

## Tutorial Upload Artikel dari jurnal cetak ke Repository Poltekkes Bandung ( untuk kelengkapan usulan angka kredit dosen )

1. File yang harus disiapkan *Cover jurnal, Daftar Isi jurnal dan Artikel* dalam bentuk PDF yang sudah dikompress
2. Akses Repository Institusi Poltekkes Bandung di <http://repo.poltekkesbandung.ac.id>
3. Klik **Login** > masukan *username* dan *password* pada kotak dialog login. Jika belum mempunyai akun silahkan hubungi perpustakaan untuk dibuatkan akun.

The image shows a 'Login' form. At the top, the word 'Login' is centered. Below it is a line of text: 'Enter your username and password. If you have forgotten your password, click here.' There are two input fields: 'Username:' and 'Password:'. A red arrow labeled '1' points to the 'Login' button. A red arrow labeled '2' points to the 'Username:' input field. A red arrow labeled '3' points to the 'Password:' input field.

4. Pilih **New Item** pada kotak dialog Manage Deposit

The image shows a 'Manage deposits' dialog box. At the top, the title 'Manage deposits' is centered. Below the title is a blue button labeled 'New Item'. Underneath is a dropdown menu labeled 'Import from' with 'BibTeX' selected. To the right of the dropdown is a blue button labeled 'Import'.

5. Pilih **Artikel** > **Next**

The image shows an 'Edit item: Article #613' dialog box. At the top, the title 'Edit item: Article #613' is centered. Below the title is a horizontal sequence of buttons: 'Type', 'Upload', 'Details', 'Subjects', and 'Deposit', each with a right-pointing arrow between them. Below this sequence are three buttons: 'Save and Return', 'Cancel', and 'Next >'. A red arrow labeled '1' points to the 'Article' radio button in the 'Item Type' section. A red arrow labeled '2' points to the 'Next >' button.

6. Upload file dengan pilih **Choose** dan arahkan ke file artikel jurnal yang akan diupload, ulangi jika filenya lebih dari satu

The screenshot shows the 'Edit item: Article #613' interface. At the top, there is a navigation bar with buttons for 'Type', 'Upload', 'Details', 'Subjects', and 'Deposit'. Below this is another set of buttons: '< Previous', 'Save and Return', 'Cancel', and 'Next >'. The main content area is titled 'Add a new document' and contains instructions on how to upload a document. It features two tabs: 'File' and 'From URL'. The 'File' tab is active, showing a 'Choose File' button and the text 'No file chosen'. A red arrow labeled '1' points to the 'Choose File' button. Another red arrow labeled '2' points to the 'Next >' button at the bottom of the form.

7. Pada halaman berikut isikan informasi jurnal :

- a. Title : *judul artikel*
- b. Abstract : *abstrak jurnal*
- c. Family Name : *nama pertama / nama keluarga*
- d. Given Name/ Initial : *nama kedua kalau ada*
- e. Email : *email penulis artikel*
- f. Divisions : *pilih jurusan*
- g. Referred : *pilih **Yes, this version has been refereed.***
- h. Status : **Published**
- i. Journal of Publication Title : *Judul jurnal yang memuat publikasi artikel*
- j. ISSN : *nomor ISSN Jurnal*
- k. Publisher : *Penerbit jurnal*
- l. Volume : *volume jurnal*
- m. Number : *nomor jurnal*
- n. Page range : *... .. to ... .. ( nomor halaman jurnal)*
- o. Date : *tanggal artikel dimuat di jurnal*
- p. Data Type : *pilih **Publication***
- q. Lengkapi informasi lain jika ada atau lewati
- r. Klik Next

**Edit item: Article #613**

[Type](#) → [Upload](#) → **Details** → [Subjects](#) → [Deposit](#)

[< Previous](#)   [Save and Return](#)   [Cancel](#)   [Next >](#)

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**Title**

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**Abstract**

8. Pilih salah satu subyek yang sesuai > klik **Add** > Klik **Next**

**Edit item: t**

[Type](#) → [Upload](#) → [Details](#) → **Subjects** → [Deposit](#)

[< Previous](#)   [Save and Return](#)   [Cancel](#)   [Next >](#)

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**Subjects**

Search for subject:

- + 000 Ilmu Umum dan Komputer
- + 100 Filsafat
- 200 Agama
- 300 Ilmu Sosial
- 400 Bahasa
- 500 Ilmu Ilmu Alam dan Matematika
- + 600 Teknologi dan Ilmu-ilmu Terapan
- + 600 - 609 Aneka ragam teknologi dan ilmu terapan
- + **Add** 610 - 619 Ilmu Kedokteran dan Ilmu Pengobatan
  - [Add](#) 610 Ilmu Kedokteran, Ilmu Pengobatan dan Ilmu Kesehatan
  - [Add](#) 611 Anatomi Manusia, Biologi Sel, Biologi Jaringan
  - [Add](#) 612 Fisiologi Manusia, Ilmu Faal, Anatomi dan Fisiologi Manusia
  - [Add](#) 613 Fisiologi Manusia, Ilmu Faal, Anatomi dan Fisiologi Manusia
  - [Add](#) 613.2 Diet, Ilmu Diet
  - [Add](#) 613.4 Kebersihan Diri dan Individu
  - [Add](#) 613.5 Ilmu Kesehatan di Lingkungan Buatan, Ilmu Kesehatan Lingkungan
  - [Add](#) 613.6 Topik-topik Khusus tentang Kesehatan dan Keselamatan
  - [Add](#) 613.62 Industri Kesehatan
  - [Add](#) 614 Ilmu Kesehatan Masyarakat
  - [Add](#) 614.4 Timbulnya Penyakit, Penyebaran Penyakit dan Pengawasan Penyakit

9. Pada halaman berikut Klik **Deposit Item Now > Logout**

**Deposit item: t**

 • You have not [uploaded any documents](#). While this is not essential, it is strongly recom

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

**For work being deposited by its own author:** In self-archiving this collection of files and associated bit Repository Poltekkes Kemenkes Bandung the right to store them and to make them permanently availab declare that this material is my own intellectual property and I understand that Repository Poltekkes Kem assume any responsibility if there is any breach of copyright in distributing these files or metadata. (All au 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 fil bibliographic metadata that I am archiving at Repository Poltekkes Kemenkes Bandung) is in the public d 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**

10. Hubungi Perpustakaan untuk di publikasikan (**Publish**) dan minta URL nya

=== **Semoga membantu. Terimakasih** ===