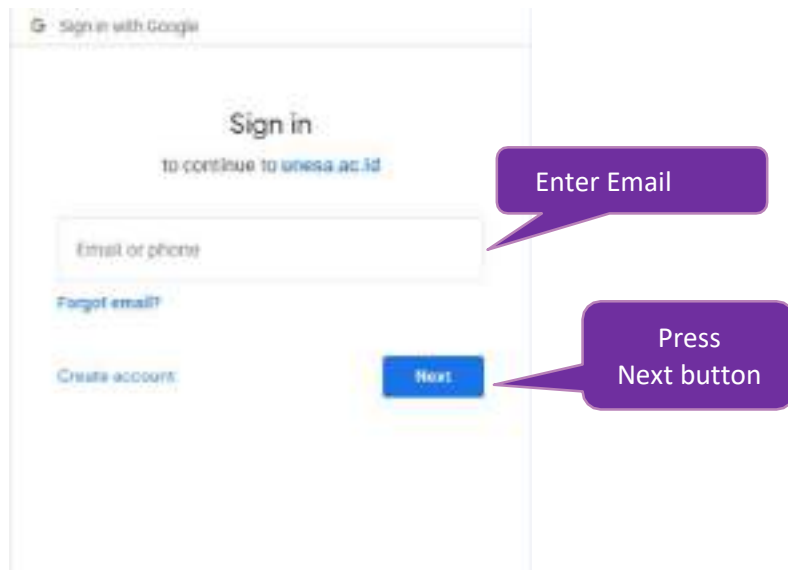
Figure 2.2 SSO login page

After entering the email, the user can press the next button, it will be asked to enter the password as shown in Figure 2.3 below:
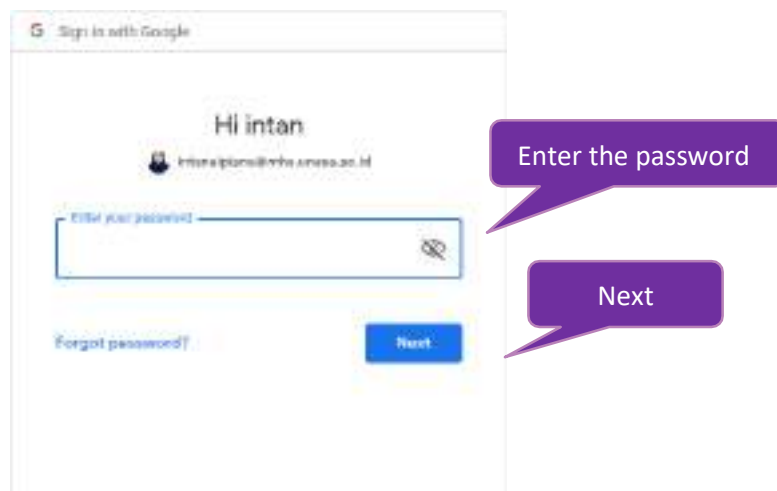

Figure 2. 3 Entering the SSO email password

User must enter the UNESA email password correctly, then you can press the 'Next' button, it will automatically enter the SSO dashboard as shown in Figure 2.4 below:
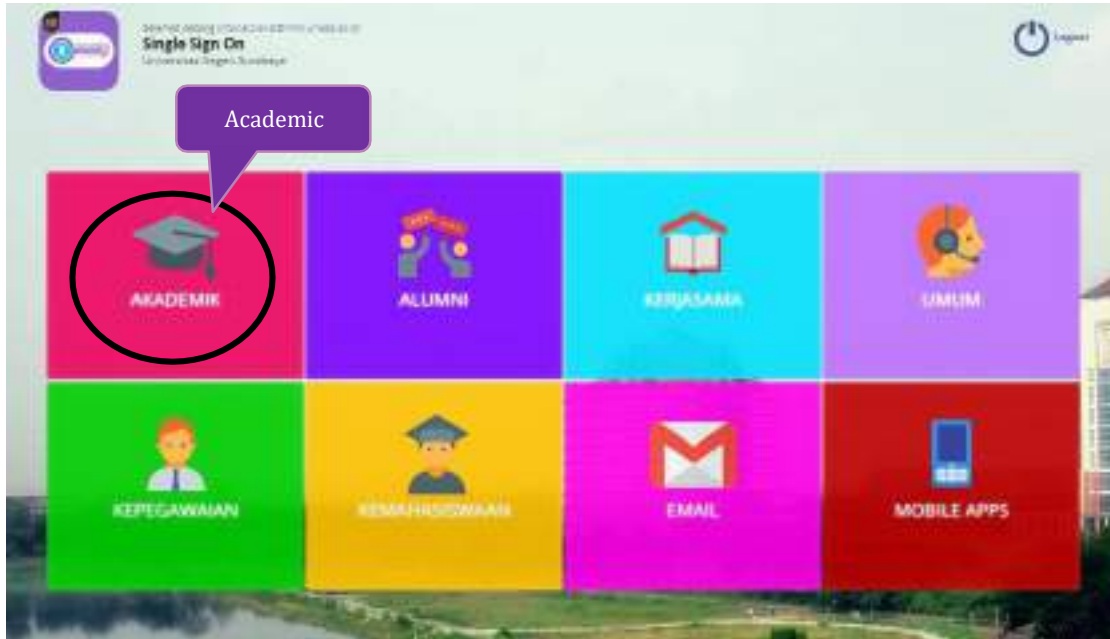
Figure 2.4 SSO dashboard page

