

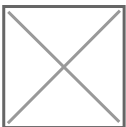
Menambah Data

- [Menambah Data](#)
- [Upload Data](#)
- [Upload Layer](#)
- [Upload Data/Layer Dokumen](#)
- [Add Remote Services](#)

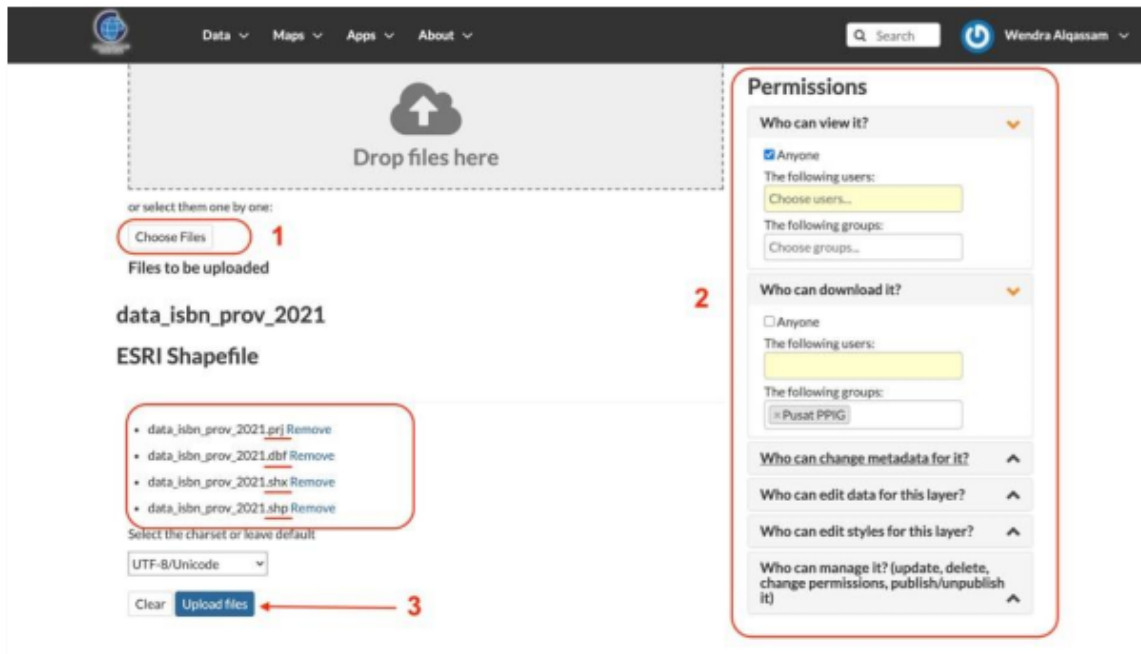
Menambah Data

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**



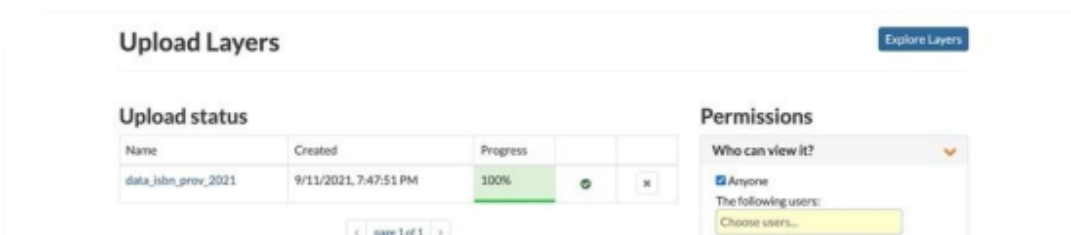
3. Akan tampil halaman untuk Upload layer, **klik tombol choose file**→**pilih file (shp,dbf,prj,shx, atau .zip yang berisi 4 file)**, lalu di atur untuk **permission data** yang akan di upload, setelah itu klik tombol **Upload Files**, Ketentuan upload file
- File yang di upload minimal terdiri dari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



