

# MANUAL PENGISIAN PENYIMPANAN DOKUMEN REPOSITORY

<http://repository.unmul.ac.id>



**Lembaga Pengembangan Pendidikan dan Penjaminan Mutu (LP3M)  
Universitas Mulawarman  
2021**

# BAB I

## I. Memulai Aplikasi

### 1.1. Proses Penggunaan

Bab ini akan menjelaskan mengenai proses untuk memulai penggunaan aplikasi serta menu yang terdapat pada Repository.

Sebelum menjalankannya, pastikan kembali bahwa komputer anda telah terhubung dengan internet, kemudian ikuti langkah-langkah berikut:

1. Pilih atau klik Internet Browser pada komputer.
2. Isikan alamat URL Repository **http://repository.unmul.ac.id** seperti contoh Gambar 1.1.



**Gambar 1.1 Link URL Repository**

## 1.2. Register

Bagi pengguna baru **diwajibkan** melakukan **Register** dengan menggunakan **email institusi**. Menu **Register** dapat dilihat pada Gambar 1.2 dan Gambar 1.3.

### Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [728]

Books [299]

DOCTORAL DISSERTATION [2]

Hakl [117]

Subjects

MY ACCOUNT

Login

Register 

DISCOVER

Author

Ahmad, Islamudin (244)

**Gambar 1.2 Menu Register**

[Unmul Repository Home](#) / [New user registration](#)

## New user registration

Verify Email → Create Profile → Finished

Register an account to subscribe to collections for email updates, and submit new items to Unmul Repository.

**Email Address: \***

This address will be verified and used as your login name.

**Gambar 1.3a. Menu Pengisian Register**

### Mohon diperhatikan:

Registrasi bagi dosen Universitas Mulawarman **WAJIB** menggunakan email institusi contoh **pulan@unmul.ac.id** dan memberitahukan ke melalui WA ke nomor **+62 81331112002** untuk dilakukan **proses approved**. Jika belum memiliki email institusi dapat menghubungi Unit ICT Universitas Mulawarman.

Buka pada email yang digunakan saat register kemudian Klik pada link **Complete registration**.

# DSpace Account Registration



**repository@unmul.ac.id**

to me ▾

To complete registration for a DSpace account, please click the link below:

<http://repository.unmul.ac.id/register?token=24222c4711de7890f1f874e43a4ea8e3>

If you need assistance with your account, please email

[repository@unmul.ac.id](mailto:repository@unmul.ac.id), [haviluddin@unmul.ac.id](mailto:haviluddin@unmul.ac.id) or contact us at 081-331-112-002 ( Haviluddin ).

**Repository** Universitas Mulawarman

**Gambar 1.3b. Complete registration di Email**

## 1.3. Login

Setelah masuk halaman muka dari Repository ini, pengguna dapat melakukan login. Berikut langkah-langkahnya:

1. Silahkan klik menu **Login** dan isi email dan password.
2. Klik **Login**, seperti yang terlihat pada contoh Gambar 1.4 dan Gambar 1.5.

### Communities in Unmul Repository

Select a community to browse its collections.

[Akuntabel \[1248\]](#)

[Articles \[728\]](#)

[Books \[299\]](#)

[DOCTORAL DISSERTATION \[2\]](#)

[HaKI \[127\]](#)

Subjects

MY ACCOUNT

Login 

Register

DISCOVER

Author

Ahmad, Islamudin (244)

**Gambar 1.4 Form Isian Login**

## Sign in to Unmul Repository

E-Mail Address: \*

hakiluddin@unmul.ac.id

Password: \*

.....

[Forgot your password?](#)

Sign in

**Gambar 1.5 Form Isian Login**

Setelah login, otomatis masuk ke aplikasi Repository, dengan halaman utamanya seperti pada Gambar 1.6.

## Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]



Subjects

MY ACCOUNT

Logout

Profile

Submissions

DISCOVER

Author

Ahmad, Islamudin (244)

Hakiluddin, Hakiluddin (222)

Ramadiani, Ramadiani (179)

Ruslim, Yosep (173)

Rijai, Laode (149)

Karyati, Karyati (131)

**Gambar 1.6 Halaman Utama Setelah Login Berhasil**

### 1.4. Halaman Utama

Setelah berhasil login, halaman Utama menampilkan fitur-fitur yang terletak pada kanan halaman, fitur-fitur yang tersedia pada aplikasi dapat dilihat pada Gambar 1.7.

<p><b>BROWSE</b></p> <p>All of Unmul Repository</p> <p>Communities &amp; Collections</p> <p>By Issue Date</p> <p>Authors</p> <p>Titles</p> <p>Subjects</p> <p><b>MY ACCOUNT</b></p> <p>Logout</p> <p>Profile</p> <p>Submissions</p> <p><b>DISCOVER</b></p> <p><b>Author</b></p> <p>Ahmad, Islamudin (244)</p> <p>Haviluddin, Haviluddin (222)</p> <p>Ramadiani, Ramadiani (179)</p> <p>Ruslim, Yosep (173)</p> <p>Rijai, Laode (149)</p> <p>Karyati, Karyati (131)</p> <p>Nugroho, Rudy Agung (128)</p> <p>Hatta, Heliza Rahmania (123)</p> <p>Khairina, Dyna Marisa (110)</p> <p>Karmini, Karmini (105)</p> <p>... View More</p> <p><b>Subject</b></p> <p>peer review (87)</p> <p>Reviewer (24)</p> <p>- (14)</p> <p>Erosion, slope, soil conservation, growth, land rehabilitation (8)</p> <p>Performance (8)</p> <p>Tumitin (8)</p> <p>tumitin (8)</p> <p>Antioksidan (7)</p> <p>Article (7)</p> <p>Biodiversity (7)</p> <p>... View More</p> <p><b>Date Issued</b></p> <p>2100 - 2109 (2)</p> <p>2000 - 2099 (5239)</p> <p>1900 - 1999 (5)</p> <p>1234 - 1299 (1)</p> <p><b>Has File(s)</b></p> <p>Yes (6094)</p> <p>No (22)</p> <p><b>RSS FEEDS</b></p> <p>RSS 1.0</p> <p>RSS 2.0</p> <p>Atom</p>	<p><b>BROWSE</b></p> <p>All of Unmul Repository</p> <p>Communities &amp; Collections</p> <p>By Issue Date</p> <p>Authors</p> <p>Titles</p> <p>Subjects</p> <p><b>MY ACCOUNT</b></p> <p>Logout</p> <p>Profile</p> <p>Submissions</p>	<p><b>DISCOVER</b></p> <p><b>Author</b></p> <p>Ahmad, Islamudin (244)</p> <p>Haviluddin, Haviluddin (222)</p> <p>Ramadiani, Ramadiani (179)</p> <p>Ruslim, Yosep (173)</p> <p>Rijai, Laode (149)</p> <p>Karyati, Karyati (131)</p> <p>Nugroho, Rudy Agung (128)</p> <p>Hatta, Heliza Rahmania (123)</p> <p>Khairina, Dyna Marisa (110)</p> <p>Karmini, Karmini (105)</p>
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**Gambar 1.7 Fitur-fitur Tersedia Pada Repository**

# BAB II

## 2.1. Collection dan Community

Menu community yang tersedia untuk mengisi dokumen pada repository seperti Gambar 2.1

### Communities in Unmul Repository

Select a community to browse its collections.

<b>Akuntabel</b> [1248]	➔	<b>Collections in this community</b>
Articles [730]		J - Agriculture [122]
Books [299]		J - Computer Sciences and Information Technology [57]
DOCTORAL DISSERTATION [2]		J - Cultural Sciences [23]
HaKI [127]		J - Economics and Business [99]
MAGISTER TESIS [0]		J - Fishery and Marine Sciences [75]
Others [3169]		J - Forestry [173]
Pengabdian Pada Masyarakat [18]		J - Law [72]
Penunjang [15]		J - Mathematics and Natural Sciences [125]
Proceedings [493]		J - Medicine [93]
SKRIPSI [15]		J - Pharmacy [223]
		J - Public Health [71]
		J - Social and Political Sciences [10]
		J - Teacher Training and Education [105]
	J - Unsorted [0]	

