MODUL

IBS Repository

STIE Indonesia Banking School



http://repository.ibs.ac.id/

TUTORIAL IBS REPOSITORY

(Untuk Depositor)

IBS Repository merupakan penyimpanan naskah, dokumen karya ilmiah, skripsi, penelitian, tesis, gambar, video, audio, dan sebagainya, yang dibuat oleh segenap sivitas akademika IBS agar dapat digunakan bersama bagi seluruh pengguna yang berkepentingan.

Untuk dapat menggunakan IBS Repository, berikut ini adalah urutan langkah-langkahnya (uraian tentang langkah-langkah penggunaan IBS Repository tersebut hanya dapat dilakukan setelah Anda memiliki *account* / akun di URL IBS Repository).

User IBS Repository terbagi menjadi tiga, yaitu:

1. User:

- Upload dan download data yang akan dipublish menjadi koleksi

2. Editor:

- Upload dan download data yang akan dipublish menjadi koleksi
- Mempublish dan mereview data yang diupload User
- Menghapus atau mengembalikan data kepada User yang bersangkutan

3. Administrator:

- Upload dan download data yang akan dipublish menjadi koleksi
- Mempublish dan mereview data yang diupload User
- Menghapus atau mengembalikan data kepada User yang bersangkutan
- Akses menyeluruh pada sistem

1. Login IBS Repository

Sebagai awalan untuk dapat menggunakan IBS Repository, hal yang harus dilakukan adalah mengetikkan alamat URL http://repository.ibs.ac.id/ pada browser, dan anda akan melihat tampilan seperti di bawah ini:

Welcome to IBS Repository - IBS × +		-	٥	×
\leftrightarrow \rightarrow X \triangle (i) Not secure repository.ibs.ac.id		\$ 2	•	:
INCONCESIA BANKING SCHOOL				•
Home About Browse		 		
Login			Searc	
	Welcome to IBS Repository			
Welcome to IBS	Repository			
	🔊 Atom 🔊 RSS 1.0 🔊 RSS 2.0			
Latest Additions				
View items added to t	he repository in the past week.			
Search Repository				
Search the repository	using a full range of fields. Use the search field at the top of the page for a quick search.			
Browse Repository				
Browse the items in the	e repository by subject.			
Registration				
Create account to be	a member.			
Repository Policies				
Policy for use of mate	rial in this repository.			
Waiting for p01.notifa.info) with a base URL of http://repository.ibs.ac.id/cgi/oai2			+

Dari tampilan tersebut, *klik* pada "Login", dan selanjutnya anda akan melihat tampilan seperti berikut ini:

Login	
Please enter your username and password. If you have forgotten your password, you may reset it.	
Username:	
Password: Login	
Note: you must have cookies enabled.	
ies nepository is powered by <u>envints a</u> which is developed by the <u>School of electronics and Computer Scherole</u> at the University of Southampton. <u>Note information and software credits</u> .	leiprints

*Untuk *Username* dan *Password*, Anda dapat menggunakan *Username*= NIDN dan *Password*= lumbungibs, mohon untuk segera mengganti *password* untuk keamanan.

Pada tampilan tersebut, anda ketikkan *Username* dan *Password* anda, kemudian *klik Login*, dan tampilan yang akan muncul adalah seperti di bawah ini:

🚳 Manage deposits - IBS Repositor 🛛 🗙 🕂		-	٥	×
← → C ① Not secure repository.ibs.ac.id/cgi/users/home	o- ☆	τ 🗟	* 3	:
Home About Browse	_			
Logged in as Mr. Manage deposits Profile Saved searches Logout			Sea	irch
Manage deposits New item				
IBS Repository is powered by EPvints 3 which is developed by the School of Electronics and Computer Science at the University of Southampton. More information and software credits.			Ginrin	atc

2. Manage Deposits – IBS Repository

Tampilan tersebut merupakan tahapan yang berfungsi untuk proses *entry* materi yang akan di-*upload*. Materi tersebut berupa file yang berisi naskah, dokumen karya ilmiah, skripsi, penelitian, tesis, dan sebagainya, yang dapat berupa format teks, gambar, video, audio, dan lain-lain.