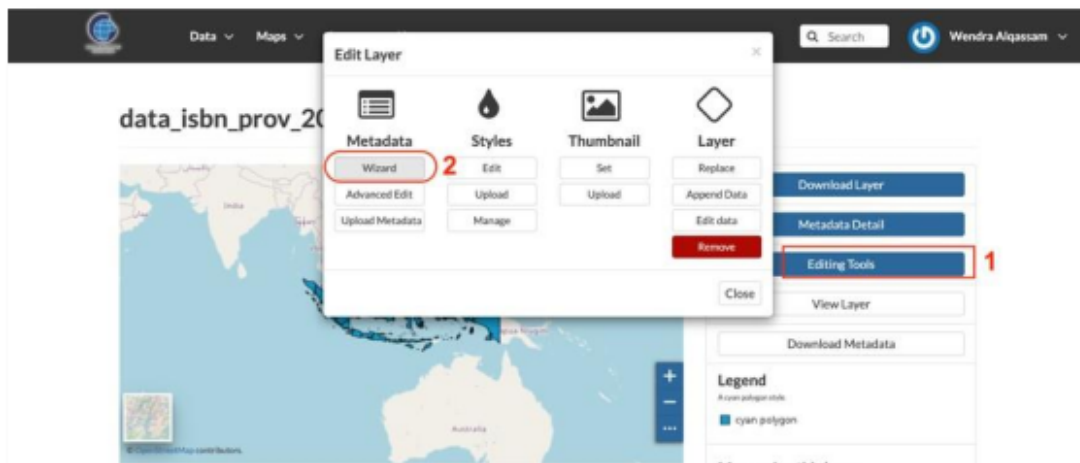
4. System akan melakukan proses **menyimpan data**



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: Check Schema mandatory fields 58%

Edit Preview Settings

Mandatory Mandatory Optional

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

Thumbnail: Edit

Title: data_isbn_prov_2021

Abstract: No abstract provided

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

Category: [Dropdown]

Group: [Dropdown]

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: Global

Data quality statement: [Text Area]

Restrictions: [Dropdown]

Other constraints: [Text Area]

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 active and includes fields for 'temporal extent start', 'temporal extent end', 'Maintenance frequency', and 'Spatial representation type'. Step 4, 'Dataset Attributes', includes sections for 'Responsible Parties', 'Point of Contact' (with 'Wendra' selected), 'Responsible and Permissions', 'Owner' (with 'Wendra' selected), and 'Metadata Author' (with 'Wendra' selected). The 'Basic Metadata' section (step 1) contains 'Edition', 'DOI', and a 'Purpose' text editor. The 'Location and Licenses' section (step 2) is currently empty.

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

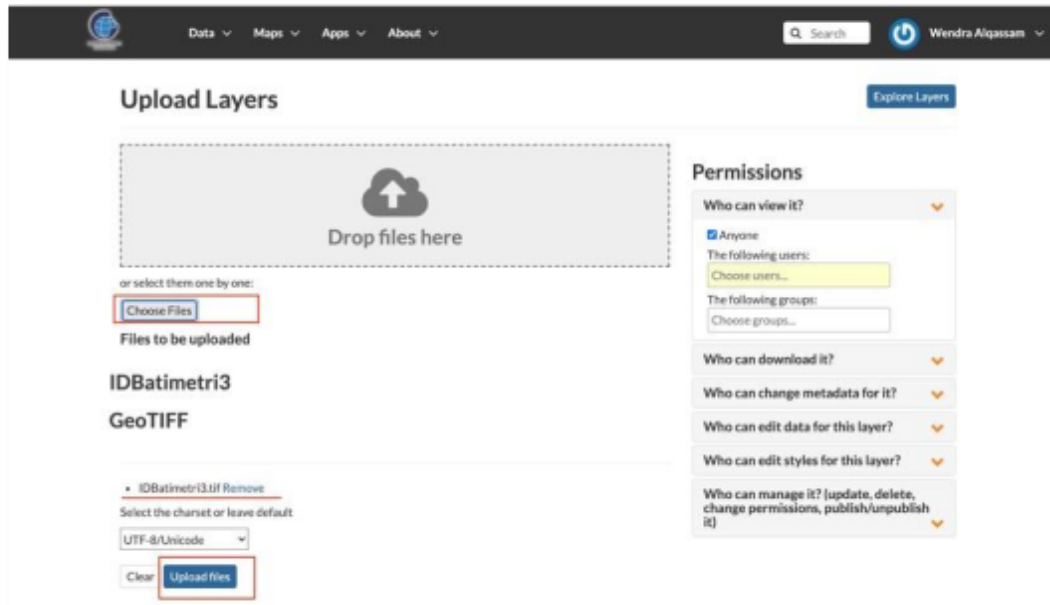
The screenshot shows the 'Dataset Attributes' configuration screen. At the top, there are navigation tabs for 'Basic Metadata', 'Location and Licenses', 'Optional Metadata', and 'Dataset Attributes'. A toggle for 'Use a custom template?' is set to 'Off'. Below this is a table with the following data:

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"/>

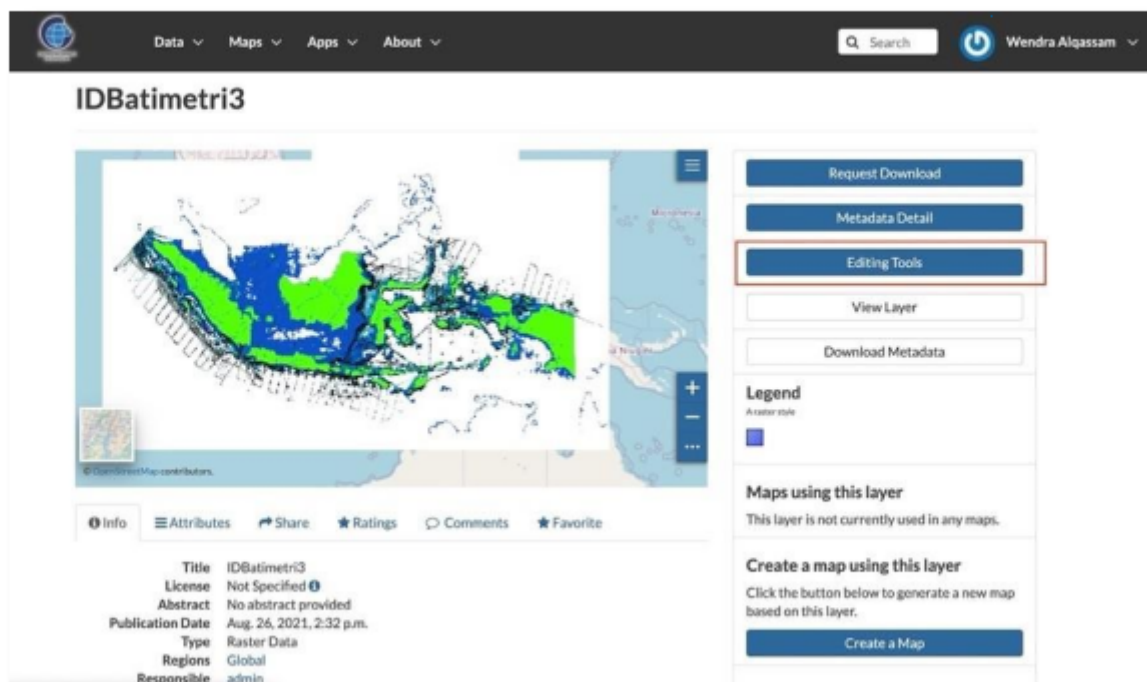
At the bottom right, there are three buttons: 'Return to Layer', '<< Back', and 'Update' (which is highlighted with a red border).

