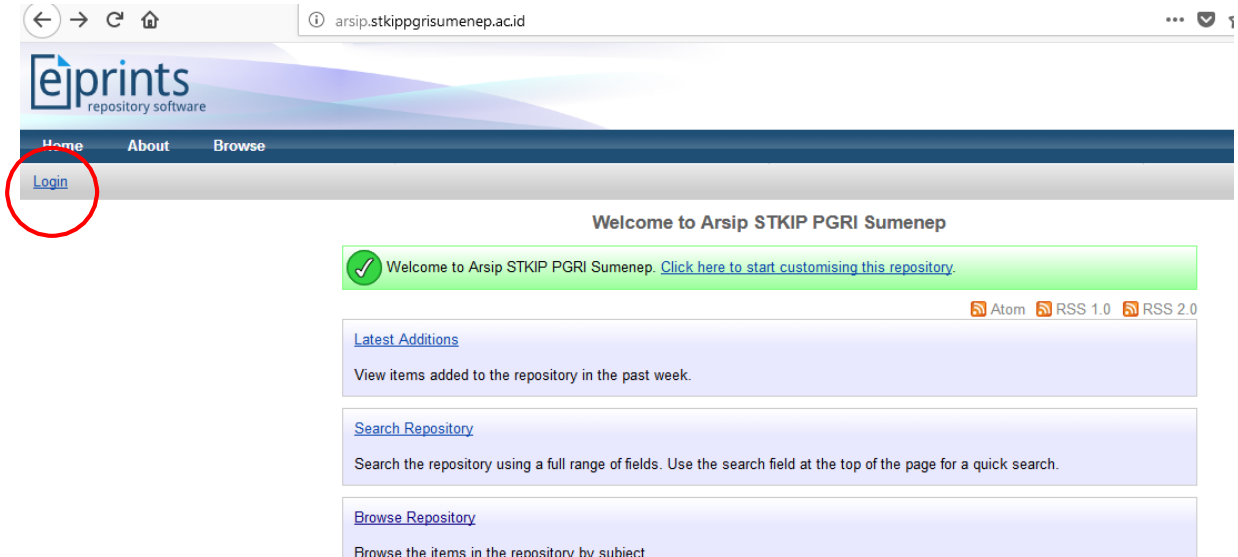


## DAFTAR ISI

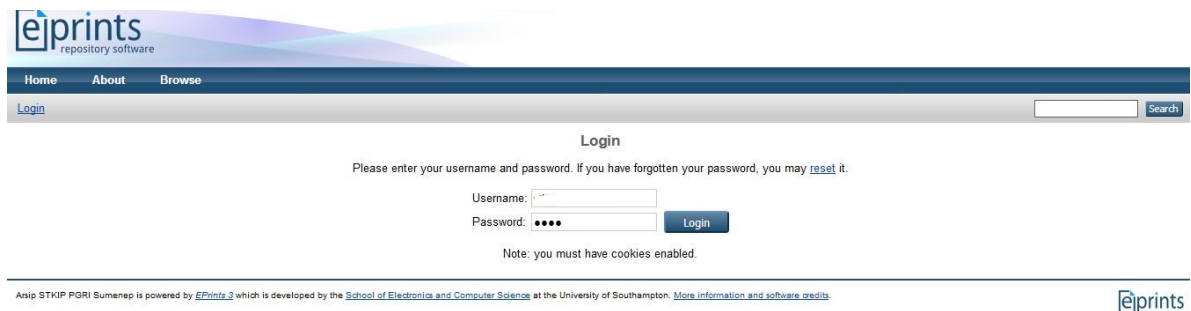
Upload Mandiri Item Arsip Dosen STKIP PGRI Sumenep .....	2
Edit Item (khusus item dengan status Under Review) .....	9
Edit Item (khusus item dengan status Live Archive) .....	12
Menyalin Template.....	13
Edit Profil .....	15