Select the 'Academic' menu (Black Circle) to access the SIMPPM page, it will enter a page that contains the academic system menu options as shown in Figure 2.5 below:

Figure 2. 5 Menu of the academic system

Then the user can select the 'SIMPPM' icon, then it will enter on the start page of the SIMPPM for study program, namely the home page as shown in Figure 2.6 below:

Figure 2. 6 SIMPPM dashboard page for study program

There are several main menus on the SIMPPM dashboard display for PPM, where each menu has a different function and appearance, which will be explained in the following points.

2.2 List of Documents

The document list is a page that displays a list of university document templates required for the accreditation process. To enter

on this page, the user can press the 'button Daftar Dokumen', then will enter on a page like Figure 2.7 below:

Figure 2.7 Document list page

To download documents, users can press the button '', **Download** then the document file will be downloaded automatically.

2.3   Submission of Study Programs

Submission of study program is a menu used to complete the identity of the study program that will apply for accreditation. To enter on this page, User can press menu

'**Pengajuan Prodi**', then will enter on the page submission of study programs as shown in Figure 2.8 below:
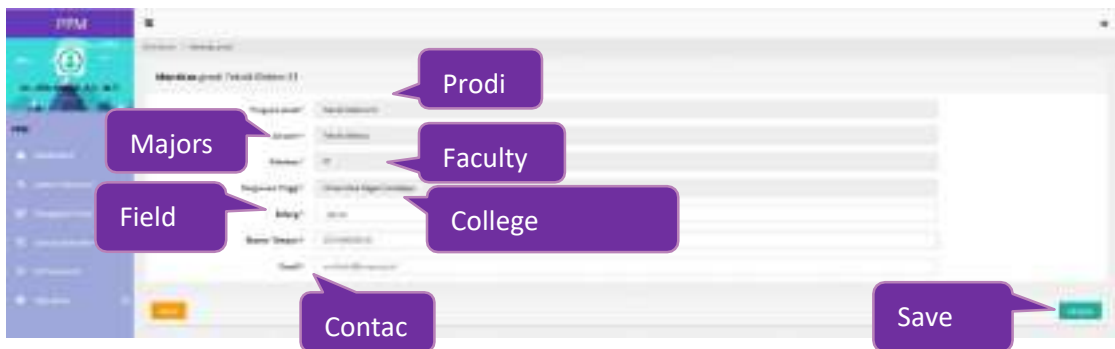

Figure 2. 8 Prodi application page

On the study program submission page, there are several fields of study program identity that must be completed for submission, namely as follows:
1. Study program
2. Majors
3. Faculty
4. College
5. Field
6. No phone
7. E-mail

After all fields for the study program identity are filled in correctly and completely, User

can press the 'button **Simpan**', then the identity of the study program will be saved.

2.4 Upload Dokumen

Upload documents is the page used to upload supporting documents for study program accreditation. To enter on this page, the User can press menu '

