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# Daftar isi

## Pendahuluan

**Memulai Repository** 

### **Halaman Repository**

#### **Membuat Account Baru**

- Halaman Utama Create Account
- Halaman Utama Informasi Create account

#### Login

- Halaman Utama Login
- Halaman Utama User, Editor dan Administrator

### **Entry Data Baru**

- Halaman Utama Pilihan Type Data
- Halaman Utama Upload Bahan
- Halaman Utama Pilihan Format File
- Halaman Utama Detail Files
- Halaman Utama Pilihan Subject Data
- Halaman Utama Deposit Data Ke Repository
- Halaman Utama Mnage Deposite Bagi Administrator

#### **Edit Data Lama**

- Gambar Manage Deposits "Live Arcive"
- Halaman utama Details
- Halaman utama Actions
- Halaman Utama Informasi Details



# Pendahuluan

Repository Unand merupakan media penyimpanan naskah, dokumen karya ilmiah, skripsi, penelitian, tesis gambar, video, audio, dan sebagainya, yang dibuat oleh segenap sivitas akademika Unand agar dapat digunakan bersama bagi seluruh pengguna yang berkepentingan atau peduli dengan peningkatan pendidikan di Indonesia.

Untuk dapat menggunakan Repository, berikut ini adalah urutan langkahlangkahnya (uraian tentang

langkah-langkah penggunaan Eprints tersebut hanya dapat dilakukan setelah Anda memiliki *account* 

/ akun di URL Repository Unand). Account untuk tiap dosen sebaiknya menggunakan email@unand.ac.id.

# Memulai Repository

Untuk memulai Repository dengan mengetikkan url repository.unand.ac.id di address bar webbrowse yang di gunakan (mozila, Opera, IE, Google chrome, dll). Maka akan tampil halaman utama, seperi gambar di bawah ini :

# Halaman Utama Repository

| Home About Browse by Y | ar   Browse by Subject   Browse by Division   Browse by Author   |   |
|------------------------|--|---|
| Login   Create Account | Welcome to Repository Universitas Andalas  | S |
|                        | 🔊 Atom 🔊 RSS 1.0 🕤 RSS 2.0   |   |
|                        | Material Repository Terbaru           Lihat material yang dimuat dalam satu minggu terakhir.   |   |
|                        | Yenelusuran material repository dengan menggunakan kata pencari.   |   |
|                        | Ielusur Subjek Repository           Menelusur pangkalan data berdasar subjek atau teman-tema umum.                                   |   |
|                        | Informasi Mengenai Repository Universitas Andalas<br>Uraian singkat berkenaan dengan repository Universitas Andalas.                 |   |
|                        | Kebijakan Umum Repository           Kebijakan untuk pemuatan dan penggunaan material yang ada pada repository Universitas<br>Andala. |   |

- Untuk masuk kehalaman utama administrasi, maka kepada setiap administrator fakultas akan diberikan satu username dan password
- Akses yang diberikan kepada setiap administrator terbatas untuk "direktori" fakultas atau lembaganya
- Jika administrator "salah" menempatkan direktori, ternyata pada fakultas lain, maka artikel/item yang diupload otomatis masuk untuk di review terlebih dahulu oleh superadministrator web repository



- Akses yang diberikan kepada administrator fakultas adalah akses Editor yang setingkat dibawah superadministrator web repository
- Manajemen repository
  - Create Account Baru
  - Login
  - Entry data baru
  - Edit data lama

# Membuat Account di Repository Unand

Merupakan account yang di gunakan untuk meakses repository unand dan untuk Klik Create Account, maka akan tampil halaman utama create account seperti pada gambar di bawah ini:

#### Halaman Utama Create Account

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|   |  | Register  |   |         |
|   | In order to access some are<br>us or using any of our servic | aas of the repository, you'll need a <i>user registration</i> . No char<br>ces. | ge is made for registering with           |         |
|   | This page lets you register v<br>and deposit items.          | with Repository Universitas Andalas. This will allow you to s                   | ave searches, receive alerts              |         |
|   | Your new password will nee                                   | ed to confirm your email address by using a code which will                     | be mailed to you.                         |         |
|   | If you have already registere                                | ed but have forgotten your username or password, click here                     | e to set a new password.                  |         |
|   | Name   |   |   |         |
|   | Title Given Name /   | Initials Family Name  |   |         |
|   | <b>Your email address</b><br>This must be a valid email a    | address.  |   |         |
|   | ★ Select a username<br>A username must begin wit             | th a letter and only contain letters and numerals.                              |   |         |
|   | <b>× Select a password</b><br>A combination of uppercase     | and lowercase letters and numerals.   |   |         |
|   | Register   |   |   |         |
| tory Universitas Andalas is powered by EPrint | s 3 which is developed by the School of Electronics a        | and Computer Science at the University of Southampton. More information ar      | nd software credits.                      | Piprint |

