

Tata Cara Pendaftaran dan Upload Dokumen pada ePrints Sriwijaya University

<http://eprints.unsri.ac.id>



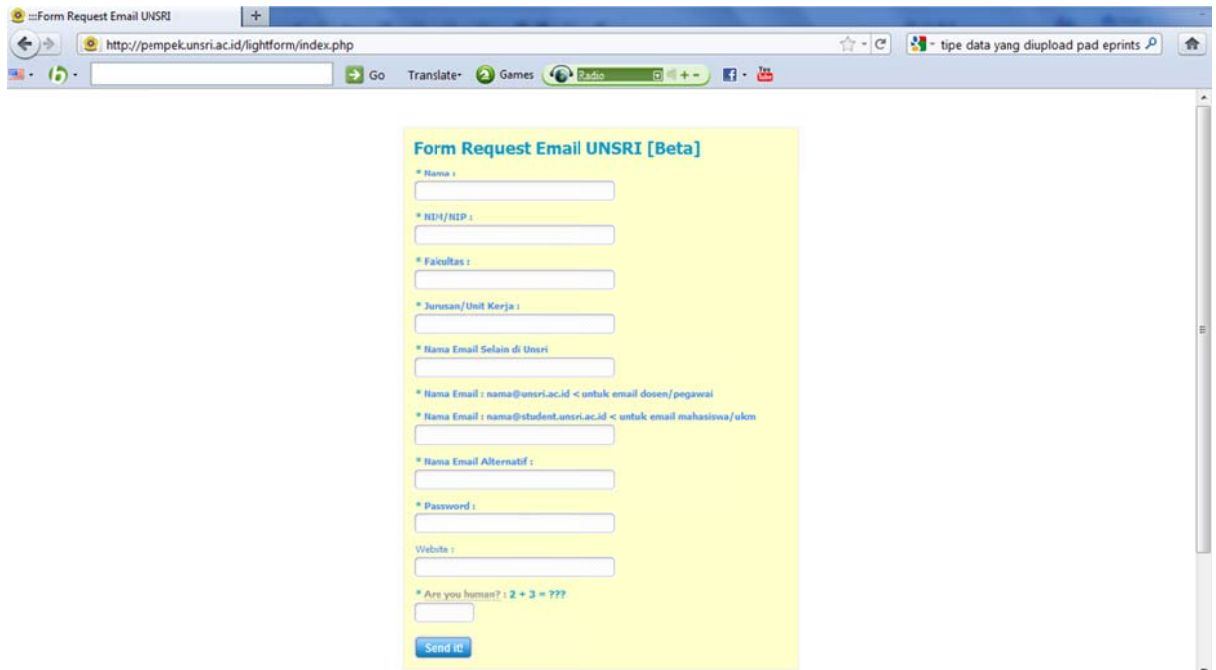
Oleh:

Tim ICT Universitas Sriwijaya

Universitas Sriwijaya

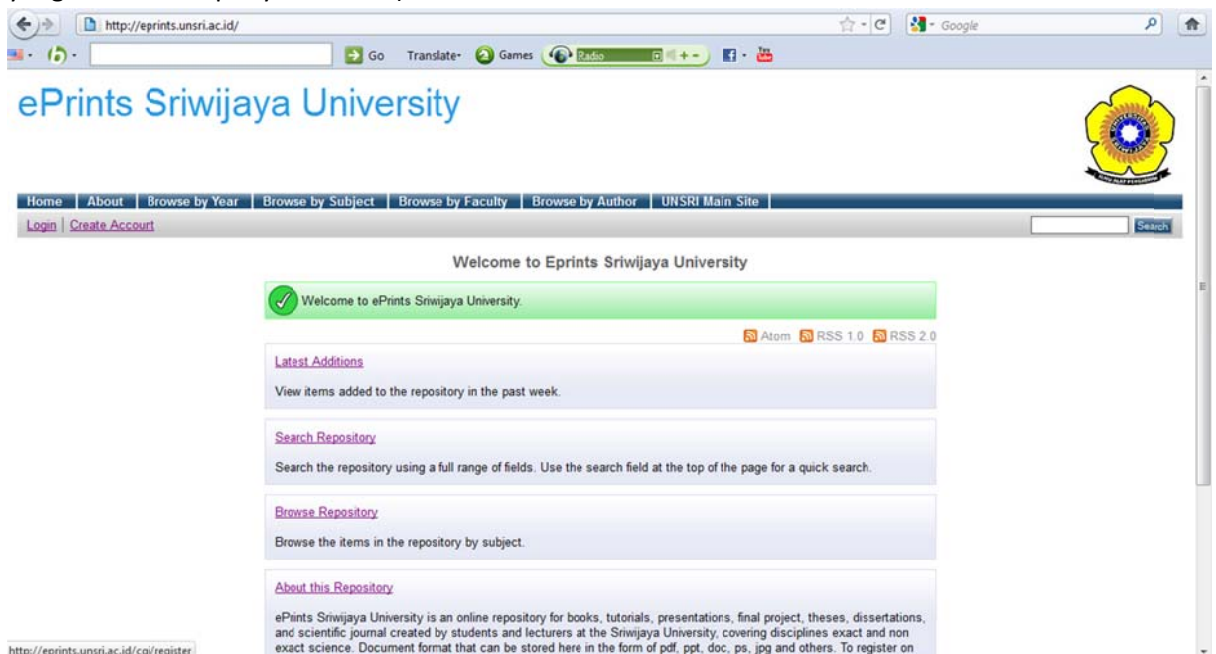
2011

1. Untuk registrasi pada ePrints sangat disarankan menggunakan official email unsri.ac.id, untuk yang belum mempunyai account email unsri.ac.id silahkan registrasi pada <http://pempek.unsri.ac.id/lightform/index.php> .



Abaikan langkah ini jika anda sudah mempunyai email unsri.ac.id dan mulailah pada langkah kedua.

2. Buka web browser ketikkan alamat: <http://eprints.unsri.ac.id> kemudian klik register (untuk yang belum mempunyai account).



3. Masukkan data-data seperti dibawah ini.

The screenshot shows a web browser window with the URL <http://eprints.unsri.ac.id/cgi/register>. The page title is "Register". It contains the following text and form fields:

In order to access some areas of the repository, you'll need a *user registration*. No charge is made for registering with us or using any of our services.

This page lets you register with Eprints Sriwijaya University. This will allow you to save searches, receive alerts and deposit items.

Your new password will need to confirm your email address by using a code which will be mailed to you.

If you have already registered but have forgotten your username or password, [click here](#) to set a new password.

Name

Title	Given Name / Initials	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Your email address
This must be a valid email address.

Select a username
A username must begin with a letter and only contain letters and numerals.

Select a password
A combination of uppercase and lowercase letters and numerals.

At the bottom, there is a footer: "ePrints Sriwijaya University is powered by [EPrints 2](#), which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [More information and software credits.](#)" and the "eprints" logo.

Setelah registrasi buka kembali email anda yang dipergunakan buat registrasi tadi guna pengaktifan account. Klik link aktivasi pada email untuk mengaktifkan account.

4. Setelah aktivasi login kembali dengan username dan password anda

The screenshot shows a web browser window with the URL <http://eprints.unsri.ac.id/cgi/users/home>. The page title is "ePrints Sriwijaya University". It contains the following text and form fields:

Login

Please enter your username and password. If you have forgotten your password, you may [reset it](#).

Username:

Password:

Note: you must have cookies enabled.

At the bottom, there is a footer: "ePrints Sriwijaya University is powered by [EPrints 2](#), which is developed by the [School of Electronics and Computer Science](#) at the University of Southampton. [More information and software credits.](#)" and the "eprints" logo.

5. Pilih New Item

The screenshot shows the 'Manage deposits' interface. At the top, there is a navigation bar with links like 'Home', 'About', 'Browse by Year', etc. Below that, a search bar and a 'Search' button are visible. The main content area is titled 'Manage deposits' and includes a 'New Item' button. Below this, there is an 'Import from' dropdown menu set to 'BibTeX' and an 'Import' button. A status bar indicates 'Displaying results 1 to 10 of 14.' and '1 | 2 | Next'. There are also checkboxes for 'User Workarea', 'Under Review', 'Live Archive', and 'Retired'. A table lists several items with columns for 'Item Type', 'Last Modified', 'Item Status', and 'Title'. The first four items are 'Article' type, with titles related to mobile robot navigation, information system design, chili seedling protection, and a biflavonoid compound from gamboge.