[⊡ Upload dokumen]
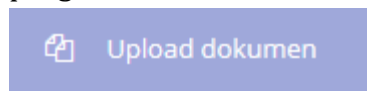
', it will enter on a page like **Figure 2.9** the following:
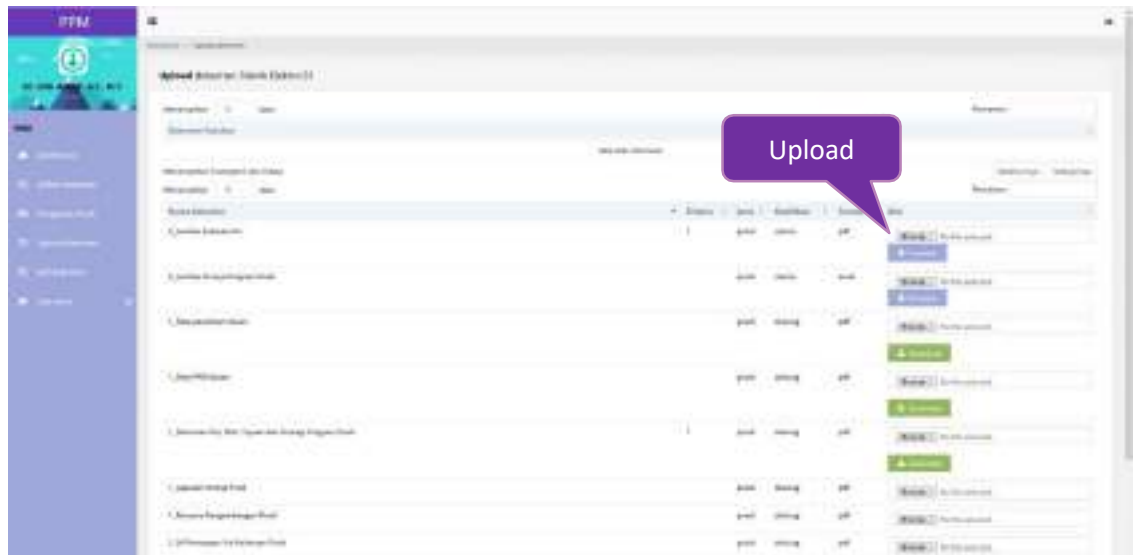

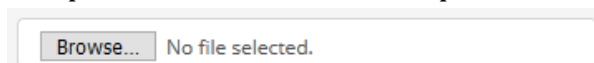Figure 2. 9 Document upload page

The document upload page has provided a document template in accordance with the name of the document to be uploaded, namely in the following manner:

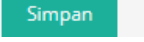1. For download template document, *User* can press the 'button

   [⬇ Template]

   ' then the template will automatically download.

2. To upload documents, *User* can press the 'button

   [Browse... No file selected.] in the column name of the

   document to be uploaded, then press the 'button **[Simpan]** 'in the lower left corner.

2.5 Self-Assesment

Self assessment is a page that is used to evaluate the submission of the study program itself. This page provides documents that have been uploaded by the study program, the results of the scores and the assessment document download service.

To enter on this page, the user can press the menu '   [Self Asesmen] ', then it will enter on a page like Figure 2.10 below:

Figure 2. 10 Self-assessment page

To view the uploaded study program submission documents, the User can press button ' [Lihat] 'then a page will appear containing the identity and documents uploaded by the study program as shown in Figure 2.11 below:
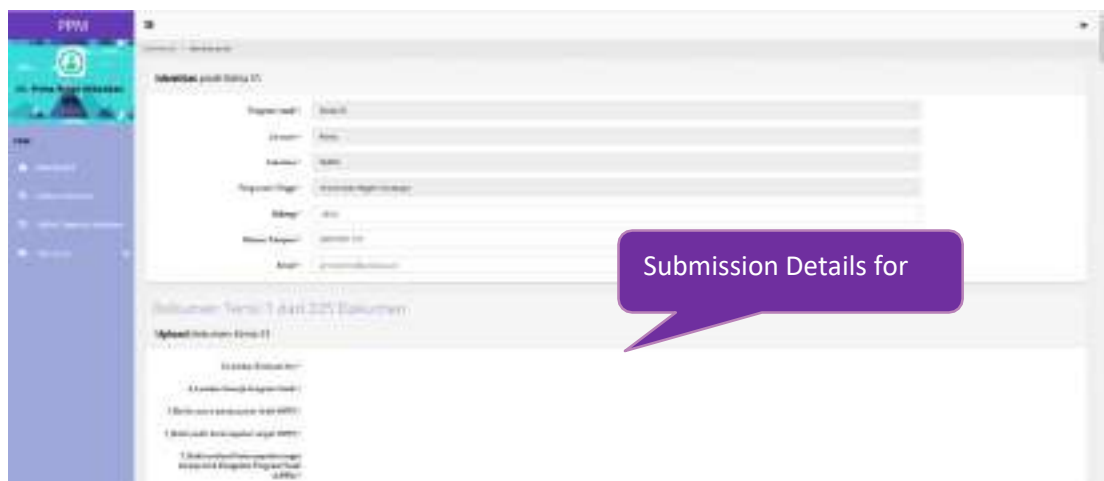