## Tutorial Upload Mandiri Item Arsip Dosen STKIP PGRI Sumenep

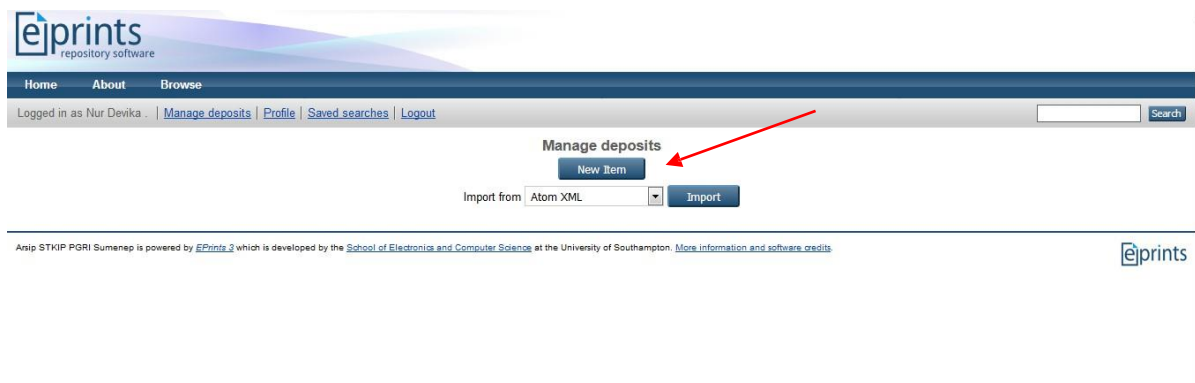
Login di laman [arsip.stkipgrisumenep.ac.id](http://arsip.stkipgrisumenep.ac.id).



Masukkan username dan password



Pada halaman Manage Deposit, Klik New Item



Maka akan muncul tampilan Edit Item. Pada Item Type pilih **Teaching Resource**.

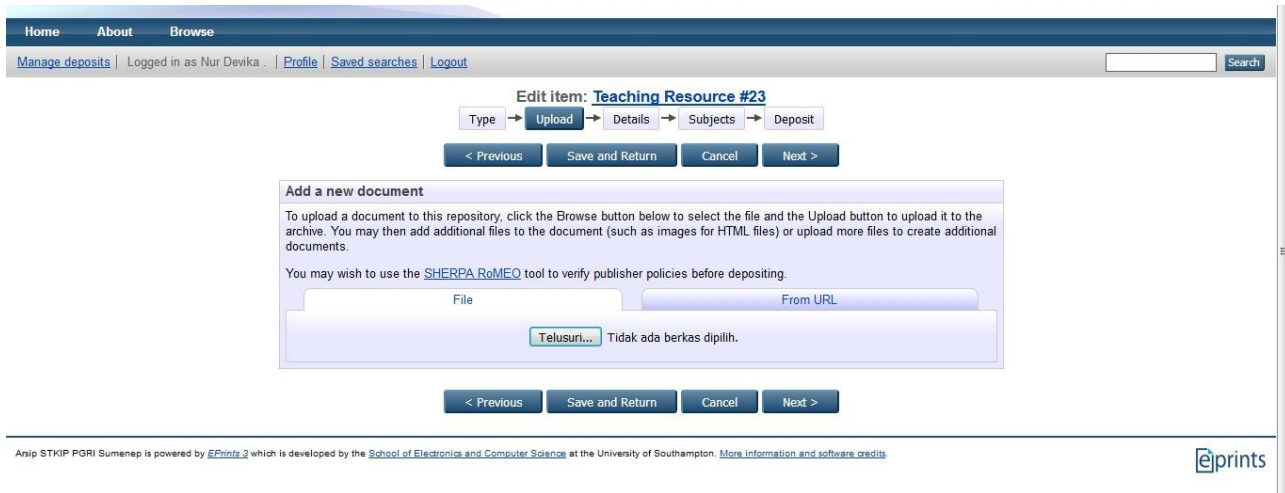
The screenshot shows a web interface for editing an item. At the top, there are navigation links: Profile, Saved searches, and Logout. Below that, the title 'Edit item: Article #23' is displayed. A breadcrumb trail shows: Type → Upload → Details → Subjects → Deposit. Below the breadcrumb are three buttons: Save and Return, Cancel, and Next >. The main content area is a window titled 'Item Type' with a help icon. It contains a list of item types, each with a radio button and a description. The 'Teaching Resource' option is selected and circled in red. Below the list are three buttons: Save and Return, Cancel, and Next >.

