



DOCUMENTATION

Kementerian Luar Negeri Republik Indonesia

Technical Guide Setting Portal dan Situs Perwakilan



IT's *life!*
and we have the **answers**

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Daftar Isi

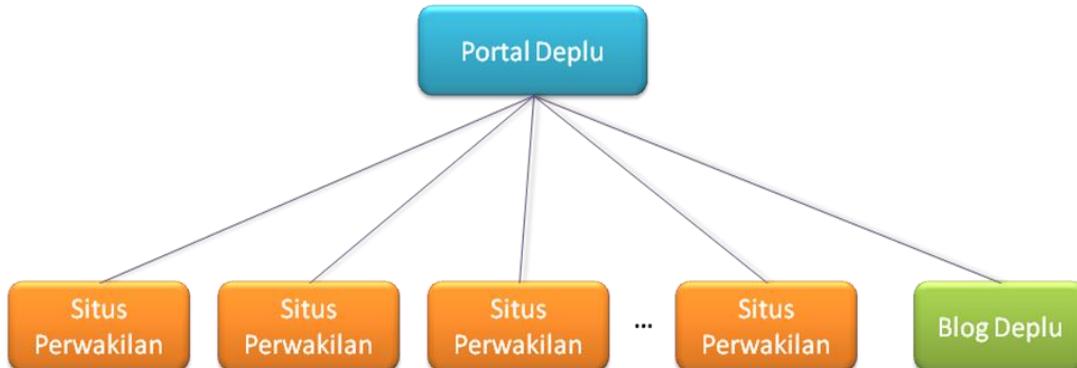
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1. Pendahuluan

1.1 Mengenal Situs

Portal Kemlu terdiri dari satu situs Kemlu dengan banyak situs perwakilan di bawahnya. Bila digambarkan, struktur portal kemlu adalah seperti berikut:



Berikut ini adalah langkah-langkah untuk mengakses situs Portal Kemlu:

1. Jalankan browser Internet Explorer.
2. Akses ke situs Portal Kemlu dengan Alamat:
<http://www.kemlu.go.id>

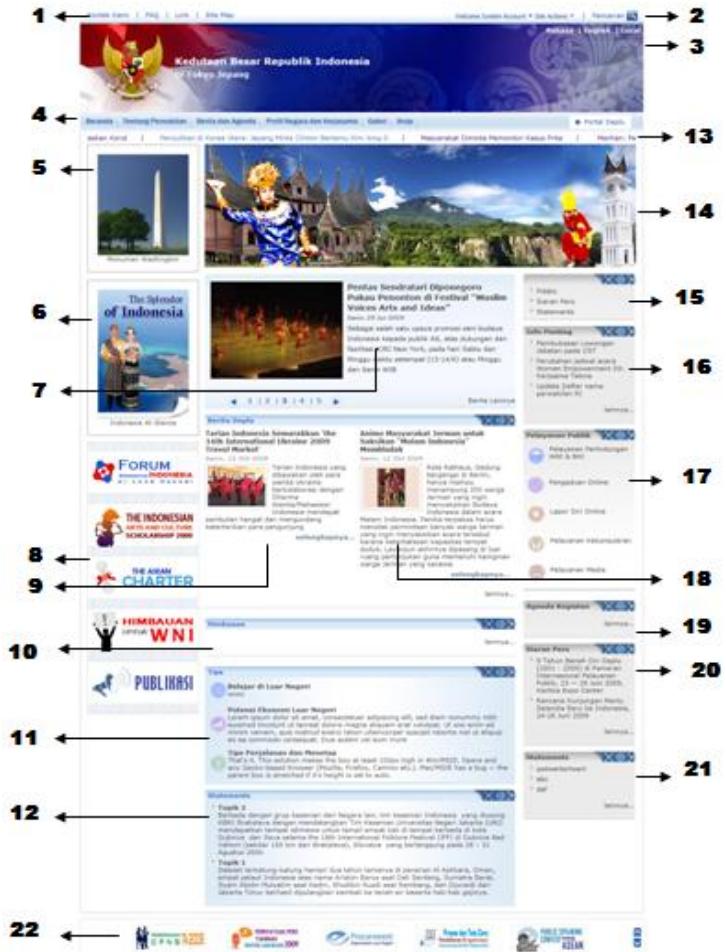
1. Navigasi.
2. Nama User Login dan pencarian.
3. Bahasa.
4. Menu Utama.
5. News Ticker.
6. Berita Utama
7. Menteri Luar Negri.
8. Isu –Isu Aktual.
9. Sorotan Media.
10. Siaran Pers.
11. Info Penting.
12. Berita Perwakilan.
13. Pelayanan Public.
14. Static Banner.
15. Press Briefing.
16. Blog Diplomatik.
17. Kebijakan Luar Negri.
18. Agenda Kegiatan.
19. Tips.
20. Running Banner.





Untuk situs perwakilan, tampilannya adalah sebagai berikut:

1. Navigasi.
2. Nama User Login dan pencarian.
3. Bahasa.
4. Menu Utama.
5. Landmark.
6. Indonesia At A Glance.
7. Berita Utama.
8. Static Banner.
9. Berita Kemlu.
10. Himbauan.
11. Tips.
12. Statements.
13. Running Text.
14. Picture Slide Show.
15. Pidato.
16. Info Penting.
17. Pelayanan Publik.
18. Berita Kemlu.
19. Agenda Kegiatan.
20. Siaran Pers.
21. Statements.
22. Running Banner





1.2 Login

Untuk melakukan penambahan / perubahan / penghapusan terhadap konten portal Kemlu, pertama-tama login dulu sebagai administrator. Untuk perwakilan, login sebagai Admin Perwakilan pada situs perwakilan terkait (bukan dari portal Kemlu)

1. Klik Sign In di sudut kanan atas



2. Login user sebagai administrator.



Note: pada bagian “Username” masukkan dengan format “Domain\namauser”. Domain untuk portal kemlu adalah “Kemlu” maka masukkan username dengan format: “Kemlu\namauser”

3. Klik Ok.



2. Membuat Situs Baru

2.1 Membuat Situs Perwakilan Baru

Portal Kemlu memungkinkan adanya penambahan situs perwakilan (apabila Kemlu membuka perwakilan baru). Berikut adalah langkah-langkah untuk membuat situs perwakilan baru.

1. Pada halaman portal, login sebagai administrator / system account. Lalu click create site

The screenshot shows a Microsoft SharePoint-based website for the Ministry of Foreign Affairs of Indonesia. The main navigation bar includes links like 'Beranda', 'Tentang Kemlu', 'Berita dan Agenda', 'Kedutaan / Konsulat', 'Kebijakan', 'Karir', 'Galeri', 'Arsip', and 'Internal'. A central news article is displayed about Oneng, TKI from Libya returning home. The right sidebar features a 'Site Actions' menu with several options: 'Edit Page', 'Create Page', 'Create Site' (which is highlighted in yellow), 'Show Page Editing Toolbar', 'View All Site Content', 'View Reports', 'Site Settings', and 'Manage Content and Structure'. Below the menu, there are sections for 'Audio dan Video Terbaru' and 'Kunjungan PM Republik Perancis - Francois Fillon', along with download and gallery links.

2. Isi title dan masukkan URL name, pilih select a PublishingSiteTemplate(KBRI / PTRI) klik create.

Contoh pengisian *Title: KBRI Wellington*

Contoh pengisian URL Name: wellington (ditulis dalam huruf kecil)



Kementerian Luar Negeri



Welcome System Account | My Site | My Links



Kementerian Luar Negeri

Kementerian Luar Negeri

Kementerian Luar Negeri > Create > New SharePoint Site
New SharePoint Site

Site Actions

Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.

Title and Description

Type a title and description for your new site. The title will be displayed on each page in the site.

 Title:
 Description:

Create Cancel

Web Site Address

Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.

For example, <http://www.kemlu.go.id/sitename>

URL name:

http://www.kemlu.go.id/

Template Selection

Select a template:

[Collaboration](#) [Meetings](#) [Enterprise](#) [Publishing](#)[PublishingSiteTemplate](#)[PTRI](#)[KBRI](#)**Permissions**

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

User Permissions:

-
- Use same permissions as parent site
-
-
- Use unique permissions

Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.**Navigation Inheritance**

Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.

 Use the top link bar from the parent site?

-
- Yes
-
-
- No

Site Categories

Users can find your site listed in the site directory under a particular category. Select a category appropriate for your site.

 List this new site in the site directory

Division:

-
- Information Technology
-
-
- Research & Development
-
-
- Sales
-
-
- Finance

Region:

-
- Local
-
-
- National
-
-
- International

Create Cancel

Setelah klik Create hasilnya spt ini



KEDUTAAN BESAR REPUBLIK INDONESIA
TEMPLATE

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | Portal Kemlu

Monumen KBRI

The Splendor of Indonesia

Indonesia At Glance

Audio & Video Terbaik

Video Audio

Pidato Siaran Pers Statements

Info Penting lainnya...

3. Klik Site Action → Site Settings

Kontak Kami | FAQ | Link | Site Map

Welcome System Account | Site Actions | Pencarian

Create Add a new library, list, or web page to this website.

Edit Page Add, remove, or update Web Parts on this page.

Site Settings Manage site settings on this site.

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | Portal Kemlu

Monumen KBRI

The Splendor of Indonesia

Indonesia At Glance

Audio & Video Terbaik

Video Audio

Pidato Siaran Pers Statements

Info Penting lainnya...

Kemudian klik Site features



Site Settings

Site Information

Site URL: <http://www.kemlu.go.id/jakarta/>
Mobile Site URL: <http://www.kemlu.go.id/jakarta/m/>
Version: 12.0.0.6219

Users and Permissions	Look and Feel	Galleries	Site Administration
<ul style="list-style-type: none">□ People and groups□ Advanced permissions	<ul style="list-style-type: none">□ Title, description, and icon□ Master page□ Navigation□ Tree view□ Site theme□ Save site as template□ Reset to site definition□ Searchable columns	<ul style="list-style-type: none">□ Master pages□ Site content types□ Site columns	<ul style="list-style-type: none">□ Regional settings□ Site libraries and lists□ Site usage reports□ User alerts□ RSS□ Search visibility□ Sites and workspaces□ Site features□ Delete this site□ Related Links scope settings□ Content and structure□ Content and structure logs

Kemudian klik Active untuk mengaktifkan Office Sharepoint Server Publishing

Kementerian Luar Negeri > KBRI Jakarta > Site Settings > Site Features

Site Features

Name	Description	Status
Office SharePoint Server Enterprise Site features	Features such as the business data catalog, forms services, and Excel Services, included in the Office SharePoint Server Enterprise License	<button>Deactivate</button> Active
Office SharePoint Server Publishing	Create a Web page library as well as supporting libraries to create and publish pages based on page layouts.	<button>Activate</button>
Office SharePoint Server Standard Site features	Features such as user profiles and search, included in the Office SharePoint Server Standard License	<button>Deactivate</button> Active
Team Collaboration Lists	Provides team collaboration capabilities for a site by making standard lists, such as document libraries and issues, available.	<button>Deactivate</button> Active
Translation Management Library	Create a translation management library when you want to create documents in multiple languages and manage translation tasks. Translation management libraries include a workflow to manage the translation process and provide sub-folders, file versioning, and check-in/check-out.	<button>Deactivate</button> Active

4. Pilih masterpage

Klik Site Actions -> Site Settings -> Modify All Site Settings



rta

open

Kementerian Luar Negeri > KBRI Jakarta > Site Settings > Site Features

Site Features

Name	Office SharePoint Server Enterprise Site features Features such as the business data catalog, forms services, and Excel Services, included in the Office SharePoint Server Enterprise License	Modify All Site Settings Change all site settings in this site.
Name	Office SharePoint Server Publishing Create a Web page library as well as supporting libraries to create and publish pages based on page layouts.	People And Groups Manage the users and groups in this site.
Name	Office SharePoint Server Standard Site features Features such as user profiles and search, included in the Office SharePoint Server Standard License	Modify Navigation Change the navigation links in this site.
Name	Team Collaboration Lists Provides team collaboration capabilities for a site by making standard lists, such as document libraries and issues.	Modify Pages Library Settings Change settings such as versioning and workflow for Web pages in this site.
Name	Translation Management Library Create a translation management library when you want to create documents in multiple languages and manage workflow to manage the translation process and provide sub-folders, file versioning, and check-in/check-out.	Site Settings Manage site settings on this site.
		Manage Content and Structure Reorganize content and structure in this site collection.
		Deactivate Active
		Deactivate Active

Kementerian Luar Negeri > KBRI Jakarta > Site Settings

Site Settings

Site Information	Look and Feel	Galleries	Site Administration	Site Collection Administration	
Site URL: Mobile Site URL: Version:	http://www.kemlu.go.id/jakarta/ http://www.kemlu.go.id/jakarta/m/ 12.0.0.6219	<input checked="" type="checkbox"/> Master page <input type="checkbox"/> Title, description, and icon <input type="checkbox"/> Navigation <input type="checkbox"/> Page layouts and site templates <input type="checkbox"/> Welcome page <input type="checkbox"/> Tree view <input type="checkbox"/> Site theme <input type="checkbox"/> Reset to site definition <input type="checkbox"/> Searchable columns	<input type="checkbox"/> Site content types <input type="checkbox"/> Site columns <input type="checkbox"/> Master pages and page layouts	<input type="checkbox"/> Regional settings <input type="checkbox"/> Site libraries and lists <input type="checkbox"/> Site usage reports <input type="checkbox"/> User alerts <input type="checkbox"/> RSS <input type="checkbox"/> Search visibility <input type="checkbox"/> Sites and workspaces <input type="checkbox"/> Site features <input type="checkbox"/> Delete this site <input type="checkbox"/> Related Links scope settings <input type="checkbox"/> Site output cache <input type="checkbox"/> Content and structure <input type="checkbox"/> Content and structure logs	<input type="checkbox"/> Go to top level site settings

5. Site Master Page Settings.

Untuk Site Master page pilih *Specify a master page to be used by this site and all sites that inherit from it* dan pilih combo box “Perwakilan Master”

Untuk System Mater Page pilih *Select a system master page for this site and its subsites to inherit* dan pilih combo box “Perwakilan Master” Klik OK



Luar Negeri
Wellington

Welcome System Account | My Site | My Links | [Site Actions](#)

Departemen Luar Negeri > KBRI Wellington > Site Settings > Site Master Page Settings

Site Master Page Settings

Use this page to review current settings or to assign a different Site Master Page, System Master Page or Alternate CSS URL for this site. [Show more information.](#)

Site Master Page

The site master page will be used by all publishing pages. Choose the first button to inherit the site master page for this site from the parent site. Choose the second radio button to select a unique master page for this site. Check the box to apply this setting to all sub-sites.