Figure 2. 11 Details of study program submission

To upload self assessment, User can press 'Upload' button, then file will be successfully uploaded and it will look like Figure 2.12 below:
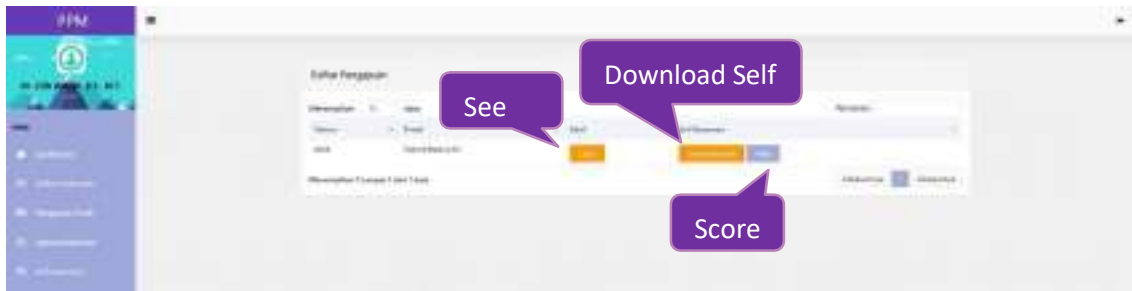
Figure 2. 12 Views after uploading self-assessment

User can press the button '' **Download Self** to download the results of the study program and press the button '' **Nilai** to see the value of the study program submission.

3. SIMPPM UNESA BUSINESS PROCESS

This chapter will discuss the business process from the menus contained in SIMPPM for study programs, from the login process to the application logout.

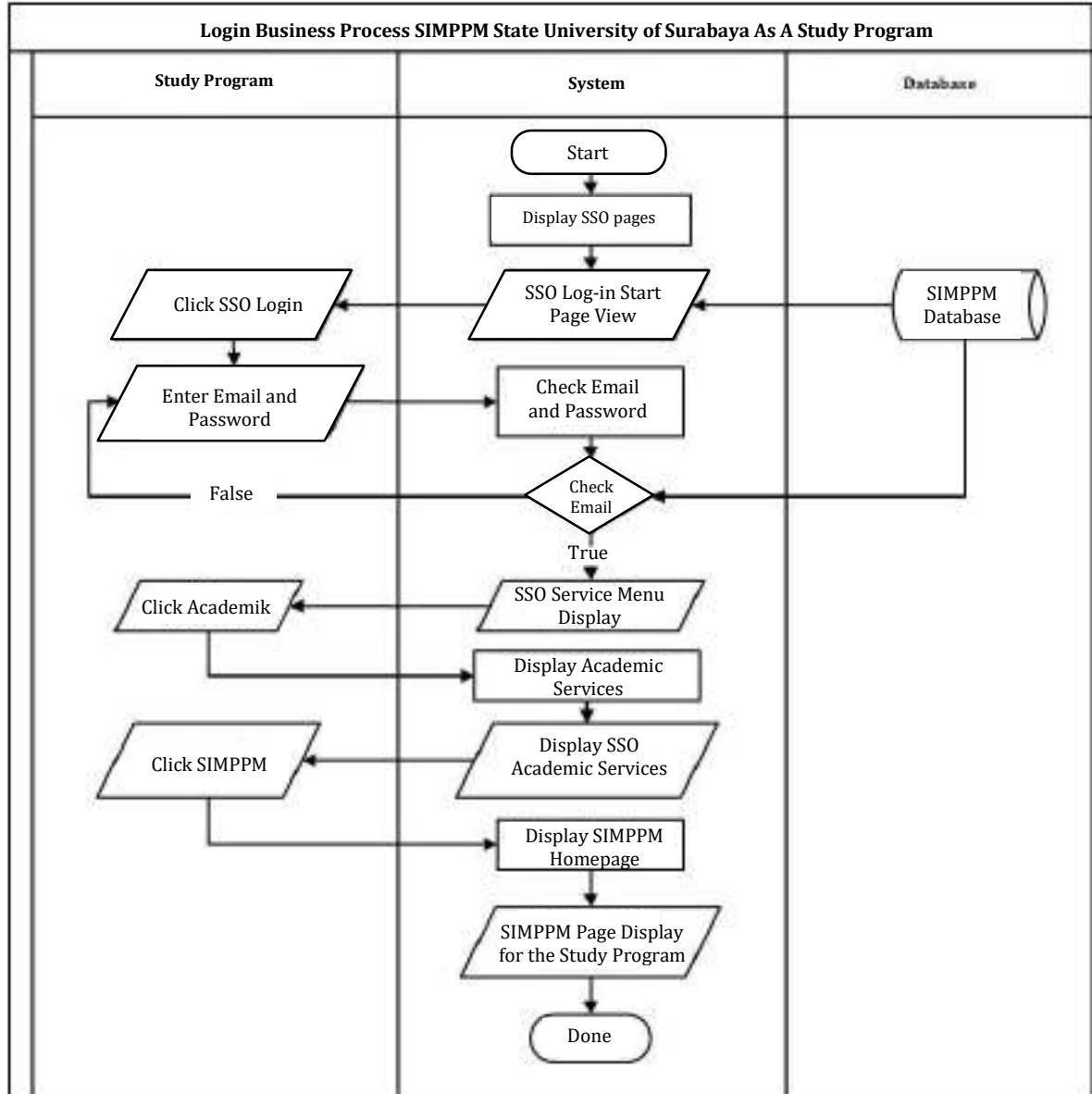### 3.1 SIMPPM UNESA Login Business Process