Setelah klik tab create account maka kita di bimbing pada tahapan awal yang mengharuskan untuk mengisi biodata, yang mempunyai beberapa pilihan wajib isi,



- Your Email : Sebagai verivikasi acoount
- Select a Username : User untuk login ke repository
- Select a Passwaord : security account untuk login
- Kemudian klik register,

#### Halaman Utama Informasi Create account

| Register - Repository Universitas Andalas - | Mozilla Firefox                     | Control - Control And                                   |                                       |          |                     |          |
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| Repository Univ                             | versitas Anda                       | las   |                                       |          |                     | <b>£</b> |
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| Login   Create Account                      |                                     |   |                                       |          |                     | Search   |
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|   | You have registered with u          | sername Rafi.   |                                       |          |                     |          |
|   | This registration will not be       | activated until you visit the confirmation URL which ha | s been emailed to a_sfree8yahoo.com   |          |                     |          |
|   |                                     |   |                                       |          |                     |          |

Pesan pada gambar di atas menandakan kita sudah berhasil untuk mendaftarkan account di repository, dan setelah itu kita di minta untuk mengakses email yang di gunakan untuk mendaftar ke ropsitory untuk verifikasi account.



# Login Repository

Merupakan Proses yang di lakakun untuk meakses dan menggunakan layanan dari repository

Klik Login yang ada di pojok kiri makan akan tampil halaman login sepet di bawah ini :

#### Halaman Utama Login



Masukkan User name yang sudah di daftarkan dengan password yang di kirim kan ke emil yang digunakan untuk mendaftarkan account di Repository Unand, kemudin klik login, maka akan tampil Halaman Utama Administrator seperti gambar di bawah ini:

## Halaman Utama User, Editor dan Administrator,

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| The Repository is powered by <u>EPrints 3</u> which is developed by the <u>School of Electronics and Computer Science</u> at the University of Southampton. <u>More information and software or</u> | adits.                           | èprints       |



# Entry Artikel Baru

Pada Halaman Utama Adinistrator, User atau Editor klik tab New Item, maka akan muncul halaman utama tahapan entry data/artikel ke repository

### Halaman Utama Pilihan Type Data

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| 9   | Ø Article<br>An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium,<br>such as an online journal or news website.   |          |                     |                |
| C   | Book Section<br>A chapter or section in a book.   |          |                     |                |
| e   | <ul> <li>Monograph         A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.     </li> </ul>   | 1        |                     |                |
| C   | Onference or Workshop Item<br>A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference<br>item has been published in a journal or book then please use "Book Section" or "Article" instead. |          |                     |                |
| C   | Book<br>A book or a conference volume.  |          |                     |                |
| C   | Thesis<br>A thesis or dissertation.   |          |                     |                |
| C   | Patent<br>A published patent. Do not include as yet unpublished patent applications.  |          |                     |                |
| C   | An artist's artefact or work product.   |          |                     |                |
| C   | Show/Exhibition<br>An artist's exhibition or site specific performance-based deposit.   |          |                     |                |
| e   | Composition<br>A musical composition.   |          |                     |                |
| e   | Performance<br>Performance of a musical event.  |          |                     |                |
| C   | A divital photograph or visual image  |          |                     |                |
| Done  |   |          |                     |                |
| (***) • • • • • • • • • • • • • • • • • •   | 💣 🔟 📶 O 🗳 🔗 🚷 🛷 🚾 🦊   |          | - 🖻 🖬 I             | ) 10:25 PM     |

Entry dimulai dengan memilih tipe materi yang akan disimpan, pilihannya:



• Article

Artikel pada jurnal, majalah, surat kabar. Tidak harus peer reviewed. Bisa berupa jurnal online.

Book Section

Bagian tulisan dari suatu buku



#### • Monograph

Laporan Teknik, Laporan Proyek, dokumentasi, manual, working paper atau discussion paper.

#### • Conference or Workshop Item

Paper, poster, pidato, kuliah, presentasi. Jika hasil pidato sudah dimuat di buku, maka gunakan *Book Section* atau *Article*.