Inherit site master page from parent of this site
 Specify a master page to be used by this site and all sites that inherit from it.
 perwakilan.master

Reset all subsites to inherit this Site Master Page setting

System Master Page

Use the system master page for all forms and view pages in this site. Click the first option to inherit the system master page of the parent site. Click the second option to select a unique master page. Select the check box to apply this setting to all subsites.

Inherit system master page from parent of this site
 Select a system master page for this site and its subsites to inherit.
 perwakilan.master

Reset all subsites to inherit this system master page setting

Alternate CSS URL

Specify the URL of a cascading style sheet (CSS) to apply to this site. The CSS files should contain every class you might reference from any control and from any page in your site. This will help ensure that your site is displayed exactly as you want it to.

Click the first option to use the parent CSS URL of this site. Click the second option to use the Windows SharePoint Services default style. Click Browse to select different CSS style.

Inherit Alternate CSS URL from parent of this site
 Use Windows SharePoint Services default styles
 Specify a CSS file to be used by this publishing site and all sites that inherit from it.
 Browse...
 Reset all subsites to inherit this alternate CSS URL

6. Mengubah Navigation

Klik Site Action -> Site Settings -> Modify Navigation



The screenshot shows a SharePoint page for the Indonesian Embassy in Jakarta. The top navigation bar includes links for Contact Us, FAQ, Links, and Site Map. The right sidebar contains Site Actions like Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content, View Reports, Site Settings, Manage Content and Structure, and Video & Audio. Below the navigation bar, there are several content blocks: Monumen KBRI, Indonesia At Glance, and a large image of a traditional Indonesian dancer. A sidebar on the right lists Pidato, Siaran Pers, and Statements under Info Penting.

Uncheck Show subsites dan Show pages kemudian klik OK

The screenshot shows the 'Site Navigation Settings' dialog box. It includes sections for Subsites and Pages, Sorting, Global Navigation, Current Navigation, and Navigation Editing and Sorting. In the Subsites and Pages section, two checkboxes are circled in red: 'Show subsites' and 'Show pages'. The 'OK' button is visible at the top right. On the right side, there is a navigation tree with 'Discussions' and 'Documents' expanded, showing sub-items like 'Video / Audio', 'Majalah', 'Buku', and 'Tabloid'.



3. Setting Situs Perwakilan

3.1 Mendaftarkan Perwakilan di Portal Pusat

Setelah Melakukan Create Site perwakilan, daftarkan site perwakilan di portal pusat.

1. Klik View all site content pada site action di site portal.

The screenshot shows the official website of the Indonesian Ministry of Foreign Affairs. The main header features the ministry's emblem and the text 'DEPARTEMEN LUAR NEGERI REPUBLIK INDONESIA'. Below the header, there is a banner about ASEAN cooperation. On the right side, a 'Site Actions' dropdown menu is open, with 'View All Site Content' highlighted in yellow. Other options in the menu include 'Edit Page', 'Create Page', 'Create Site', 'Show Page Editing Toolbar', 'View Reports', 'Site Settings', and 'Manage Content and Structure'. The page also includes a sidebar with links like 'Isu Isu Aktual', 'Info Penting', and 'Berita Lainnya'.

2. Klik Perwakilan pada Kategori list

The screenshot shows a 'Links' list in the Site Content Editor. The left pane displays a navigation tree with categories like 'Dilantik dan Beasiswa', 'Kontak Kami Data', 'Link Kategori', 'Link', 'Syarat dan Ketentuan', 'Forum', 'Staff Ahli', 'Staff Menlu yang Diperlakukan', 'Wakil Menteri Luar Negeri', 'Region', 'Region Country', 'Sejarah', 'Fasilitas Diplomatik', 'Protocol Guidelines', 'ASEAN', 'Isu Isu Aktual', 'Dharma Wanita', 'Forum Topic', 'Lembar Informasi', and 'Kategori Arsip Internal'. The right pane lists items under the 'Perwakilan' category, which is highlighted with a red arrow. The items listed include 'KRI Perth: Batik Selected for UNESCO Cultural Heritage List', 'KBRI Pretoria: Kebijakan Baru Afrika Selatan di Bidang Pertanian', 'Pidato dan Transkripsi', 'Press Briefing', 'Protocol Guidelines', 'Region', 'Region Country', and 'Reusable Content'. A note at the bottom of the list explains the difference between automatic update and manual insertion.

3. Klik New → New Item



Kontak Kami | FAQ | Link | Site Map Welcome System Account | Site Actions | Pencarian | Bahasa | English

DEPARTEMEN LUAR NEGERI
REPUBLIK INDONESIA

Beranda | Tentang Deplu | Berita dan Agenda | Kedutaan / Konsulat | Kebijakan | Karir | Galeri | Arsip | Internal

Video Peluncuran Portal Deplu | HASIL UJIAN TULIS SELEKSI PENERIMAAN CPNS DEPLU TA 2009 |

Departemen Luar Negeri > Perwakilan

Perwakilan

New Actions Settings View: All Items

New Item Add a new item to this list.

	TitleInEnglish	TitleInLocal	SubSiteName
-- TEMPLATE SITE PERWAKILAN --	-- TEMPLATE SITE PERWAKILAN --	-- TEMPLATE SITE PERWAKILAN --	japan
2 KBRI Buenos Aires	KBRI Buenos Aires	KBRI Buenos Aires	buenosaires
11 KBRI Cairo	KBRI Cairo	KBRI Cairo	kairo
6 KBRI Kiev	KBRI Kiev	KBRI Kiev	kiev
12 KBRI New Zealand	KBRI New Zealand	KBRI New Zealand	newzealand
8 KBRI Pretoria	KBRI Pretoria	KBRI Pretoria	pretoria
7 KBRI Seoul	KBRI Seoul	KBRI Seoul	seoul
4 KBRI Wellington	KBRI Wellington	KBRI Wellington	wellington
5 KBRI Yangon	KBRI Yangon	KBRI Yangon	yangon
9 KJRI Los Angeles	KJRI Los Angeles	KJRI Los Angeles	la
10 KRI Perth	KRI Perth	KRI Perth	perth
1 PTRI Jenewa	PTRI Geneva	PTRI Geneva	jenewa

4. Masukkan Title dan SubSiteName lalu klik OK.

SubSiteName merupakan nama yg akan digunakan dalam penamaan URL site perwakilan: sebagai contoh: www.kemlu.go.id/wellington sehingga perlu diperhatikan dalam penamaan dari SubSiteName.

Kontak Kami | FAQ | Link | Site Map Welcome System Account | Site Actions | Pencarian | Bahasa | English

DEPARTEMEN LUAR NEGERI
REPUBLIK INDONESIA

Beranda | Tentang Deplu | Berita dan Agenda | Kedutaan / Konsulat | Kebijakan | Karir | Galeri | Arsip | Internal

Video Peluncuran Portal Deplu | HASIL UJIAN TULIS SELEKSI I |

Departemen Luar Negeri > Perwakilan > New Item

Perwakilan: New Item

OK Cancel

Attach File Spelling... * indicates a required field

Title *	KBRI Wellington
TitleInEnglish *	KBRI Wellington
TitleInLocal *	KBRI Wellington
SubSiteName *	wellington

OK Cancel

Perlu diingat, perwakilan yang telah terdaftar akan Menampilkan sebuah ID, dimana ID tersebut **akan digunakan Dalam Pendaftaran ID di site perwakilan**



Perwakilan

ID	Title	TitleInEnglish	TitleInLocal	SubSiteName
3	-- TEMPLATE SITE PERWAKILAN --	-- TEMPLATE SITE PERWAKILAN --	-- TEMPLATE SITE PERWAKILAN --	japan
2	KBRI Buenos Aires	KBRI Buenos Aires	KBRI Buenos Aires	buenosaires
11	KBRI Cairo	KBRI Cairo	KBRI Cairo	kairo
6	KBRI Kiev	KBRI Kiev	KBRI Kiev	kiev
12	KBRI New Zealand	KBRI New Zealand	KBRI New Zealand	newzealand
8	KBRI Pretoria	KBRI Pretoria	KBRI Pretoria	pretoria
7	KBRI Seoul	KBRI Seoul	KBRI Seoul	seoul
4	KBRI Wellington	KBRI Wellington	KBRI Wellington	wellington
5	KBRI Yangon	KBRI Yangon	KBRI Yangon	yangon
9	KJRI Los Angeles	KJRI Los Angeles	KJRI Los Angeles	la
10	KRI Perth	KRI Perth	KRI Perth	perth
1	PTRI Jenewa	PTRI Geneva	PTRI Geneva	jenewa

3.2 Edit ID Perwakilan di Situs Perwakilan

Setelah Mendaftarkan perwakilan di Site Portal, Langkah berikutnya adalah mengedit ID perwakilan di situs perwakilan.

1. Klik Site Action → View all site content

The screenshot shows the homepage of the KBRI Wellington website. At the top, there is a navigation bar with links to 'Kontak Kami', 'FAQ', 'Link', and 'Site Map'. Below the navigation bar is the title 'KEDUTAAN BESAR REPUBLIK INDONESIA WELLINGTON, NEW ZEALAND' with the Indonesian and English names. The main content area features several images: a building labeled 'KBRI Wellington', a person in traditional Balinese attire, and a landscape with rice terraces. To the right of the content, the 'Site Actions' menu is open, displaying options like 'Edit Page', 'Create Page', 'Create Site', 'Show Page Editing Toolbar', 'View All Site Content' (which has a red arrow pointing to it), 'View Reports', 'Site Settings', and 'Manage Content and Structure'. A search bar is also visible at the top right of the menu.

2. Klik General Setting pada category List



The screenshot shows a SharePoint list titled 'General Settings'. The list contains 16 items, each with a small icon, a title, and a timestamp. The items are categorized under 'Category' headings. The 'General Settings' item is highlighted with a red arrow pointing to it.

Title	Value	Last Modified
Tabloids	0	4 days ago
Video / Audio	0	4 days ago
Picture Libraries	0	3 weeks ago
Gallery Photo	54	6 days ago
News Picture	40	4 days ago
Others Pictures	3	4 weeks ago
Picture Slide Show		
Lists		
Banner	16	6 days ago
Banner Identitas Kota dan Lainnya	2	6 days ago
Berita	32	4 days ago
Bread Crumbs	27	23 hours ago
Daftar Pejabat dan Staff	12	4 days ago
FAQ	1	10 days ago
Forum Topik	2	4 weeks ago
General Settings	49	20 hours ago
Highlights	0	10 days ago
Himbauan	1	10 days ago
Indonesia At Glance	1	9 days ago
Indonesia At Glance Topic	2	4 weeks ago

3. Pilih Category Perwakilan ID → edit item

The screenshot shows the 'General Settings' list in SharePoint. A context menu is open over the 'General Settings' item, with 'Edit Item' highlighted. The menu also includes 'View Item', 'Manage Permissions', 'Delete Item', and 'Alert Me'.

4. Ubah ID perwakilan pada field Value, sesuaikan dengan ID yang telah didapat dari Site Portal, Klik OK. **Perlu diingat bahwa Value Harus Sama Dengan ID yang telah terdaftar di Site Portal**



KEDUTAAN BESAR REPUBLIK INDONESIA
WELLINGTON, NEW ZEALAND

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | [Portal Deplu](#)

Departemen Luar Negeri > KBRI Wellington > General Settings > PerwakilanID > Edit Item

General Settings: PerwakilanID

OK Cancel

Attach File Delete Item Spelling... * indicates a required field

Title * PerwakilanID

Value 4

Category * Perwakilan ID

Created at 8/11/2009 4:46 PM by System Account Last modified at 9/15/2009 1:22 PM by System Account

3.3 Mengubah Judul KBRI, KJRI atau PTRI

1. Klik Site Action -> View All Site Content

Kontak Kami | FAQ | Link | Site Map Welcome System Account | Site Actions | Pencarian

KEDUTAAN BESAR REPUBLIK INDONESIA TEMPLATE

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip |

Monumen KBRI

The Splendor of Indonesia

Site Actions

- Edit Page
- Create Page
- Create Site
- Show Page Editing Toolbar
- View All Site Content**
- View Reports
- Site Settings
- Manage Content and Structure

Audio & Video Terbaik

Video Audio

2. Klik General Settings pada Category Lists



Berita	U	26 minutes ago
Bread Crumbs	27	26 minutes ago
Daftar Pejabat dan Staff	0	26 minutes ago
FAQ	0	26 minutes ago
General Settings	56	26 minutes ago
Himbauan	0	26 minutes ago
Indonesia At Glance	3	26 minutes ago
Indonesia At Glance Topic	2	26 minutes ago
Info Penting	0	26 minutes ago
Kalender Kegiatan	0	26 minutes ago
Kategori Buku	0	26 minutes ago
Kategori Majalah	0	26 minutes ago
Kategori Tabloid	0	26 minutes ago
Kontak Kami	0	26 minutes ago
Kontak Kami Data	0	26 minutes ago
Lembar Informasi	0	26 minutes ago
Link	0	26 minutes ago
Link Kategori	0	26 minutes ago
Media	0	26 minutes ago
Menu	34	26 minutes ago
News Ticker	0	26 minutes ago
Pelayanan Kekonsuleran Data	1	26 minutes ago
Pelayanan Media Data	0	26 minutes ago
Pelayanan Publik dan Consular Service	3	26 minutes ago
Pernyataan	0	26 minutes ago
Pernyataan Data	0	26 minutes ago
Pernyataan Kategori	0	26 minutes ago
Pernyataan Topik	0	26 minutes ago
Pidato	0	26 minutes ago
Profil Negara dan Kerjasama	0	26 minutes ago
Protocol Guidelines	0	26 minutes ago
Siaran Pers	0	26 minutes ago
Surat Menteri	1	26 minutes ago

3. Expand Category Title untuk mengubah Judul dari KBRI, KJRI atau PTRI

Category : Right Menu (3)	
Category : Rss Item Limit (1)	
Category : Site Map (2)	
Category : Start Year (4)	
Category : Title (9)	
TopBahasa ! NEW	Kedutaan Besar Republik Indonesia
BottomBahasa ! NEW	Template
TopEnglish ! NEW	Embassy of the Republic of Indonesia
BottomEnglish ! NEW	Template
TopLocal ! NEW	Embassy of the Republic of Indonesia
BottomLocal ! NEW	Template
BrowserTitleBahasa ! NEW	KBRI
BrowserTitleEnglish ! NEW	KBRI
BrowserTitleLocal ! NEW	KBRI
Category : Visible Left Menu (4)	
Category : Visible Right Menu (3)	



Keterangan:

1. TopBahasa dan BottomBahasa untuk mengubah Judul untuk Bahasa Indonesia yang ada di Header.
2. TopEnglish dan BottomEnglish untuk mengubah Judul untuk Bahasa Inggris yang ada di Header
3. TopLocal dan BottomLocal untuk mengubah Judul untuk Bahasa Lokal di Header jika ada.



