

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**



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 for '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.

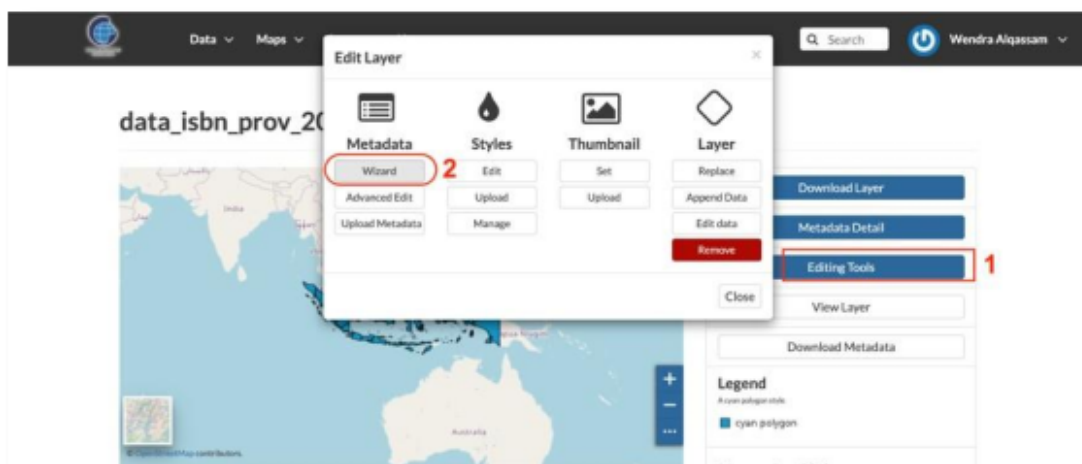
4. System akan melakukan proses **menyimpan data**



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: No abstract provided

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

Category: [Dropdown menu]

Group: [Dropdown menu]

Free-text Keywords: [Text area]

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: [Text area]

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

Other constraints: [Text area]

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

Responsible and Permissions

Owner
Wendra

Metadata Author
Wendra x

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**

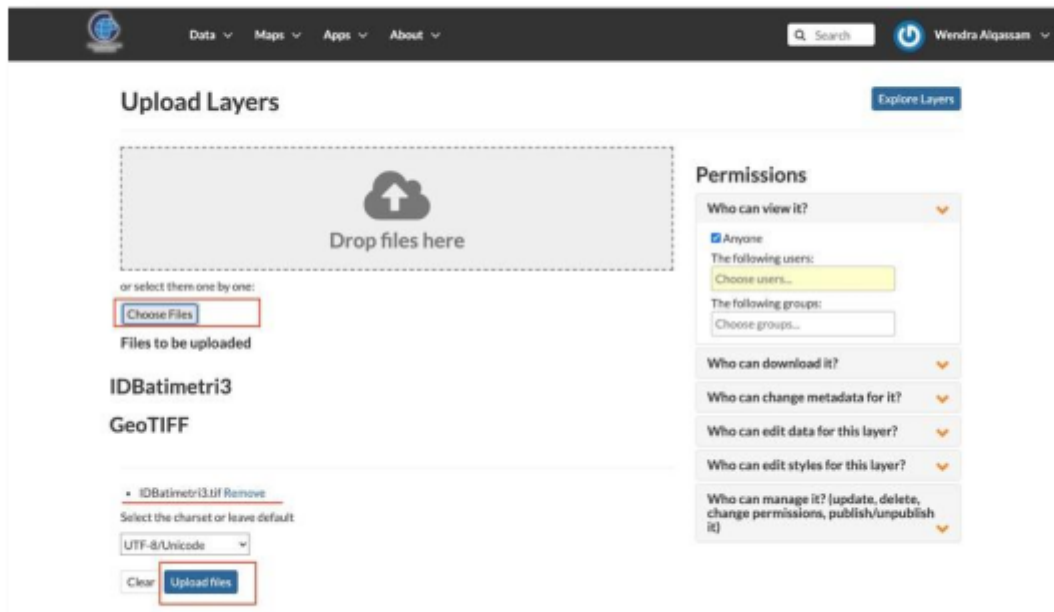
The screenshot shows the 'Upload Layers' interface. At the top, there's a navigation bar with 'Data', 'Maps', 'Apps', and 'About' menus, a search bar, and a user profile 'Wendra Alqassam'. The main heading is 'Upload Layers' with an 'Explore Layers' button. Below the heading is a large dashed box with a cloud icon and the text 'Drop files here'. Underneath, it says 'or select them one by one:' followed by a 'Choose Files' button. Below that, it says 'Files to be uploaded' and shows the layer name 'IDBatimetri3' and format 'GeoTIFF'. There's a 'Clear' button and an 'Upload files' button. To the right, the 'Permissions' section is visible, showing options 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?'. The 'Upload files' button is highlighted with a red box.

