

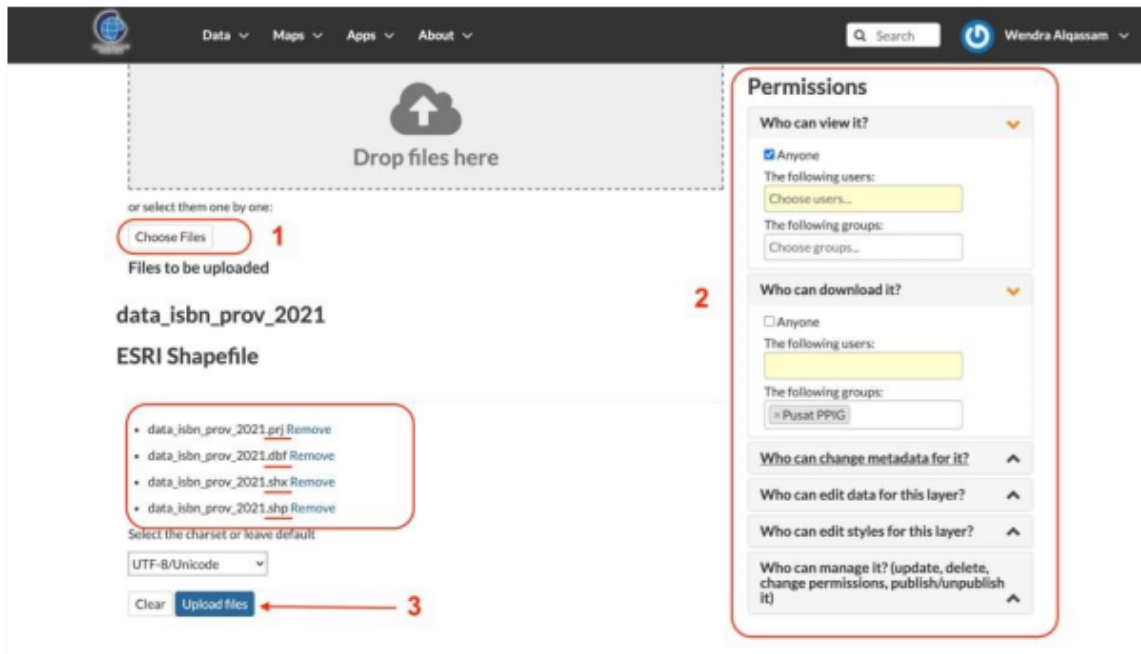
# Menambah Data

## 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**



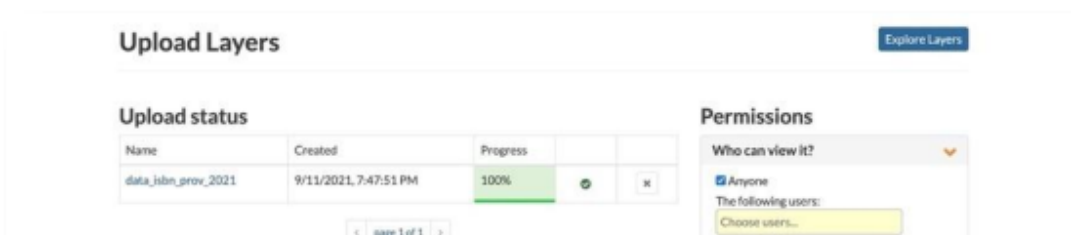
3. Akan tampil halaman untuk Upload layer, **klik tombol choose file**→**pilih file (shp,dbf,prj,shx, atau .zip yang berisi 4 file)**, lalu di atur untuk **permission data** yang akan di upload, setelah itu klik tombol **Upload Files**, Ketentuan upload file
- File yang di upload minimal terdiri dari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



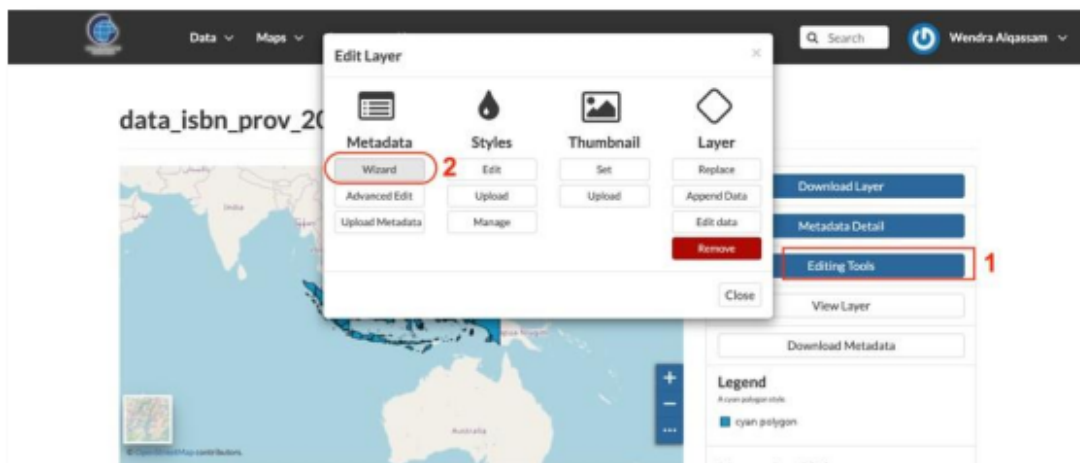
4. System akan melakukan proses **menyimpan data**



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**

The screenshot shows the 'Metadata for data\_isbn\_prov\_2021' interface. At the top right, a 'Completeness' indicator shows '58%' and a note to 'Check Schema mandatory fields'. The interface is divided into four sections: 1. Basic Metadata (Mandatory), 2. Location and Licenses (Mandatory), 3. Optional Metadata (Optional), and 4. Dataset Attributes (Optional). In the 'Basic Metadata' section, there is a 'Thumbnail' field with a map of Indonesia, a 'Title' field containing 'data\_isbn\_prov\_2021', an 'Abstract' field with a rich text editor, a 'Date type' dropdown set to 'Publication', and a 'Date' field set to '2021-09-11 15:3'. There are also 'Category', 'Group', and 'Free-text Keywords' fields. At the bottom right, there are buttons for 'Return to Layer', 'Update', and 'Next >>', with 'Next >>' highlighted in red.

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

The screenshot shows the 'Metadata for data\_isbn\_prov\_2021' interface, now on the 'Location and Licenses' step. The 'Basic Metadata' step is now greyed out. In the 'Location and Licenses' section, there is a 'Regions' field with a dropdown menu showing 'Global', a 'Data quality statement' field with a rich text editor, and a 'Restrictions' field with a dropdown menu. There are also 'Other constraints' fields with rich text editors. At the bottom right, there are buttons for 'Return to Layer', '<< Back', 'Update', and 'Next >>', with 'Next >>' highlighted in red.

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

1 Basic Metadata

2 Location and Licenses

3 Optional Metadata

4 Dataset Attributes

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

temporal extent start

temporal extent end

Maintenance frequency ⓘ

Spatial representation type ⓘ

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 Alqas

1 Basic Metadata

2 Location and Licenses

3 Optional Metadata

4 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

Revision #1

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