4. BrowserTitleBahasa, BrowserTitleEnglish, dan BrowserTitleLocal untuk mengubah judul yang ada di atas browser.

3.4 Mencari Koordinat Peta dari Google Map

1. Masukan Url: <http://itouchmap.com/latlong.html> pada Browser anda.
2. Masukkan kata pencarian atau alamat untuk menemukan perwakilan Indonesia di dunia." klik "Go", lalu peta akan menuju ke perwakilan yang dicari yang ditandai dengan tanda pin merah.
3. Klik dua kali pada pin merah untuk menampilkan koordinat.
4. Pin dapat dipindahkan dengan melakukan klik – drag untuk penyesuaian lokasi.
5. Copy – Paste Koordinat untuk setting map pada web portal perwakilan.

iTouchMap.com
Mobile and Desktop Maps

Maps | Country - State | Places | Google Earth | Cities | Earthquakes | I Am Here | Lat - Long

Home > Latitude and Longitude of a Point

To find the latitude and longitude of a point **Click on the map, Drag the marker, or enter the...**

Address: glen rd wellington Ads by Google

Map Center: NEW! [Get Address](#) - [Land Plat Size](#) - [Street View](#) - [Google Earth 3D](#) - [Area Photographs](#)

Try out the [Google Earth Plug-in](#). Google Earth gives you a 3D look of the area around the center of the map, which is usually your last click point, and includes latitude, longitude and elevation information.

Latitude and Longitude of a Point

-41.288545, 174.763067

Note: Right click on a blue marker to remove it.

Get the Latitude and Longitude of a Point

When you click on the map, move the marker or enter an address the latitude and longitude coordinates of the point are inserted in the boxes below.

Latitude: -41.28854540914933
Longitude: 174.7630673646927

Latitude:	Degrees	Minutes	Seconds
41	17	18.7614	
Longitude:	Degrees	Minutes	Seconds
174	45	47.0412	

Show Point from Latitude and Longitude

Use this if you know the latitude and longitude coordinates of a point and want to see where on the map the point is.
Use: + for N Lat or E Long - for S Lat or W Long.
Example: +40.689060 -74.044636
Note: Your entry should not have any embedded spaces.

Decimal Deg. Latitude:
Decimal Deg. Longitude:

Example: +34 40 50.12 for 34N 40'50.12"
Degrees:
Minutes:
Seconds:
Latitude:
Longitude:

© iTouchMap.com 2008



3.5 Mengganti Koordinat Peta

1. View All Site Content,

Kontak Kami | FAQ | Link | Site Map

Welcome System Account | Site Actions | Pencarian

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | Resepsi Dipl

KBRI Wellington | The Splendor

Edi Page
Change the content and Web Parts on this page.

Create Page
Create a page in this site.

Create Site
Add a new site under this site.

Show Page Editing Toolbar
Display the page status and editing options for this page.

View All Site Content →
View all libraries and lists in this site.

View Reports
View reports on documents, pages and tasks.

Site Settings
Manage site settings on this site.

Manage Content and Structure
Reorganize content and structure in this site collection.

lalu pilih general settings

Empat Site Perwakilan

- KBRI Cairo
- KBRI Buenos Aires
- KBRI Kyiv
- KBRI Pretoria
- KBRI Seoul**
- KBRI Wellington**
 - Discussions
 - Documents
 - Pictures
 - Lists
- KBRI Yangon
- KJRI Los Angeles
- KRI Perth
- PTRI Jenewa

Recycle Bin

Majalah

Pages

Style Library

Tabletis

Video / Audio

This system library was created by the Publishing feature to store pages that are created in this site.

Picture Libraries

Gallery Photo

News Picture

Others Pictures

Picture Slide Show

Lists

Banner

Banner Identitas Kota dan Lainnya

Berita

Bread Crumbs

Daftar Pejabat dan Staff

FAQ

Forum Topik

General Settings →

Highlights

Himbauan

Indonesia At Glance

Indonesia At Glance Topic

Kalender Kegiatan

2. Pilih category map lalu pilih edit Coordinate



KEDUTAAN BESAR REPUBLIK INDONESIA
WELLINGTON, NEW ZEALAND

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | [Portal Deplus](#)

Departemen Luar Negeri > KBRI Wellington > General Settings

General Settings

New | Actions | Settings

Title Value

View: Grouping

Category : DateTime (1)

Category : Home Page (13)

Category : Image Size (2)

Category : Language (1)

Category : Map (2)

Coordinate: -41.288545,174.763067
Address: <div style="background-color: #00d164">Indonesian Embassy

Wellington
new Zealand
Ph.: 64-4-4758 697/98/99</div>

Category : Others (1)

Category : Paging (5)

3. Masukkan koordinat yang telah didapat ke dalam field value lalu klik ok.

Kontak Kami | FAQ | Link | Site Map

Welcome System Account | Site Actions | Pencarian

Bahasa English

KEDUTAAN BESAR REPUBLIK INDONESIA
WELLINGTON, NEW ZEALAND

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | [Portal Deplus](#)

Resepsi Diplomatik Dalam Rangka HUT RI Ke-64 di KBRI Wellington | Ribuan Pengunjung Hadiri Perayaan HUT Anak Harimau Sumat

Departemen Luar Negeri > KBRI Wellington > General Settings > Coordinat > Edit Item

General Settings: Coordinat

OK Cancel

Attach File Delete Item Spelling... * indicates a required field

Title * Coordinat

Value -41.288545,174.763067

Category * Map

Created at 8/11/2009 1:39 PM by System Account OK Cancel Last modified at 10/8/2009 4:37 PM by System Account

4. Pilih Edit address pada category map untuk mengedit keterangan pada koordinat peta, lalu masukkan keterangan dalam format html.



The screenshot shows a Microsoft SharePoint-style interface for managing site settings. At the top, there's a banner for the Indonesian Embassy in Wellington, New Zealand. Below it, a navigation bar includes links like Beranda, Tentang Perwakilan, Berita dan Agenda, Profil Negara dan Kerjasama, Galeri, Arsip, Resepsi Diplomatik Dalam Rangka HUT RI Ke-64 di KBRI Wellington, and Ribuan Peng. A search bar is also present. On the right, there are language and portal selection buttons. The main content area displays a 'General Settings: Address' dialog box. This dialog has fields for Title (Address), Value (containing HTML code for a map), and Category (Map). It includes standard OK and Cancel buttons. A note at the bottom indicates the item was created on 8/11/2009 at 1:41 PM by System Account and last modified on 9/15/2009 at 2:04 PM by System Account.

3.6 Setting Bahasa Lokal

Setting bahasa dibagi menjadi 2, setting bahasa perwakilan yang memiliki bahasa local dan tidak memiliki bahasa local.

Setting Jika “**tidak ada**” bahasa Lokal.

1. Pilih View all site content,

The screenshot shows the same KBRI Wellington website as above. The main content area now displays the Site Actions menu, which includes options like Edit Page, Create Page, Create Site, Show Page Editing Toolbar, View All Site Content (which is highlighted with a red arrow), View Reports, Site Settings, and Manage Content and Structure. The background image of the embassy building is visible.

2. Pilih ke general settings



Screenshot of a SharePoint site's library list page. The left sidebar shows navigation links for various KBRI offices. The main area lists system libraries and lists, with a red arrow pointing to the 'General Settings' item under the 'Lists' section.

3. Pilih kategori language, edit "Local",

Screenshot of the KBRI Wellington website's General Settings page. A red arrow points to the 'Local' option under the 'Category : Language' section. The page also shows other categories like Category : DateTime, Category : Home Page, Category : Image Size, and Category : Map.

kosongkan isi value. Secara otomatis link pilihan bahasa Local tidak ditampilkan

Screenshot of the KBRI Wellington website's General Settings: Local edit page. The 'Value' field is empty, and the 'Category' is set to 'Language'. The 'Title' is 'Local'. A red arrow points to the 'Value' input field.



Setting Jika “ada” bahasa local

1. Masuk Link pada browser:

[http://msdn.microsoft.com/enus/library/system.globalization.cultureinfo\(VS.80\).aspx](http://msdn.microsoft.com/enus/library/system.globalization.cultureinfo(VS.80).aspx)

Di Link tersebut tersedia List Culture seperti dibawah ini:

Culture Name	Culture Identifier	Language-Country/Region
"" (empty string)	0x007F	invariant culture
af	0x0036	Afrikaans
af-ZA	0x0436	Afrikaans - South Africa
sq	0x001C	Albanian
sq-AL	0x041C	Albanian - Albania
ar	0x0001	Arabic
ar-DZ	0x1401	Arabic - Algeria
ar-BH	0x3C01	Arabic - Bahrain
ar-EG	0x0C01	Arabic - Egypt
ar-IQ	0x0801	Arabic - Iraq
ar-JO	0x2C01	Arabic - Jordan
ar-KW	0x3401	Arabic - Kuwait
ar-LB	0x3001	Arabic - Lebanon
ar-LY	0x1001	Arabic - Libya
ar-MA	0x1801	Arabic - Morocco
ar-OM	0x2001	Arabic - Oman
ar-QA	0x4001	Arabic - Qatar
ar-SA	0x0401	Arabic - Saudi Arabia
ar-SY	0x2801	Arabic - Syria
ar-TN	0x1C01	Arabic - Tunisia
ar-AE	0x3801	Arabic - United Arab Emirates
ar-YE	0x2401	Arabic - Yemen
hy	0x002B	Armenian
hy-AM	0x042B	Armenian - Armenia
az	0x002C	Azeri
az-AZ-Cyril	0x082C	Azeri (Cyrillic) - Azerbaijan
az-AZ-Latn	0x042C	Azeri (Latin) - Azerbaijan
eu	0x002D	Basque
eu-ES	0x042D	Basque - Basque
be	0x0023	Belarusian
be-BY	0x0423	Belarusian - Belarus
bg	0x0002	Bulgarian
bg-BG	0x0402	Bulgarian - Bulgaria
ca	0x0003	Catalan
ca-ES	0x0403	Catalan - Catalan
zh-HK	0x0C04	Chinese - Hong Kong SAR
zh-MO	0x1404	Chinese - Macao SAR



zh-CN	0x0804	Chinese - China
zh-CHS	0x0004	Chinese (Simplified)
zh-SG	0x1004	Chinese - Singapore
zh-TW	0x0404	Chinese - Taiwan
zh-CHT	0x7C04	Chinese (Traditional)
hr	0x001A	Croatian
hr-HR	0x041A	Croatian - Croatia
cs	0x0005	Czech
cs-CZ	0x0405	Czech - Czech Republic
da	0x0006	Danish
da-DK	0x0406	Danish - Denmark
div	0x0065	Dhivehi
div-MV	0x0465	Dhivehi - Maldives
nl	0x0013	Dutch
nl-BE	0x0813	Dutch - Belgium
nl-NL	0x0413	Dutch - The Netherlands
en	0x0009	English
en-AU	0x0C09	English - Australia
en-BZ	0x2809	English - Belize
en-CA	0x1009	English - Canada
en-CB	0x2409	English - Caribbean
en-IE	0x1809	English - Ireland
en-JM	0x2009	English - Jamaica
en-NZ	0x1409	English - New Zealand
en-PH	0x3409	English - Philippines
en-ZA	0x1C09	English - South Africa
en-TT	0x2C09	English - Trinidad and Tobago
en-GB	0x0809	English - United Kingdom
en-US	0x0409	English - United States
en-ZW	0x3009	English - Zimbabwe
et	0x0025	Estonian
et-EE	0x0425	Estonian - Estonia
fo	0x0038	Faroese
fo-FO	0x0438	Faroese - Faroe Islands
fa	0x0029	Farsi
fa-IR	0x0429	Farsi - Iran
fi	0x000B	Finnish
fi-FI	0x040B	Finnish - Finland
fr	0x000C	French
fr-BE	0x080C	French - Belgium
fr-CA	0x0C0C	French - Canada
fr-FR	0x040C	French - France
fr-LU	0x140C	French - Luxembourg
fr-MC	0x180C	French - Monaco
fr-CH	0x100C	French - Switzerland
gl	0x0056	Galician
gl-ES	0x0456	Galician - Galician