Figure 3. 1 SIMPPM UNESA login business process for study programs
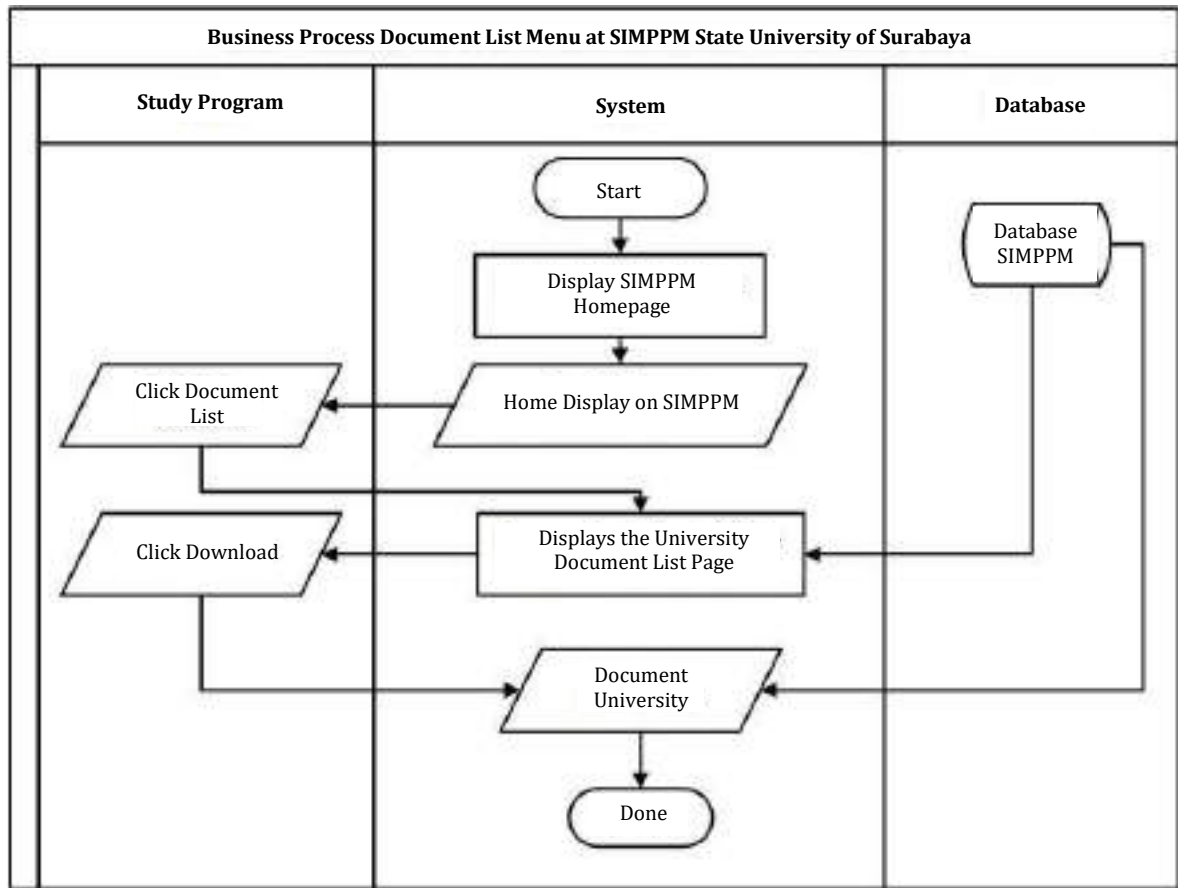
3.2 Document List Business Process