Upload Data

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

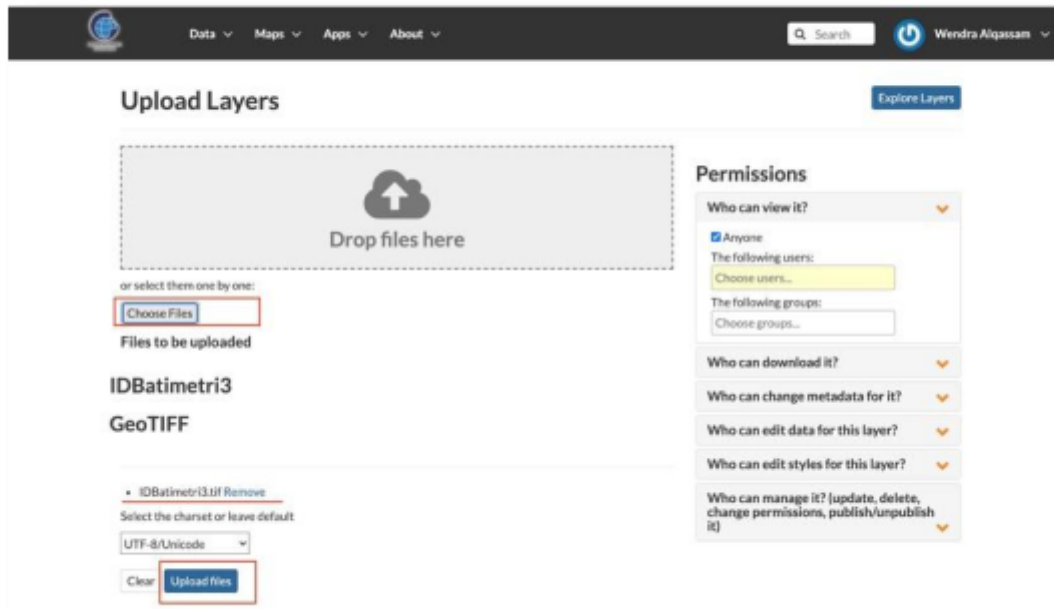


2. Selanjutnya tunggu sampai selesai, lalu atur **permission** dan **lengkapi metadata**

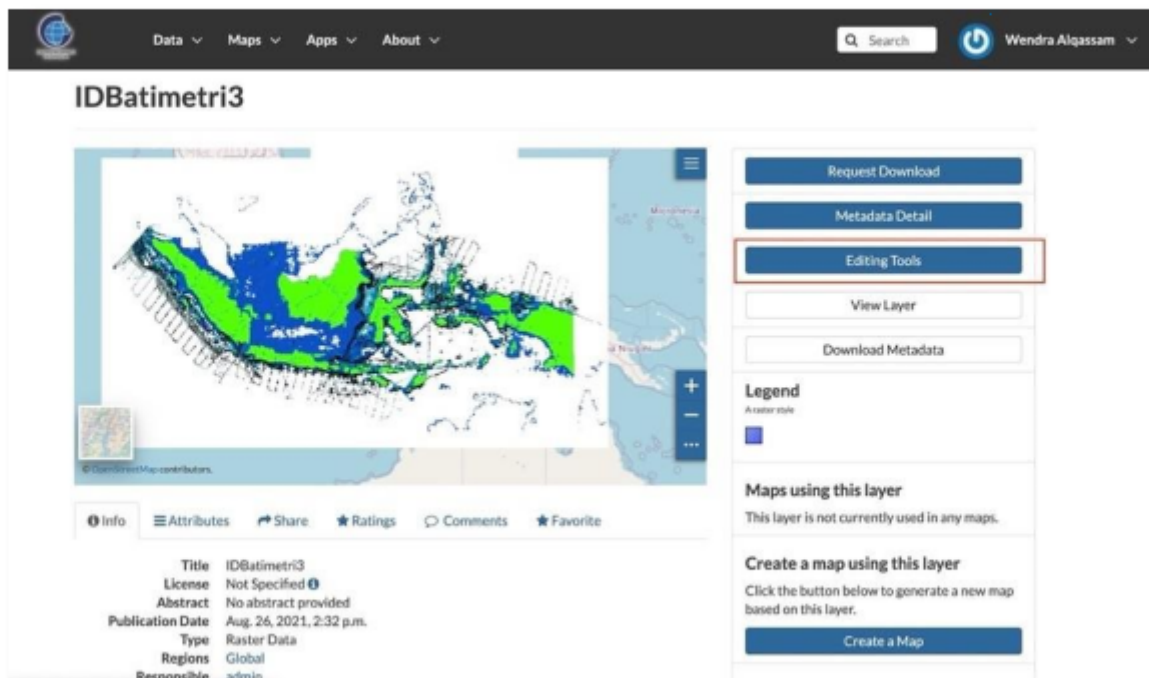


Upload Layer

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