ka	0x0037	Georgian
ka-GE	0x0437	Georgian - Georgia
de	0x0007	German
de-AT	0x0C07	German - Austria
de-DE	0x0407	German - Germany
de-LI	0x1407	German - Liechtenstein
de-LU	0x1007	German - Luxembourg
de-CH	0x0807	German - Switzerland
el	0x0008	Greek
el-GR	0x0408	Greek - Greece
gu	0x0047	Gujarati
gu-IN	0x0447	Gujarati - India
he	0x000D	Hebrew
he-IL	0x040D	Hebrew - Israel
hi	0x0039	Hindi
hi-IN	0x0439	Hindi - India
hu	0x000E	Hungarian
hu-HU	0x040E	Hungarian - Hungary
is	0x000F	Icelandic
is-IS	0x040F	Icelandic - Iceland
id	0x0021	Indonesian
id-ID	0x0421	Indonesian - Indonesia
it	0x0010	Italian
it-IT	0x0410	Italian - Italy
it-CH	0x0810	Italian - Switzerland
ja	0x0011	Japanese
ja-JP	0x0411	Japanese - Japan
kn	0x004B	Kannada
kn-IN	0x044B	Kannada - India
kk	0x003F	Kazakh
kk-KZ	0x043F	Kazakh - Kazakhstan
kok	0x0057	Konkani
kok-IN	0x0457	Konkani - India
ko	0x0012	Korean
ko-KR	0x0412	Korean - Korea
ky	0x0040	Kyrgyz
ky-KG	0x0440	Kyrgyz - Kyrgyzstan
lv	0x0026	Latvian
lv-LV	0x0426	Latvian - Latvia
lt	0x0027	Lithuanian
lt-LT	0x0427	Lithuanian - Lithuania
mk	0x002F	Macedonian
mk-MK	0x042F	Macedonian - Former Yugoslav Republic of Macedonia
ms	0x003E	Malay
ms-BN	0x083E	Malay - Brunei
ms-MY	0x043E	Malay - Malaysia



mr	0x004E	Marathi
mr-IN	0x044E	Marathi - India
mn	0x0050	Mongolian
mn-MN	0x0450	Mongolian - Mongolia
no	0x0014	Norwegian
nb-NO	0x0414	Norwegian (Bokmål) - Norway
nn-NO	0x0814	Norwegian (Nynorsk) - Norway
pl	0x0015	Polish
pl-PL	0x0415	Polish - Poland
pt	0x0016	Portuguese
pt-BR	0x0416	Portuguese - Brazil
pt-PT	0x0816	Portuguese - Portugal
pa	0x0046	Punjabi
pa-IN	0x0446	Punjabi - India
ro	0x0018	Romanian
ro-RO	0x0418	Romanian - Romania
ru	0x0019	Russian
ru-RU	0x0419	Russian - Russia
sa	0x004F	Sanskrit
sa-IN	0x044F	Sanskrit - India
sr-SP-Cyril	0x0C1A	Serbian (Cyrillic) - Serbia
sr-SP-Latn	0x081A	Serbian (Latin) - Serbia
sk	0x001B	Slovak
sk-SK	0x041B	Slovak - Slovakia
sl	0x0024	Slovenian
sl-SI	0x0424	Slovenian - Slovenia
es	0x000A	Spanish
es-AR	0x2C0A	Spanish - Argentina
es-BO	0x400A	Spanish - Bolivia
es-CL	0x340A	Spanish - Chile
es-CO	0x240A	Spanish - Colombia
es-CR	0x140A	Spanish - Costa Rica
es-DO	0x1C0A	Spanish - Dominican Republic
es-EC	0x300A	Spanish - Ecuador
es-SV	0x440A	Spanish - El Salvador
es-GT	0x100A	Spanish - Guatemala
es-HN	0x480A	Spanish - Honduras
es-MX	0x080A	Spanish - Mexico
es-NI	0x4C0A	Spanish - Nicaragua
es-PA	0x180A	Spanish - Panama
es-PY	0x3C0A	Spanish - Paraguay
es-PE	0x280A	Spanish - Peru
es-PR	0x500A	Spanish - Puerto Rico
es-ES	0x0C0A	Spanish - Spain
es-UY	0x380A	Spanish - Uruguay
es-VE	0x200A	Spanish - Venezuela
sw	0x0041	Swahili



sw-KE	0x0441	Swahili - Kenya
sv	0x001D	Swedish
sv-FI	0x081D	Swedish - Finland
sv-SE	0x041D	Swedish - Sweden
syr	0x005A	Syriac
syr-SY	0x045A	Syriac - Syria
ta	0x0049	Tamil
ta-IN	0x0449	Tamil - India
tt	0x0044	Tatar
tt-RU	0x0444	Tatar - Russia
te	0x004A	Telugu
te-IN	0x044A	Telugu - India
th	0x001E	Thai
th-TH	0x041E	Thai - Thailand
tr	0x001F	Turkish
tr-TR	0x041F	Turkish - Turkey
uk	0x0022	Ukrainian
uk-UA	0x0422	Ukrainian - Ukraine
ur	0x0020	Urdu
ur-PK	0x0420	Urdu - Pakistan
uz	0x0043	Uzbek
uz-UZ-Cyril	0x0843	Uzbek (Cyrillic) - Uzbekistan
uz-UZ-Latin	0x0443	Uzbek (Latin) - Uzbekistan
vi	0x002A	Vietnamese
vi-VN	0x042A	Vietnamese - Vietnam

The screenshot shows the MSDN .NET Framework Developer Center with the URL <http://msdn.microsoft.com/en-us/library/system.globalization.cultureinfo.aspx>. The page displays the Remarks section for the `CultureInfo` class, which explains its role in holding culture-specific information like language, sublanguage, country/region, calendar, and cultural conventions. It also mentions the `DateTimeFormatInfo`, `NumberFormatInfo`, `CompareInfo`, and `TextInfo` objects. Below this, the Culture Names and Identifiers table is shown:

Culture Name	Culture Identifier	Language-Country/Region
"" (empty string)	0x007F	invariant culture
af	0x0036	Afrikaans
af-ZA	0x0436	Afrikaans - South Africa
sq	0x001C	Albanian
sq-AL	0x041C	Albanian - Albania
ar	0x0001	Arabic
ar-DZ	0x1401	Arabic - Algeria
ar-BH	0x3C01	Arabic - Bahrain
ar-EG	0x0C01	Arabic - Egypt

Jika mengklik Link yang dituju akan tampil List Culture dan Identifiers, cari nama negara dan bahasa perwakilan yang ingin disetting.

- Masuk ke computer server, Klik Windows Explorer, masuk folder `C:\inetpub\wwwroot\wss\VirtualDirectories\portal\App_GlobalResources`



Name	Date modified	Type	Size
cms.resx	26/10/2006 19:15	RESX File	143 KB
Deplu.en-US.resx	06/10/2009 13:15	RESX File	16 KB
Deplu.resx	06/10/2009 13:15	RESX File	16 KB
DepluPerwakilan.af-ZA.resx	03/10/2009 15:03	RESX File	11 KB
DepluPerwakilan.ar.resx	03/10/2009 11:57	RESX File	11 KB
DepluPerwakilan.en-NZ.resx	17/09/2009 15:28	RESX File	11 KB
DepluPerwakilan.en-US.resx	03/10/2009 16:07	RESX File	11 KB
DepluPerwakilan.es-AR.resx	03/10/2009 15:51	RESX File	11 KB
DepluPerwakilan.ja-JP.resx	17/09/2009 15:28	RESX File	11 KB
DepluPerwakilan.ko-KR.resx	03/10/2009 15:39	RESX File	11 KB
DepluPerwakilan.resx	03/10/2009 17:02	RESX File	11 KB
DepluPerwakilan.uk-UA.resx	03/10/2009 14:09	RESX File	12 KB
dlc.en-US.resx	26/10/2006 19:45	RESX File	14 KB
dlc.resx	26/10/2006 19:45	RESX File	14 KB
dlcdm.en-US.resx	26/10/2006 19:45	RESX File	15 KB
dlcdm.resx	26/10/2006 19:45	RESX File	15 KB
dlcpolicy.en-US.resx	26/10/2006 19:45	RESX File	33 KB
dlcpolicy.resx	26/10/2006 19:45	RESX File	33 KB
eawf.en-us.resx	26/10/2006 19:57	RESX File	34 KB
eg.en-us.resx	26/10/2006 19:57	RESX File	13 KB
ipfs.en-us.resx	26/10/2006 19:41	RESX File	6 KB
ipfs.resx	26/10/2006 19:41	RESX File	6 KB
osrv.en-US.resx	26/10/2006 19:10	RESX File	7 KB
osrv.resx	26/10/2006 19:10	RESX File	7 KB
searchadmin.en-us.resx	28/10/2006 10:10	RESX File	29 KB
SearchAdmin.resx	28/10/2006 10:10	RESX File	29 KB
sllayout.en-US.resx	26/10/2006 19:40	RESX File	7 KB
sllayout.resx	26/10/2006 19:40	RESX File	7 KB
sps.en-US.resx	26/10/2006 20:08	RESX File	75 KB
sps.resx	26/10/2006 20:08	RESX File	75 KB
spsearchadmin.en-us.resx	28/10/2006 10:10	RESX File	10 KB
SPSearchAdmin.resx	28/10/2006 10:10	RESX File	10 KB
wss.en-US.resx	08/11/2006 18:16	RESX File	443 KB

3. Untuk site perwakilan baru, copy file "KemluPerwakilan.en-US.resx", rename font berwarna biru, ganti dengan nama culture list dari Negara yang didapat dari link sebelumnya.

CONTOH: perwakilan Iraq, rename nama seperti "KemluPerwakilan.ar-IQ.resx"

Name	Date modified	Type	Size
cms.en-us.resx	26/10/2006 19:15	RESX File	
cms.resx	26/10/2006 19:15	RESX File	
Deplu.en-US.resx	06/10/2009 13:15	RESX File	
Deplu.resx	06/10/2009 13:15	RESX File	
DepluPerwakilan.af-ZA.resx	03/10/2009 15:03	RESX File	
DepluPerwakilan.ar.resx	03/10/2009 11:57	RESX File	
DepluPerwakilan.en-NZ.resx	17/09/2009 15:28	RESX File	
DepluPerwakilan.en-US.resx	03/10/2009 16:07	RESX File	
DepluPerwakilan.es-AR.resx	03/10/2009 15:51	RESX File	
DepluPerwakilan.ja-JP.resx	17/09/2009 15:28	RESX File	
DepluPerwakilan.ko-KR.resx	03/10/2009 15:39	RESX File	
DepluPerwakilan.resx	03/10/2009 17:02	RESX File	
DepluPerwakilan.uk-UA.resx	03/10/2009 14:09	RESX File	
dlc.en-US.resx	26/10/2006 19:45	RESX File	
dlc.resx	26/10/2006 19:45	RESX File	
dlcdm.en-US.resx	26/10/2006 19:45	RESX File	
dlcdm.resx	26/10/2006 19:45	RESX File	
dlcpolicy.en-US.resx	26/10/2006 19:45	RESX File	
dlcpolicy.resx	26/10/2006 19:45	RESX File	
eawf.en-us.resx	26/10/2006 19:57	RESX File	
eg.en-us.resx	26/10/2006 19:57	RESX File	
ipfs.en-us.resx	26/10/2006 19:41	RESX File	
ipfs.resx	26/10/2006 19:41	RESX File	
osrv.en-US.resx	26/10/2006 19:10	RESX File	
osrv.resx	26/10/2006 19:10	RESX File	
searchadmin.en-us.resx	28/10/2006 10:10	RESX File	
SearchAdmin.resx	28/10/2006 10:10	RESX File	

4. buka file yang telah di-rename, Open With notepad, edit text yg didalam tag value. Ganti semua dengan bahasa yang diperlukan.



```
DiplPerwakilanF05.XML - Notepad
File Edit Format View Help
<resheader name="version">
  <value>2.0</value>
</resheader>
<resheader name="reader">
  <value>System.Resources.ResXResourceReader, System.Windows.Forms, version=2.0.0.0, culture=neutral, PublicKeyToken=b77a5c561934e089</value>
</resheader>
<resheader name="writer">
  <value>System.Resources.ResXResourceWriter, System.Windows.Forms, version=2.0.0.0, culture=neutral, PublicKeyToken=b77a5c561934e089</value>
</resheader>
<data name="Acara" xml:space="preserve">
  <value>Event</value>
</data>
<data name="Alamat" xml:space="preserve">
  <value>Address</value>
</data>
<data name="Audiovideo" xml:space="preserve">
  <value>Audio / Video</value>
</data>
<data name="Audiovideolainnya" xml:space="preserve">
  <value>Others Video / Audio</value>
</data>
<data name="Batal" xml:space="preserve">
  <value>Cancel</value>
</data>
<data name="BeritaLainnya" xml:space="preserve">
  <value>more news...</value>
</data>
<data name="BeritaPerwakilan" xml:space="preserve">
  <value>Embassy News</value>
</data>
<data name="BeritaTerkait" xml:space="preserve">
  <value>Related News</value>
</data>
<data name="Beritautama" xml:space="preserve">
  <value>News in our Portal</value>
```

5. Pilih View all site content pada site perwakilan,

Kontak Kami | FAQ | Link | Site Map

KEDUTAAN BESAR REPUBLIK INDONESIA
WELLINGTON, NEW ZEALAND

Beranda | Tentang Penwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | Resepsi Dipl

KBRI Wellington | The Splendor |

Welcome System Account ▾ Site Actions ▾ | Pencarian | ihsan [English] | Portal Deplu | Wellington |

- Edit Page Change the content and Web Parts on this page.
- Create Page Create a page in this site.
- Create Site Add a new site under this site.
- Show Page Editing Toolbar Display the page status and editing options for this page.
- View All Site Content** View all libraries and lists in this site. (highlighted)
- View Reports View reports on documents, pages and tasks.
- Site Settings Manage site settings on this site.
- Manage Content and Structure Reorganize content and structure in this site collection.