**Gambar 2.1a. Menu Pengisian Dokumen Akuntabel**

**Akuntabel** berisi dokumen-dokumen penting seperti akreditasi.

**Articles** berisi dokumen-dokumen karya ilmiah berupa jurnal.

**Books** berisi dokumen-dokumen berupa buku, chapter buku, monograf dll.

**Doctoral Dissertation** berisi dokumen-dokumen disertasi S3.

**HaKI** berisi dokumen-dokumen HAKI.

**Magister Thesis** berisi dokumen-dokumen Tesis S2.

**Others** berisi dokumen-dokumen seperti peer-review, Turnitin, surat menyurat dll.

**Pengabdian Pada Masyarakat** berisi dokumen-dokumen PkM.

**Penunjang** berisi dokumen-dokumen seperti ijazah, sertifikat, dll.


**Proceeding** berisi dokumen-dokumen karya ilmiah berupa karya ilmiah prosiding.

**Skripsi** berisi dokumen-dokumen Skripsi D3 hingga S1.

## Communities in Unmul Repository

Select a community to browse its collections.

- Akuntabel [1248]
- Articles [730]**
- Books [299]
- DOCTORAL DISSERTATION [2]
- HaKI [127]
- MAGISTER TESIS [0]
- Others [3169]
- Pengabdian Pada Masyarakat [18]
- Penunjang [15]
- Proceedings [493]
- SKRIPSI [15]



### Collections in this community

- A - Agriculture [21]
- A - Computer Sciences and Information Technology [98]
- A - Cultural Sciences [20]
- A - Economics and Business [60]
- A - Engineering [14]
- A - Fishery and Marine Sciences [14]
- A - Forestry [184]
- A - Law [8]
- A - Mathematics and Natural Sciences [84]
- A - Medicine [23]
- A - Pharmacy [42]
- A - Public Health [34]
- A - Social and Political Sciences [53]
- A - Teacher Training and Education [83]
- A - Unsorted [1]

**Gambar 2.1b. Menu Pengisian Dokumen Articles**



## Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]



### Collections in this community

Faculty of Agriculture Book's [48]

Faculty of Computer Sciences and Information Technology Book's [21]

Faculty of Cultural Sciences Book's [12]

Faculty of Economics and Business Book's [24]

Faculty of Engineering Book's [2]

Faculty of Fishery and Marine Sciences Book's [9]

Faculty of Forestry Book's [38]

Faculty of Law Book's [36]

Faculty of Mathematics and Natural Sciences [30]

Faculty of Medicine Book's [9]

Faculty of Pharmacy Book's [2]

Faculty of Public Health Book's [13]

Faculty of Social and Political Sciences Book's [11]

Faculty of Teacher Training and Education Book's [35]

Unsorted Book [10]

Gambar 2.1c. Menu Pengisian Dokumen Books

## Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]



### Sub-communities within this community

DD - Economics and Business [0]

DD - Forestry [0]

DD - Pascasarjana [0]

DD - Teacher Training and Education [2]

Gambar 2.1d. Menu Pengisian Dokumen Doctoral Dissertation

## Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]



Collections in this community

Hak Cipta [127]

Gambar 2.1e. Menu Pengisian Dokumen HaKI

## Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]



Sub-communities within this community

MT - Agriculture [0]

MT - Economics and Business [0]

MT - Fishery and Marine Sciences [0]

MT - Forestry [0]

MT - Law [0]

MT - Mathematics and Natural Sciences [0]

MT - Pascasarjana [0]

MT - Social and Political Sciences [0]

MT - Teacher Training and Education [0]

Gambar 2.1f. Menu Pengisian Dokumen Magister Thesis

## Communities in Unmul Repository

Select a community to browse its collections.

