INSTITUT TEKNOLOGI PLN

PANDUAN APLIKASI REPOSITORY

MANUAL BOOK





1. PENDAHULUAN

1.1 Tentang Dokumen

Dokumen ini mendeskripsikan tentang aplikasi untuk penyimpanan arsip *online*. Pada Aplikasi *Repository of Institut Teknologi PLN* user dapat mengunggah atau meng-upload berkasnya untuk kemudian di simpan dalam *repository* Institut Teknologi PLN.

2. PETUNJUK PENGGUNAAN

2.1 Repository of Institur Teknologi PLN

Aplikasi *Repository of Institut Teknologi PLN* merupakan aplikasi yang berfungsi sebagai tempat penyimpan arsip *online* untuk mengumpulkan, melestarikan, menyebarluaskan salinan digital seperti karya ilmiah intelektual, atau non karya ilmiah seperti laporan penelitian. Dalam menggunakan aplikasi ini user diminta untuk *login* terlebih dahulu. Aplikasi dapat dilakukan di semua *browser* pada link berikut <u>repo.itpln.ac.id</u>.

1. Halaman Awal Aplikasi

Pada halaman awal aplikasi terdapat bagian ucapan selamat datang beserta penjelasan maksud dan tujuan pembuatan aplikasi ini. Berikut *screenshoot* halaman awal aplikasi.

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	Latest Additions View items added to the repository in the past week.			
	Search Repository Search the repository using a full range of fields. Use the search field at the top of the page for a quick search.			
	Browse Repository Browse the items in the repository by subject.			
	About this Repository More information about this site.			
	Repository Policies Policy for use of material in this repository.			
	Repository of Institut Teknologi PLN supports OAI 2.0 with a base URL of <a href="https://repo.itpln.ac.id/cgi/cgi/cgi/cgi/cgi/cgi/cgi/cgi/cgi/cgi</td> <td></td> <td></td> <td></td>			
Repository of Institut Teknologi PLN is powered by EPrints 3 which is developed by the S	chool of Electronics and Computer Science at the University of Southamption. <u>Note information and software credits</u>			UT SLOGI

2. Halaman Browse

Pada Halaman Browse terdapat pilihan untuk pelakukan pencarian berdasarkan tahun, subjek, divisi maupun autor. Berikut *screenshot* halaman *browse*.

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3. Halaman Login

Pada Halaman Login permintaan untuk memasukkan Username dan Password yang telah di daftarkan sebelumnya untuk masuk kedalam aplikasi. Berikut screenshot halaman login.

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Repository of Institut Teknologi PLN is powered by EPrints 3 which is	developed by the School of Electronics and Computer Science at	the University of Southampton. More information and software credits.	

2.2 Prosedur Pendaftaran Akun (New User Registration)

Untuk mengakses aplikasi *repository* maka *user* harus mempunyai akun pada aplikasi terlebih dahulu. Berikut ini merupakan prosedur pendaftaran akun pada aplikasi *repository* Institut Teknologi PLN.

1. Klik Tombol *Request Account* pada Halaman Awal.

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	Next

3. Masukkan Password Akun Microsoft Anda.

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4. Isi form berikut.

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Note :

Akun Repository akan dikirim ke email anda (@itpln.ac.id) paling lambat 2 x 24 Jam setelah mengisi form tersebut

2.3 Prosedur Login

Setelah berhasil meregistrasikan akunnya, user dapat langsung menuju menu login.

1. Klik menu Login pada halaman awal.



2. Isi semua *field* berikut, berdasarkan akun yang telah di registrasikan sebelumnya.



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3. Setelah diisi semua, klik tombol Login.

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4. Halaman ini akan muncul apabila user berhasil melakukan Login.

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2.4 Prosedur Upload Dokumen

Upload dokumen atau berkas dapat dilakukan apabila *user* telah melakukan Login. Terdapat 2 (dua) cara untuk meng-upload berkas atau dokumen, yakni *upload* dokumen manual dan menggunakan *link*. Namun kedua cara tersebut tetap harus melalui proses Login terlebih dahulu. Berikut prosedurnya.

1. Pada halaman utama setelah login, klik tombol New Item.



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2. Setelah itu akan muncul halaman berikut.

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Pilih tipe dokumen (document type) yang akan di upload. Lalu klik Next untuk melanjukan 3. peng-upload-an dokumen.





4. Pada halaman ini *user* dapat memilih peng-*upload*-an dokumen secara manual atau melalui *link*.

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5. Jika ingin meng-*upload* manual silahkan pilih dokumen yang akan di-*upload* sesuai jenis berkasnya. Klik tombol *Choose File*.



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6. Setelah dokumen dipilih, akan muncul tampilan berikut. Klik tombol Show options 🖬 untuk menampilkan detail dari dokumen yang telah di *upload*. Selanjutnya bisa langsung ke poin nomor 9.

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7. Jika ingin meng-*upload* menggunakan link silahkan klik menu **From URL**. Lalu masukkan link dokumen yang di akan di *upload*.

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8. Setelah di masukkan link dokumennya, klik tombol **upload**. Selanjutnya bisa langsung ke poin nomor 9.



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9. *Update* data dokumen. Untuk *field* dengan tanda ^O artinya **wajib** diisi, untuk selebihnya bersifat opsional. Setelah selesai, klik *Update Metadata*.

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10. Setelah diisi semua, klik Next untuk melanjutkan ke halaman selanj utnya.



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11. Selanjutnya akan muncul seperti halaman berikut. Isi form berikut sesuai dengan detail dokumen yang telah di *upload. Header table* (judul tabel) dengan tanda ^O artinya **wajib** diisi, sedangkan yang lainnya bersifat opsional. Setelah selesai mengisi form, klik tombol **Next** untuk melanjutkan proses selanjutnya.



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Search

12. Berikut contoh pengisian form diatas.

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13. Halaman yang mucul akan seperti berikut.

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14. Halaman ini merupakan Halaman terkait jenis dokumen yang di *upload*. Untuk jenis bisa dipilih dari list yang ada dengan klik icon ⊕, lalu akan mucul list selanjutnya, untuk menambahkan klik tombol Add, maka jenis akan mucul diatas kolom *search*. Untuk menghapus list, klik tombol Remove dari list yang telah dipilih. Setelah itu klik Next.

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15. Pada halaman selanjutnya akan muncul tampilan seperti berikut.



16. Halaman berikut merupakan fitur menu Deposit menu terakhir untuk penyelesaian pengupload-an dokumen. Pilih Deposit Item Now untuk melihat halaman review dokumen yang sudah di-upload secara keseluruhan akun anda.

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17. Halaman selanjutnya yang muncul adalah sebagai berikut.



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2.5 Prosedur Mendapatkan Link Share Dokumen

Catatan untuk prosedur ini dapat di lakukan apabila dokumen sudah mendapatkan approval.

1. Apabila sudah mendapat approval, maka Item status akan berubah menjadi Live Archive.

Untuk melanjutkan ke menu berikutnya, klik icon ad disebelah Live Archive dokumen yang ingin di *share link*-nya.

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2. *Link share* dokumen berada pada list di *field* URL. *Link* tersebut dapat di *copy* dan di pergunakan sesuai kebutuhan.

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