6. Pilih ke general setting



Template Site		images that are used on pages in this site.	
Perwakilan		Majalah	0 3 days ago
KBRI Cairo		Pages	40 4 hours ago
KBRI Buenos Aires		Style Library	4 5 days ago
KBRI Kyiv		Tabloids	0 3 days ago
KBRI Pretoria		Video / Audio	0 3 days ago
KBRI Seoul			
KBRI Wellington			
■ Discussions			
■ Documents			
■ Pictures		This system library was created by the Publishing feature to store pages that are created in this site.	
■ Lists			
KBRI Yangon			
KJRI Los Angeles			
KRI Perth			
PTRI Jenewa			
Recycle Bin			
Picture Libraries			
Gallery Photo			0 3 weeks ago
News Picture			54 5 days ago
Others Pictures			40 3 days ago
Picture Slide Show			3 3 weeks ago
Lists			
Banner			16 5 days ago
Banner Identitas Kota dan Lainnya			2 5 days ago
Berita			32 3 days ago
Bread Crumbs			27 3 hours ago
Daftar Pejabat dan Staff			12 3 days ago
FAQ			1 9 days ago
Forum Topik			2 3 weeks ago
General Settings			49 13 minutes ago
Highlights			0 9 days ago
Himbauan			1 9 days ago
Indonesia At Glance			1 8 days ago
Indonesia At Glance Topic			2 3 weeks ago
Kalender Kegiatan			8 3 weeks ago

7. Pilih kategori language, edit "Local",

Welcome System Account | Site Actions | Pencarian |

Bahasa [English]

KEDUTAAN BESAR REPUBLIK INDONESIA
WELLINGTON, NEW ZEALAND

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip |

Agustus 2009 | Menhan: Pemberantasan Terorisme Tetap Utamakan Polri | Departemen Luar Negeri > KBRI Wellington > General Settings

General Settings

New | Actions | Settings | View: Grouping

Title	Value
Category : DateTime (1)	
Category : Home Page (13)	
Category : Image Size (2)	
Category : Language (1)	Local
Category : Map (2)	

8. isi value dengan menyesuaikan culture didapat dari [http://msdn.microsoft.com/en-us/library/system.globalization.cultureinfo\(VS.80\).aspx](http://msdn.microsoft.com/en-us/library/system.globalization.cultureinfo(VS.80).aspx)

contoh: pada site perwakilan korea isi field value dengan ko-KR



Kontak Kami | FAQ | Link | Site Map

Welcome System Account ▾ Site Actions ▾ | Pencarian

Bahasa | English |

KEDUTAAN BESAR REPUBLIK INDONESIA
WELLINGTON, NEW ZEALAND

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip |

Departemen Luar Negeri > KBRI Wellington > General Settings > Local > Edit Item

Resepsi Diplomatik Dalam Rangka HUT RI Ke-64 di KBRI Well

General Settings: Local

OK Cancel * indicates a required field

Attach File Delete Item Spelling...

Title * Local

Value

Category * Language

Created at 7/22/2009 12:18 PM by System Account Last modified at 9/26/2009 2:28 PM by System Account

9. Mengubah Bahasa Local Menjadi Bahasa Local Masing-Masing Perwakilan

Welcome System Account ▾ Site Actions ▾ | Pencarian

Bahasa | English |

Portal Kemlu

Masuk ke General Settings expand Language

Category : Email From Contact Us (2)

Category : Home Page (14)

Category : Image Size (2)

Category : Language (2)

Local LocalLanguage

ja-JP 日本

Category : Map (2)

Category : Others (1)

Category : Paging (5)

Category : Perwakilan ID (1)

Edit LocalLanguage sesuai dengan perwakilan masing-masing.

3.7 Setting Paging

Masuk ke List General Settings. Expand Category Paging.



LocalLanguage	
Category : Map (2)	
Category : Others (1)	
Category : Paging (5)	
PagerButtonCount ! NEW	2
PagingSizeTitleOnly ! NEW	2
PagingSizeTitleSummary ! NEW	2
PagingSizePhotoGallery ! NEW	20
PagingSizeAudioVideo ! NEW	20
Category : Perwakilan ID (1)	
Category : Right Menu (3)	

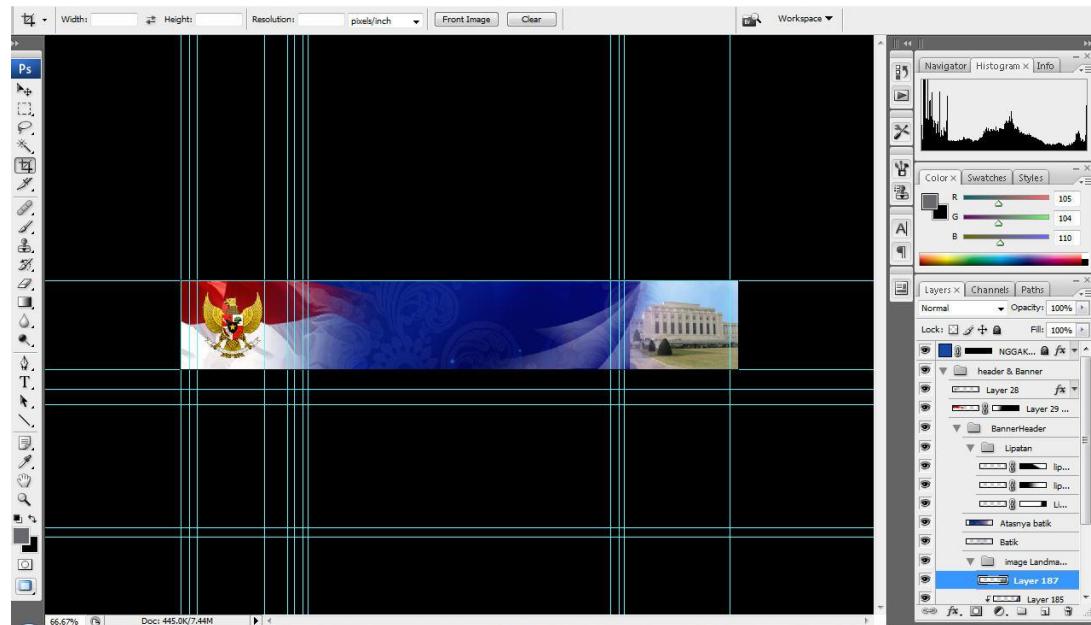
Ganti value yang ada dengan cara mengedit

1. PageButtonCount diganti menjadi 10
2. PagingSizeTitleOnly diganti menjadi 20
3. PagingSizeTitleSummary diganti menjadi 10

3.8 Mengganti Header Perwakilan Dengan Menambahkan Landmark

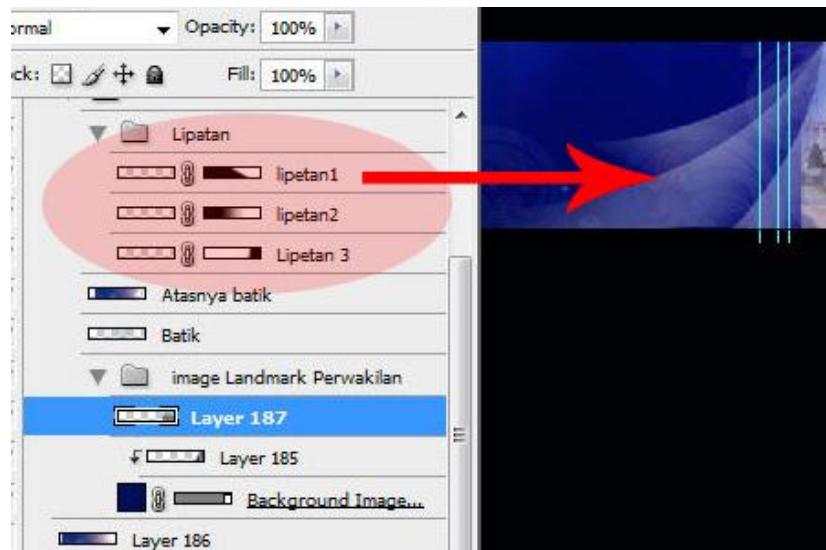
1. Buka file template photoshop berjudul "Banner Header_Perwakilan-Template.psd" dengan menggunakan software Adobe Photoshop.

Sebagai informasi, file template ini merupakan banner perwakilan Jenewa.

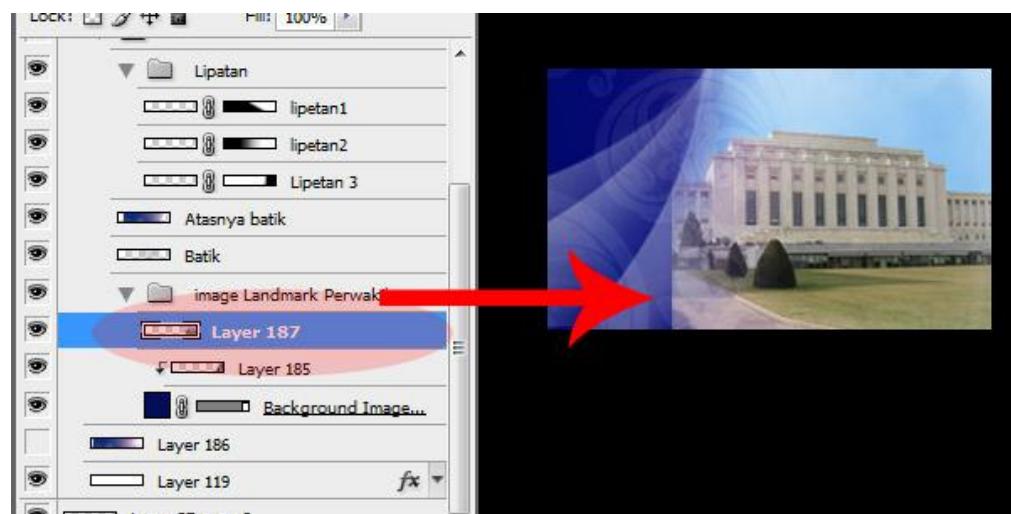


2. Di sebelah kanan, terdapat daftar layer-layer dari banner tersebut, yang sudah dikelompokkan menjadi beberapa group. Beberapa group dan layer yang penting adalah sebagai berikut:

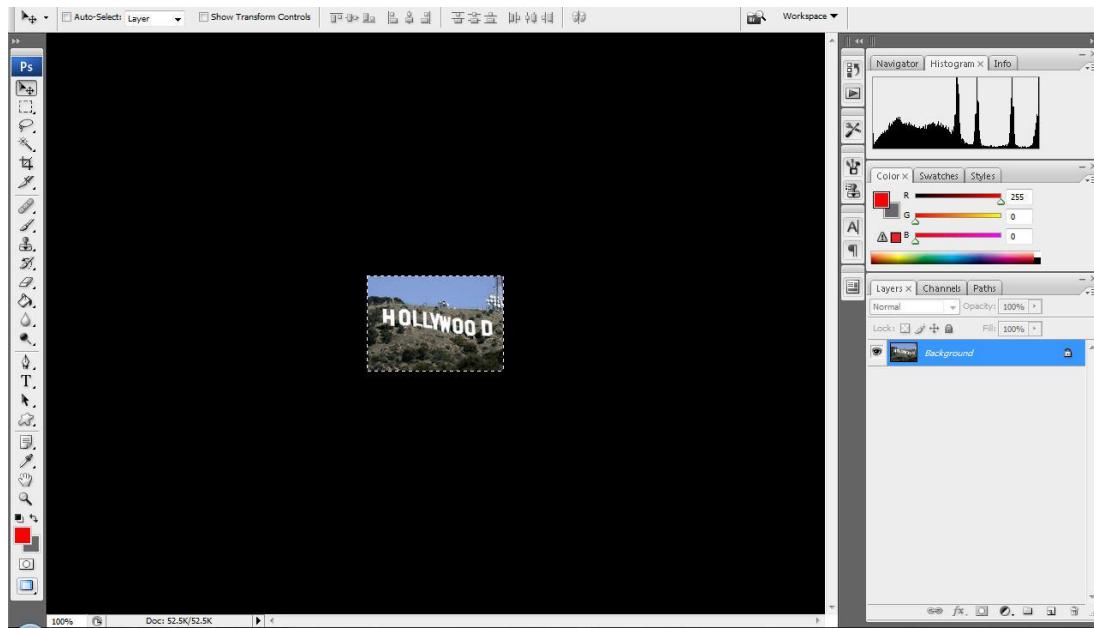
- Group lipatan: berisi layer-layer yang berfungsi mengatur 3 buah lipatan yang terdapat di sebelah kiri gambar landmark pada banner



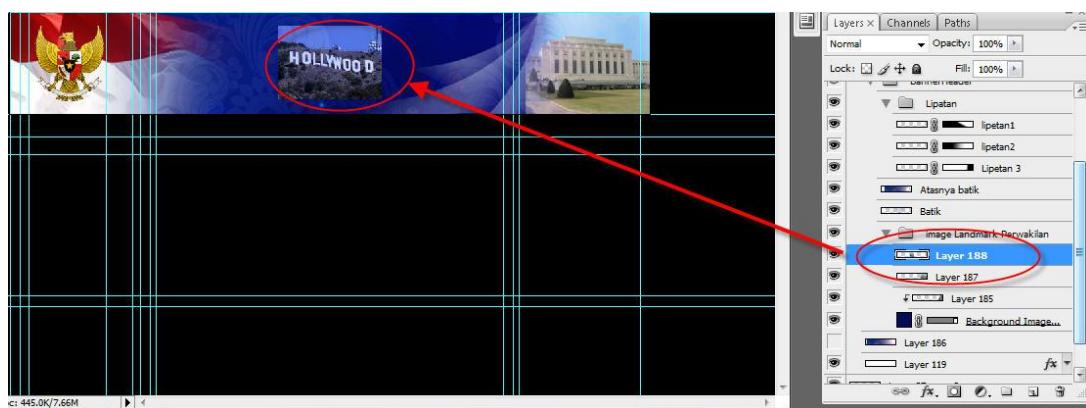
- Group "image Landmark Perwakilan": berisi layer-layer yang berfungsi mengatur gambar landmark perwakilan. Di dalamnya terdapat 2 layer penting, yaitu:
 - Layer 187: gambar landmark perwakilan Jenewa
 - Layer 185: gambar landmark master (dari template)



