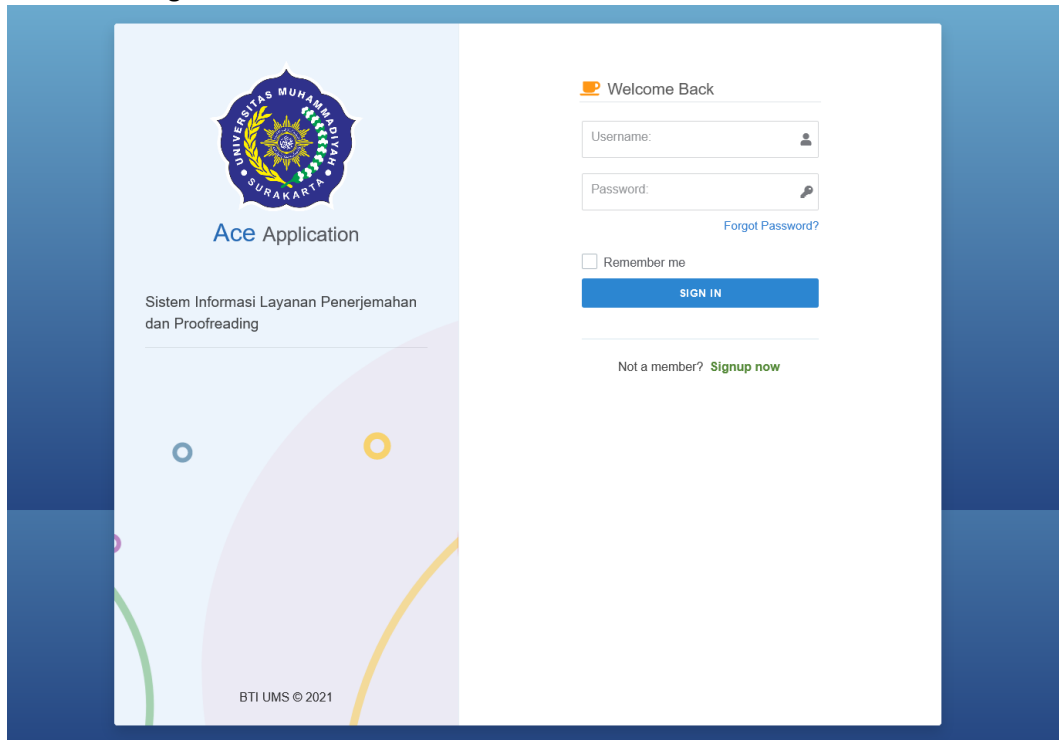


## User Guide Proofreader or Translator

### A. LOGIN

1. Pengguna mengakses laman LanguaCheck pada url : <https://languacheck.ums.ac.id/> lalu klik tombol login



The screenshot shows the login interface for the 'Ace Application'. On the left, there is a logo for Universitas Muhammadiyah Surakarta and the text 'Ace Application' and 'Sistem Informasi Layanan Penerjemahan dan Proofreading'. On the right, there is a login form with the following elements:

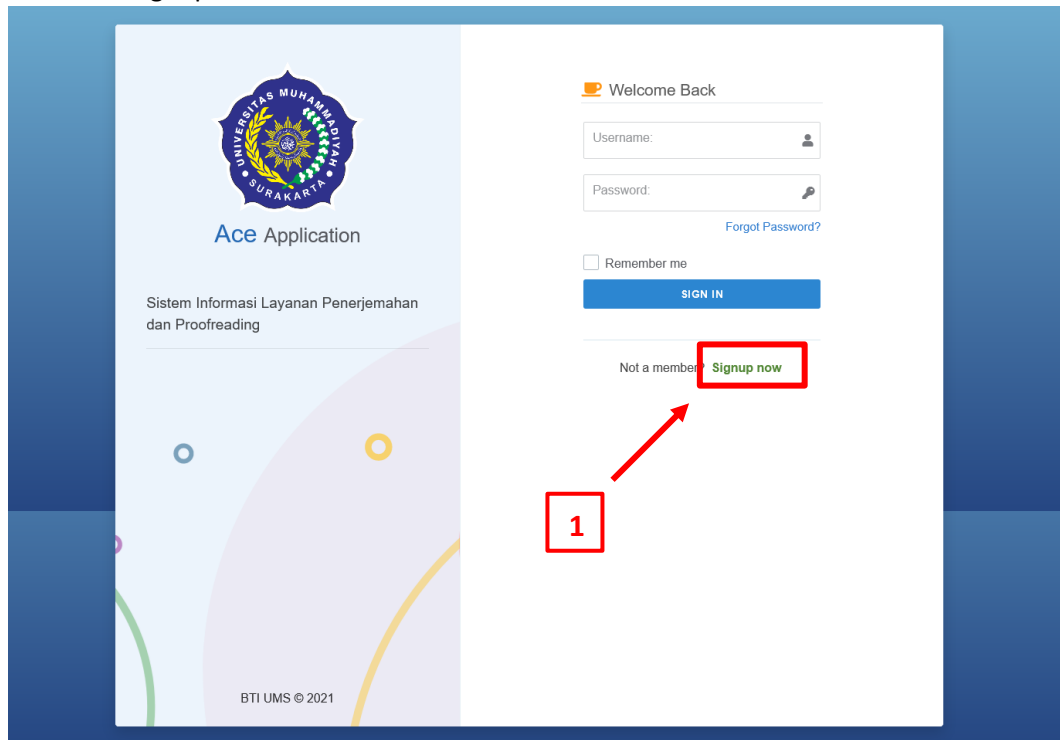
- A 'Welcome Back' message with a user icon.
- A 'Username:' input field with a user icon.
- A 'Password:' input field with a password icon.
- A 'Forgot Password?' link.
- A 'Remember me' checkbox.
- A blue 'SIGN IN' button.
- A 'Not a member? Signup now' link.

At the bottom left of the page, there is a copyright notice: 'BTI UMS © 2021'.

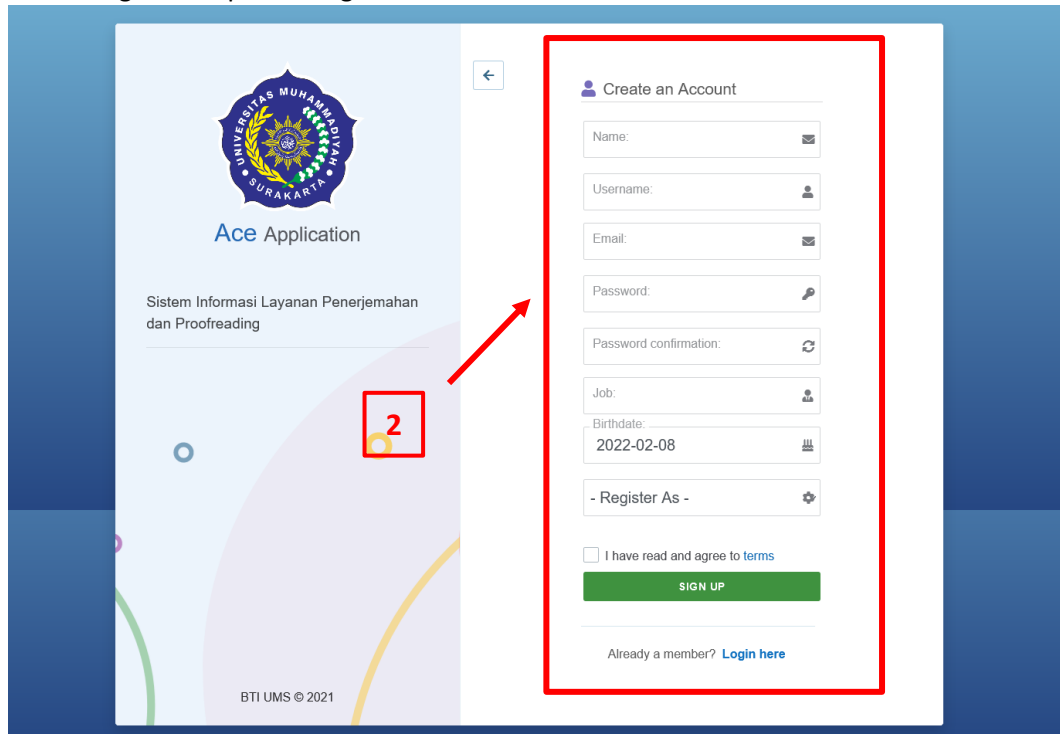
2. Masukan username dan password pada kolom input yang tertera
3. Lalu klik tombol signin