Atau tipe lainnya:

- Book •
- Thesis
- Show/Exhibition
- Composition

•

Performance

- Image
- Video
- Audio
- Dataset
- Teaching Resource

Setelah type data sudah di tentukan kilk next untuk melanjutkan ke tahapan Menempatkan Bahan Keserver, dengan mengkilk tab browse

#### Halaman Utama Upload Bahan

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Setelah data di tentukanu klik upload, maka akan tpil seperti gambar berikut:

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Setelah file ter-*upload*, maka ada beberapa informasi yang wajib diisi, . Yaitu "Format" dan akses "Visible to".

- Format adalah pilihan seperti pdf, word, ppt
- Visible adalah pilihan apakah file bisa diakses umum atau anggota repository. <u>Isikan saja Anyone</u>
- Setelah, terisi, lanjutkan dengan menekan tombol 'Next" Maka akan tampil seperti gambar Halaman Utama Pengisian Detil Informasi di bawah ini:

#### Halaman Utama Detail Files

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- Bahan yang sudah terupload di isikan data yang lebih detailnya antara lain seperti:
  - Title: judul
  - Abstract: abstrak bahan
  - Creators: Penulis, baiknya e-mail yang ada diisi
  - Divisions: isi dengan pilihan asal <u>fakultas/program</u> studi/kegiatan penulis. (lihat keterangan mengenai divisi)
  - Publication Details
    - ✓ Refereed: apakah bahan tsb pernah dinilai, reviewed?



- ✓ Status: apakah bahan tsb pernah diterbitkan ?
- ✓ Publisher: penerbit
- ✓ Date: tanggal terbit.
- Informasi yang wajib diisi , harus diisi!
- Usahakan isikan semua data secara lengka
- Setelah semua terisi/ terpilih maka klik next untuk melanjutkan ke tahap berikutnya, maka akan tampil halaman Subject, untuk menentukan subject atau kategor data yang di upload, seperti gambar di bawah ini :

## Halaman Utama Pilihan Subject Data

| deposits   Profile   <mark>Saved searches</mark>   <u>Review</u>   <u>Admin</u>  | n   Edit page phrases   Logout                   |
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| Subjects   |  |
| Search for subject:  | Search Clear                                     |
| <ul> <li>A General Works</li> <li>B Philosophy. Psychology. Religion</li> <li>C Auxiliary Sciences of History</li> <li>D History General and Old World</li> <li>E History America</li> <li>F History United States, Canada, Latin Ame</li> <li>G Geography. Anthropology. Recreation</li> <li>H Social Sciences</li> <li>J Political Science</li> <li>K Law</li> <li>L Education</li> <li>M Music and Books on Music</li> <li>N Fine Arts</li> <li>P Language and Literature</li> <li>Q Science</li> <li>R Medicine</li> <li>S Agriculture</li> <li>T Technology</li> <li>U Military Science</li> <li>V Naval Science</li> <li>Z Bibliography. Library Science. Information</li> </ul> | erica  |

Setelah Subject terpilih maka klik next, untuk mendepositkan data ke repository, maka akan tampil gambar Tampilan Halaman Utama Deposit, seperti gambar di bawah ini :

### Halaman Utama Deposit Data Ke Repository

| ige deposits   Profile   | <u>Saved searches</u>   <u>Review</u>   <u>Admin</u>   <u>Edit page phrases</u>   <u>Logout</u>  |
|--|--|
|  | You are both <u>a depositor</u> and <u>an editor</u> of this item.   |
|  | Type → Upload → Details → Subjects → Deposit   |
| For work being dep   | osited by its own author: In self-archiving this collection of files and associated bibliographic  |
| For work being der<br>metadata, I grant The<br>declare that this matures<br>responsibility if there<br>assert their copyright  | <b>posited by its own author:</b> In self-archiving this collection of files and associated bibliographic<br>Repository the right to store them and to make them permanently available publicly for free on-line.<br>erial is my own intellectual property and I understand that The Repository does not assume any<br>is any breach of copyright in distributing these files or metadata. (All authors are urged to prominent<br>on the title page of their work.)  |
| For work being dep<br>metadata, I grant The<br>declare that this mati-<br>responsibility if there<br>assert their copyright<br>For work being dep<br>associated bibliograp<br>accept full responsibi | <b>posited by its own author:</b> In self-archiving this collection of files and associated bibliographic<br>repository the right to store them and to make them permanently available publicly for free on-line.<br>erial is my own intellectual property and I understand that The Repository does not assume any<br>is any breach of copyright in distributing these files or metadata. (All authors are urged to prominent<br>on the title page of their work.)<br><b>posited by someone other than its author:</b> I hereby declare that the collection of files and<br>hic metadata that I am archiving at The Repository) is in the public domain. If this is not the case, I<br>lity for any breach of copyright that distributing these files or metadata may entail. |