Figure 3. 2 The document listing business process

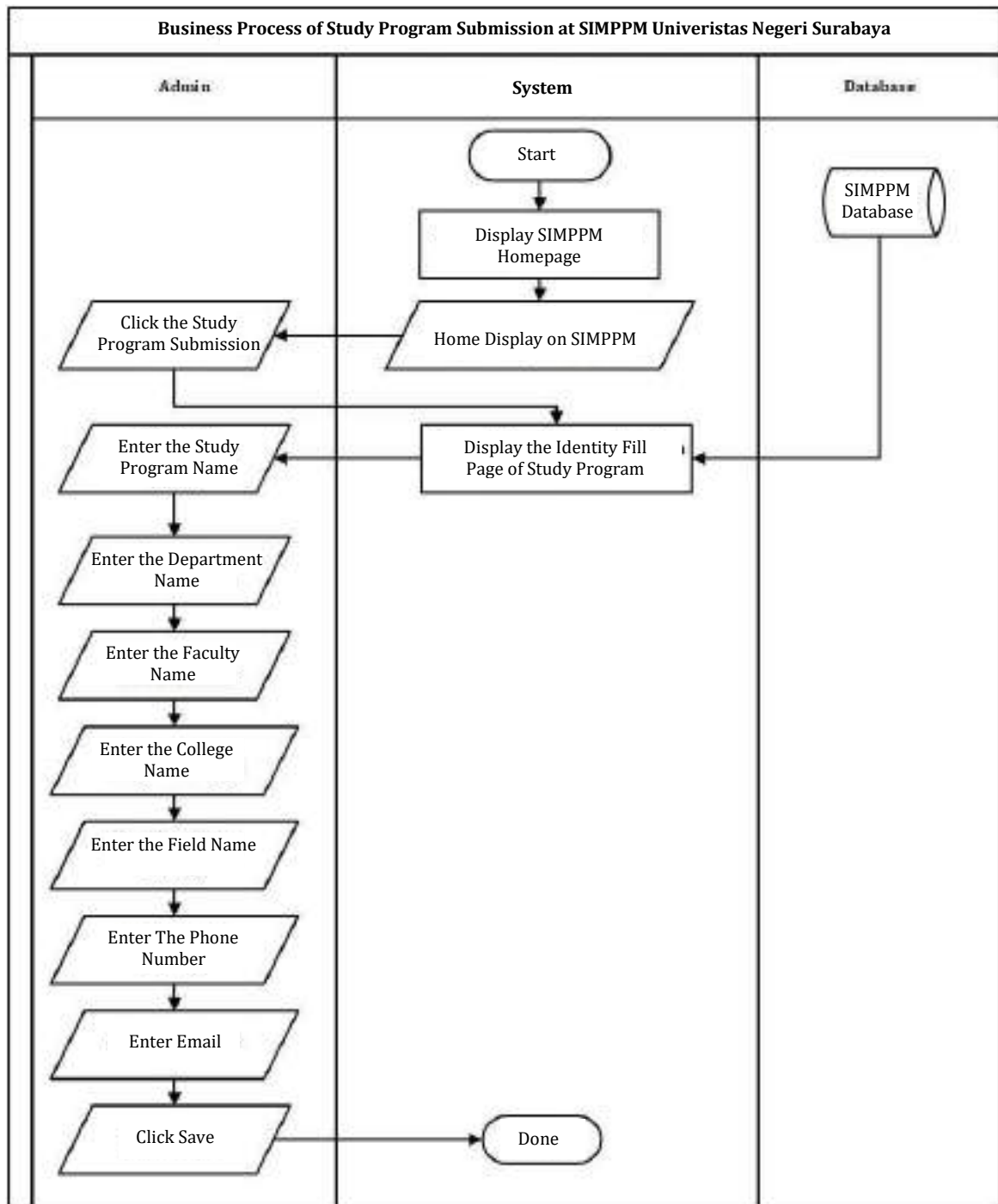## 3.3 Business Process for Study Program Submission

