

# Menambah Data

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# Menambah Data

## Upload Data / Layer Vektor

1. Ketentuan Upload data / layer vector
  - a. Data yang di upload minimal **4 jenis extension file (.shp, .shx, .dbf, .prj)** dan di upload satu persatu atau keempat file tersebut dijadikan satu file dengan **format .ZIP**
  - b. Sebelum data di upload, data lebih dulu di styling menggunakan Software Quantum GIS Versi 3.0 keatas.
2. Untuk upload **pengguna harus login** terlebih dahulu, setelah login masuk ke menu **Data→Upload Layers**



Image not found or type unknown



3. Akan tampil halaman untuk Upload layer, **klik tombol choose file**→**pilih file (shp,dbf,prj,shx, atau .zip yang berisi 4 file)**, lalu di atur untuk **permission data** yang akan di upload, setelah itu klik tombol **Upload Files**, Ketentuan upload file
- File yang di upload minimal terdiri dari extension **shp,dbf,prj,shx**
  - File yang diupload bisa berupa .zip dimana didalamnya terdiri dari file **shp,dbf,prj,shx**
  - Permission file yang bisa diatur : **data bisa dilihat,didownload oleh siapa, siapa yang boleh merubah data dan metadata**

The screenshot shows the QGIS Cloud upload interface. At the top, there is a navigation bar with 'Data', 'Maps', 'Apps', and 'About' menus, a search bar, and a user profile 'Wendra Alqassam'. The main area has a 'Drop files here' section with an upload icon. Below it, a 'Choose Files' button is circled in red and labeled with a red '1'. The 'Files to be uploaded' section shows a layer named 'data\_isbn\_prov\_2021' of type 'ESRI Shapefile'. A list of files is shown, each with a 'Remove' link: 'data\_isbn\_prov\_2021.prj', 'data\_isbn\_prov\_2021.dbf', 'data\_isbn\_prov\_2021.shx', and 'data\_isbn\_prov\_2021.shp'. This list is circled in red and labeled with a red '2'. Below the list is a 'Select the charset or leave default' dropdown set to 'UTF-8/Unicode'. At the bottom, there are 'Clear' and 'Upload files' buttons. The 'Upload files' button is circled in red and labeled with a red '3'. On the right side, a 'Permissions' panel is visible, containing sections for 'Who can view it?', 'Who can download it?', 'Who can change metadata for it?', 'Who can edit data for this layer?', 'Who can edit styles for this layer?', and 'Who can manage it?'. This panel is also circled in red.

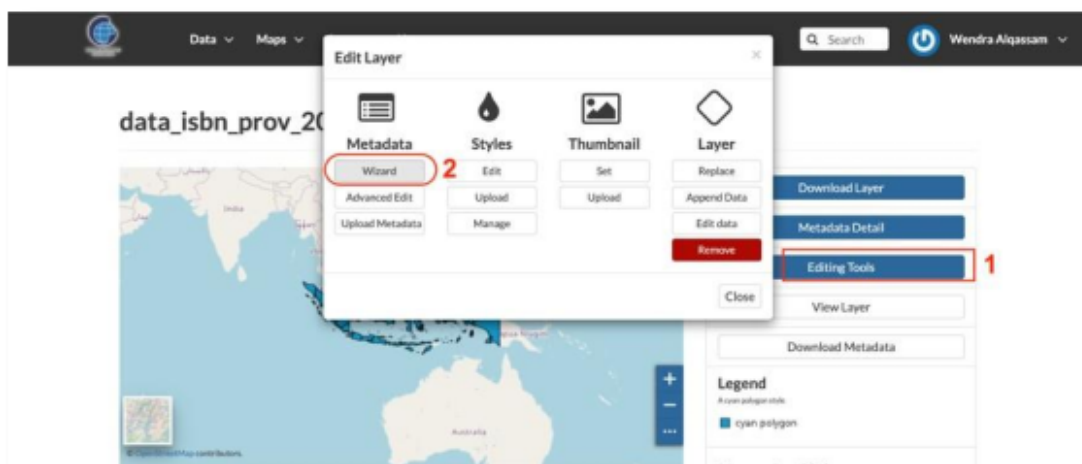
4. System akan melakukan proses **menyimpan data**



5. Setelah data tersimpan selanjutnya system akan melakukan publishing data, tunggu sampai 100%, lalu klik **Name** dari datanya



6. Data langsung terpublish, masuk ke menu **Data→Layers**, Selanjutnya melengkapi Metadata dengan cara klik tombol **Editing Tools→Wizard(metadata)**



