

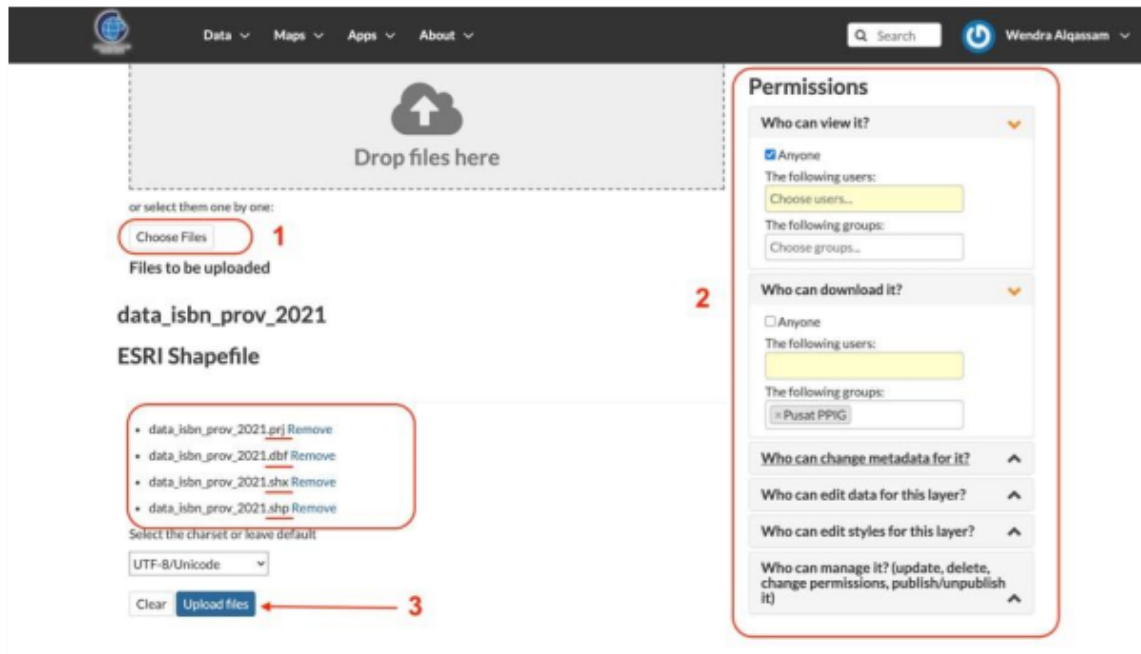
# Menambah Data

## 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**



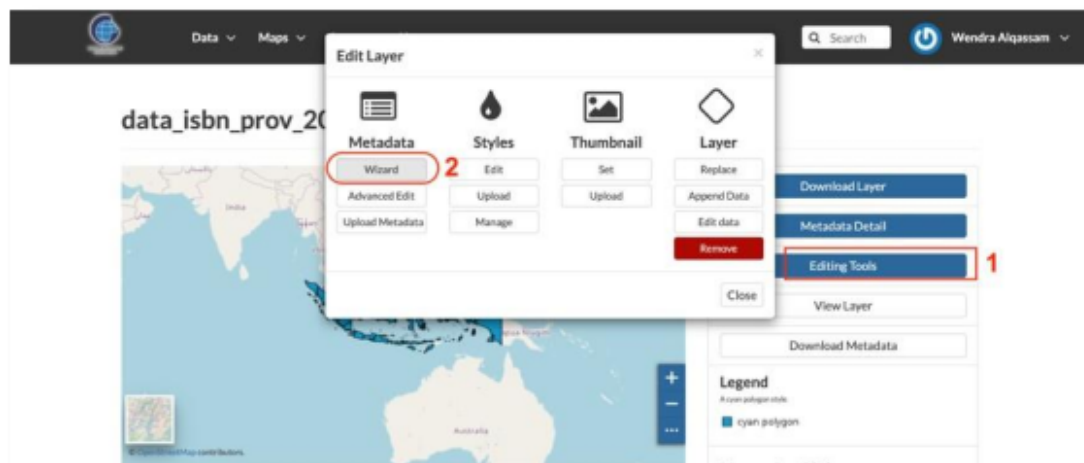
4. System akan melakukan proses **menyimpan data**



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: [Field declared Mandatory by the Metadata Scheme]

Group: [Field declared Mandatory by the Metadata Scheme]

Free-text Keywords: [Field declared Mandatory by the Metadata Scheme]

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 Scheme)

Regions: Global

Data quality statement: [Field declared Mandatory by the Metadata Scheme]

Restrictions: [Field declared Mandatory by the Metadata Scheme]

Other constraints: [Field declared Mandatory by the Metadata Scheme]

Return to Layer << Back Update Next >>

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

The screenshot shows a multi-step metadata form. At the top, a progress bar indicates four steps: 1. Basic Metadata, 2. Location and Licenses, 3. Optional Metadata (highlighted), and 4. Dataset Attributes.

**Basic Metadata:** Includes fields for 'Edition' (version of the cited resource), 'DOI' (a DOI will be added by Admin before publicat...), and 'Purpose' (a rich text editor with 0 words).

**Location and Licenses:** Includes fields for 'temporal extent start', 'temporal extent end', 'Maintenance frequency', and 'Spatial representation type'.

**Dataset Attributes:** Includes sections for 'Responsible Parties' (Point of Contact: Wendra), 'Responsible and Permissions' (Owner: Wendra, Metadata Author: Wendra).

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

The screenshot shows the 'Dataset Attributes' section of the metadata form. At the top, there is a toggle for 'Use a custom template?' set to 'Off'. Below this is a table with the following columns: Attribute, Label, Description, Display Order, Display Type, and Visible.

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"/>

At the bottom right, there are three buttons: 'Return to Layer', '<< Back', and 'Update' (highlighted with a red box).

Revision #1

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