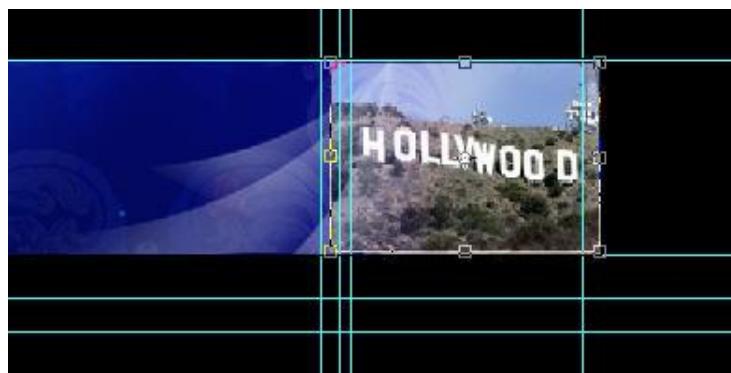
3. Setelah membuka file "Banner Header_Perwakilan-Template.psd", buka juga file Landmark Perwakilan yang bersangkutan di Adobe Photoshop (sebagai contoh digunakan perwakilan Los Angeles)
4. Pada layar landmark perwakilan sedang aktif, tekan ctrl-A untuk select all, kemudian ctrl-C untuk copy gambar landmark perwakilan



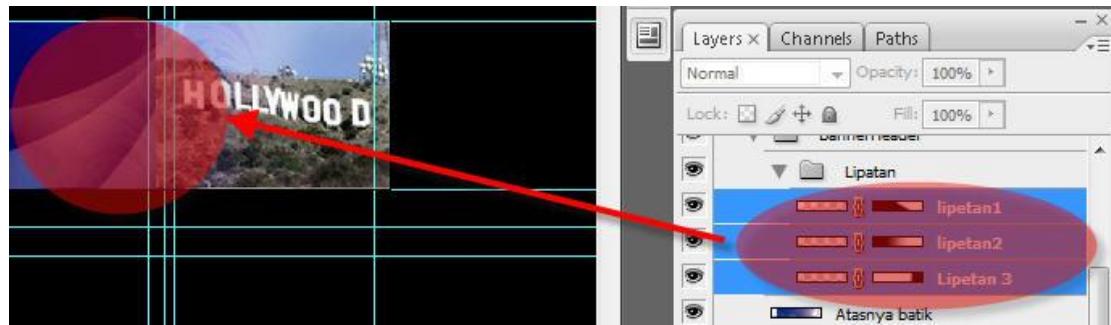
5. Pada layar Template Perwakilan aktif, tekan ctrl-V



6. Dalam contoh kali ini, gambar landmark akan muncul dengan nama "Layer 188"
7. Sesuaikan ukuran gambar landmark tersebut dan letakkan pada tempat yang sesuai



8. Geser gambar lipatan ke posisi yang sesuai dengan cara memblok layer "lipetan1", "lipetan2", dan "lipetan 3", kemudian geser ke tempat yang sesuai



9. Rapikan gambar banner perwakilan supaya terlihat berada di balik lipatan tirai. Gunakan tools yang disediakan, seperti:
- Select dan hapus, set feather untuk menimbulkan efek blur jika diperlukan
 - Eraser
 - Dan lain-lain



10. Save as “header.jpg”



4. User Management

Setting User Management digunakan untuk memanage hak akses para user. Admin yang memiliki hak akses Full Control dapat mengedit permission di **semua** Document Libraries, Picture Libraries dan Lists, baik di portal pusat maupun di situs-situs perwakilan.

Penting! Jangan mengganti permission di **4 storage berikut:**

- **Pages** pada Document Libraries,
- **style Library** pada Document Libraries,
- **Workflow Tasks** pada Lists
- **Forum** pada Discussion Boards

Secara umum, langkah-langkah user management adalah sebagai berikut:

1. Membuat user group
2. Menambahkan user-user untuk suatu user group
3. Menambahkan permission terhadap user group tersebut

4.1 Membuat User Group

Cara membuat user group untuk portal maupun situs perwakilan adalah sama:

1. Login sebagai Administrator (Full Control)
2. Dari Site Action, pilih Site Settings > People and Groups



The screenshot shows a SharePoint site interface. At the top, there's a banner with the text 'DEPARTEMEN LUAR NEGERI'. Below the banner, there's a navigation bar with links like 'Beranda / Konsulat', 'Kebijakan', 'Karir', 'Galeri', and 'Chairman's Statement'. On the right side, there's a search bar and language selection ('Bahasa | English'). A sidebar on the right contains links for 'Profil', 'Sambutan', 'Pidato dan Transkripsi', and 'Isu Isu Aktual'. The main content area has a heading 'G: Mempererat Kerjasama' and several options under 'Site Actions': 'Edit Page', 'Create Page', 'Create Site', 'Show Page Editing Toolbar', 'View All Site Content', 'View Reports', 'Site Settings' (which is highlighted with a yellow box), and 'Manage Content and Structure'. The 'People And Groups' option is also highlighted with a yellow box and a cursor is pointing at it.

3. Pilih "Groups"

This screenshot shows the 'Groups' page in SharePoint. The navigation bar at the top has a 'Groups' link, which is circled in red. Below the navigation bar, there's a list of groups: 'Deplu Members' (highlighted with a yellow box), 'Deplu Visitors', 'Deplu Owners', 'Style Resource Readers', and 'Designers'. The 'Deplu Members' group is currently selected.

4. Pilih New > New Group

This screenshot shows the 'People and Groups: All Groups' page. At the top, there's a breadcrumb trail 'Departemen Luar Negeri > People and Groups'. Below the breadcrumb, there's a title 'People and Groups: All Groups'. A blue header bar has a 'New' button and a 'Settings' dropdown. The main content area has two buttons: 'Add Users' (which adds users to a group or site) and 'New Group' (which creates a new SharePoint group). The 'New Group' button is highlighted with a yellow box and a cursor is pointing at it.

5. Isikan keterangan mengenai user group baru tersebut. Lalu klik Create



Departemen Luar Negeri

Welcome System Account | My Site | My Links | [Site Actions](#)

Departemen Luar Negeri

Departemen Luar Negeri

Departemen Luar Negeri > People and Groups > New Group

New Group

Use this page to create a group.

Name and About Me Description
Type a name and description for the group.

Name:
About Me:

Owner
The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.

Group owner:

Group Settings
Specify who has permission to see the list of group members and who has permission to add and remove members from the group.

Who can view the membership of the group?
 Group Members Everyone

Who can edit the membership of the group?
 Group Owner Group Members

Membership Requests
Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.

Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.

Allow requests to join/leave this group?
 Yes No

Auto-accept requests?
 Yes No

Send membership requests to the following e-mail address:

Give Group Permission to this Site
Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.

View site permission assignments

Choose the permission level group members get on this site: <http://www.deplu.go.id>

Full Control - Has full control.
 Design - Can view, add, update, delete, approve, and customize.
 Manage Hierarchy - Can create sites and edit pages, list items, and documents.
 Approve - Can edit and approve pages, list items, and documents.
 Contribute - Can view, add, update, and delete.
 Read - Can view only.
 Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.
 View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

[Create](#) [Cancel](#)

Keterangan: Secara default, Sharepoint sudah menyiapkan level hak akses sebagai berikut:

Hak Akses	Keterangan
Full Control	Has full control.
Design	Can view, add, update, delete, approve, and customize.
Manage Hierarchy	Can create sites and edit pages, list items, and documents.
Approve	Can edit and approve pages, list items, and documents.
Contribute	Can view, add, update, and delete.
Read	Can view only.
Restricted Read	Can view pages and documents, but cannot view historical versions or review user rights information.
Limited Access	Can view specific lists, document libraries, list items, folders, or documents when given permissions.



View Only	Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.
-----------	--

Ada 3 user group yang secara default ada di portal Kemlu.

Nama Group	Hak Akses
Kemlu Owner	Full Control
Kemlu Member	Contribute
Kemlu Visitor	View Only

Catatan: Ketika Admin memberikan hak akses pada suatu user group, maka:

- Bila user group tersebut didaftarkan pada portal: maka hak akses yang diberikan akan berlaku untuk portal dan seluruh subsite. Misal: Kemlu Members memiliki hak akses Contribute, maka semua user di dalam user group Kemlu Member akan dapat melakukan add, edit, dan delete pada content portal dan content semua situs perwakilan
- Bila user group tersebut didaftarkan pada subsite (dalam hal ini: situs perwakilan): maka hak akses yang diberikan hanya akan berlaku untuk situs perwakilan tersebut. Misal: user group Admin Jenewa tidak didaftarkan di portal, tetapi didaftarkan di situs perwakilan Jenewa, dengan hak akses Contribute. Maka Admin Jenewa akan dapat melakukan add, edit, dan delete hanya pada content situs perwakilan Jenewa (tidak bisa melakukan add, edit, dan delete pada content portal dan situs perwakilan lain selain situs perwakilan Jenewa)

6. Untuk mengedit keterangan user group, pastikan Anda berada pada halaman All Groups (lihat step 1-3) lalu klik icon



7. Lakukan perubahan terhadap informasi user group tersebut lalu klik Ok untuk menyimpan perubahan, Cancel untuk membatalkan perubahan, atau Delete untuk menghapus user group tersebut.



Departemen Luar Negeri

Welcome System Account | My Site | My Links | Site Actions

Departemen Luar Negeri

Departemen Luar Negeri > People and Groups > Change Group Settings

Change Group Settings

Use this page to change the settings of this SharePoint group.

Name and About Me Description

Type a name and description for the group.

Name:

About Me:

Use this group to give people contribute permissions to the SharePoint site: [Deplu](#)

Owner

The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.

Group owner:

Group Settings

Specify who has permission to see the list of group members and who has permission to add and remove members from the group.

Who can view the membership of the group?

Group Members Everyone

Who can edit the membership of the group?

Group Owner Group Members

Membership Requests

Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.

Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.

Allow requests to join/leave this group?

Yes No

Auto-accept requests?

Yes No

Send membership requests to the following e-mail address:

Give Group Permission to This Site

Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.

View site permission assignments

Choose the permission level group members get on this site: <http://www.deplu.go.id>

Full Control - Has full control.
 Design - Can view, add, update, delete, approve, and customize.
 Manage Hierarchy - Can create sites and edit pages, list items, and documents.
 Approve - Can edit and approve pages, list items, and documents.
 Contribute - Can view, add, update, and delete.
 Read - Can view only.
 Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.
 Limited Access - Can view specific lists, document libraries, list items, folders, or documents when given permissions.
 View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

Buttons: Delete, OK, Cancel

4.2 Menambahkan User ke suatu User Group

Cara membuat user group untuk portal maupun situs perwakilan adalah sama:

1. Login sebagai Administrator (Full Control)
2. Dari Site Action, pilih Site Settings > People and Groups



Welcome System Account ▾ Site Actions ▾ | Pencarian

Bahasa | English

Edit Page
Change the content and Web Parts on this page.

Create Page
Create a page in this site.

Create Site
Add a new site under this site.

Show Page Editing Toolbar
Display the page status and editing options for this page.

View All Site Content
View all libraries and lists in this site.

View Reports
View reports on documents, pages and tasks.

Site Settings
Manage site settings on this site.

Manage Content and Structure
Reorganize content and structure in this site collection.

G: Mempererat Kerjasama
an / Konsulat | Kebijakan | Karir | Galeri | Chairman's Statement

Isu Isu Aktual

3. Pilih "Groups"

Groups

- Deplu Members
- Deplu Visitors
- Deplu Owners
- Style Resource Readers
- Designers

4. Pilih salah satu user group yang ada. Misal, pilih Kemlu Members

Departemen Luar Negeri > People and Groups

People and Groups: All Groups

Use this page to view and manage all groups for this site collection.

New ▾ | Settings ▾

Group	Edit	About me
AdminPWNIBHI		Members of this group can edit and approve pages, list items, and documents.
Approvers		Members of this group can edit and approve pages, list items, and documents.
Deplu Admin		Use this group to give people contribute permissions to the SharePoint site: Deplu
DepluMembers		Use this group to give people full control permissions to the SharePoint site: Deplu
Deplu Owners		Use this group to give people full control permissions to the SharePoint site: Deplu
Deplu Visitors		Use this group to give people read permissions to the SharePoint site: Deplu
Designers		Members of this group can edit lists, document libraries, and pages in the site. Designers can create Master Pages and Page Layouts in the Master Page Gallery and can change the behavior and appearance of each site in the site collection by using master pages and CSS files.
Hierarchy Managers		Members of this group can create sites, lists, list items, and documents.

5. Pilih New > Add Users



Departemen Luar Negeri > People and Groups

People and Groups: Deplu Members

Use this group to give people contribute permissions to the SharePoint site: Deplu

New | Actions | Settings

Add Users
Add users to a group or site.

New Group
Create a new SharePoint group.

6. Isikan kolom Users/Groups dengan username lalu klik icon untuk mengecek apakah user tersebut valid, atau klik icon untuk melakukan pencarian user. Lengkapi informasi lain lalu klik Ok.

Departemen Luar Negeri

Departemen Luar Negeri

Departemen Luar Negeri

Departemen Luar Negeri > Site Settings > Permissions > Add Users

Add Users: Departemen Luar Negeri

Use this page to give new permissions.

Add Users
You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Give Permission
Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.
SharePoint groups are recommended as they allow for ease of permission management across multiple sites.

Add users to a SharePoint group
Deplu Members [Contribute, Limited Access]
View permissions this group has on sites, lists, and items...

Give users permission directly

Full Control - Has full control.
 Design - Can view, add, update, delete, approve, and customize.
 Manage Hierarchy - Can create sites and edit pages, list items, and documents.
 Approve - Can edit and approve pages, list items, and documents.
 Contribute - Can view, add, update, and delete.
 Read - Can view only.
 Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.
 View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

Send E-Mail
Use this option to send e-mail to your new users. You can personalize the message that is sent.
Links and information about the site will be added below your personal message.