[Akuntabel](#) [1248]

[Articles](#) [730]

[Books](#) [299]

[DOCTORAL DISSERTATION](#) [2]

[HaKI](#) [127]

[MAGISTER TESIS](#) [0]

[Others](#) [3169]

[Pengabdian Pada Masyarakat](#) [18]

[Penunjang](#) [15]

[Proceedings](#) [493]

[SKRIPSI](#) [15]

### Collections in this community

[Datasets](#) [8]

[Guidance](#) [4]

[Letters](#) [643]

[Peer Review](#) [488]

[Peer Review Ramadiani](#) [55]

[Reports](#) [406]

[Rules](#) [61]

[Sertifikat](#) [1]

[Turnitin Report](#) [582]

[Turnitin Report](#) [921]

**Gambar 2.1g. Menu Pengisian Dokumen Others**

## Communities in Unmul Repository

Select a community to browse its collections.

[Akuntabel](#) [1248]

[Articles](#) [730]

[Books](#) [299]

[DOCTORAL DISSERTATION](#) [2]

[HaKI](#) [127]

[MAGISTER TESIS](#) [0]

[Others](#) [3169]

[Pengabdian Pada Masyarakat](#) [18]

[Penunjang](#) [15]

[Proceedings](#) [493]

[SKRIPSI](#) [15]

### Collections in this community

[PPM - Faculty of Agriculture](#) [1]

[PPM - Faculty of Cultural Sciences](#) [16]

[PPM - Faculty of Economics and Business](#) [0]

[PPM - Faculty of Engineering](#) [1]

[PPM - Faculty of Fishery and Marine Sciences](#) [0]

[PPM - Faculty of Forestry](#) [0]

[PPM - Faculty of Law](#) [0]

[PPM - Faculty of Mathematics and Natural Sciences](#) [1]

[PPM - Faculty of Medicine](#) [0]

[PPM - Faculty of Pharmacy](#) [2]

[PPM - Faculty of Public Health](#) [0]

[PPM - Faculty of Social and Political Sciences](#) [0]

[PPM - Faculty of Teacher Training and Education](#) [5]

**Gambar 2.1h. Menu Pengisian Dokumen Pengabdian Pada Masyarakat**

## Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]

### Collections in this community

- S - Faculty of Agriculture [0]
- S - Faculty of Cultural Sciences [8]
- S - Faculty of Economics and Business [0]
- S - Faculty of Engineering [1]
- S - Faculty of Fishery and Marine Sciences [0]
- S - Faculty of Forestry [0]
- S - Faculty of Law [0]
- S - Faculty of Mathematics and Natural Sciences [1]
- S - Faculty of Medicine [0]
- S - Faculty of Pharmacy [2]
- S - Faculty of Public Health [0]
- S - Faculty of Social and Political Sciences [0]
- S - Faculty of Teacher Training and Education [21]

Gambar 2.1i. Menu Pengisian Dokumen Penunjang

## Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]

### Collections in this community

- J - Forestry [43]
- P - Agriculture [64]
- P - Computer Sciences and Information Technology [58]
- P - Cultural Sciences [15]
- P - Economics and Business [26]
- P - Engineering [6]
- P - Fishery and Marine Sciences [14]
- P - Law [12]
- P - Mathematics and Natural Sciences [38]
- P - Medicine [20]
- P - Pharmacy [72]
- P - Public Health [21]
- P - Social and Political Sciences [12]
- P - Teacher Training and Education [92]
- P - Unsorted [2]

Gambar 2.1i. Menu Pengisian Dokumen Proceedings

# Communities in Unmul Repository

Select a community to browse its collections.