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

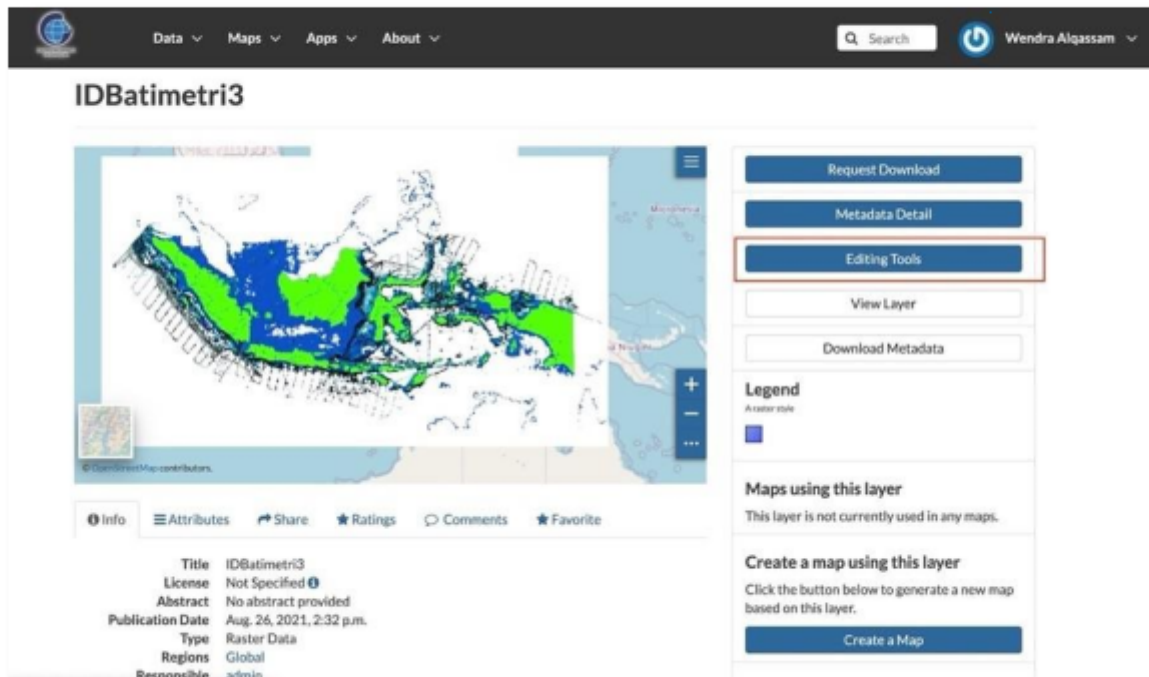
The screenshot shows the 'IDBatimetri3' layer page. At the top, there's a navigation bar with 'Data', 'Maps', 'Apps', and 'About' menus, a search bar, and a user profile 'Wendra Alqassam'. The main heading is 'IDBatimetri3'. Below the heading is a map of Indonesia with the layer data. To the right of the map, there's a sidebar with buttons: 'Request Download', 'Metadata Detail', 'Editing Tools' (highlighted with a red box), 'View Layer', and 'Download Metadata'. Below the sidebar, there's a 'Legend' section showing 'Raster role' and a 'Maps using this layer' section stating 'This layer is not currently used in any maps.' At the bottom, there's a 'Create a map using this layer' section with a 'Create a Map' button. Below the map, there's an 'Info' section with metadata details: Title (IDBatimetri3), License (Not Specified), Abstract (No abstract provided), Publication Date (Aug. 26, 2021, 2:32 p.m.), Type (Raster Data), Regions (Global), and 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**

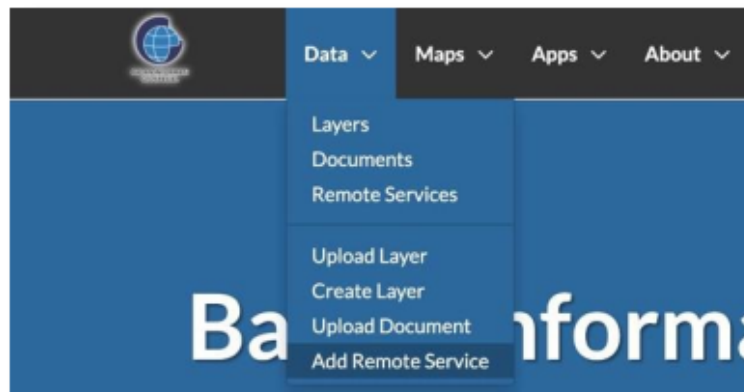


3. Selanjutnya di klik datanya atau masuk ke menu **Data**→**Document**, selanjutnya lengkapi metadata dana atur permission

