

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



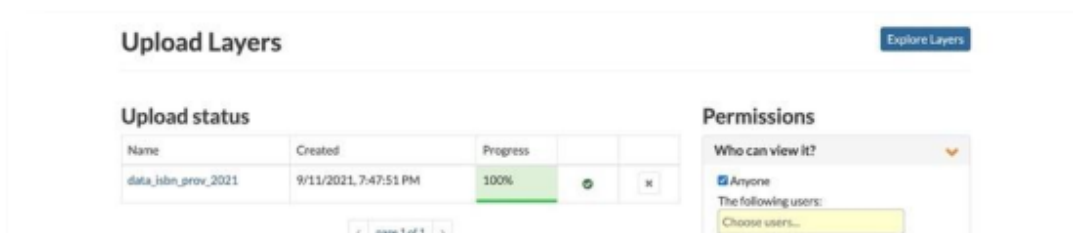
3. Akan tampil halaman untuk Upload layer, **klik tombol choose file**→**pilih file (shp,dbf,prj,shx, atau .zip yang berisi 4 file)**, lalu di atur untuk **permission data** yang akan di upload, setelah itu klik tombol **Upload Files**, Ketentuan upload file
- File yang di upload minimal terdiri dari 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 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.

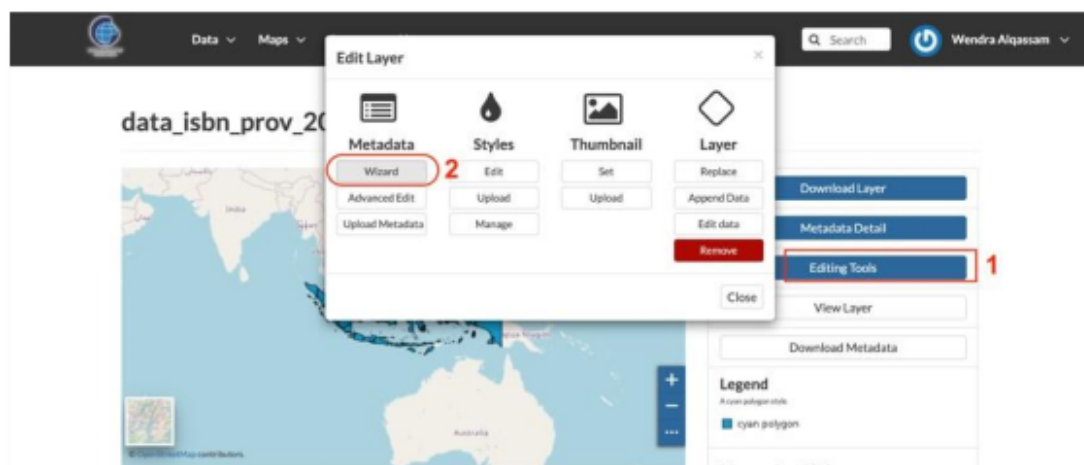
4. System akan melakukan proses **menyimpan data**



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: [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, ie... (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]

Return to Layer << Back Update Next >>

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

The screenshot shows a multi-step metadata form. Step 3, 'Optional Metadata', is the active step. The form is divided into four main sections: Basic Metadata, Location and Licenses, Optional Metadata, and Dataset Attributes. The 'Optional Metadata' section includes fields for 'temporal extent start', 'temporal extent end', 'Maintenance frequency', and 'Spatial representation type'. The 'Dataset Attributes' section includes 'Responsible Parties', 'Point of Contact', 'Responsible and Permissions', 'Owner', and 'Metadata Author'. The 'Basic Metadata' section includes 'Edition', 'DOI', and 'Purpose'.

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 ...

0 WORDS POWERED BY TINY

Supplemental information

File Edit View Insert Format Tools

Table Help

↶ ↷ B I U S ...

No information provided

3 WORDS POWERED BY TINY

Location and Licenses

temporal extent start

temporal extent end

Maintenance frequency

Spatial representation type

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.

The screenshot shows the 'Dataset Attributes' section of the metadata form. It features a table with the following columns: Attribute, Label, Description, Display Order, Display Type, and Visible. The 'Visible' column contains checkboxes. Below the table, there are three buttons: 'Return to Layer', '<< Back', and 'Update'.

Use a custom template? ☐ Off

Attribute	Label	Description	Display Order	Display Type	Visible
fd			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**

Revision #1

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