Klik pada New Item. Tampilan yang akan anda lihat adalah seperti berikut ini:

D Item Type	2
Article An article in a journal, magazine, newspaper. Not necessarily peer-reviewed. May be an online journal or news website.	electronic-only medium, such as an
O Book Section A chapter or section in a book.	
 Monograph A monograph. This may be a technical report, project report, documentation, manual, wo 	rking paper or discussion paper.
Conference or Workshop Item A paper, poster, speech, lecture or presentation given at a conference, workshop or othe been published in a journal or book then please use "Book Section" or "Article" instead.	r event. If the conference item has
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. 	
O 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. 	
Save and Return Cancel Next >	

3. Edit item - IBS Repository

Pada tampilan tersebut, *klik* pada pilihan yang sesuai dengan materi yang akan anda *entry*, kemudian *klik Next*. Kemudian anda akan masuk pada halaman seperti berikut ini:

Edit item: Article #860 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 addit documents.	ie tional
You may wish to use the <u>SHERPA RoMEO</u> tool to verify publisher policies before depositing.	
File From URL	
Choose File No file chosen	
< Previous Save and Return Cancel Next >	
Prints 3 which is developed by the School of Electronics and Computer Science at the University of Southampton. More information and software credits.	leiprir

Pada halaman ini anda ambil file yang akan di-*entry*, dengan cara *klik* pada *Browse*, *klik* nama file dari dokumen anda, *klik Upload*, kemudian *klik Next*. Setelah itu anda akan melihat tampilan seperti berikut ini:

	Add a new document			
	To upload a document to this r archive. You may then add ad documents.	epository, click the Browse button below to selec ditional files to the document (such as images for	t the file and the Upload button to upload it to the HTML files) or upload more files to create additional	
	You may wish to use the SHE	RPA RoMEO tool to verify publisher policies before	re depositing.	
		File	From URL	
		Choose File No file chosen		
	Text Jurnal-Ventura.pdf 512kB		۵ 🕂 🕂 ۱۵	
	Content:		Hide options	
	🔾 Type:	Text 🗸	2	
	Description:		2	
	😳 Visible to:	Anyone 🗸	2	
	License:	UNSPECIFIED	× 2	
	Embargo expiry date:	Year: Month: Unspecified 🗸 Day	: ? 🗸 👔	
	🔾 Language:	English 🗸	2	
		Update Metadata		
		< Previous Save and Deture	Cancel Nexts	
3 which is developed by the School of Electron	ics and Computer Science at the University of Southa	mpton. More information and software credits.		Peiprir

Tampilan di atas adalah contoh dari hasil proses *entry* materi atau file yang telah anda *Browse* dan *Upload*. Selanjutnya, *klik Next*, dan akan muncul tampilan seperti berikut ini:

4. Edit item – IBS Repository

	are enanges, ar	2014	, meene per cupita m		555	
	Type →	Upload → Details → Sul	bjects -> Deposit			
	< Previous	Save and Return	Cancel Next >			
😳 Title					2	
	Structure cha capita Indone	nges, the contribution of s sia in 1990 - 2014	sectors, income per			
Abstract					?	
	Economic deve	lopment is seen as a proces	s of transition 🔺			
	(agriculture) development i of the agricu changes affec fore, a chang referred to a analyze the s and the facto	to the model, from simple so s characterized by changes llural sector into the mode t all the matters related t e or transformation of ecor a structural change. This tructural changes in the ne rs that cause changes in th	in the structure in the structure ern sector. The thereto. There- homic activity is s study aims to stional product,			
😳 Creators					2	
	Family Name	Given Name / Initials	NIM	_		
1. H		Paulina				
2.				40		
3.						
4.						
Mo	re input rows					
					-	
Corporate Creators					2	
Corporate Creators						