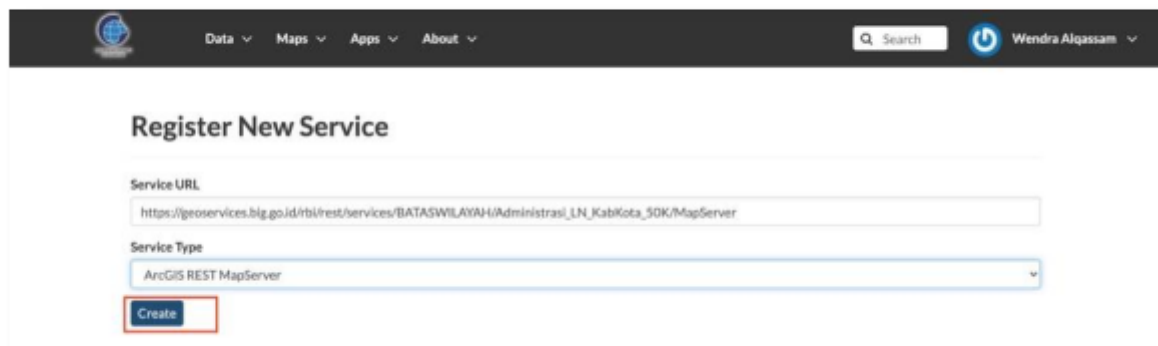
The screenshot shows the 'Upload Documents' form. At the top, there's a search bar and a user profile 'Wendra Alqassam'. The form has a section for 'Allowed document types' with a list of file extensions. Below this, there's a 'Title' field with the text 'Panduan Menggunakan Services'. The 'File' section has a 'Choose File' button and a text input showing 'Panduan Menggunakan ...arisPantai_50K_2021.pdf'. A red arrow points to the 'Choose File' button with the annotation 'pilih document'. The 'URL' section has a text input and a 'Link to:' label. A red arrow points to the 'Link to:' label with the annotation 'jika menggunakan link document'. At the bottom, there's an 'Upload' button. The 'Permissions' section is titled 'Permissions mengatur permission' and includes dropdowns 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)'.

Add Remote Services

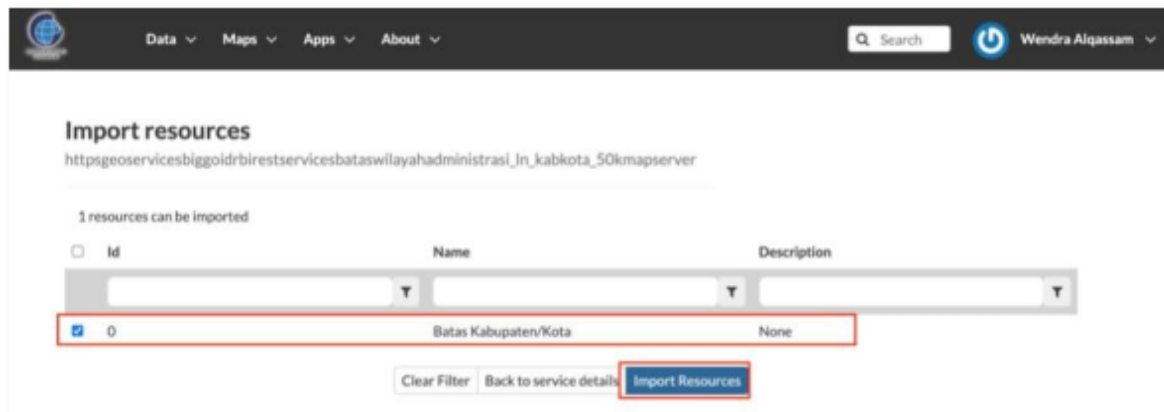
1. Menambahkan GIS Services dari Geoportal instansi/lembaga lain untuk ditampilkan di system sendiri. Contoh menambahkan GIS Services dari Badan Informasi Geospasial tentang batas wilayah kab/kota dengan url services :
https://geoservices.big.go.id/rbi/rest/services/BATASWILAYAH/Administrasi_LN_KabKota_50K/MapServer
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 the Geoportal 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' dropdown menu is open, showing 'ArcGIS REST MapServer' as the selected option. A red box highlights the 'Create' button at the bottom left of the form. The top navigation bar includes the logo, menu items (Data, Maps, Apps, About), a search bar, and a user profile for 'Wendra Alqassam'.

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



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