7. Selanjutnya akan tampil isian **Metadata** dan silakan dilengkapi

a. Isian Basic Metadata lalu **Next**

Metadata for data\_isbn\_prov\_2021

Completeness: 56%  
Check Schema mandatory fields

Edit Preview Settings

Mandatory Mandatory Optional

1 Basic Metadata 2 Location and Licenses 3 Optional Metadata 4 Dataset Attributes

Thumbnail: [Map of Indonesia]

Title: data\_isbn\_prov\_2021

Abstract: [Rich text editor]

Date type: Publication Date: 2021-09-11 15:3

Category: [Dropdown menu]

Group: [Dropdown menu]

Free-text Keywords: [Text input]

Return to Layer Update Next >>

b. Isian Location and License Metadata lalu klik **Next**

Edit Preview Settings

Mandatory Mandatory Optional

1 Basic Metadata 2 Location and Licenses 3 Optional Metadata 4 Dataset Attributes

Language: English

License: Not Specified

Attribution: authority or function assigned, as to a ruler, le...  
\* Field declared Mandatory by the Metadata Schema

Regions: [x] Global

Data quality statement: [Rich text editor]

Restrictions: [Dropdown menu]  
\* Field declared Mandatory by the Metadata Schema

Other constraints: [Rich text editor]  
\* Field declared Mandatory by the Metadata Schema

Return to Layer << Back Update Next >>

c. Isian Optional Metadata, lalu klik **Next**

1 Basic Metadata

Other, Optional, Metadata

Edition ⓘ  
version of the cited resource

DOI ⓘ  
a DOI will be added by Admin before publicat...

Purpose

File Edit View Insert Format Tools

Table Help

↶ ↷ B I U S ...

P 0 WORDS POWERED BY TINY

Supplemental information

File Edit View Insert Format Tools

Table Help

↶ ↷ B I U S ...

No information provided

P 3 WORDS POWERED BY TINY

2 Location and Licenses

temporal extent start

temporal extent end

Maintenance frequency ⓘ

Spatial representation type ⓘ

3 Optional Metadata

4 Dataset Attributes

Responsible Parties

Point of Contact

Wendra x v

Responsible and Permissions

Owner

Wendra v

Metadata Author

Wendra x v

d. Isian Dataset Attributes, lalu klik **Update** untuk selesai, maka metadata akan terupdate.

Data Maps Apps About

Search Wendra Algor

Basic Metadata Location and Licenses Optional Metadata Dataset Attributes

Use a custom template? Off

Attribute	Label	Description	Display Order	Display Type	Visible
fid			1	Label	<input checked="" type="checkbox"/>
the_geom			2	Label	<input type="checkbox"/>
kp			3	Label	<input checked="" type="checkbox"/>
provinsi			4	Label	<input checked="" type="checkbox"/>
isbn_2021			5	Label	<input checked="" type="checkbox"/>

Return to Layer << Back Update

# Upload Data

1. Upload data dengan format **.TIFF** yang sudah memiliki koordinat yang disebut **GeoTIFF**

Upload Layers

Drop files here

or select them one by one:

Choose Files

Files to be uploaded

IDBatimetri3

GeoTIFF

• IDBatimetri3.tif Remove

Select the charset or leave default

UTF-8/Unicode

Clear Upload files

Permissions

Who can view it?

Anyone

The following users:

Choose users...

The following groups:

Choose groups...

Who can download it?

Who can change metadata for it?

Who can edit data for this layer?

Who can edit styles for this layer?

Who can manage it? (update, delete, change permissions, publish/unpublish it)

2. Selanjutnya tunggu sampai selesai, lalu atur **permission** dan **lengkapi metadata**

IDBatimetri3

Request Download

Metadata Detail

Editing Tools

View Layer

Download Metadata

Legend

Raster role

Maps using this layer

This layer is not currently used in any maps.

Create a map using this layer

Click the button below to generate a new map based on this layer.

Create a Map

Info

Attributes

Share

Ratings

Comments

Favorite

Title IDBatimetri3

License Not Specified

Abstract No abstract provided

Publication Date Aug. 26, 2021, 2:32 p.m.