0	rporate Creators					
	1.					
	2.					
	3.					
	More inpu	t rows				
Co	ntributors					
	Contribution	~	Family Name	Given Name / Initials	NIDN	
,		~				
3.	UNSPECIFIED	~				
4	UNSPECIFIED	~				
	More input rows					
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Di	risions				?	
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Div Pr	r isions ogram Studi Manajemen		*		?	
Div Pr Pr	r isions ogram Studi Manajemen ogram Studi Manajemen Keuang.	an dan Pert	bankan Syariah		2	
Pr Pr Pr Pr	r isions ogram Studi Manajemen ogram Studi Manajemen Keuang ogram Studi Akuntansi	an dan Pert	bankan Syariah			
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Div Pr Pr Pr	isions gram Studi Manajemen 	an dan Pert	is version has been refet s version has not been re hed ss	reed. sfereed.	2	
Pr Pr Pr Pr	isions ogram Studi Manajemen ogram Studi Manajemen Keuang ogram Studi Akuntansi ogram Studi Magister Manajemer Publication Details © Refereed: Status:	an dan Pert a • Yes, th No, thi • Publis In Pre Subm	bankan Syariah is version has been refer s version has not been re hed ss lited viscard	reed. aferreed.	2	
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OJournal or Publication Title:	Journal of Economics, Business & Accoutancy : Ventura	?
ISSN:	2888-785X	?
Publisher:	STIE Perbanas Surabaya	?
Official URL:	http://journal.perbanas.ac.id	?
Volume:	19	?
Number:	3	?
Page Range:	293 to 304	?
Date:	Year: 2016 Month: December 🗸 Day: ? 🗸	?
Date Type:	UNSPECIFIED Unsp	2
Identification Number:	0.14414/jebav.v19i3.758	?
Related URLs:	URL URL Type UNSPECIFIED More input rows	2
unders		?
1. More in	put rows	
rojects		?
1.		

n **-** n -

Pada gambar di atas, terlihat tampilan yang merupakan proses pengisian detail dari file yang anda entry. <u>Rincian:</u>

Title (Diisi dengan judul artikel atau file)

Abstract (Diisi dengan abstrak dari artikel tersebut)

Creators (Diisi dengan nama dari penulis)

Corporate Creators (Diisi Nama Corporate atau apabila penulis lebih dari satu orang)

Divisions (Klik pada pilihan yang sesuai, bisa lebih dari satu pilihan)

Publication Details (Pada bagian ini, yang harus diisi adalah yang bertanda bintang untuk dapat melanjutkan ke

tahap berikutnya. Untuk kolom yang lain berfungsi sebagai data pelengkap.)

Selanjutnya, klik Next. Tampilan yang akan muncul adalah seperti di bawah ini:

5. Edit Item - Pemberian Subjek



Pada tampilan poin 5, *klik* tanda "+" untuk melihat detail dari masing-masing nama subjek, *klik* pada *Add* sesuai dengan kategori artikel anda. Anda dapat memilih lebih dari 1 subjek untuk kategorisasinya yang disesuaikan dengan isi atau pembahasan di artikel atau file yang anda *upload*. Selanjutnya, *klik Next*, dan tampilan yang akan muncul adalah seperti berikut ini:

6. Deposit item

Deposit item: Structure changes, the contribution of sectors, income per capita Indonesia in 1990 – 2014 Type → Upload → Details → Subjects → Deposit For work being deposited by its own author: In self-archiving this collection of files and associated bibliographic metadata, I grant IBS Repository 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 IBS Repository 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.) For work being deposited by someone other than its author: I hereby declare that the collection of files and associated bibliographic metadata that I am archiving at IBS Repository) is in the public domain. If this is not the case, I accept full responsibility for any breach of copyright that distributing these files or metadata may entail.	
Clicking on the deposit button indicates your agreement to these terms. Deposit Item Now Save for Later	
Repository is powered by EPvints 3 which is developed by the School of Electronics and Computer Science at the University of Southampton. More information and software credits.	eìprir