Item Type

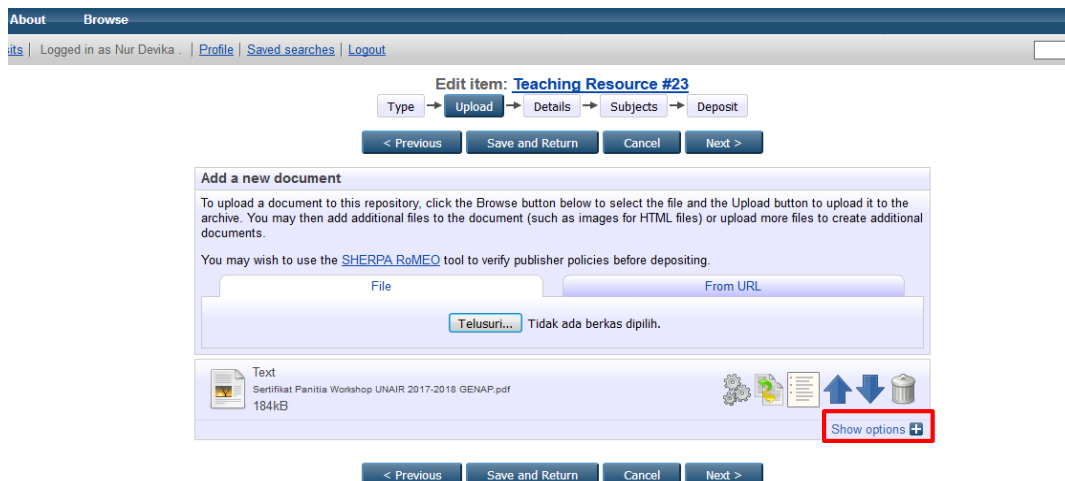
- Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**  
A chapter or section in a book.
- Monograph**  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**  
A book or a conference volume.
- Thesis**  
A thesis or dissertation.
- Patent**  
A published patent. Do not include as yet unpublished patent applications.
- Artefact**  
An artist's artefact or work product.
- Show/Exhibition**  
An artist's exhibition or site specific performance-based deposit.
- Composition**  
A musical composition.
- Performance**  
Performance of a musical event.
- Image**  
A digital photograph or visual image.
- Video**  
A digital video.
- Audio**  
A sound recording.
- Dataset**  
A bounded collection of quantitative data (e.g. spreadsheet or XML data file).
- Experiment**  
Experimental data with intermediate analyses and summary results.
- Teaching Resource**  
Lecture notes, exercises, exam papers or course syllabuses.
- Other**  
Something within the scope of the repository, but not covered by the other categories.

Kemudian Klik Next

Pada tab Upload , klik **Telusuri** untuk memilih file yang akan di upload



Pada file yang telah diupload klik **Show Option**



Maka akan muncul Options. Berikut ketentuan pengisian Options tersebut:

- Type : Text (sesuaikan dengan jenis file yang diupload)
- Visible to : **Anyone** (file dapat dilihat dan diunduh oleh public)  
**Registered users only** (file dapat dilihat dan diunduh oleh user yang terdaftar di repo)  
**Repository staff only** (file hanya dapat dilihat dan diunduh oleh admin repo)

Klik Update Metadata. Kemudian Klik Next

Tab berikutnya yaitu Details. Adapun kolom yang **wajib** diisi yaitu:

**\*Title** : Isi sesuai jenis file yang diupload

- PENUNJANG (Tahun Ajar) (Genap/Ganjil)
- PENELITIAN (Tahun Ajar) (Genap/Ganjil)
- PENGABDIAN (Tahun Ajar) (Genap/Ganjil)
- PENGAJARAN (Tahun Ajar) (Genap/Ganjil) (Mata Kuliah) (Prodi)

Abaikan jika muncul tanda seperti ini

- \***Creators:** - Nama yang terdiri **satu kata**, kolom family name dan given name diisi dengan kata **nama yang sama**
- Nama yang terdiri **lebih dari dua suku kata**, kolom Family name isi dengan kata nama pertama, selebihnya isi di bagian Given Name

**PENTING!:** Setiap mengisi kolom Creators, pastikan **konsistensi** dalam penulisan nama, termasuk penggunaan huruf besar dan tanda baca.