## B. REGISTER

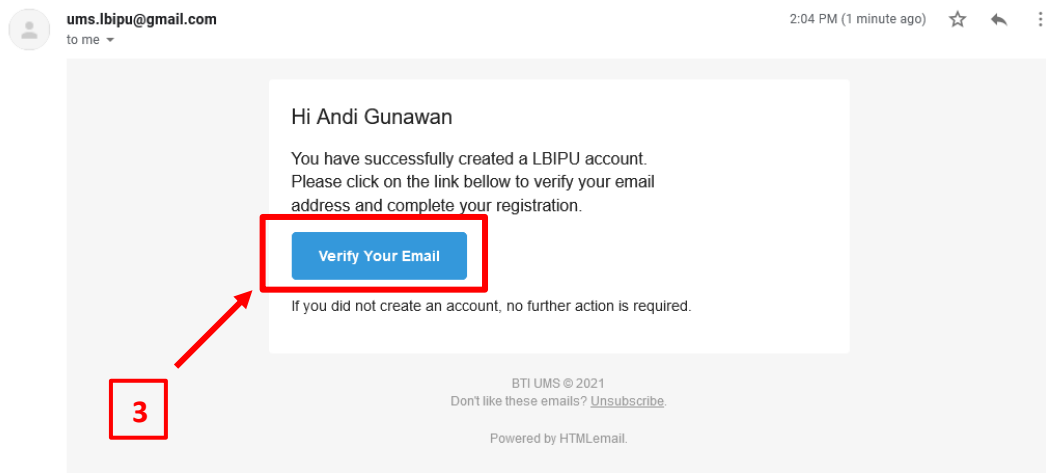
1. Pengguna mengakses laman LanguaCheck pada url : <https://languacheck.ums.ac.id/> lalu klik menu Signup Now



2. Pada form yang muncul, lengkapi data pada form yang tertera lalu klik Sign Up. Pada kolom Register As pilih sebagai Proofreader atau Translator



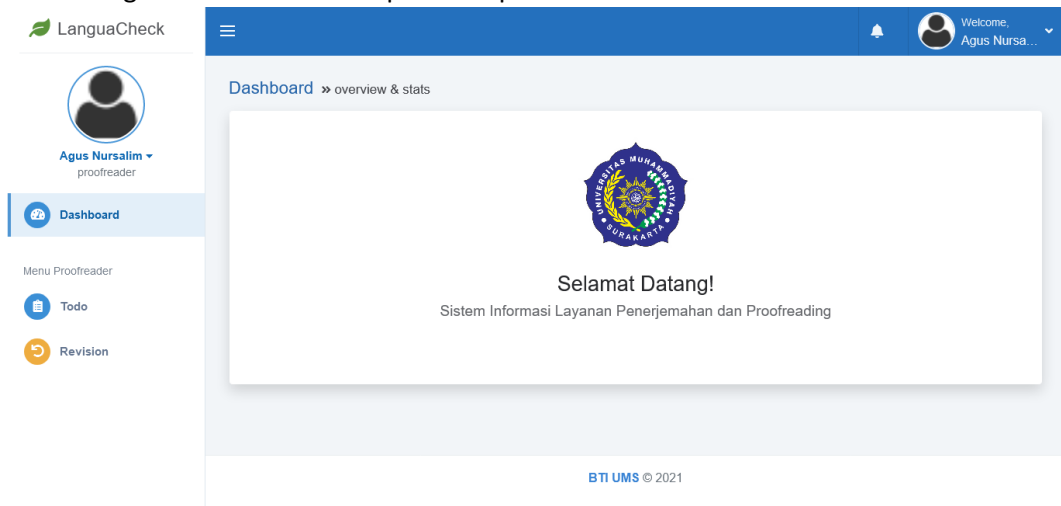
3. Login pada email yang didaftarkan dan lakukan verifikasi pada email yang didaftarkan