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

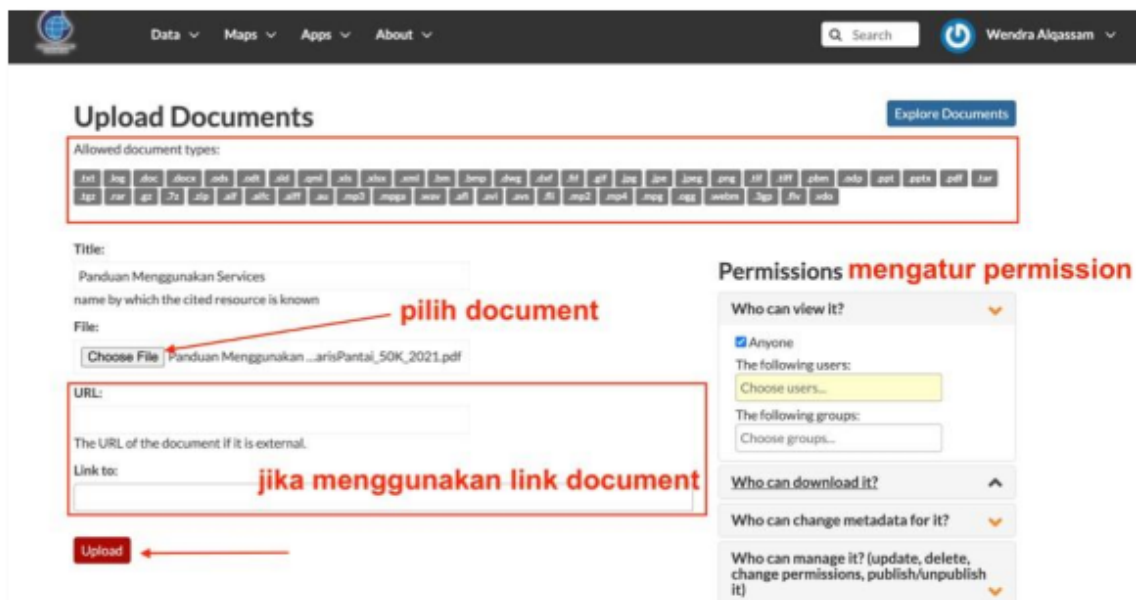


Upload Data/Layer Dokumen

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

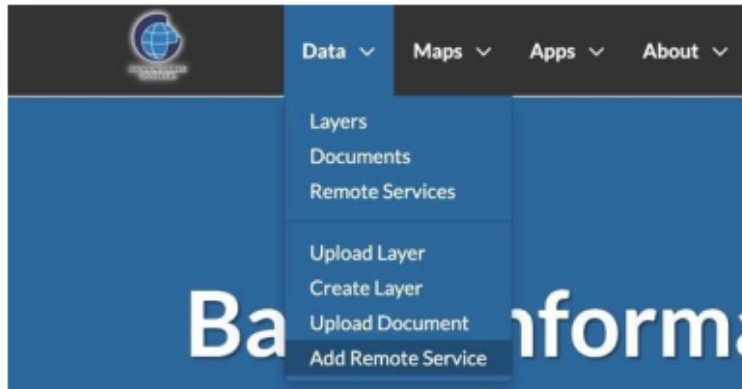


3. Selanjutnya di klik datanya atau masuk ke menu **Data**→**Document**, selanjutnya lengkapi metadata dana atur permission