Akuntabel [1248]

Articles [730]

Books [299]

DOCTORAL DISSERTATION [2]

HaKI [127]

MAGISTER TESIS [0]

Others [3169]

Pengabdian Pada Masyarakat [18]

Penunjang [15]

Proceedings [493]

SKRIPSI [15]

## Sub-communities within this community

TA - Agriculture [0]

TA - Cultural Sciences [0]

TA - Economics and Business [0]

TA - Engineering [0]

TA - Fishery and Marine Sciences [0]

TA - Forestry [0]

TA - Law [0]

TA - Mathematics and Natural Sciences [4]

TA - Medicine [0]

TA - Pharmacy [0]

TA - Public Health [0]

TA - Social and Political Sciences [11]

TA - Teacher Training and Education [0]

Gambar 2.1j. Menu Pengisian Dokumen Skripsi

## 2.2. Pengisian Dokumen

Fitur untuk menambahkan dan menyimpan aset digital. Berikut langkah-langkah untuk menambahkan data pada Repository:

1. Klik menu **Articles** pada bagian **Communities in Unmul Repository** kemudian pilih sesuai fakultas pada bagian **Collections in this community**. Sebagai contoh Klik *Pertanian (Agriculture)*, kemudian akan tampil form pengisian seperti Gambar 2.2.

### Articles

BROWSE BY

By Issue Date Authors Titles Subjects

Search within this community and its collections:

 Go

#### Collections in this community

A - Agriculture [22]

A - Computer Sciences and Information Technology [98]

A - Cultural Sciences [20]

A - Economics and Business [62]

A - Engineering [14]

### A - Agriculture

BROWSE BY

By Issue Date Authors Titles Subjects

Search within this collection:

 Go

Submit a new item to this collection

#### Recent Submissions

Gambar 2.2a. Menu Pilihan Pengisian Dokumen

2. Kemudian klik **Submit a new item to this collection** dan akan tampil seperti Gambar 2.2b.

## Item submission

Describe Upload Review License Complete

**Describe Item**

**Authors:**  
**Last name, e.g. Smith** **First name(s) + "Jr", e.g. Donald Jr**

Enter the names of the authors of this item.

**Title: \***

Enter the main title of the item.

**Other Titles:**

If the item has any alternative titles, please enter them here.

**Date of Issue: \***

**Year** **Month** **Day**

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

**Publisher:**

Enter the name of the publisher of the previously issued instance of this item.

**Citation:**

Enter the standard citation for the previously issued instance of this item.

**Series/Report No.:**  
**Series Name** **Report or paper No.**

Enter the series and number assigned to this item by your community.

**Identifiers:**

ISSN

If the item has any identification numbers or codes associated with it, please enter the types and the actual numbers or codes.

**Type:**

Animation  
Article  
Book  
Book chapter  
Dataset  
Learning Object

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

**Language:**

N/A

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

**Gambar 2.2b. Menu Pengisian Dokumen**

## Item submission

Describe Describe Upload Review License Complete

### Describe Item

**Authors:**

Last name, e.g. *Smith* First name(s) + "Jr", e.g. *Donald Jr*

Enter the names of the authors of this item.

**Title:** \*

Enter the main title of the item.

**Other Titles:**

**Date of Issue:** \*

Year Month Day

Please give the date of previous publication or public distribution. You can leave out the day and/or month if they aren't applicable.

**Publisher:**

Enter the name of the publisher of the previously issued instance of this item.

**Citation:**

Enter the standard citation for the previously issued instance of this item.

**Series/Report No.:**

Series Name Report or paper No.

Enter the series and number assigned to this item by your community.

**Type:**

Animation  
Article  
Book  
Book chapter  
Dataset  
Learning Object

Select the type(s) of content of the item. To select more than one value in the list, you may have to hold down the "CTRL" or "Shift" key.

**Language:**

Select the language of the main content of the item. If the language does not appear in the list, please select 'Other'. If the content does not really have a language (for example, if it is a dataset or an image) please select 'N/A'.

**Gambar 2.2c. Menu Pengisian Dokumen Bagian "Describe Item"**

## Item submission

Describe Describe Upload Review License Complete

### Describe Item

**Subject Keywords:**

Add

Enter appropriate subject keywords or phrases.

Subject Categories

**Abstract:**

Enter the abstract of the item.

**Sponsors:**

Enter the names of any sponsors and/or funding codes in the box.

**Description:**

Enter any other description or comments in this box.