Figure 3. 3 The business process for submitting study programs
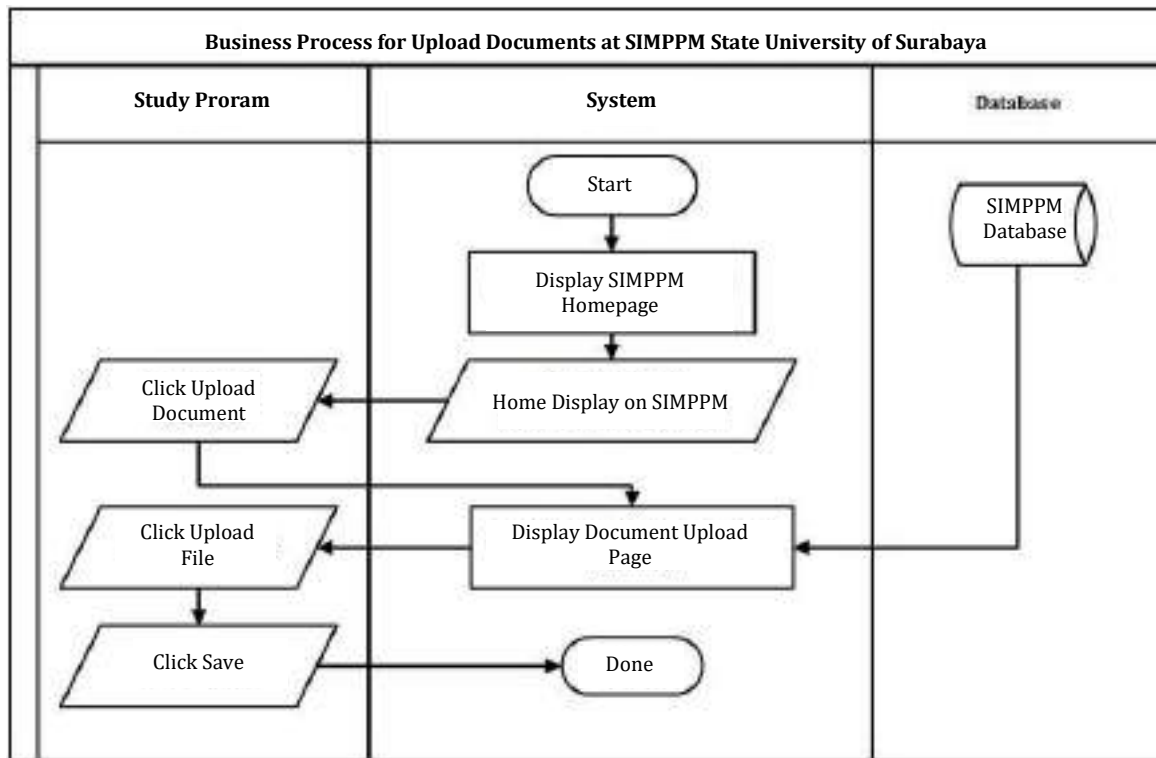
3.4   Document Upload Business Process

Figure 3. 4 Document upload business process
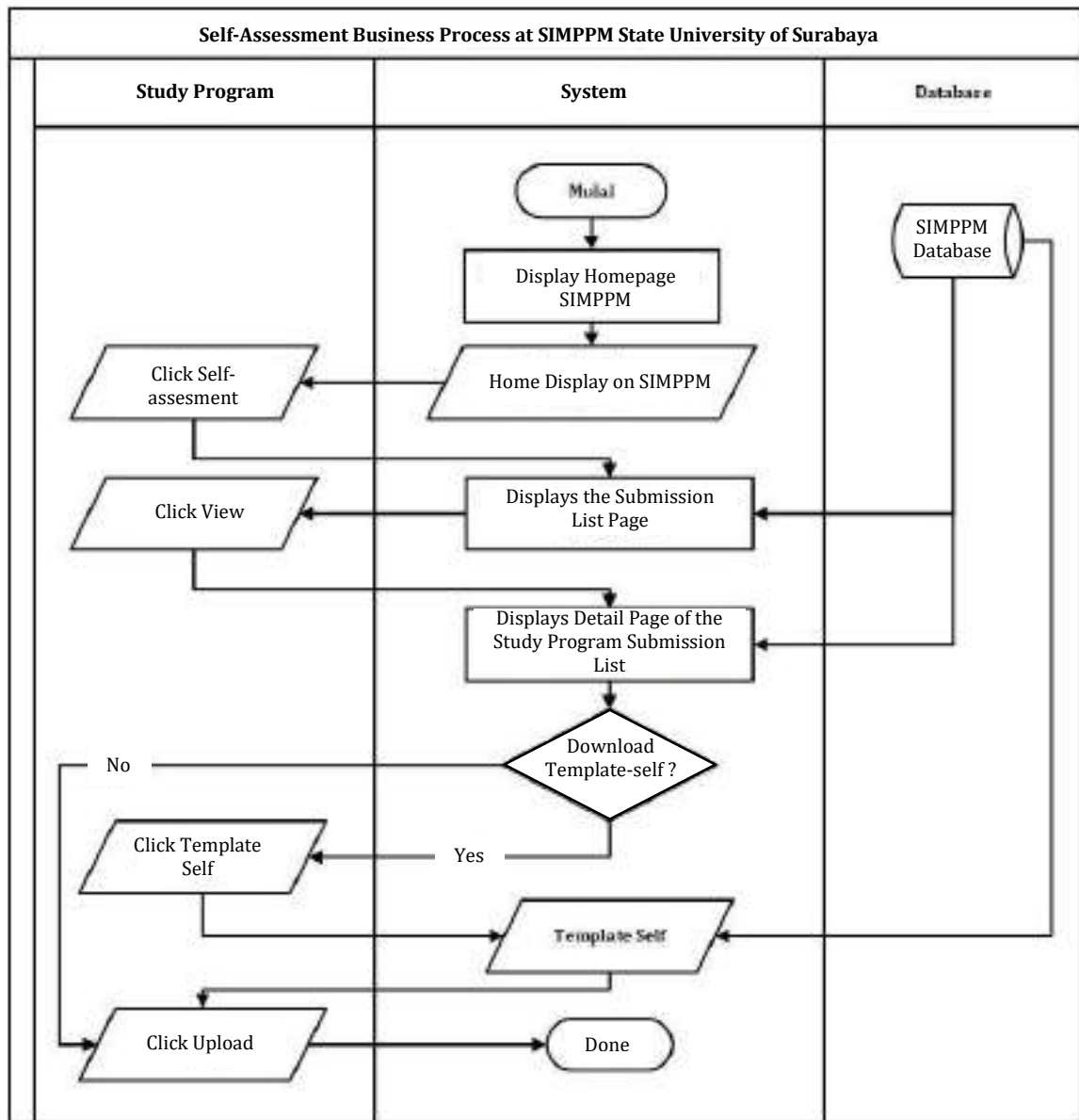
3.5   Self Assessment Business Process