Send welcome e-mail to the new users
Subject:
Welcome to the SharePoint group: Deplu Members for site: Departemen Luar Negeri

Personal Message:

7. User yang baru dibuat akan memiliki hak akses yang sama dengan user group tempatnya berada.



4.3 Mengubah Hak Akses pada List / Document Library

Secara default, seluruh List / Document Library / Picture Libray akan meng-inherit hak akses dari pusat (yaitu dari People and Groups yang disebutkan dalam poin 3.1 dan 3.2 di atas). Tetapi, Sharepoint memungkinkan Administrator membedakan hak akses untuk tiap-tiap List / Document Library / Picture Library.

Cara mengubah permission untuk Portal dan situs perwakilan adalah sama langkah-langkahnya, yaitu:

1. Login sebagai Administrator (Full Control)
2. Pilih view all site content

The screenshot shows the homepage of the 'KEDUTAAN BESAR REPUBLIK INDONESIA WELLINGTON, NEW ZEALAND'. The top navigation bar includes links for 'Kontak Kami', 'FAQ', 'Link', and 'Site Map'. The main content area features the Indonesian national emblem and the text 'KEDUTAAN BESAR REPUBLIK INDONESIA WELLINGTON, NEW ZEALAND'. Below this are links for 'Beranda', 'Tentang Perwakilan', 'Berita dan Agenda', 'Profil Negara dan Kerjasama', 'Galeri', 'Arsip', and 'Resepsi Dipl'. On the right side, there's a sidebar with links for 'Portal Deplu', 'Wellington', and 'Diplomatic Reception Room'. The 'Site Actions' menu is open in the top right corner, listing options like 'Edit Page', 'Create Page', 'Create Site', 'Show Page Editing Toolbar', 'View All Site Content' (which has a red arrow pointing to it), 'View Reports', 'Site Settings', and 'Manage Content and Structure'. The 'View All Site Content' option is described as 'View all libraries and lists in this site.'

Akan tampil semua folder dari list Pages, style library, workflow task dan forum.

3. Sebagai contoh, Klik buku pada tampilan view all site content.



Departemen Luar Negeri

KBRI Wellington

Departemen Luar Negeri | KBRI Cairo | KBRI Buenos Aires | KBRI Kyiv | KBRI Pretoria | KBRI Seoul | **KBRI Wellington** | KBRI Yangon | KJRI Los Angeles | KRI Perth | PTRI Jenewa | Site Map

All Site Content

Create

Name Description Items Last Modified

Document Libraries

- Buku
- Documents
- Images
- Majalah
- Pages
- Style Library
- Tabloids
- Video / Audio

This system library was created by the Publishing feature to store documents that are used on pages in this site.

This system library was created by the Publishing feature to store images that are used on pages in the site.

This system library was created by the Publishing feature to store pages that are created in this site.

Picture Libraries

- Gallery Photo
- News Picture
- Others Pictures
- Picture Slide Show

0 4 days ago
33 10 days ago
0 4 weeks ago
0 4 days ago
40 23 hours ago
4 6 days ago
0 4 days ago
0 4 days ago

Lists

- Banner
- Banner Identitas Kota dan Lainnya

16 6 days ago
2 6 days ago

4. Pilih setting → Document Library Settings (untuk List, pilih List Settings)

Kontak Kami | FAQ | Link | Site Map

Welcome System Account | Site Actions | Pencarian

Bahasa: English

KEDUTAAN BESAR REPUBLIK INDONESIA
WELLINGTON, NEW ZEALAND

Beranda | Tentang Perwakilan | Berita dan Agenda | Profil Negara dan Kerjasama | Galeri | Arsip | Portal Deplu

2009 | Menhan: Pemberantasan Terorisme Tetap Utamakan Polri

Departemen Luar Negeri > KBRI Wellington > Buku

Buku

New | Upload | Actions | Settings

View: All Documents

Type	Name	By	Category	File Name
There are no items to show in this view.				

Create Column
Add a column to store additional information about each item.

Create View
Create a view to select columns, filters, and other display settings.

Document Library Settings
Manage settings such as permissions, columns, views, and policy.

5. Pilih Permission for the document library



Departemen Luar Negeri
KBRI Wellington

Departemen Luar Negeri > KBRI Wellington > Buku > Settings

Customize Buku

List Information

Name: Buku
Web Address: http://dplwebsrv/wellington/Books/Forms/AllItems.aspx
Description:

General Settings **Permissions and Management** **Communications**

Title, description and navigation
 Versioning settings
 Advanced settings
 Manage item scheduling
 Audience targeting settings
 Delete this document library
 Save document library as template
 Permissions for this document library
 Manage checked out files
 Workflow settings
 Information management policy settings
 RSS settings

Content Types

This document library is configured to allow multiple content types. Use content types to specify the information you want to display about an item, in addition to its policies, or other behavior. The following content types are currently available in this library:

Content Type	Visible on New Button	Default Content Type
Document	✓	✓

Add from existing site content types
 Change new button order and default content type

6. Halaman permission untuk list / document library tersebut akan ditampilkan. Bila pada halaman Permission tersebut tidak memiliki menu New dan Settings dan tidak memiliki checkbox, artinya List / Document Library tersebut masih meng-inherit permission dari pusat.

Departemen Luar Negeri
KBRI Wellington

Departemen Luar Negeri > KBRI Wellington > Buku > Settings > Permissions

Permissions: Buku

Use this page to assign users and groups permission to this library. This library does not inherit permissions from its parent Web site.

New Actions Settings

	Type	User Name	Permissions
<input type="checkbox"/>	SharePoint Group	Admin Wellington	Contribute
<input type="checkbox"/>	SharePoint Group	Deplu Members	Contribute
<input type="checkbox"/>	SharePoint Group	Deplu Owners	Full Control

7. Untuk mengedit permission khusus hanya pada List / Document Library tersebut, lakukan Break Permission dengan klik Action > Edit Permissions

Permissions: Buku

This library inherits permissions from its parent Web site.

Actions

Manage Permissions of Parent
This document library inherits permissions from its parent.

Edit Permissions
Copy permissions from parent, and then stop inheriting permissions.

Admin Kuala Lumpur Stop Inheriting Group



Penting!

Dengan melakukan Break Permission, maka List / Document Library tersebut tidak lagi mengikuti permission dari pusat (People and Groups pada portal Kemlu dan pada situs perwakilan). Apabila ada perubahan / penambahan user / user group di pusat, Admin harus secara manual menambahkan user / user group tersebut ke List / Document Library yang sudah di break permissionnya.

Catatan:

Permission portal Kemlu dan situs perwakilan di bawahnya, **secara default adalah Inherit** (semua list / doc lib dalam suatu situs akan memiliki permission yang sama dengan yang dispesifikasikan dari People and groups).

Pengecualian adalah pada document library “**Pages**” yang harus di break permissionnya dan hak akses diberikan hanya kepada Admin yang memiliki hak untuk mengedit page (System Account, Kemlu Owners, dll).

8. Setelah permission terhadap List / Document Library di break, Admin dapat menentukan permission khusus terhadap List / Document Library tersebut

Yang harus diingat:

- Untuk situs Portal Kemlu: List permissions **harus** memiliki setidaknya 3 user/group dan memiliki permissions yang berbeda – beda. Yaitu:
 - a) Kemlu Visitors → dengan permissions **View Only**
 - b) Kemlu Members → dengan permissions **Contribute**
 - c) Kemlu Owners → dengan permissions **Full Control**
- Untuk situs perwakilan: dalam setiap site perwakilan, List permissions **harus** memiliki setidaknya 3 user/group dan memiliki permissions yang berbeda – beda. Yaitu:
 - a) Admin [Nama Perwakilan] → dengan permissions **Contribute** (sesuai dengan site perwakilan yang disetting)
 - b) Kemlu Members → dengan permissions **Contribute**
 - c) Kemlu Owners → dengan permissions **Full Control**



Departemen Luar Negeri | KBRI Wellington

Welcome System Account | My Site | My L

Departemen Luar Negeri > KBRI Wellington > Buku > Settings > Permissions

Permissions: Buku

Use this page to assign users and groups permission to this library. This library does not inherit permissions from its parent Web site.

New	Actions	Settings	
<input type="radio"/> Users/Groups	Type	User Name	Permissions
<input type="checkbox"/> Admin Wellington	SharePoint Group	Admin Wellington	Contribute
<input type="checkbox"/> Deplu Members	SharePoint Group	Deplu Members	Contribute
<input type="checkbox"/> Deplu Owners	SharePoint Group	Deplu Owners	Full Control

9. User / user group yang seharusnya tidak memiliki hak akses dapat dihapus dengan mencantang user yang ingin dihapus kemudian Klik Action → Remove

Departemen Luar Negeri | KBRI Wellington

Welcome System Account | My Site | My L

Departemen Luar Negeri > KBRI Wellington > Buku > Settings > Permissions

Permissions: Buku

Use this page to assign users and groups permission to this library. This library does not inherit permissions from its parent Web site.

New	Actions	Settings	
<input type="radio"/> Users/Groups	Remove User Permissions Remove selected user permissions.	User Name	Permissions
<input type="checkbox"/> Admin Wellington	Edit User Permissions Edit selected user permissions.	Admin Wellington	Contribute
<input checked="" type="checkbox"/> Deplu Members	Inherit Permissions Inherit permissions from parent.	Deplu Members	Contribute
<input type="checkbox"/> Deplu Owners		Deplu Owners	Full Control

10. Untuk mengganti / menyesuaikan permission pada setiap user dapat dilakukan dengan klik nama user/group, sebagai contoh klik user group Admin Wellington.

Departemen Luar Negeri | KBRI Wellington

Welcome System Account | My Site | My L

Departemen Luar Negeri > KBRI Wellington > Buku > Settings > Permissions

Permissions: Buku

Use this page to assign users and groups permission to this library. This library does not inherit permissions from its parent Web site.

New	Actions	Settings	
<input type="radio"/> Users/Groups	Type	User Name	Permissions
<input type="checkbox"/> Admin Wellington	SharePoint Group	Admin Wellington	Contribute
<input type="checkbox"/> Deplu Members	SharePoint Group	Deplu Members	Contribute
<input type="checkbox"/> Deplu Owners	SharePoint Group	Deplu Owners	Full Control

11. Akan tampil halaman edit permission yang memiliki list dari permission yang tersedia. centang check box yang diperlukan. Lalu klik OK.



Semen Luar Negeri

KBRI Wellington

Departemen Luar Negeri > KBRI Wellington > Buku > Settings > Permissions > Edit Permissions

Edit Permissions: Buku

Users or Groups
The permissions of these users or groups will be modified.

Choose Permissions
Choose the permissions you want these users or groups to have.

Users: Deplu Members

Permissions:

- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Manage Hierarchy - Can create sites and edit pages, list items, and documents.
- Approve - Can edit and approve pages, list items, and documents.
- Contribute - Can view, add, update, and delete.
- Read - Can view only.
- Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.
- Limited Access - Can view specific lists, document libraries, list items, folders, or documents when given permissions.
- View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

OK Cancel

Dalam Mensetting user permission perlu diingat.

- Admin [Nama Perwakilan] memiliki permissions **Contribute**
- Kemlu Members memiliki dengan permissions **Contribute**
- Kemlu Owners memiliki dengan permissions **Full Control**

12. Untuk menambahkan user / user group yang dapat mengakses suatu List / Document Library, pilih New > Add User

Departemen Luar Negeri > Template Site Perwakilan

Permissions: Buku

Use this page to assign users and groups permission to this document library.

New Actions Settings

Add Users
Add users or groups to this document library.

13. Isikan informasi untuk user / user group baru, lalu klik Ok



Departemen Luar Negeri

Template Site Perwakilan

Departemen Luar Negeri

Welcome System Account | My Site | My Links | Site Actions

Add Users: Buku

Use this page to give new permissions.

Add Users

You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Add all authenticated users

Give Permission

Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.

SharePoint groups are recommended as they allow for ease of permission management across multiple sites.

Users/Groups:

Give Permission

Add users to a SharePoint group
[Deplu Members [Contribute, Limited Access]] View permissions this group has on sites, lists, and items...

Give users permission directly

Full Control - Has full control.
 Design - Can view, add, update, delete, approve, and customize.
 Manage Hierarchy - Can create sites and edit pages, list items, and documents.
 Approve - Can edit and approve pages, list items, and documents.
 Contribute - Can view, add, update, and delete.
 Read - Can view only.
 Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.
 View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

Send E-Mail

Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

Send welcome e-mail to the new users
Subject: Welcome to the SharePoint document library: Buku
Personal Message:

OK Cancel

The screenshot shows the 'Add Users' page in a SharePoint environment. It includes sections for adding users via a SharePoint group or directly, giving specific permissions like 'Full Control' or 'Read', and sending a welcome email to new users.

5. List

5.1 Membuat List

Data dalam Sharepoint dapat disimpan dalam bentuk List dan Document Library.

Cara membuat List baru adalah sebagai berikut:

1. Login user sebagai administrator.
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Contents.



The screenshot shows the 'Site Actions' dropdown menu from a SharePoint site. The menu items are:

- Edit Page
- Create Page
- Create Site
- Show Page Editing Toolbar
- View All Site Content** (highlighted with a yellow background and a red arrow pointing to it)
- View Reports
- Site Settings
- Manage Content and Structure

3. Klik Create

The screenshot shows the 'All Site Content' page. At the top left, there is a 'Create' button with a 'New Item' icon. A mouse cursor is hovering over this button.