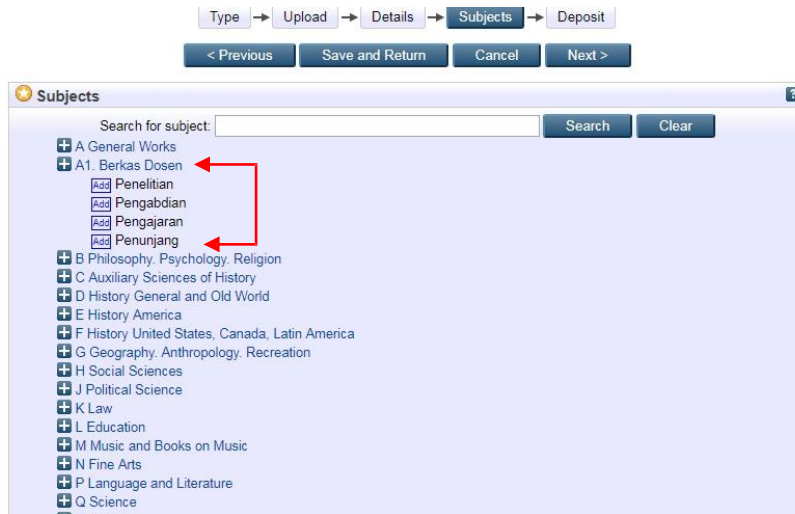
\***Divisions:** Isi Sesuai Prodi

\***Status:** Unpublished

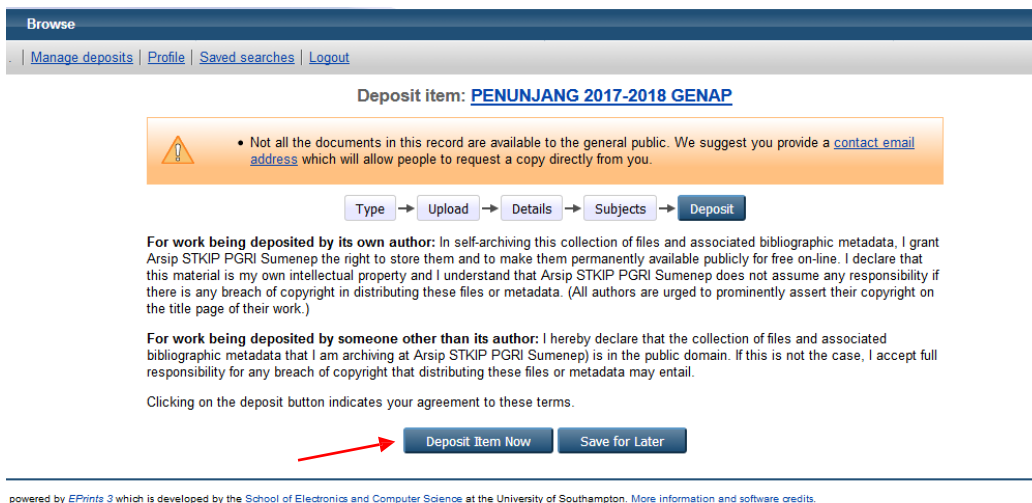
\***Date:** Isi tahun

Klik Next

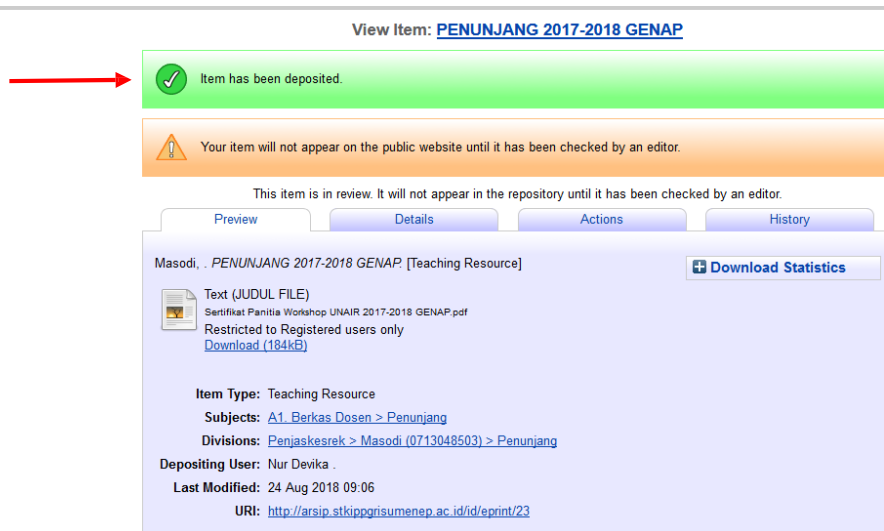
Pada tab Subjects pilih **A1. Berkas Dosen** kemudian klik **add** pada salah satu subjek yang sesuai dengan item yang diupload



Klik Next. Klik Deposit Item Now jika sudah rampung,

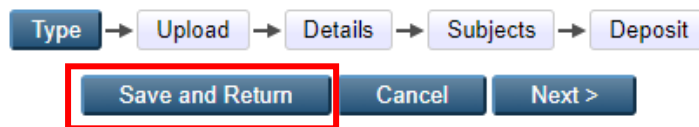


Apabila muncul pemberitahuan *Item has been deposited* maka item berhasil didepositkan.



Setelah didepositkan silahkan menghubungi editor atau admin untuk dapat divalidasi.