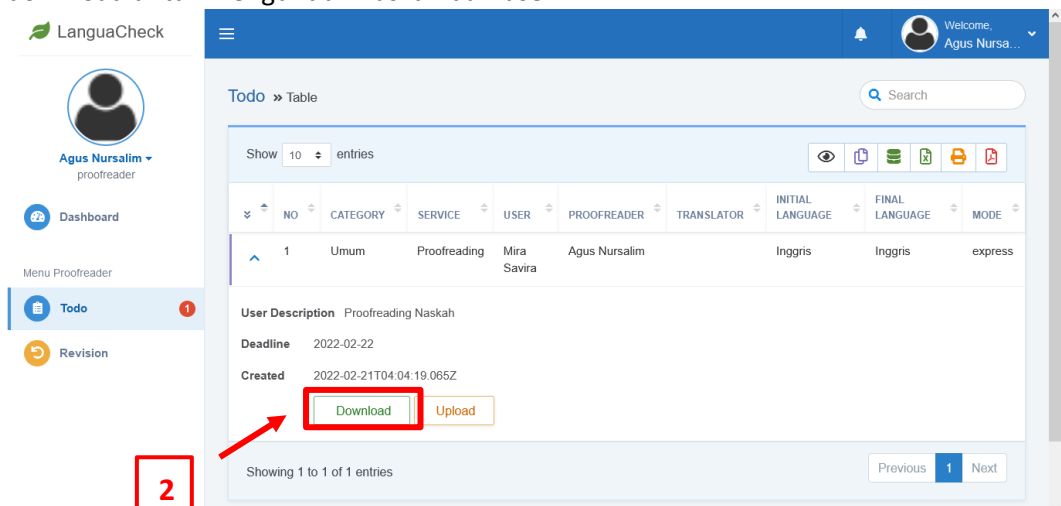
4. Lakukan proses login

### C. Proses Proofreading

1. Setelah login maka akan masuk pada tampilan dashboard



2. Pada menu todo akan muncul list naskah yang harus di proofreading, lalu klik tombol download untuk mengunduh naskah dari user



3. Lakukan proses proofreading dengan memperhatikan deadline, lalu tekan tombol upload untuk mengunggah naskah yang sudah diproofreading. Isi kan form note untuk keterangan dan form file untuk unggah file, lalu tekan tombol submit.

The screenshot shows the LanguaCheck web application interface. On the left is a sidebar with the user profile 'Agus Nursalim proofreader' and navigation options: Dashboard, Menu Proofreader, Todo (highlighted with a red '1'), and Revision. The main content area displays a 'Todo' table with one entry. Below the table, a 'User Description' section shows details like 'Deadline: 2022-02-22' and 'Created: 2022-02-21T04:04:19.065Z'. Two buttons, 'Download' and 'Upload', are visible, with a red box and arrow pointing to the 'Upload' button and a red '3' next to it. Below this is the 'Upload File' modal, which contains a table with columns 'NO', 'NOTE (PROOFREADER)', 'NOTE (REVIEWER)', and 'DOWNLOAD'. The table has one row with '1', 'Hasil Proofreading', 'Sudah Sesuai', and buttons for 'Proofreader' and 'Reviewer'. Below the table is a form with a 'Note' text area and a 'File' upload area with a cloud icon and the text 'Drop images here or click to choose'. A red box and arrow point to this form area, with a red '3' next to it. At the bottom of the modal are 'CANCEL', 'SUBMIT', and 'RESET' buttons.