< Previous Save & Exit Next >

### Gambar 2.2d. Menu Pengisian Dokumen Bagian “Describe Item”

## Item submission

Describe Describe Upload Review License Complete

### Upload File(s)

**File: \***

Choose File No file chosen

Please enter the full path of the file on your computer corresponding to your item. If you click "Browse...", a new window will allow you to select the file from your computer.

**File Description:**

Optionally, provide a brief description of the file, for example "Main article", or "Experiment data readings".

Upload file & add another

< Previous Save & Exit Next >

### Gambar 2.2e. Menu Pengisian Dokumen Bagian “Upload File(s)”



## Item submission

Describe Describe Upload **Review** License Complete

### Review Submission

Describe Item

**Authors:** Haviluddin, Haviluddin  
**Title:** Judul - Dokumen Artikel Karil (Jurnal)  
**Date of Issue:** 2022-01-14  
**Type:** Article

Correct one of these

Describe Item

Correct one of these

Upload File(s)

Contoh Pengisian Dokumen Repository.pdf - Adobe PDF (Known)

Correct one of these

< Previous Save & Exit Next >

**Gambar 2.2e. Menu Pengisian Dokumen Bagian “Review Submission”**

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There is one last step: In order for Unmul Repository to reproduce, translate and distribute your submission worldwide, you must agree to the following terms.

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If you have questions regarding this license please contact the system administrators.

License:

I Grant the License

< Previous Save & Exit Complete submission

**Gambar 2.2f. Menu Pengisian Dokumen Bagian “Distribution License”**

## Submission complete

Your submission will now go through the review process for this collection. You will receive e-mail notification as soon as your submission has joined the collection, or if there is a problem with your submission. You may also check on the status of your submission by visiting your submissions page.

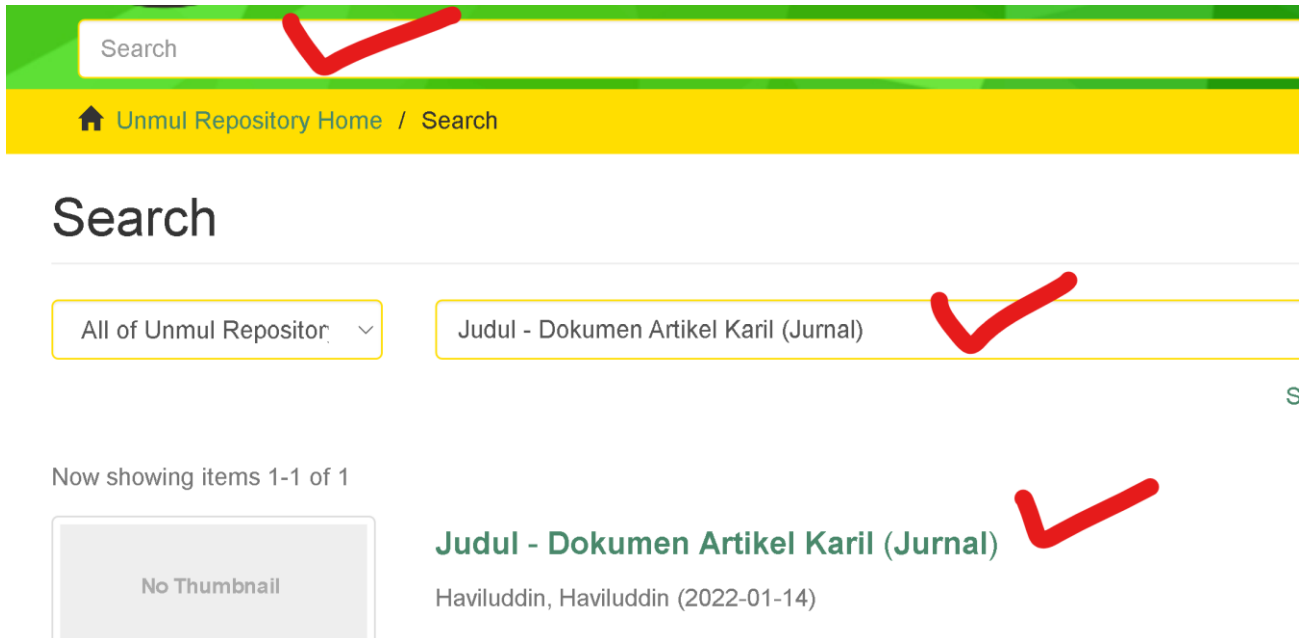
[Go to the Submissions page](#)

Submit another item

**Gambar 2.2g. Submission complete**

## 2.3. Memperbaiki Pengisian Dokumen

Gunakan fasilitas **Search** untuk mencari dokumen yang telah disimpan.