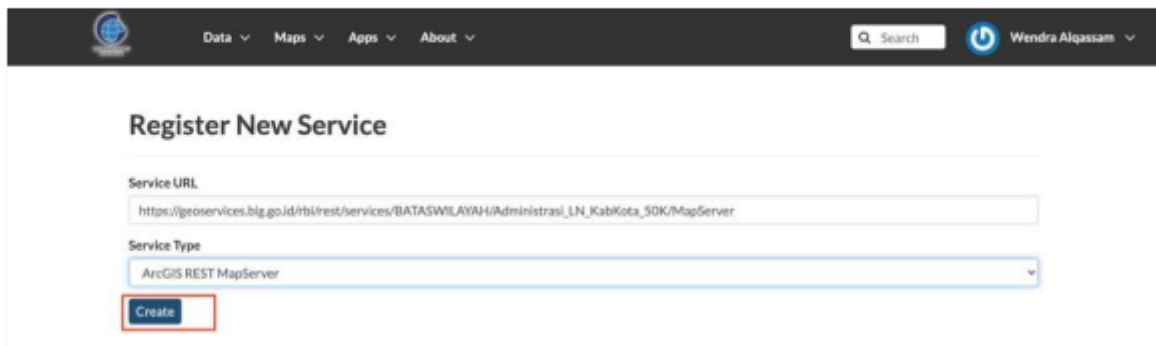
A screenshot of the 'Upload Documents' form. The form has a header with navigation links and a search bar. Below the header, there is a section for 'Allowed document types' with a grid of file extensions. The 'Title' field is labeled 'Panduan Menggunakan Services' and has a note 'name by which the cited resource is known'. 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 has a note 'The URL of the document if it is external.' and a 'Link to:' label. A red arrow points to the 'Link to:' label with the text 'jika menggunakan link document'. At the bottom left, there is an 'Upload' button with a red arrow pointing to it. On the right side, there is a 'Permissions' section with the title 'Permissions mengatur permission'. It contains several sections: 'Who can view it?' with a dropdown menu and a checked 'Anyone' option; 'Who can download it?' with an upward arrow; 'Who can change metadata for it?' with a dropdown menu; and 'Who can manage it? (update, delete, change permissions, publish/unpublish it)' with a dropdown menu.

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**

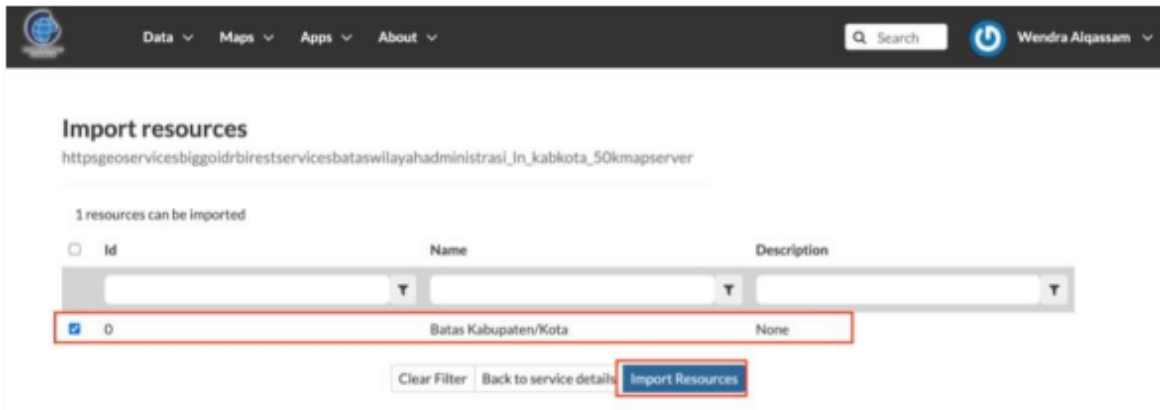


Register New Service

Service URL

Service Type

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



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