4. Tunggu naskah di terima oleh reviewer. Jika terdapat revisi maka klik tombol upload untuk melihat apa yang harus di revisi, lalu upload Kembali hasil revisi. Naskah yang sudah di terima oleh reviewer akan hilang dari daftar pada menu todo

This screenshot shows the LanguaCheck interface after the upload process. The sidebar is the same as in the previous screenshot. The main content area shows the 'Todo' table with one entry. Below the table, the 'User Description' section is visible, showing 'Deadline: 2022-02-22' and 'Created: 2022-02-21T04:04:19.065Z'. The 'Download' and 'Upload' buttons are present. The 'Upload File' modal is no longer visible, indicating the process is complete.

5. Pada menu revision merupakan daftar naskah yang diminta direvisi oleh user. Tekan tombol file proofreading untuk mengunduh file hasil proofreading. Tekan tombol review untuk mengunduh file revisi dari user

The screenshot shows the 'Revision' page in the LanguaCheck system. The page header includes the LanguaCheck logo and a user profile for 'Agus Nursalim'. The main content area displays a table with the following data:

NO	CATEGORY	SERVICE	USER	PROOFREADER	TRANSLATOR	INITIAL LANGUAGE	FINAL LANGUAGE	MODE
1	Umum	Proofreading	Mira Savira	Agus Nursalim		Inggris	Inggris	express

Below the table, there are several fields: Step (revision), Word (1000), Total Price (220000), Is Finished (false), and Created (2022-02-21T04:04:19.065Z). At the bottom of the table, there are two buttons: 'File Proofreading' and 'Review'. A red box highlights these buttons, and a red arrow points to the 'File Proofreading' button with the number '5' in a red box.

6. Langkah yang sama untuk melakukan revisi naskah dari user

The screenshot shows the 'Upload File' form in the LanguaCheck system. The form has a table with the following data:

NO	NOTE (USER)	NOTE (PROOFREADER)	DOWNLOAD
1	Ada Revisi		User Proofreader

Below the table, there are two text input fields: 'Note' and 'File'. The 'File' field has a 'Drop images here or click to choose' prompt and a cloud upload icon. At the bottom of the form, there are three buttons: 'CANCEL', 'SUBMIT', and 'RESET'.

## D. Proses Translate

1. Setelah login maka akan masuk pada tampilan dashboard

The screenshot shows the dashboard in the LanguaCheck system. The dashboard header includes the LanguaCheck logo and a user profile for 'Reza Maulana'. The main content area displays a large central area with the text 'Selamat Datang!' and 'Sistem Informasi Layanan Penerjemahan dan Proofreading'. The footer shows 'BTI UMS © 2021'.

2. Pada menu todo akan muncul list naskah yang harus di translate, lalu klik tombol download untuk mengunduh naskah dari user atau dapat menekan tombol file proofreading untuk mengunduh naskah yang sudah diproofread (Jika Ada)

The screenshot shows the LanguaCheck interface. On the left is a sidebar with a user profile for 'Reza Maulana' and a 'Todo' menu item with a notification badge. The main area displays a table with one entry. The entry details are: User Description: Translate Naskah, Deadline: 2022-02-22, Created: 2022-02-21T06:36:32.932Z. Below the details are three buttons: 'Download', 'File Proofreading', and 'Upload'. A red box labeled '2' is placed over the 'Download' button, with an arrow pointing to it.