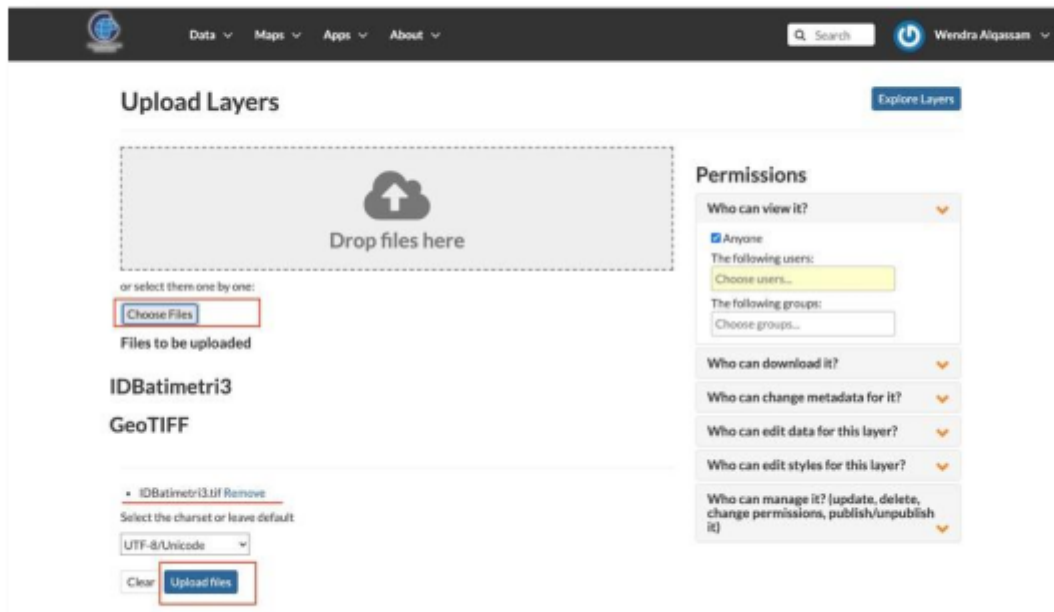
Type Raster Data

Regions Global

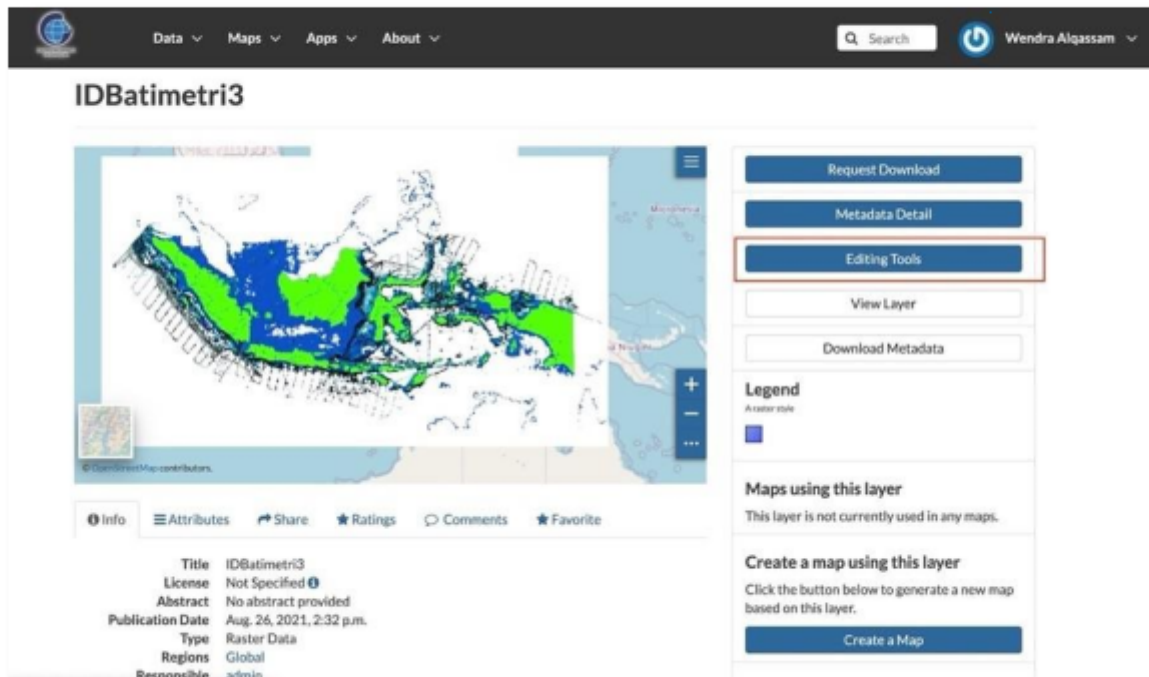
Responsible admin

# Upload Layer

1. Upload data dengan format **.TIFF** yang sudah memiliki koordinat yang disebut **GeoTIFF**



2. Selanjutnya tunggu sampai selesai, lalu atur **permission** dan **lengkapi metadata**





# Upload Data/Layer Dokumen

1. Upload dokumen berupa file PDF,JPG dan banyak lainnya (dapat dilihat digambar dibawah)
2. Masuk ke menu **Data**→**Upload Document**