\*Jika masih ingin **disimpan sebelum didepositkan**, klik **Save and Return**

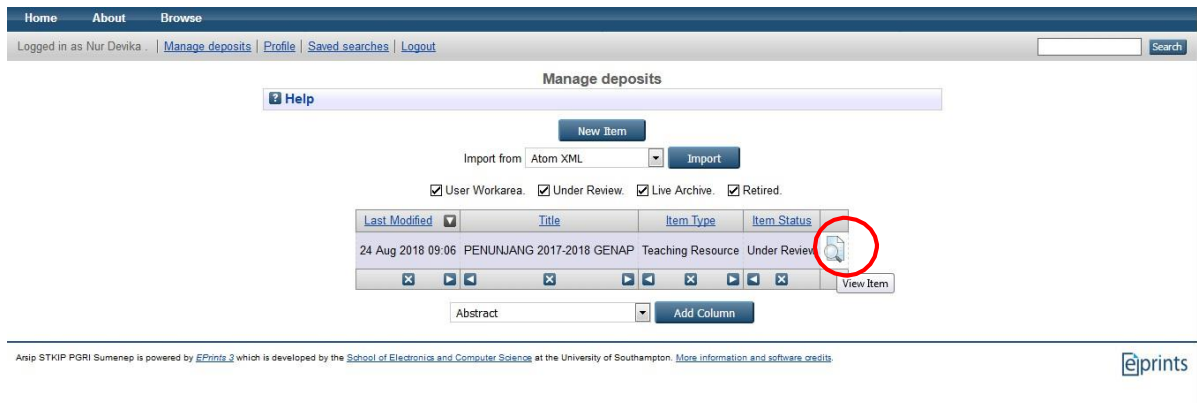




## Edit Item (khusus item dengan status Under Review)

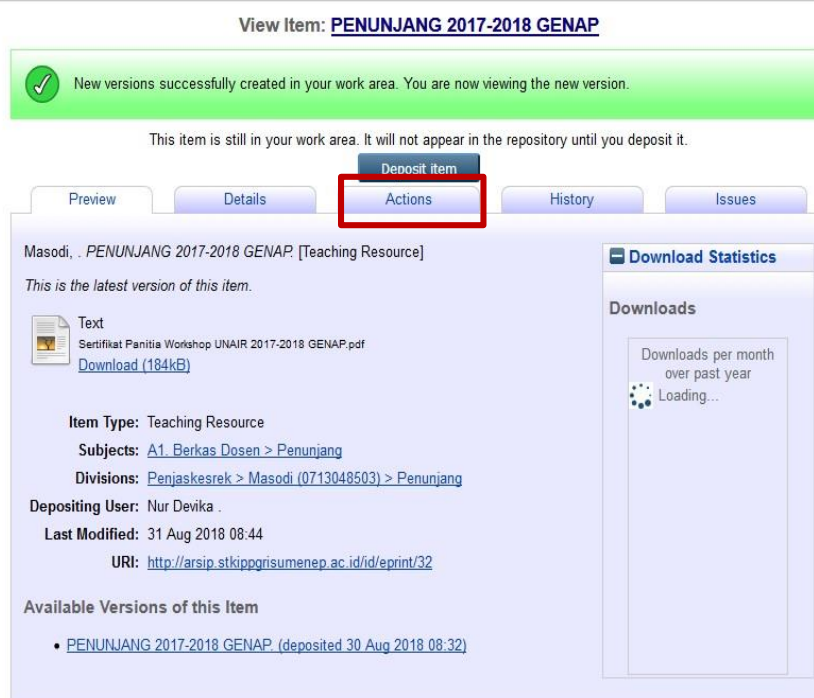
Setelah proses upload selesai, maka pada laman Manage deposits akan muncul riwayat item terakhir yang didepositikan baik dengan status Under review ataupun Live Archive (sudah divalidasi oleh Admin).

Untuk melakukan **editing**, klik  (View Items) pada kolom item yang akan diedit



The screenshot shows the 'Manage deposits' interface. At the top, there are navigation links: Home, About, Browse. Below that, a status bar indicates 'Logged in as Nur Devika' with links for 'Manage deposits', 'Profile', 'Saved searches', and 'Logout'. A search bar is on the right. The main content area has a 'Help' button and a 'New Item' button. Below these are 'Import from' options (Atom XML) and an 'Import' button. There are also checkboxes for 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. A table lists items with columns for 'Last Modified', 'Title', 'Item Type', and 'Item Status'. The first item is '24 Aug 2018 09:06 PENUNJANG 2017-2018 GENAP Teaching Resource Under Review'. The 'View Item' button for this item is circled in red. Below the table is an 'Abstract' field and an 'Add Column' button. At the bottom, there is a footer with information about the system and the 'eprints' logo.

Pilih tab **Actions**.