Figure 3. 5 Self assessment business process

3.6   SIMPPM UNESA Logout Business Process

Business Process Logout at SIMPPM State University of Surabaya

Study Program	System	Database

Start

Display Homepage SIMPPM

SIMPPM Database

Click Logout
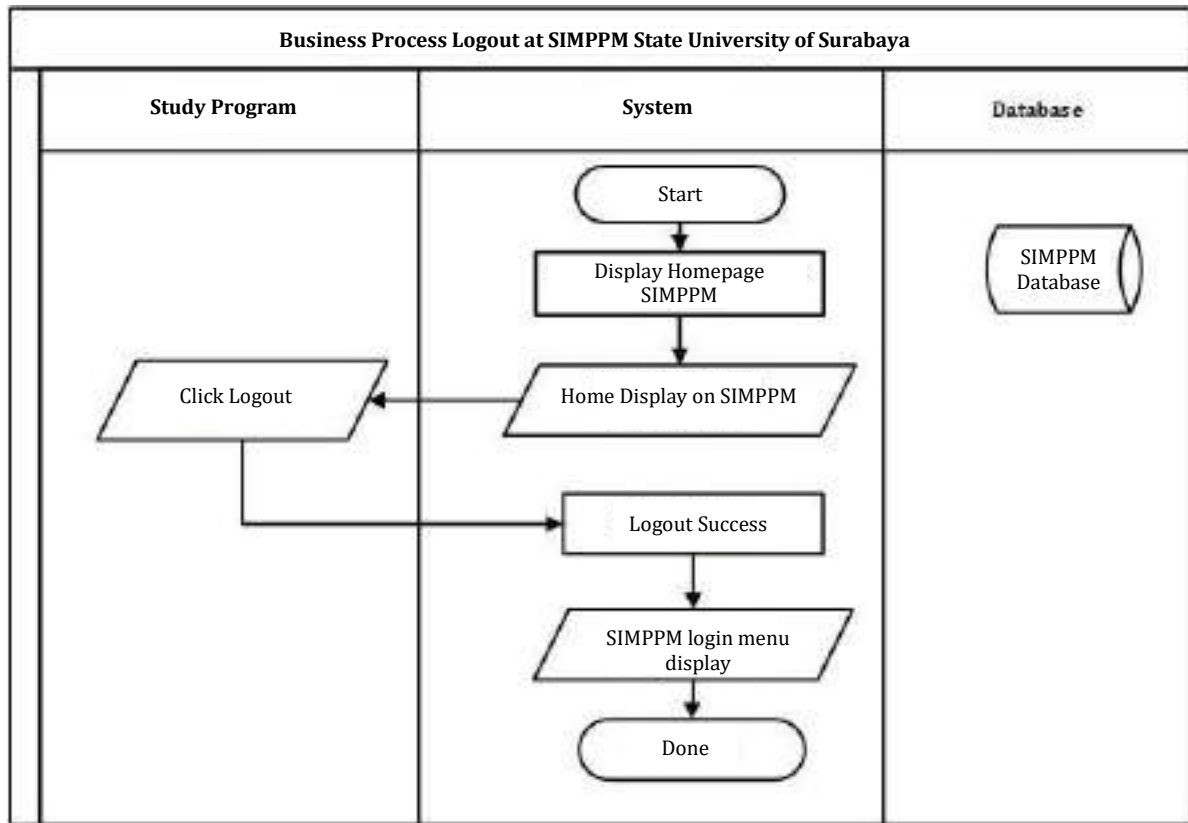
Home Display on SIMPPM

Logout Success

SIMPPM login menu display

Done

Figure 3. 6 The SIMPPM UNESA logout business process