Pada tampilan poin 6, *klik* pada *Deposit Item Now*, kemudian *klik Next*, dan tampilan yang akan muncul adalah sebagai berikut:

INDONESIA BANING SCHOOL	
Home About Browse	
Logged in as Mrs. Paulina Harun Manage deposits Manage records Profile Saved searches Review Admin Logout	Search
View Item: Structure changes, the contribution of sectors, income per capita Indonesia in 1990 – 2014	
Item has been deposited.	
Your item will not appear on the public website until it has been checked by an editor.	
This item is in review. It will not appear in the repository until it has been checked by an editor. Move to Repository Remove item (with notification) Return item (with notification) Preview Details Actions History Issues	
H. Paulina (2016) Structure changes, the contribution of sectors, income per capita Indonesia in 1990 – 2014. Journal of Economics, Business & Accoutancy : Ventura, 19 (3). pp. 293-304. ISSN 2888-785X	
Text Jurnal-Ventura.pdf - Published Version Download (512kB)	
Official URL: http://journal.perbanas.ac.id	
Abstract	
Economic development is seen as a process of transition from one phase to another, from simple economic structure (agriculture) to the modern economy structure. Eco-nomic development is characterized by changes in the structure of the agricultural sector into the modern sector. The changes affect all the matters related thereto. There-fore, a change or transformation of economic activity is referred to as a structural change. This study aims to analyze the structural changes in the national product, and the	

Pada tampilan gambar di atas, anda dapat melihat contoh tampilan hasil dari seluruh rangkaian proses yang telah dilakukan sebelumnya.

Rincian:

Details (Untuk melihat hasil dari proses entry)

Summary (Untuk melihat judul, abstrak, dan bagian-bagian lainnya dari file yang diupload yang disebut dengan metadata)

7. Manage deposits – IBS Repository

Home About Browse						
Logged in as Mrs. Paulina Harun Manage deposits	Manage r	cords Profile Saved searches Review Adm	in Logout			Search
		Manage	deposits			
		New Import from Atom XML Vuser Workarea. Vunder Re	Item ✓ Import view. ✓ Live Archive. ✓ Retired.			
Mi	Last odified	<u>Title</u>	lter Typ	n Item Status		
16 A 08:2	ug 2020 6	Structure changes, the contribution of sectors, in 1990 – 2014	come per capita Indonesia in Article	e Under Review		
		Abstract	✓ Add Column			
IBS Repository is powered by $\underline{\textit{EPrints 2}}$ which is developed by the \underline{S}	chool of Electr	nics and Computer Science at the University of Southampton.	More information and software credits.		ejp	orints

Pada tampilan seperti pada poin 7 merupakan contoh setelah file anda ter-upload.

8. Profile - IBS Repository

	Users - Mrs. Pauli http://repository.ibs.ac.i Edit	na Harun d/id/user/26	
	Details	User History	
Profile		Edit	
Email address:	paulina.harun@ibs.ac.id		
Frequency of items- under-review mailings:	Never		
Mail Empty Results:	No		
Name:	Mrs. Paulina Harun		
Department:	Program Studi Manajemen		
Organisation:	STIE Indonesia Banking School		
Country:	Indonesia		
Hide Email:	Yes		
Unspecified fields:	Address, Homepage URL		
	Other defined fi	elds	
User ID Number:	26		
Revision:	3		
Username:	0318076601		
User Type:	Editor		
User Registration Date:	20 March 2020 09:25:12 UTC		
Manage deposits Fields:	Last Modified, Title, Item Type, Item Status		

Pada tampilan seperti di poin 8:

Modify Profile merupakan tahapan yang berfungsi untuk melakukan proses mengedit *password*, email, dan sebagainya. Jika anda *klik* pada *edit*, akan muncul tampilan seperti berikut:

	Cancel Save and Return
O Account Details	
😳 Email address:	paulina.harun@ibs.ac.id
Hide Email:	Make email visible to all. If the email to all except repository administrators. UNSPECIFIED
Password	
© Name: Department:	Title Given Name / Initials Family Name Mrs. Paulina Harun Program Studi Manajemen STIE Indonesia Banking School
guilloution	
Address:	
Address: Country:	Indonesia

Pada tampilan di atas, apabila anda telah selesai melakukan proses edit, selanjutnya klik Save.