The screenshot shows the 'View Item' page for 'PENUNJANG 2017-2018 GENAP'. At the top, there is a green notification bar with a checkmark icon and the text: 'New versions successfully created in your work area. You are now viewing the new version.' Below this, a message states: 'This item is still in your work area. It will not appear in the repository until you deposit it.' The main content area has a 'Deposit item' button at the top. Below it are tabs for 'Preview', 'Details', 'Actions', 'History', and 'Issues'. The 'Actions' tab is highlighted with a red box. The main content area displays the item details: 'Masodi, . PENUNJANG 2017-2018 GENAP. [Teaching Resource]'. It states 'This is the latest version of this item.' Below this is a 'Text' section with a document icon and the text: 'Sertifikat Panitia Workshop UNAIR 2017-2018 GENAP.pdf' and a 'Download (184kB)' link. The 'Item Type' is 'Teaching Resource'. The 'Subjects' are 'A1. Berkas Dosen > Penunjang'. The 'Divisions' are 'Penjaskesrek > Masodi (0713048503) > Penunjang'. The 'Depositing User' is 'Nur Devika'. The 'Last Modified' date is '31 Aug 2018 08:44'. The 'URI' is 'http://arsip.stkippgnisumenep.ac.id/id/eprint/32'. The 'Available Versions of this Item' section lists 'PENUNJANG 2017-2018 GENAP. (deposited 30 Aug 2018 08:32)'. On the right side, there is a 'Download Statistics' section with a 'Downloads' chart showing 'Downloads per month over past year' and a 'Loading...' status.

## Pilih Return to Work Area

This item is in review. It will not appear in the repository until it has been checked by an editor.

Preview   Details   **Actions**   History

<b>New version</b>	Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked.
<b>Use as template</b>	Create a new item using this item as a template. There will be no connection between the two items.
<b>Return to Work Area</b>	Return to user work area, allowing the user to make changes to it and re-deposit it.
<b>Request deletion</b>	Request that this item is removed from the repository.

Export

## Setelah status berubah, Pilih tab Actions

✓ Status of item changed to "User Workarea".

This item is still in your work area. It will not appear in the repository until you deposit it.

Deposit item

Preview   Details   **Actions**   History   Issues

Hodairiyah, Hodairiyah (2024) tes. [Teaching Resource] (Unpublished)

Text  
Table 6 dan 7.docx  
[Download \(19kB\)](#)

**Item Type:** Teaching Resource  
**Subjects:** [A1. Berkas Dosen > Penunjang](#)  
**Divisions:** [Pendidikan Bahasa dan Sastra Indonesia > Hodairiyah > Penunjang](#)  
**Depositing User:** Hodairiyah Hodairiyah .  
**Last Modified:** 29 Jan 2024 04:08  
**URI:** <http://arsip.stkipppgrisumenep.ac.id/id/eprint/450>

## Pilih Edit Item

Deposit item

Preview   Details   **Actions**   History   Issues

<b>Deposit item</b>	Deposit item
<b>New version</b>	Use this to submit a new version of this item. It will create an exact copy which you can then make changes to. This item and the new version will be linked.
<b>Use as template</b>	Create a new item using this item as a template. There will be no connection between the two items.
<b>Edit item</b>	Edit item
<b>Remove item</b>	Remove this item from the system forever.

Export

Pilih tab yang akan di edit:

Tab **Upload**, untuk mengubah, menambah atau menghapus file

Tab **Details**, untuk mengubah deskripsi

The screenshot shows a web interface for editing a digital item. At the top, there is a navigation bar with links: [Manage deposits](#), [Profile](#), [Saved searches](#), and [Logout](#). Below this, the current item is identified as "Edit item: PENUNJANG 2017-2018 GENAP". A red arrow points to the "Type" tab in the navigation menu, which is currently selected. Other tabs in the menu include "Upload", "Details", "Subjects", and "Deposit". Below the tabs are three buttons: "Save and Return", "Cancel", and "Next >".

The "Item Type" dropdown menu is open, showing a list of item types with radio buttons for selection:

- Article**  
An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an electronic-only medium, such as an online journal or news website.
- Book Section**  
A chapter or section in a book.
- Monograph**  
A monograph. This may be a technical report, project report, documentation, manual, working paper or discussion paper.
- Conference or Workshop Item**  
A paper, poster, speech, lecture or presentation given at a conference, workshop or other event. If the conference item has been published in a journal or book then please use "Book Section" or "Article" instead.
- Book**  
A book or a conference volume.
- Thesis**  
A thesis or dissertation.
- Patent**  
A published patent. Do not include as yet unpublished patent applications.
- Artefact**  
An artist's artefact or work product.
- Show/Exhibition**  
An artist's exhibition or site specific performance-based deposit.
- Composition**  
A musical composition.

