**USER GUIDE**

**INSTITUTIONAL REPOSITORY OF UIN AR-RANIRY**

1. **Purpose**

The User Guide aims to explain the steps of uploading files into the repository independently.

**B. General Policy**

1. Before accessing, using, and uploading a scientific paper into the Repository, you must read IR Policy and Disclaimer as an agreement for the publication of scientific work.
2. This repository is not a publisher but a scientific communication and online archive.
3. Scholarly works that can be uploaded to this repository are those created by the academic community of UIN Ar-Raniry Banda Aceh.

B. **Everyone can access the contents of the repository for free**

C. Documents may be used in any media without prior permission, not for commercial purposes, as long as the identification of OAI or the original metadata record link is given.

D. UPT Library only sees the compliance requirements, validity, and copyright of scientific papers.

E. The validity and authenticity of the contents of the scientific work is the responsibility of the author.

F. If you find any documents violating the laws, please alert us by sending email to: repository@ar-raniry.ac.id and mention the details of the document in question. Your name and email will be kept confidential and we will reprimand it within a week.

G. Documents in the repository will be deleted at the request of the author or because of violating the provisions set forth by Rector of UIN Ar-Raniry Rector.

**C**. **Repository Workflow**

Before explaining the steps of file upload, it is necessary to introduce the repository workflow. There are 5 workflows, namely: Type, Upload, Details, Subjects, and Deposit.

**D**. **Steps of Upload**

1. Login the Repository

A. The first step to do to be able to use the Repository UIN Ar-Raniry is to type the URL address https://repository.ar-raniry.ac.id. in the browser so that the page will appear as follows.

B. Click **Create Account** in the top left corner, the login page will appear as follows:

Type in Mr or Ms in the Title column and your name under **Given Name** / Initials and last name under **Family Name**.

Fill in your **email address** (lecturer needs to use official email - domain) UIN Ar-Raniry and for students may choose any domain). Write a username that is easy to remember. Then write **password** at least 8 characters (either mixed letters with numbers). Before you click **register**, record all the data that have been filled so that if forgotten can be referred to the record. If you do not have an official email from UIN Ar-Raniry, you can register at https://goo.gl/AHMwkv.

In this example, we create an account on behalf of Muhammad Al Jabbir Khatib. Then click Register to display the page as follows:

You click on your email that is visible on the page to activate. Once you have clicked on the email, you will be redirected to the email and will appear the page as follows (depending on your mail service).

Click **active your password** to activate your password. Once you have activated the password, you can already log in. If you click **here**, the following page will appear in the repository.

Click **Login**, the page will appear as follows.

Once you click **login**, your name will appear in the left corner of the page **Logged** in as "your name."

**Managing Deposits**

The page is the stage of beginning the upload (entry) of documents. The document is in the form of a scientific paper file as regulated by Rector's Degree No 26 Tahun 2017 (Download here).

Click on **New Item**. The view you will see is as follows:

On this page you can see 18 types (item type) of documents that can be selected for storing in the repository. Each type is given a short description to help you choose. Scientific work of final projects, KKU, Theses, and dissertations, are in **Theses** type items. Choose the appropriate type of document. Then click **Next**.

**Uploading Documents and Filling Details**

After you have selected the document type, on this page you will upload the document to be stored in the **Repository**. Click **Browse** to search for documents on the computer or in the media you save them. Then click **file** and **enter** to upload full text or certain part of the document, as arranged by Rule of UIN Rector Ar-Raniry. If the document cannot be uploaded full text for some reason, you should provide a link where the librarian can obtain or read it. After that you will see a page view as in the following:

Click **Show** option, the page will appear as follows:

On this page there are options and fields as follows:

1. Content:

Click on **Content** will appear **UNSPECIFIED, Draft Version, Submitted Version, Accepted Version, Published Version, Version, Supplemental Material, Presentation, Cover Image, Additional Metadata, Bibliography**, and **Other** are the preferred file conditions to be uploaded. Select the appropriate document you want to upload.

2. **Type**:

The type of file to be uploaded is usually in PDF, DOC, PPT, XLS and other formats. If in the form of images usually in the form of JPG, GIF, PNG, Audio, and video of Mp3, WAV, AVI, MPG and others.

3. **Description**:

This is a brief description of the file to upload. Create short, dense, and accurate descriptions.

4. **Visible to**:

File permissions to upload. Here you must determine who has access to the file. There are three choices of rights, namely: Anyone, Registered Users Only, and Repository Staff Only.

**5. License**:

This is the license of the file. Generally, it usually has a Creative Commons Attribution license; Which in principle the author gives the person permission the right to share, utilizing a work he has created. Click to read detail https://creativecommons.org/licenses/. You may leave or leave UNSPECIFIED unless you specify otherwise.

1. **Embargo Expire date:**

This is to determine the expiration limit. May be left blank, unless your file specifies the year, month and date of the file. After the year, month, and date the file will expire or the Library Unit can remove it.

7. **Language**:

Click on the arrow to select the language that matches the language of the uploaded document.

Once you have filled in all parts, click **Update Metadata**, then the page will appear as the following:

Then click **Next**, will appear a relatively long page because you are asked to fill the document identity Details (files) that you upload. Here we separate the pages to make it easy to see.

**Title**: fill title of the scientific paper or document (only the initial letter

in uppercase/capital)

**Abstract**: fill with the abstract of the scientific work; maximum 150 words.

**Creator**: below:

**Family Name**: Write your full name.

**Given Name / Initials**: lecturer fills with **NIDN number**.

Students to fill with **NIM/Id** **number**.

**Emails**: lecturers are required to write an official email of UIN Ar-Raniry. Students write personal email.

Then move on to the next:

**Corporate Creators**: May be left blank, unless there are other authors.

**Contributors**: May be left blank, unless there is such a partner writer

editor, proofreader, and others.

**Divisions**: click the work unit that suits you.

**Publication Details** (In this section, you need to fill the parts with asterisks in order to proceed to the next step. Fill in all appropriate data.

Then click **Next**. The view to appear is as below:

**Completing Document Subject Data**.

Once the document has been successfully uploaded, you will need to select the subject that matches the document. Click **Add** according to your article category. You can select more than 1 subject for categorization according to the content or discussion in the article or file you upload. Then click **Next**, and the view that will appear is as follows:

**Document Deposit**. Once everything is complete, the last step to do is to save the document (**Save for Later**) that has been uploaded into the repository.

Click on **Deposit Item Now**, then click **Next**, and the view that will appear is as follows:

You can see an example of the results view of the entire set of processes that have been done before. Details:

Summary (To see titles, abstracts, and other parts of uploaded files called metadata).

Your file has been uploaded, but your file has not been saved in the repository. The file should be reviewed by Editor and Administrator to make sure all information requested and you enter is in accordance with the provisions set forth in the Rector Rules and Repository Rules. Below is an example of a review page of your uploaded file.

The X mark is the Editor or Administrator task to review the file you uploaded. The Editor and Administrator will review it for its eligibility to **Move To Repository**.

This page is very important to ensure that your scientific work has been uploaded in the repository. This is the page which in Rector Rules is called screenshots that can be used as evidence to support the process of promoting lecturers’ academic position and their work performance reports or *Lembar Kinerja Dosen* (LKD), and collecting diploma certificates and SKPI for students.

If you have any questions or need assistance related to the upload of your scientific work, please send your email to repository@ar-raniry.ac.id. We will respond it in 24 hours.