- Bahan yang sudah lengkap diisi detail dan subject, akhirnya siap untuk di-muat ke web repository.
  - Jika anda memuat bahan/artikel sesuai dengan hak akses anda terutama pada bagian divisi dan subject, maka bahan/artikel tersebut dapat langsung termuat pada web repository. Tapi,
  - Jika anda memuat bahan/artikel <u>tidak</u> pada bagian divisi dan subject diluar hak akses anda, maka bahan/artikel tersebut harus terlebih dahulu di "review" oleh super administrator.
- Silahkan ulangi lagi proses pertama "New Item" untuk menambahkan bahan lainnya.

## Halaman Utama Mnage Deposite Bagi Administrator

|                      | Manage deposits  |                  |                              |         |
|----------------------|--|------------------|------------------------------|---------|
| 🖬 Help               |  |                  |                              |         |
|                      | New Item Import Items  |                  |                              |         |
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|                      | 🗹 User Workarea. 🔽 Under Review. 🗹 Live Archiv   | ve. 🔲 Retired.   |                              |         |
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| 10 Apr 2010<br>23:46 | UNSPECIFIED  | Article          | User<br>Workarea             | Q 🗙 🗹 🍞 |
| 08 Apr 2010<br>17:03 | RANCANGAN UNDANG-UNDANG TENTANG TATA INFORMASI GEOSPASIAL<br>NASIONAL:Suatu tanggapan dari perspektif sosial politik lokal | Monograph        | Live Archive                 | Q       |
| 08 Apr 2010<br>16:53 | Beberapa Catatan tentang Rancangan Undang-undang tentang Desa  | Monograph        | Live Archive                 | Q       |
| 05 Apr 2010<br>16:05 | Pluralisme dan Pembangunan Partisipatif  | Monograph        | Live Archive                 | Q       |
| 05 Apr 2010<br>14:16 | Pengentasan Kemiskinan Berbasis Nagari di Sumatera Barat   | Monograph        | Live Archive                 | Q       |
| 05 Apr 2010          | Sosialisasi Nilai Budaya dalam Keluarga: Upaya Pelestarian Kebudayaan  | Monograph        | Live Archive                 | Q       |



# Edit Data Lama

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| The Repository is powered by <u>EPrints 3</u> which is developed by the <u>School of Electronics and Computer Science</u> at the University of Southampton. <u>More information and software credits</u> . |                        | eìprints |

- Bahan yang ada di situs repository dapat diedit ulang untuk <u>ditambah informasi</u> <u>baru, dikurangi</u> atau bahkan <u>dihapus</u>
  - Untuk menjalankannya, dilakukan dengan mencari bahan yang akan diedit ulang lewat halaman utama admin, contreng V pada "Live Archive"
  - Secara otomatis, maka akan muncul daftar file yang pernah anda upload.
  - Klik pada icor 🔍 pada gambar berikut:

## Gambar Manage Deposits "Live Arcive"

| About Brow           | se by Year   Browse by Subject   Browse by Division   Browse by Author  |           |                |
|----------------------|---|-----------|----------------|
| in as Yopi Fetrian   | <u>Manage deposits   Profile   Saved searches   Review</u>   <u>Admin</u>   <u>Edit page phrases</u>   <u>Logout</u>            |           |                |
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| Last<br>Modified     | Title   | Item Type | Item<br>Status |
| 08 Apr 2010<br>17:03 | 2010 RANCANGAN UNDANG-UNDANG TENTANG TATA INFORMASI GEOSPASIAL NASIONAL:Suatu<br>tanggapan dari perspektif sosial politik lokal |           | Live Archive   |
| 08 Apr 2010<br>16:53 | Apr 2010<br>53 Beberapa Catatan tentang Rancangan Undang-undang tentang Desa  |           | Live Archive   |

Untuk membawa kita ke dalam langkah awal dalam editing data lama, dan bebrapa tahap yang harus di lakukan seperti Detail, Summary, Actions.

