

## PANDUAN Cara Edit UNGGAHAN DI EPRINTS

TIM LITERASI 2020

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## PANDUAN CARA EDIT UNGGAHAN DI EPRINTS

## A. Informasi diterima atau dikembalikan dokumen

Informasi diterima atau dikembalikan oleh admin/editor, bisa kalian liat di *"item status"* di menu manage deposit yang semula setelah didepositkan maka akan ada keterangan dari *under review* menjadi *live archive*, namun apabila di unggahan tidak diterima maka status keterangannya berubah menjadi *user work area* berarti anda harus memperbaiki unggahan anda.

- ∐ Kesalahan dalam upload, admin akan "Return item" sehingga bisa diedit/ bisa unggah ulang file yang salah tanpa harus mengulang dari awal.
- Informasi terkait kesalahan dalam konten yang diupload akan dikirim lewat eprints pada menu messangger

## B. Cara memperbaiki unggahan yang salah

Di bawah ini beberapa langkah memperbaiki unggahan deposit kita bila tidak diterima dan unggahan kita dikembalikan oleh editor/ admin perpustakaan, antara lain:

- 1. Login ke eprints.uad.ac.id
- 2. Klik manage deposit, seperti tampilan di bawah ini:



Item status berubah menjadi **user workarea**, itu artinya dokumen anda bisa untuk

diedit atau diperbaiki. Kemudian pilih gambar seperti kertas yang ada lup nya (view item), maka akan tampil seperti gambar di langkah no.3

3. Klik detals 🔪

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Tentukan pilihan no (1), (2), dan (3) yang akan anda edit. Bila anda edit:

No. 1 => klik edit item di menu <u>"item type"</u> => pilih type yang sesuai dengan tulisan anda No. 2 => klik edite item di menu <u>"uplod"</u> => di menu ini anda mengupload yang sudah direvisi dan

menghapus yang salah. Adapun caranya, seperti di bawah ini:

Setelah anda klik edit item pada menu upload, seperti pada gambar di bawah ini:

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Maka akan tampil gambar seperti gambar di bawah ini:

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Langkah selanjutnya:

a. Masing – masing file yang salah, anda klik gambar tong sampah di samping kanannya dan akan muncul dialog seperti gambar di bawah ini dan anda klik "remove"

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b. Bila data yang salah sudah kehapus semuanya, maka anda lakukan klik chose file atau browser file, seperti gambar di bawah ini:

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Masukan file – file yang sesuai dengan ketentuan unggah (baca paduan unggah)

c. Setelah proses unggah file selesai, klik menu save and return, seperti pada gambar di bawah ini

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d. Setelah **save and return**, langkah selanjutnya dan jangan lupa klik menu **"deposit"**, pada gambar di bawah ini:

This item is still in your work area. It will not appear in the repository until you deposit it.					
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e. Setelah klik deposit item, maka akan muncul keterangan seperti di bawah ini, berarti deposit anda sudah berhasil

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f. Selesai. Selamat mencoba!