Item Type	Last Modified	Item Status	Title
Article	09 Dec 2011 13:43	Live Archive	Sistem Navigasi Non-Holonomic Mobile Robot Menggunakan Aplikasi Sensor Ultrasonic
Article	09 Dec 2011 13:49	Live Archive	Rancang Bangun Perangkat Lunak Sistem Informasi Laborotium (Studi Kasus: Laboratorium Fasilkom Unsri)
Article	09 Dec 2011 15:50	Live Archive	Nature of Protection of Chilli Seedling from Rhizoctonia Damping-off by Plant Growth Promotion Fungi
Article	09 Dec 2011 15:58	Live Archive	BIFLAVONOID COMPOUND FROM THE STEM BARK OF GAMBOGE (<i>Garcinia xanthochymus</i>)

6. Pilih tipe dari dokumen yang akan di-upload

The screenshot shows the 'Edit item: Article #21' page. At the top, there is a navigation bar and a search bar. The main content area is titled 'Edit item: Article #21' and includes a breadcrumb trail: 'Type' → 'Upload' → 'Details' → 'Subjects' → 'Deposit'. Below this, there are buttons for 'Save for Later', 'Cancel', and 'Next >'. A modal window titled 'Item Type' is open, showing a list of document types with 'Article' selected. The 'Article' type is described as '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.' Other types include 'Book Section', 'Monograph', 'Conference or Workshop Item', 'Book', and 'Thesis'.

7. Pilih dokumen yang akan di-upload

The screenshot shows the ePrints Sriwijaya University interface. At the top, there is a navigation menu with links: Home, About, Browse by Year, Browse by Subject, Browse by Faculty, Browse by Author, and UNSRI Main Site. Below the menu, the user is logged in as 'Mr Candra Setiawan' and has access to 'Manage deposits', 'Manage Records', 'Profile', 'Saved searches', 'Review', 'Admin', 'Edit page phrases', and 'Logout'. The main content area is titled 'Edit item: Article #21' and includes a breadcrumb trail: Type → Upload → Details → Subjects → Deposit. Below this, there are navigation buttons: '< Previous', 'Save for Later', 'Cancel', and 'Next >'. The 'Add a new document' section contains instructions: '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.' Below the instructions are five buttons: 'File', 'From URL', 'From OpenXML', 'tar.gz File', and 'Zip File'. A text input field labeled 'New document:' is followed by 'Browse...' and 'Upload' buttons. At the bottom, there are more navigation buttons: '< Previous', 'Save for Later', 'Cancel', and 'Next >'. A footer note states: 'ePrints Sriwijaya University is powered by ePrints 2, which is developed by the School of Electronics and Computer Science at the University of Southampton. More information and software archive.' The ePrints logo is in the bottom right corner.

8. Masukkan informasi detail dari dokumen yang di-upload, dan informasi yang akan dimasukkan bisa jadi berbeda sesuai dengan tipe dari dokumen yang akan anda upload.

The screenshot shows the ePrints Sriwijaya University interface at the 'Details' stage. The breadcrumb trail is: Type → Upload → Details → Subjects → Deposit. The 'Details' section has a title input field and an 'Abstract' input field, both with a question mark icon in the top right corner. The 'Abstract' field is larger and occupies more vertical space than the 'Title' field. Navigation buttons '< Previous', 'Save for Later', 'Cancel', and 'Next >' are visible above the input fields. The rest of the interface, including the navigation menu and user information, is identical to the previous screenshot.

9. Pilihlah subjek dari dokumen, atau masukkan search sesuai dengan subjek dari dokumen anda

The screenshot shows the 'Edit item: Article #21' page in the ePrints system. At the top, there is a navigation bar with links: Home, About, Browse by Year, Browse by Subject, Browse by Faculty, Browse by Author, and UNSRI Main Site. Below this is a user status bar showing 'Logged in as' and links for Manage deposits, Manage Records, Profile, Saved searches, Review, Admin, Edit page phrases, and Logout. The main content area features a breadcrumb trail: Type → Upload → Details → Subjects → Deposit. Below the breadcrumb are buttons for '< Previous', 'Save for Later', 'Cancel', and 'Next >'. A 'Subjects' dialog box is open, containing a search field and a list of subject categories: A General Works, B Philosophy, Psychology, Religion, C Auxiliary Sciences of History, D History General and Old World, E History America, F History United States, Canada, Latin America, and G Geography, Anthropology, Recreation.

10. Pilih Deposit, dan klik Deposit Item Now

The screenshot shows the 'Deposit item: Article #21' page. The navigation bar and user status bar are identical to the previous screenshot. The breadcrumb trail is: Type → Upload → Details → Subjects → Deposit. Below the breadcrumb are buttons for '< Previous', 'Save for Later', 'Cancel', and 'Next >'. A message states: 'As an editor of this item you can move it into review without first resolving the problems identified otherwise click Save for Later to fix these problems later.' Below this is a section titled 'For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant Eprints Sriwijaya University the right to store them and to make them permanently available publicly for free on-line. I declare that this material is my own intellectual property and I understand that Eprints Sriwijaya University does not assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All authors are urged to prominently assert their copyright on the title page of their work.)'

11. Makalah atau paper akan di-review oleh administrator eprints sebelum dipublish pada <http://eprints.unsri.ac.id>