EDITOR EPRINTS

Langkah-langkah yang dilakukan:

1. Lakukan login dengan meng-klik menu Login (Login), masukkan username dan password

Login	Search
Login	
Please enter your username and password. If you have forgotten your password, you may reset it.	
Username: Login	
Note: you must have cookies enabled.	
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2. Tampilan menu setelah login sebagai editor:

| Manage deposits | Profile | Saved searches | Review | Admin | Logout

Manage deposits : digunakan untuk memasukkan dan mengatur deposit, yang dimasukkan oleh diri sendiri.

- Profile : digunakan untuk mengatur profil user.
- Save search : digunakan untuk melihat hasil pencarian yang telah disimpan
- Review : Halaman untuk mengatur/memperbaiki dan mempublikasikan deposit yang termasuk dalam wewenang editor

Admin : Halaman admin dari editor, digunakan untuk melihat status server, database dan pencarian deposit/item

3. Halaman Manage Deposits



4. Halaman Review

Berikut ini adalah contoh halaman review. Di halaman ini anda dapat mengedit jika terdapat kesalahan pada saat entri judul, jenis artikel dan nama user yang memasukan data, menhapus, atau mempublikasikan deposit.

Filter					
		Displaying result	s 1 to 10 of 13. Show 1 <u>2</u>	<u>10, 25 or 100</u> results per pa <u>Next</u>	ige. <u>Show All</u>
	Item ID	Item Type	Last Status Change	Depositing User	
	405	Article	20 <mark>Jun</mark> 2020 12:16	Mrs. Nelmida Nelmida	Q 🖻 💊 🏐 😡
	406	Article	20 Jun 2020 12:50	Mrs. <mark>Nelmida Nelmi</mark> da	Q 🗋 💊 🍘 🖓
	408	Article	21 Jun 2020 04:54	Mrs. Nelmida Nelmida	Q 🗋 💊 🛍 🖓
	675	Article	08 Aug 2020 10:56	Mrs. Vidiyanna Rizal Putri	Q 🗋 💊 🏐 😡
	848	Other	08 Aug 2020 09:13	Mrs. <mark>Nelmida Nelmida</mark>	Q 🖻 💊 🏐 🔪
	849	Teaching Resource	08 Aug 2020 03:58	M <mark>r.</mark> Den <mark>i</mark> Wardani	Q 🗋 💊 🗑 🖓
	850	Teaching Resource	08 Aug 2020 04:13	Mr. Deni Wardani	Q 🗋 💊 🏐 🖓
	853	Other	08 Aug 2020 09:04	Mrs. Vidiyanna Rizal Putri	Q 🗋 💊 🗑 🖓
	854	Teaching Resource	08 Aug 2020 09:12	Mrs. Vidiyanna Rizal Putri	Q 🖻 💊 🗑 🖓
	855	Teaching Resource	08 Aug 2020 09:46	Mrs. <mark>Vid</mark> iyanna Rizal Putri	Q 🖻 💊 🗑 🖓





: View of Item

: Edit Item



: Return Item



: Destroy Item



Tampilan Editor view of item

Tampilan ini digunakan untuk mengatur apakah suatu deposit, akan dipindahkan ke repository, dihapus, atau dikembalikan lagi ke depositornya.

Jika deposit akan dipublikasikan, maka klik pada move to repository.