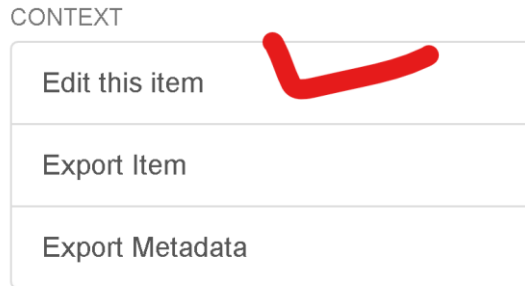
**Gambar 2.3. Hasil Pencarian**

1. Klik pada **Dokumen yang akan diperbaiki** dan akan tampil seperti Gambar 2.4.



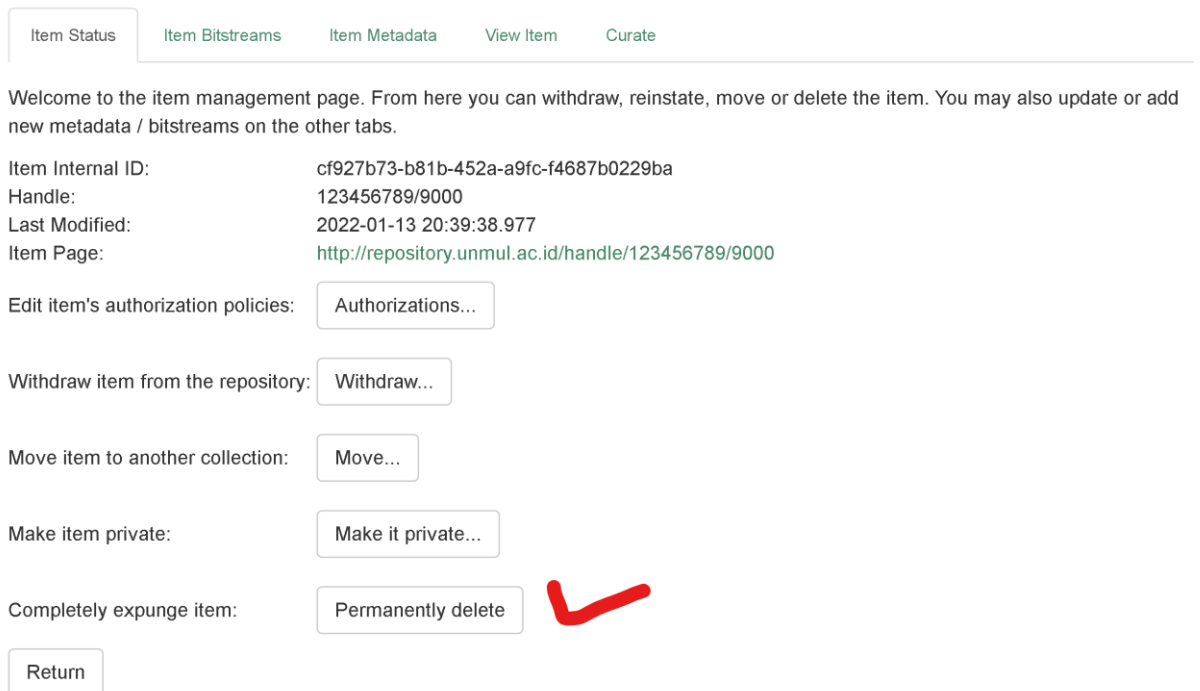
**Gambar 2.4. Tampilan halaman dokumen**

2. Kemudian pilih menu **Edit this item** pada bagian Context seperti Gambar 2.5.



**Gambar 2.5. Menu Context**

## Edit Item



**Gambar 2.6 Halaman Edit Item**

Tab **Item Status** dan **Item Bitstreams** hanya digunakan untuk menghapus atau mengganti dokumen seperti Gambar 2.7.