3. Lakukan proses translate dengan memperhatikan deadline, lalu tekan tombol upload untuk mengunggah naskah yang sudah translate. Isi kan form note untuk keterangan dan form file untuk unggah file, lalu tekan tombol submit.

This screenshot is identical to the previous one, showing the 'Todo' table with the 'Download', 'File Proofreading', and 'Upload' buttons. A red box labeled '3' is placed over the 'Upload' button, with an arrow pointing to it.

The screenshot shows the 'Upload File' form. It has a table with one entry: NO: 1, NOTE (TRANSLATOR): Hasil Translate, NOTE (REVIEWER): Sudah sesuai, and a 'DOWNLOAD' button. Below the table are two input fields: 'Note:' and 'File:'. The 'File:' field includes a dashed border and a cloud icon with an upward arrow. A red box labeled '3' is placed over both the 'Note' and 'File' input areas, with an arrow pointing to them.

4. Tunggu naskah di terima oleh reviewer. Jika terdapat revisi maka klik tombol upload untuk melihat apa yang harus di revisi, lalu upload Kembali hasil revisi. Naskah yang sudah di terima oleh reviewer akan hilang dari daftar pada menu todo

The screenshot shows the 'LanguaCheck' dashboard. The sidebar on the left contains a user profile for 'Reza Maulana translator' and navigation options: 'Dashboard', 'Menu Translator', 'Todo' (highlighted with a red notification badge), and 'Revision'. The main content area is titled 'Todo >> Table' and features a search bar and a table with columns: NO, CATEGORY, SERVICE, USER, PROOFREADER, TRANSLATOR, INITIAL LANGUAGE, FINAL LANGUAGE, and MODE. A single entry is visible with NO: 1, CATEGORY: Umum, SERVICE: Translate, USER: Mira Savira, PROOFREADER: Reza Maulana, INITIAL LANGUAGE: Indonesia, FINAL LANGUAGE: Inggris, and MODE: express. Below the table, there is a 'User Description' section with 'Translate Naskah', a 'Deadline' of '2022-02-22', and a 'Created' timestamp. At the bottom of this section are three buttons: 'Download', 'File Proofreading', and 'Upload'. A footer indicates 'Showing 1 to 1 of 1 entries 1 row selected' with 'Previous' and 'Next' navigation buttons.

5. Pada menu revision merupakan daftar naskah yang diminta direvisi oleh user. Tekan tombol file translate untuk mengunduh file hasil translate. Tekan tombol review untuk mengunduh file revisi dari user

The screenshot shows the 'LanguaCheck' dashboard with the 'Revision' menu selected. The sidebar on the left is similar to the previous screenshot, but 'Revision' is highlighted with a red notification badge. The main content area is titled 'Revision >> Table' and features a search bar and a table with the same columns as the 'Todo' menu. A single entry is visible with NO: 1, CATEGORY: Umum, SERVICE: Translate, USER: Mira Savira, PROOFREADER: Reza Maulana, INITIAL LANGUAGE: Indonesia, FINAL LANGUAGE: Inggris, and MODE: express. Below the table, there is a 'Step' section with 'revision', 'Word' count of '1000', 'Total Price' of '220000', 'Is Finished' set to 'false', and a 'Created' timestamp. At the bottom of this section are two buttons: 'File Translate' and 'Review'. A footer indicates 'Showing 1 to 1 of 1 entries' with 'Previous' and 'Next' navigation buttons.

6. Langkah yang sama untuk melakukan revisi naskah dari user

The screenshot shows the 'Upload File' dialog box. At the top, there is a search bar and a table with columns: NO, NOTE (USER), NOTE (TRANSLATOR), and DOWNLOAD. A single entry is visible with NO: 1 and NOTE (USER): 'Ada Revisi'. Below the table, there are two input fields: 'Note' and 'File'. The 'File' field has a dashed border and contains the text 'Drop images here or click to choose' with a cloud upload icon. At the bottom of the dialog, there are three buttons: 'CANCEL', 'SUBMIT', and 'RESET'.