Klik **Deposit** untuk menyimpan perubahan dan mendepositkan item

## Edit Item (khusus item dengan status Live Archive)

Untuk melakukan editing pada item yang sudah divalidasi atau berstatus Live Archive, silahkan bapak/ibu **menghubungi editor atau admin** arsip dengan **menyertakan link item yang akan di edit**

---


View Item: **PENGAJARAN 2023/2024 GANJIL ILMU PENGANTAR PERPUSTAKAAN PGSD**

This item is in the repository with the URL <https://arsip.stkipgrisumenep.ac.id/383/> Link item

[Move to Review](#) [Retire Item](#) [Remove item](#)

[Preview](#) [Details](#) [Actions](#) [History](#) [Issues](#)

Masodi, Masodi (2023) *PENGAJARAN 2023/2024 GANJIL ILMU PENGANTAR PERPUSTAKAAN PGSD*. [Teaching Resource] (Unpublished)

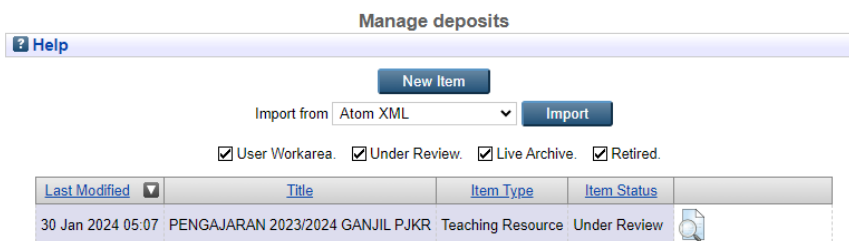
 Text  
KONTRAK KULIAH ILMU PERPUS 2023-2024 GANJIL.pdf  
[Download \(157kB\)](#) | [Preview](#)

Link pada tampilan View Item

## Menyalin Template

Untuk mempermudah dalam membuat item dengan **Type, Divisi dan Tahun yang sama**, misal item: Teaching resources divisi pengajaran tahun 2023 namun dengan prodi yang berbeda. Maka dapat menggunakan menu salin template.

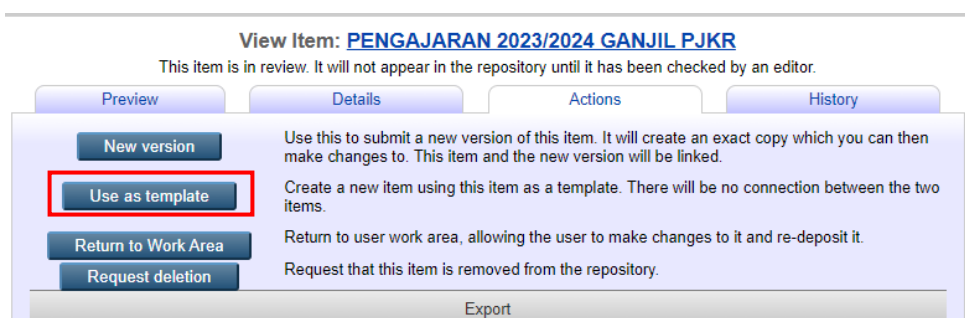
Pada Manage Deposit, pilih item yang akan disalin templatnya, Klik  View Item



## Pilih Actions



## Pilih Use as Template



Otomatis akan muncul tampilan item baru dengan template yang telah dicopy.

Selanjutnya klik **Actions** kemudian **Edit item**

View Item: [PENGAJARAN 2023/2024 GANJIL PJKR](#)

New item successfully created in your work area using the previous item as a template. You are now viewing the new item.

This item is still in your work area. It will not appear in the repository until you deposit it.

**Deposit item**

Preview   Details   **Actions**   History   Issues

Hodairiyah, Hodairiyah [PENGAJARAN 2023/2024 GANJIL PJKR](#). [Teaching Resource] (Unpublished)  
Full text not available from this repository.

Item Type: Teaching Resource  
Subjects: [A1. Berkas Dosen > Pengajaran](#)  
Divisions: [Pendidikan Bahasa dan Sastra Indonesia > Hodairiyah > Pengajaran](#)  
Depositing User: Hodairiyah Hodairiyah .  
Last Modified: 30 Jan 2024 05:28  
URI: <http://arsip.stkipgrisumenep.ac.id/id/eprint/528>

Pilih tab **Upload** untuk mengupload file, jangan lupa sesuaikan Visible to pada masing masing file

Edit item: [PENGAJARAN 2023/2024 GANJIL PJKR](#)

Type → **Upload** → Details → Subjects → Deposit

< Previous   Save and Return   Cancel   Next >

**Add a new document**

To upload a document to this repository, click the Browse button below to select the file and the Upload button to upload it to the archive. You may then add additional files to the document (such as images for HTML files) or upload more files to create additional documents.