## Edit Item

Item Status   Item Bitstreams   Item Metadata   View Item   Curate

### Bitstreams

Name	Description	Format	View	Order
<b>Bundle: ORIGINAL</b>				
<input type="checkbox"/> Contoh Pengisian Dokumen Repository.pdf		Adobe PDF	[view]	<input type="button" value="Move up"/> <input type="button" value="Move down"/>
<b>Bundle: LICENSE</b>				
<input type="checkbox"/> license.txt		License	[view]	<input type="button" value="Move up"/> <input type="button" value="Move down"/>

**Gambar 2.7. Halaman Tab Item Bitstreams**

Tab **Item Metadata** terdiri dari 2 (dua) bagian yaitu **Add new metadata** dan **Metadata** seperti Gambar 2.8a dan Gambar 2.8b.

Bagian **Add new metadata** digunakan untuk menambah item metadata.

Bagian **Metadata** digunakan untuk menghapus item metadata.

# Edit Item

Item Status   Item Bitstreams   **Item Metadata**   View Item   Curate

## Add new metadata

Name:

dc.contributor.author ✓

Value:

Language

Add new metadata

PLEASE NOTE: These changes are not validated in any way. You are responsible for entering the data in the correct format. If you are not sure what the format is, please do NOT make changes.

Update

Return

**Gambar 2.8a. Halaman Tab Item Metadata bagian "Add new metadata"**

## Metadata

Remove	Name	Value	Language
<input type="checkbox"/>	dc.contributor.author	Haviluddin, Haviluddin	
<input type="checkbox"/>	dc.date.accessioned	2022-01-13T12:39:36Z	
<input type="checkbox"/>	dc.date.available	2022-01-13T12:39:36Z	
<input type="checkbox"/>	dc.date.issued	2022-01-14	
<input type="checkbox"/>	dc.description.provenance	Submitted by Admin Repository (repository@unmul.ac.id) on 2022-01-13T12:39:35Z No. of bitstreams: 1	en
<input type="checkbox"/>	dc.description.provenance	Made available in DSpace on 2022-01-13T12:39:36Z (GMT). No. of bitstreams: 1 Contoh Pengisian Dokumen Repository.pdf: 45104 bytes, checksum:	en
<input type="checkbox"/>	dc.identifier.uri	http://repository.unmul.ac.id/handle/123456789/9000	
<input type="checkbox"/>	dc.title	Judul - Dokumen Artikel Karil (Jurnal)	en_US
<input type="checkbox"/>	dc.type	Article	en_US

Update

Return

**Gambar 2.8b. Halaman Tab Item Metadata bagian “Metadata”**

Tab **View item** dan **Curate** diabaikan saja (jangan dirubah-rubah).

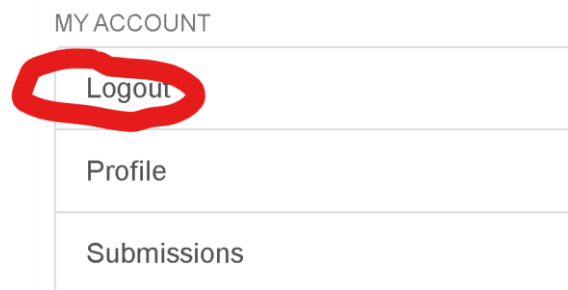
Pengisian atau penyimpanan dokumen lainnya menyesuaikan jenis dokumen seperti Gambar 1.6 dengan Langkah-langkah pengisian yang sama (sub bagian 2.2. Pengisian Dokumen).



# BAB III

## III. Logout

Untuk mengakhiri pengisian dokumen klik **Logout** pada menu **MY ACCOUNT** seperti pada Gambar 3.1.



**Gambar 3.1. Menu Logout**



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