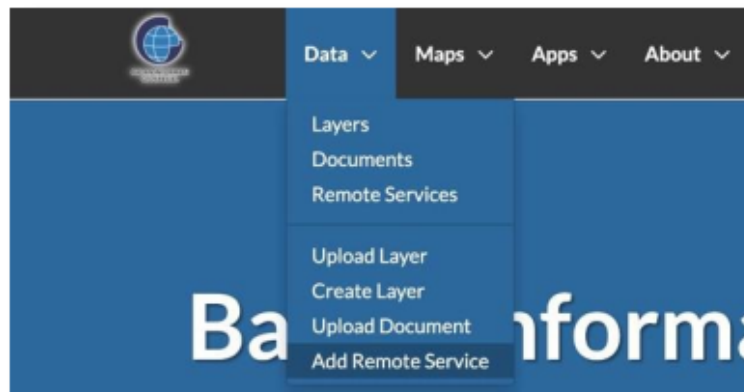


3. Selanjutnya di klik datanya atau masuk ke menu **Data**→**Document**, selanjutnya lengkapi metadata dana atur permission

The screenshot shows the 'Upload Documents' form. The 'Allowed document types' section lists various file formats. The 'Title' field is labeled 'Panduan Menggunakan Services'. The 'File' field has a 'Choose File' button and a file name 'Panduan Menggunakan ...arisPantai\_50K\_2021.pdf'. A red arrow points to the 'Choose File' button with the text 'pilih document'. The 'URL' field is labeled 'The URL of the document if it is external.' and has a 'Link to:' label. A red arrow points to the 'Link to:' label with the text 'jika menggunakan link document'. The 'Permissions' section is titled 'Permissions mengatur permission' and includes fields for 'Who can view it?', 'Who can download it?', 'Who can change metadata for it?', and 'Who can manage it? (update, delete, change permissions, publish/unpublish it)'. The 'Upload' button is at the bottom left.

# Add Remote Services

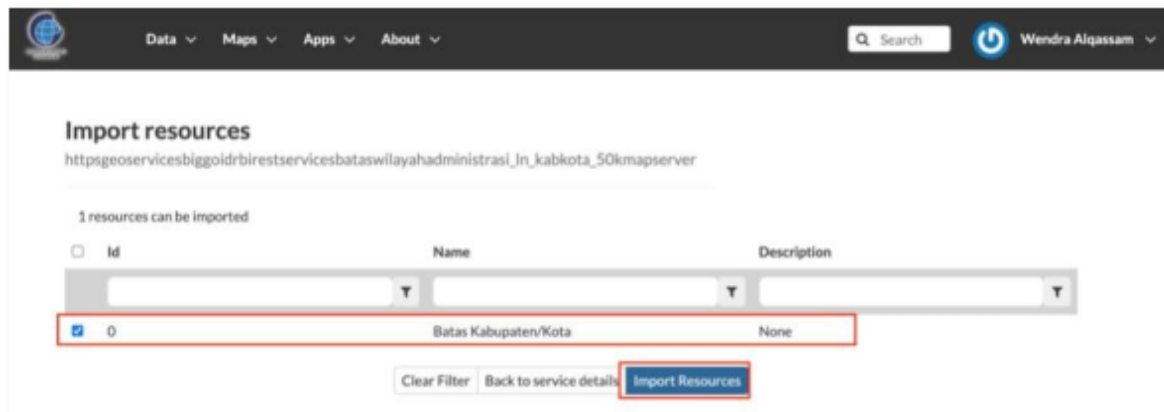
1. Menambahkan GIS Services dari Geoportal instansi/lembaga lain untuk ditampilkan di system sendiri. Contoh menambahkan GIS Services dari Badan Informasi Geospasial tentang batas wilayah kab/kota dengan url services :  
[https://geoservices.big.go.id/rbi/rest/services/BATASWILAYAH/Administrasi\\_LN\\_KabKota\\_50K/MapServer](https://geoservices.big.go.id/rbi/rest/services/BATASWILAYAH/Administrasi_LN_KabKota_50K/MapServer)
2. Masuk ke menu **Data→Add Remote Services**



3. Tambahkan **URL Services**, dan Pilih **Services Type**, lalu klik **Create**

A screenshot of the 'Register New Service' form in a web application. The form has two input fields: 'Service URL' and 'Service Type'. The 'Service URL' field contains the text 'https://geoservices.big.go.id/rbi/rest/services/BATASWILAYAH/Administrasi\_LN\_KabKota\_50K/MapServer'. The 'Service Type' field is a dropdown menu with 'ArcGIS REST MapServer' selected. Below the fields is a 'Create' button, which is highlighted with a red rectangle. The form is titled 'Register New Service' and has a search bar and user profile in the top right corner.

4. Pilih Resources data yang ingin dimasukkan lalu **klik Import Resources**



5. Services sukses ditampilkan, selanjutnya Melengkapi metadata dan mengatur permission