Dan tahapan teknisnya seperti paga gambar berikut:

### Halaman Utama Details

| View Item: RANC/<br>NASI<br>You | ANGAN UNDANG-U<br>IONAL:Suatu tangga<br>u are both <u>a depositor</u> and <u>;</u><br>This item is<br><u>http://r</u> | NDANG TENTANG<br>apan dari perspekt<br>an editor of this item. Thi<br>in the repository with the<br>epository.unand.ac.id/2 | TATA INFORMA<br>if sosial utik lo<br>is is ositor scree | SI GEOSPASIAL<br>okal<br>n. |
|---------------------------------|---|---|---|-----------------------------|
| Details                         | Summary   | Actions   | Export  | History                     |
| Item ID:                        | 20  |   |   |                             |
| Revision:                       | 9   |   |   |                             |
| Item Status:                    | Live Archive  |   |   |                             |
| Depositing User:                | Yopi Fetrian  |   |   |                             |
| Directory:                      | disk0/00/00/00/20   |   |   |                             |
| Date Deposited:                 | 08 Apr 2010 17:03   |   |   |                             |
| Last Modified:                  | 08 Apr 2010 17:03   |   |   |                             |
| Last Status Change:             | 08 Apr 2010 17:03   |   |   |                             |
| Item Type:                      | Monograph   |   |   |                             |
| Metadata Visibility:            | Always Show   |   |   |                             |
| Links to files:                 | III ppt   |   |   |                             |
| Number of issues:               | 0   |   |   |                             |
| Creatern                        | l- l  |   |   |                             |

Klik actions, makan akan muncul beberapa pilihan, seperti gambar berikut:

- "New Version"; proses ini adalah mengedit dengan cara membuat versi yang baru.
- "Use as template"; membuat file baru dengan menggunakan dasar yang ada.
- "request deletion"; permintaan menghapus file yang dikirimkan kepada administrator.



### Halaman utama Actions

#### View Item: RANCANGAN UNDANG-UNDANG TENTANG TATA INFORMASI GEOSPASIAL NASIONAL:Suatu tanggapan dari perspektif sosial politik lokal

You are both a depositor and an editor of this item. This is a depositor screen.

This item is in the repository with the URL

http://repository.unand.ac.id/20/

| Details          | Summary   | Actions  | Export                                 | History              |
|------------------|---|--|--|----------------------|
| Newversion       | Use this to submit a new ve<br>make changes to. This iten | ersion of this item. It will<br>n and the new version wi | create an exact copy<br>ill be linked. | which you can then   |
| Use as template  | Create a new item using th items.                         | is item as a template. Ti                                | here will be no connec                 | tion between the two |
| Request deletion | - Request that this item is re                            | moved from the reposito                                  | ıry.                                   |                      |

Untu menentukan pilihan edit apa yang akan di lakukan, dan pilihannya seagai berikut

- Pilihan New Version akan memberi pilihan untuk mengedit bahan yang ada.
- Proses New version akan menjadikan versi yang sebelumnya sebagai "sejarah" file ini.
- Selanjutnya, pilihan edit akan mengantar kembali pada proses yang sudah didiskusikan diatas.

## Halaman Utama Informasi Details

| new versions su    | uccessfully created in  | your work area. You   | ı are now viewin                         | g the new version.                       |                                    |
|--------------------|---|---|--|--|------------------------------------|
|                    | This  | item is still in the use                                    | ers work area.                           |  |                                    |
|                    |   | Move to Revie   |  |  |                                    |
| Details            | Summary   | Actions   | Edit                                     | Export                                   | History                            |
| Item ID:           | 27  |   |  |  |                                    |
| Revision:          | 3   |   |  |  |                                    |
| Item Status:       | User Workarea   |   |  |  |                                    |
| Depositing User:   | Yopi Fetrian  |   |  |  |                                    |
| Directory:         | disk0/00/00/00/27   |   |  |  |                                    |
| Last Modified:     | 11 Apr 2010 00:18   |   |  |  |                                    |
| ast Status Change: | 11 Apr 2010 00:18   |   |  |  |                                    |
| Item Type:         | Monograph   |   |  |  |                                    |
| Later Version of:  | Alfitri, Alfitri <u>RANCA</u><br><u>GEOSPASIAL NAS</u><br>Jurusan Sosiologi E | NGAN UNDANG-UN<br>IONAL:Suatu tangga<br>ISIP Unand (Unpubli | DANG TENTAI<br>apan dari perspe<br>shed) | IG TATA INFORM<br>ektif sosial politik k | <u>AS/</u><br>o <u>kal.</u> Other. |

Infomrasi yang menyatakan kita sudah selesai meng-edit data yang sudah di upload ke repository, dan edit untuk mengulangi ke perintah awal pengeditan data lama.