

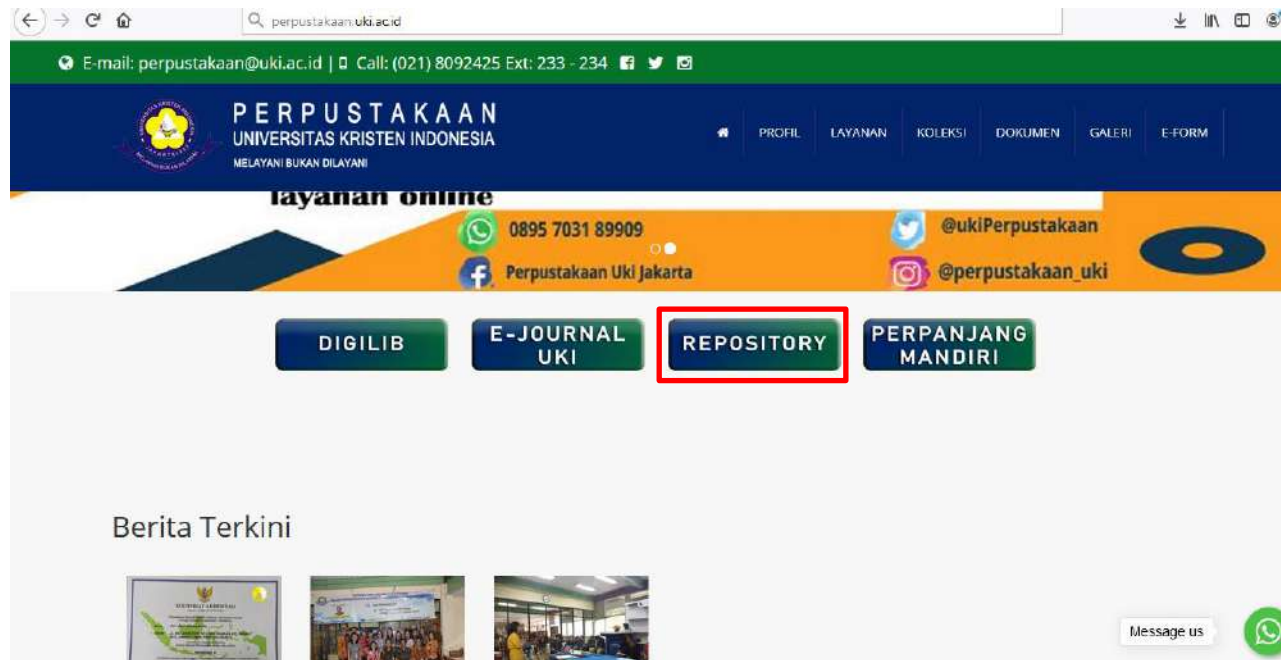


PANDUAN MENGUNGGAH (UPLOAD) FILE

Panduan C

Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

- Masuk ke website perpustakaan UKI : <http://perpustakaan.uki.ac.id/>
- Pilih repository seperti gambar berikut



Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

- Kemudian akan muncul tampilan *Repository* UKI



Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

- Klik **Login** dan masukkan username dan password



- Kemudian akan muncul tampilan seperti berikut



Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

- Klik ***New Item***, kemudian akan muncul tampilan seperti ini



The screenshot displays the web interface of the Universitas Kristen Indonesia Institutional Repository. The header includes the university name and logo. A navigation menu offers options like 'Home', 'About', and 'Browse by Year'. The main content area shows 'Edit item: Article #4158' with a breadcrumb trail: 'Type' → 'Upload' → 'Details' → 'Subjects' → 'Deposit'. Below this are 'Save and Return', 'Cancel', and 'Next >' buttons. A modal window titled 'Item Type' is open, listing various item categories with radio buttons. The 'Article' option is selected.

Item Type

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**
A chapter or section in a book.
- Monograph**
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**
A book or a conference volume.
- Thesis**
A thesis or dissertation.
- Patent**
A published patent. Do not include as yet unpublished patent applications.
- Artefact**
An artist's artefact or work product.
- Show/Exhibition**
An artist's exhibition or site specific performance-based deposit.
- Composition**
A musical composition.
- Performance**
Performance of a musical event.
- Image**
A digital photograph or visual image.
- Video**
A digital video.

Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

- Pilih Thesis pada *Item Type*

The screenshot shows the 'Edit item: Article #4158' page in the Institutional Repository. The breadcrumb trail is: Type → Upload → Details → Subjects → Deposit. Below this, there are buttons for 'Save and Return', 'Cancel', and 'Next >'. The 'Item Type' selection window is open, showing a list of options with 'Article' selected. The options are:

- Article**
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**
A chapter or section in a book.
- Monograph**
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**
A book or a conference volume.
- Thesis**
A thesis or dissertation.
- Patent**
A published patent. Do not include as yet unpublished patent applications.
- Artefact**
An artist's artefact or work product.
- Show/Exhibition**
An artist's exhibition or site specific performance-based deposit.
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A musical composition.
- Performance**
Performance of a musical event.
- Image**
A digital photograph or visual image.
- Video**
A digital video.

Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

- Kemudian klik **Next**



The screenshot shows the 'Edit item: Thesis #4153' page in the Institutional Repository. The page is titled 'Universitas Kristen Indonesia INSTITUTIONAL REPOSITORY' with the email 'repository@ukl.ac.id'. The breadcrumb trail is 'Type' → 'Upload' → 'Details' → 'Subjects' → 'Deposit'. The 'Upload' step is active. Below the breadcrumb, there are navigation buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The main content area is titled 'Add a new document' and contains instructions: 'To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents. You may wish to use the SHERPA RoMEO tool to verify publisher policies before depositing.' There are two tabs: 'File' (selected) and 'From URL'. Under the 'File' tab, there is a 'Browse...' button and the text 'No file selected.' At the bottom of the page, there is a footer with the text: 'Repository Universitas Kristen Indonesia is powered by ePrints 2 which is developed by the School of Electronic and Computer Science at the University of Southampton. More information and software credits' and the eprints logo. The URL in the address bar is 'repository.ukl.ac.id/cgi/users/home?screen=EPrint:Edit&printid=4153&stage=files#t'.

Langkah-langkah yang harus dilakukan pada tahap *UPLOAD*

- Kemudian Klik **Browse** : pilih file yang akan di upload (dari penyimpanan file) sesuai dengan **Urutan Panduan B**
- Klik tanda “+” pada bagian Show option untuk mengisi Type, Description, Visible To, License, dan Language dengan petunjuk sebagai berikut:



The screenshot shows a web browser window with the URL `repository.uki.ac.id/cgij/users/home?screen=EPrint::Edit&eprintid=4153&stage=files#t`. The main content area is titled "Add a new document" and contains instructions for uploading files. Below the instructions are two tabs: "File" and "From URL". The "File" tab is active, showing a "Browse..." button and the text "No file selected.". Below this is a file preview section for a document named "Text" (1MB) with a description "Hal Judul Abstrak Daftar Isi Daftar Gambar Da...". To the right of the preview are icons for file operations. Below the preview is a "Hide options" link. The form contains several fields with dropdown menus and a "+" icon to expand options: "Content" (UNSPECIFIED), "Type" (Text), "Description" (Hal Judul Abstrak Daftar Isi Daftar Gambar Da...), "Visible to" (Anyone), "License" (UNSPECIFIED), "Embargo expiry date" (Year, Month: Unspecified, Day: ?), and "Language" (Indonesian). Each field has a question mark icon to the right. At the bottom of the form is an "Update Metadata" button.

Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

Content	: UNSPECIFIED
Type	: Text
Description	: diisi dengan nama file sesuai Panduan B (misalnya: Title)
Visible to	: ikuti petunjuk pada tabel Level Akses di bagian akhir panduan ini
Liscense	: Creative Commons: Attribution-Noncommercial-Share Alike 4.0
Embargo expiry date	: dikosongkan untuk Year, Month, Day
Language	: pilih sesuai bahasa pengantar Tugas Akhir

- Kemudian Klik “Update Metadata” lalu kembali ke langkah sebelumnya untuk melanjutkan unggah file-file berikutnya

Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

- Lakukan langkah-langkah di atas untuk setiap file yang akan diunggah secara berurutan sesuai dengan susunan file pada **Panduan B**



Langkah-langkah yang harus di lakukan pada tahap *UPLOAD*

Tabel Level Akses

File	Visible to
HalJudulAbstrakDaftarisiDaftarGambarDaftarTabelDaftarlampiran.pdf	Anyone
BABI.pdf	Anyone
BABII.pdf	Registered Users Only
BABIII.pdf	Registered Users Only
BABIV.pdf	Registered Users Only
BABV.pdf	Registered Users Only
BABVI.pdf	Registered Users Only
DaftarPustaka.pdf	Anyone
Lampiran.pdf	Registered Staff Only

Langkah-langkah yang harus dilakukan pada tahap *UPLOAD*

- Jika semua file sudah selesai diunggah, maka klik '**Next**' untuk melanjutkan ke tahap berikutnya, yaitu **DETAILS** (Panduan D).

The screenshot shows a web browser window with the URL `repository.uki.ac.id/cgi/users/home?screen=EPrint::Edit&eprintid=4153&stage=core#t`. The page title is "Edit item: Thesis #4153". At the top, there is a navigation bar with buttons for "Type", "Upload", "Details" (which is highlighted), "Subjects", and "Deposit". Below this are four buttons: "< Previous", "Save and Return", "Cancel", and "Next >". The main content area contains several form fields:

- Title**: A text input field.
- Abstract**: A large text area for entering the abstract.
- Thesis Type**: A radio button selection with options: D3, S1, S2, S3, and Lainnya.
- Thesis Name**: A radio button selection with options: Kerja Praktek and another partially visible option.



Thank You