You may wish to use the [SHERPA RoMEO](#) tool to verify publisher policies before depositing.

File   From URL

Choose File   No file chosen

Pada tab **Details**, cukup lakukan perubahan pada Title, setelah itu langsung klik **Deposit Item**

Edit item: [PENGAJARAN 2023/2024 GANJIL PGSD COPY](#)

Type → Upload → **Details** → Subjects → Deposit

< Previous   Save and Return   Cancel   Next >

★ Title ?

PENGAJARAN 2023/2024 GANJIL PGSD COPY

Item dengan template yang sama namun dengan judul yang berbeda berhasil dibuat

Manage deposits

[? Help](#)

**New Item**

Import from  **Import**

User Workarea    Under Review    Live Archive    Retired

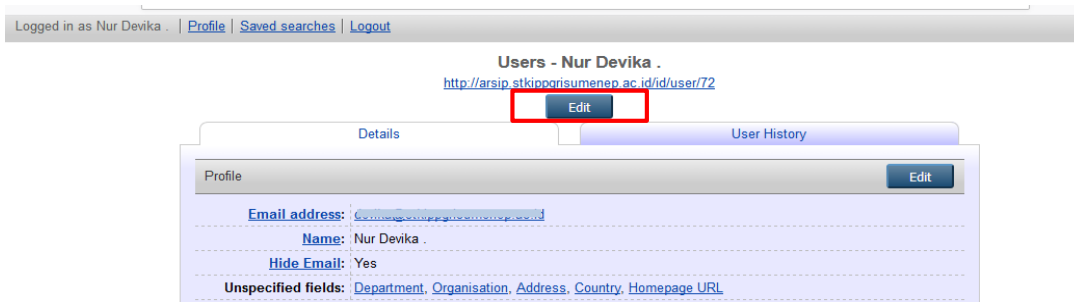
Last Modified	Title	Item Type	Item Status	
30 Jan 2024 05:45	PENGAJARAN 2023/2024 GANJIL PGSD COPY	Teaching Resource	Under Review	
30 Jan 2024 05:07	PENGAJARAN 2023/2024 GANJIL PJKR	Teaching Resource	Under Review	

## Edit Profil

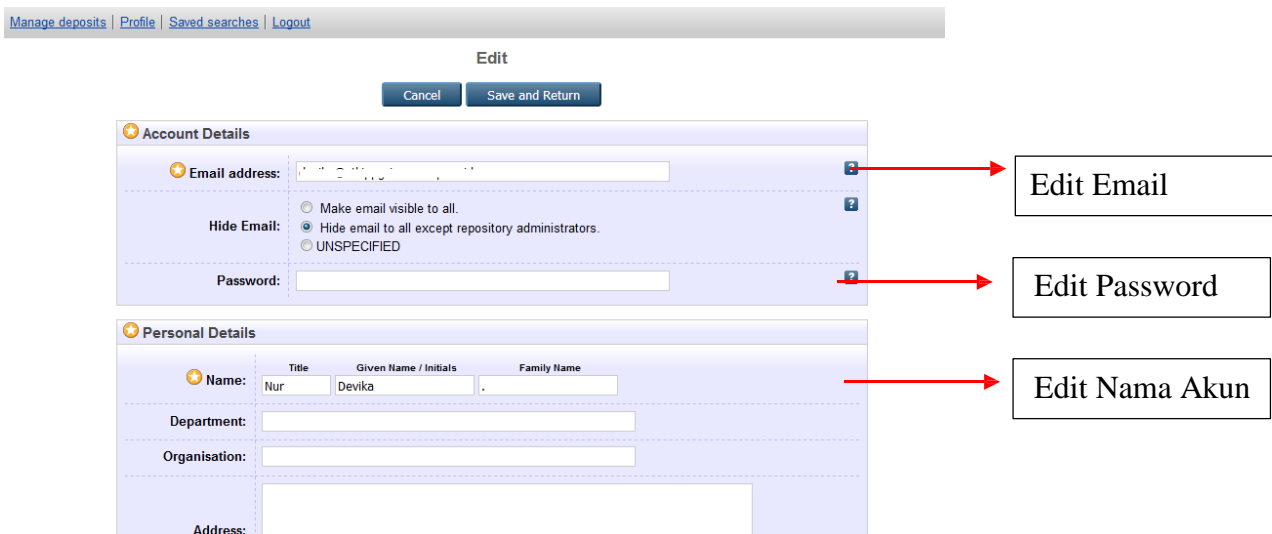
Pilih tab Profile



Klik Edit



Maka akan muncul halaman edit



Klik **Save and Return** untuk menyimpan perubahan.