Tampilan setelah proses move to the repository, pada status item berubah menjadi "Live Archive"



Tampilan Return item (with notification)

Halaman berikut adalah contoh apabila editor akan mengembalikan data ke author (penulis/pengarang). Klik

pada return item

	on Balance Score Card	
Please enter in the box belo	w the reason for returning this item, and any possible fix. This will be emailed to the relevant author.	
To: Mr. Arif Bahtiar		
From: Mr. Arif Bahtiar		
Subject: Problem with Subm	ission	
Item Return		
Unfortunately your item Su Indicators, Based on Bala accepted into IBS Reposito	irjaatmadja, Surachman and Kusniawati, Aini (2020) The Pharmaceutical Cooperatives Performance ance Score Card. Systematic Reviews in Pharmacy, 11 (2), pp. 499-506. ISSN 0976-2779 could not be ory as-16.	
No reason was given. [click	k to edit]	
The item has been returne	d to your workspace. You may wish to edit your item, fix the problem, and redeposit.	
IBS Repository http://repository.ibs.ac.id/ Contact us at age@ibs.ac.id		

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eprints

Tampilan Destroy item

Halaman ini adalah contoh pemberitahuan kepada author bahwa data yang dikirimkan tidak sesuai dengan kriteria repository, sehingga data tersebut dihapus

	Based on Balance Score Card
Please er	ter in the box below the reason for removing this item. This will be emailed to the relevant author.
To:	Mr. Arif Bahtiar
From:	Mr. Arif Bahtiar
Subject	. Problem with Submission
Item D	eletion
Unfortur accepte	ately your item The Pharmaceutical Cooperatives Performance Indicators, Based on Balance Score Card could not be d into IBS Repository as-is.
No reas	on was given. [click to edit]
The iter	n has been deleted.
IBS Re	nository is ac id/ us at a deciditys ac id/
The iter IBS Re http://re	1 has been deleted. pository: pository:bis.ac.id/ us at abee@bis.ac.id

eprints

5. Halaman Admin

Halaman ini menunjukkan 3 pilihan

- : menginformasikan status dari server yang digunakan status _
- search item : untuk mencari data-data yang termuat di repository.
- Database schema : menunjukan skema database _

Admin



6. Search Item

	Search items
	Search Reset the form
Item ID:	
Username:	all of 💌
Name:	all of 💌
ltem Status:	 User Workarea ☑ Under Review ☑ Live Archive ☑ Retired
Directory:	all of 💌
Full Text:	all of 💌
Title:	all of 💌
Creators:	all of 💌
Abstract:	all of 💌
Date:	?
Uncontrolled Keywords:	all of 💌
Subjects:	Administrasi Pendidikan Administrasi Perkantoran Akuntansi Arsip Bahasa Daerah Bahasa Indonesia Bahasa Indonesia Bahasa Jerman Bahasa Perancis Biologi Elektronika Filsafat dan Sosiologin Pendidikan

Tipe Item:	Article Composition Book Section Performance Monograph Image Conference or Workshop Item Video Book Audio Disertation Thesis S2 Patent Research Thesis (S1) Teaching Resource Show/Exhibition Other	rce
Department:	all of 💌	?
Editors:	all of 💌	?
Status:	 Published In Press Submitted Unpublished 	2
Refereed:	No Preference 💌	?
ournal or Publication Title:	all of 💌	?
Format:	HTML Video (MPEG) PDF Video (QuickTime) Postscript Video (AVI) Plain Text XML Rich Text (RTF) Archive (BZ2) Microsoft PowerPoint Archive (IG2) Microsoft Excel Archive (IG2) Microsoft Word Audio (WAV) Image (JPEG) Audio (MP3) Image (PNG) Audio (OGG) Image (BMP) Audio (VMA) Image (TIFF) Other	2
Retrieved records must fulfill:	all of these conditions	
Order the results:	by year (oldest first)	

7. Status data

Tampilan ini menunjukan hasil proses **search item**, yang mencari data dengan judul/title yang dimasukkan yang masih berada dalam posisi peninjauan ulang (under review) dan/atau tersimpan sebagai data yang dapat di edit (live archive), dan data tersebut termasuk dalam kategori subjek administrasi pendidikan.