4. Klik "Custom List" untuk membuat list baru

The screenshot shows the 'Create' page. On the left, there is a box titled 'Custom List' with the sub-instruction: 'Create a custom list when you want to specify your own columns. The list opens as a Web page and lets you add or edit items one at a time.' Below this, there is a table with several categories and their corresponding options:

Libraries	Communications	Tracking	Custom Lists	Web Pages
<input type="checkbox"/> Document Library	<input type="checkbox"/> Announcements	<input type="checkbox"/> Links	<input checked="" type="checkbox"/> Custom List	<input type="checkbox"/> Basic Page
<input type="checkbox"/> Form Library	<input type="checkbox"/> Contacts	<input type="checkbox"/> Calendar	<input type="checkbox"/> Custom List in Datasheet View	<input type="checkbox"/> Web Part Page
<input type="checkbox"/> Wiki Page Library	<input type="checkbox"/> Discussion Board	<input type="checkbox"/> Tasks	<input type="checkbox"/> Languages and Translators	<input type="checkbox"/> Sites and Workspaces
<input type="checkbox"/> Picture Library		<input type="checkbox"/> Project Tasks	<input type="checkbox"/> KPI List	<input type="checkbox"/> Publishing Page
<input type="checkbox"/> Data Connection Library		<input type="checkbox"/> Issue Tracking	<input type="checkbox"/> Lembar Informasi	
<input type="checkbox"/> Translation Management Library		<input type="checkbox"/> Survey	<input type="checkbox"/> Import Spreadsheet	
<input type="checkbox"/> Report Library				
<input type="checkbox"/> Slide Library				
<input type="checkbox"/> GalleryPhoto				

5. Masukkan informasi Nama List lalu klik Create.



Departemen Luar Negeri > KBRI Kairo > Create > New
New

Name and Description
Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.

Name:

Description:

Navigation
Specify whether a link to this list appears in the Quick Launch.

Yes No Display this list on the Quick Launch?

Create **Cancel**

6. List baru sudah terbuat dengan kolom standar.

The screenshot shows the official website of the Indonesian Ministry of Foreign Affairs. At the top, there is a navigation bar with links to 'Kontak Kami', 'FAQ', 'Link', 'Site Map', 'Welcome System Account', 'Site Actions', 'Pencarian', 'Bahasa', and 'English'. The main header features the ministry's logo and the text 'DEPARTEMEN LUAR NEGERI REPUBLIK INDONESIA'. Below the header, there is a banner image of a building. The main content area displays a 'test' list. The list has a blue header bar with 'New', 'Actions', and 'Settings' buttons. The 'Settings' button is highlighted. The list body contains a single item labeled 'Title'. A note below the item says, 'There are no items to show in this view of the "test" list. To create a new item, click "New" above.' At the bottom of the list, there is a note: 'click "New" above.'

7. Untuk mengedit kolom, klik pada Settings > List Settings

The screenshot shows the 'Settings' menu for the 'test' list. The 'List Settings' option is highlighted with a yellow box and a cursor pointing at it. The other options are 'Create Column' and 'Create View'. A note to the right of the 'List Settings' option says, 'click "New" above.'

8. Klik Create Column



Departemen Luar Negeri > test > Settings

Customize test

List Information

Name: test
Web Address: http://moss2007dev/Lists/test/AllItems.aspx
Description:

General Settings

Title, description and navigation
 Versioning settings
 Advanced settings
 Audience targeting settings
 Delete this list
 Save list as template
 Permissions for this list
 Workflow settings
 Information management policy settings
 RSS settings

Columns

A column stores information about each item in the list. The following columns are currently available in this list:

Column (click to edit)	Type	Required
Title	Single line of text	✓
Created By	Person or Group	
Modified By	Person or Group	

Create column
 Add from existing site columns
 Column ordering
 Indexed columns

Views

A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:

View (click to edit)	Default View
All Items	✓

Create view

9. Isikan informasi yang diinginkan lalu klik Ok. Kolom baru akan terbuat

Departemen Luar Negeri > test > Settings > Create Column

Create Column: test

Use this page to add a column to this list.

Name and Type

Type a name for this column, and select the type of information you want to store in the column.

Column name:

The type of information in this column is:

Single line of text
 Multiple lines of text
 Choice (menu to choose from)
 Number (1, 1.0, 100)
 Currency (\$, ¥, €)
 Date and Time
 Lookup (information already on this site)
 Yes/No (check box)
 Person or Group
 Hyperlink or Picture
 Calculated (calculation based on other columns)
 CaptchaFieldField
 Business data

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

Yes No

Maximum number of characters:

Default value:

Text Calculated Value

Add to default view

OK Cancel

10. Untuk mengedit atau mendelete, klik pada salah satu nama kolom yang diinginkan



Negeri
temen Luar Negeri

Luar Negeri KBRI Cairo KBRI Buenos Aires KBRI Kyiv KBRI Pretoria KBRI Seoul KBRI Wellington KBRI Yangon KJRI Los Angeles KRI Perth PTRI Jenewa Site Actions

Departemen Luar Negeri > test > Settings
Customize test

List Information
Name: test
Web Address: http://moss2007dev/Lists/test/AllItems.aspx
Description:

General Settings
 Title, description and navigation
 Versioning settings
 Advanced settings
 Audience targeting settings
 Delete this list
 Save list as template
 Permissions for this list
 Workflow settings
 RSS settings
 Information management policy settings

Columns
A column stores information about each item in the list. The following columns are currently available in this list:

Column (click to edit)	Type	Required
Title	Single line of text	✓
test	Single line of text	
Created By	Person or Group	
Modified By	Person or Group	

Create column
 Add from existing site columns
 Column ordering
 Indexed columns

Views
A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:

View (click to edit)	Type
All Items	Default View

Create view

11. Ubah informasi sesuai yang diinginkan lalu klik Ok untuk menyimpan perubahan, klik Cancel untuk membatalkan, atau klik Delete untuk menghapus kolom tersebut.

Departemen Luar Negeri > test > Settings > Edit Column
Change Column: test

Use this page to edit a column of this list.

Name and Type
Type a name for this column.

Column name: test
The type of information in this column is:
 Single line of text
 Multiple lines of text
 Choice (menu to choose from)
 Number (1, 1.0, 100)
 Currency (\$, ¥, €)
 Date and Time

Additional Column Settings
Specify detailed options for the type of information you selected.

Description:
Require that this column contains information:
 Yes No
Maximum number of characters:
255
Default value:
 Text Calculated Value

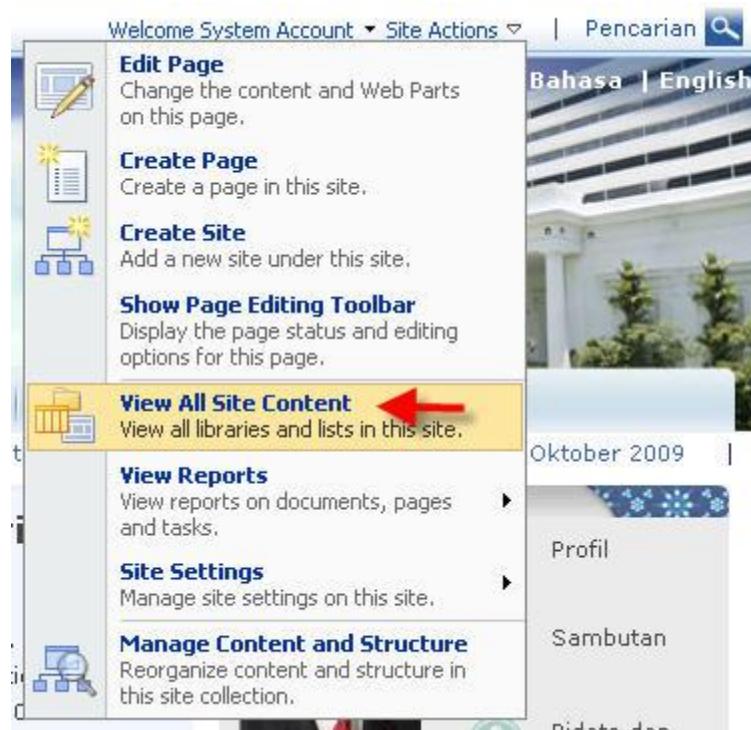
5.2 Add, Modify, dan Delete Content pada List

User dengan hak akses Contribute ke atas akan dapat melakukan perubahan data yang disimpan dalam list. Pada contoh berikut adalah List Bangunan Bersejarah

Add

Berikut ini adalah langkah-langkah untuk menambah Bangunan Bersejarah:

1. Login sebagai user yang memiliki hak akses Contribute.
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Content.



3. Di bagian Lists klik Bangunan Bersejarah



4. Klik New→New Item di bagian atas Bangunan Bersejarah

Departemen Luar Negeri > Bangunan Bersejarah

Bangunan Bersejarah

New Actions Settings

New Item
Add a new item to this list.

Museum Konferensi Asia Afrika
Museum Konferensi Linggajati

A screenshot of the 'Bangunan Bersejarah' list page. At the top, there are buttons for 'New', 'Actions', and 'Settings'. Below these, a button for 'New Item' is highlighted with a yellow background and a red arrow pointing to it. The list contains two items: 'Museum Konferensi Asia Afrika' and 'Museum Konferensi Linggajati'.



5. Lengkapi seluruh isian pada form yang meliputi field Title, Summary, Body, Title(English), Sumarry(English), Body(English), Picture.

**Bangunan Bersejarah: New Item**

OK Cancel

Attach File Spelling... * indicates a required field

Title *

Summary

Body

TitleInEnglish *

SummaryInEnglish

BodyInEnglish

Picture

Type the Web address: (Click here to test)
http://

Type the description:

OK Cancel

This form allows you to enter information for a historical building. It includes fields for the title in Indonesian and English, summaries in Indonesian and English, and a body in English. There is also a section for a picture, which includes fields for the URL and a description.



Tips. Admin juga dapat menambahkan gambar di tengah-tengah berita. Pada bagian “Body”, gunakan tools Insert Picture yang sudah disediakan, lalu masukkan URL gambar yang telah diupload.

6. Klik tombol OK untuk menyimpan perubahan
7. Klik tombol CANCEL untuk Membatalkan

Edit

Berikut ini adalah langkah-langkah untuk memperbarui Bangunan Bersejarah:

1. Klik Edit Item pada item yang akan diperbarui.

Departemen Luar Negeri > Bangunan Bersejarah

Bangunan Bersejarah

New | Actions | Settings

Title
Gedung Pancasila

Museum Konferensi Asia Afrika	View Item
Museum Konferensi Linggajati	Edit Item
	Manage Permissions
	Delete Item
	Alert Me

2. Lakukan perubahan yang diperlukan.



Bangunan Bersejarah: Gedung Pancasila

OK Cancel

Attach File Delete Item Spelling... * indicates a required field

Title *	Gedung Pancasila
Summary	<p>Pada masa pemerintahan Hindia Belanda berkuasa di Indonesia, sejumlah bangunan gedung pemerintahan didirikan di sekitar kawasan yang kini disebut sebagai Taman Pejambon dan Lapangan Banteng di Jakarta. Gedung-gedung tersebut ialah Dewan Perwakilan Rakyat (Volksraad) di Jalan Pejambon 6, Dewan Hindia Belanda di Pejambon 2 (Raad van Indie), sekarang menjadi bagian dari gedung Departemen Luar Negeri), Gereja Katolik Roma di sisi timur Lapangan Banteng, dan Gedung Keuangan. Susunan letak dari keempat gedung tersebut seolah-olah berada dalam sebuah lingkaran yang besar.</p>
Body	<p>ASAL MULA GEDUNG PANCASILA</p> <p>Pada masa pemerintahan Hindia Belanda berkuasa di Indonesia, sejumlah bangunan gedung pemerintahan didirikan di sekitar kawasan yang kini disebut sebagai Taman Pejambon dan Lapangan Banteng di Jakarta. Gedung-gedung tersebut ialah Dewan Perwakilan Rakyat (Volksraad) di Jalan Pejambon 6, Dewan Hindia Belanda di Pejambon 2 (Raad van Indie), sekarang menjadi bagian dari gedung Departemen Luar Negeri), Gereja Katolik Roma di sisi timur Lapangan Banteng, dan Gedung Keuangan. Susunan letak dari keempat gedung tersebut seolah-olah berada dalam sebuah lingkaran yang besar.</p> <p>Di sisi timur terletak gedung Pengadilan Tinggi, Benteng Pangeran Frederick (bekas benteng bawah tanah pasukan Belanda), Gereja Immanuel dan Stasiun Kereta Api Gambir yang terletak berhadapan di Jalan Merdeka Timur. Bangunan Benteng Pangeran Frederick telah dipugar dan di bekas lahannya tersebut saat ini telah didirikan Masjid Istiqlal yang megah.</p>
TitleInEnglish *	Pancasila Mansion
SummaryInEnglish	<p>Pancasila Mansion was built in 1830 as a residence for the Commander-in-Chief of the Royal Netherlands Armed Forces in the East Indies, who was concurrently Lieutenant Governor-General. Previously the Commander had lived in a residence on the present location of the Roman Catholic Cathedral. By a decree dated December 5, 1828, this residence was sold to the Roman Catholic Church Foundation at the price of 20,000 guilders. The Foundation then demolished the building and erected a church.</p>
BodyInEnglish	<p>Pancasila Mansion was built in 1830 as a residence for the Commander-in-Chief of the Royal Netherlands Armed Forces in the East Indies, who was concurrently Lieutenant Governor-General. Previously the Commander had lived in a residence on the present location of the Roman Catholic Cathedral. By a decree dated December 5, 1828, this residence was sold to the Roman Catholic Church Foundation at the price of 20,000 guilders. The Foundation then demolished the building and erected a church.</p> <p>Since the Commander-in-Chief's residence had been sold, a new house was required. This was erected in a beautiful estate known thereafter as Hertog's Park, name derived from Hertog Van Saksen Weimar who had served as Commander-in-Chief in the Netherlands East-Indies from 1848 to 1851. The name was later changed to Pejambon Park, a part of the grounds of which can still be seen in front of the Pancasila Building. A military compound was also located in the Pejambon area.</p>
Picture	Type the Web address: (Click here to test) http://dplwebsvr/Picture/[...]/Gedung%20Pancasila/Gedung%20Pancasila.jpg Type the description: Gedung Pancasila tampak samping
<small>Created at 7/8/2009 3:24 PM by System Account Last modified at 9/4/2009 5:00 PM by System Account</small>	



3. Klik tombol OK untuk menyimpan.
4. Klik tombol Cancel untuk membatalkan.

Delete

Berikut ini adalah langkah-langkah untuk menghapus bangunan bersejarah:

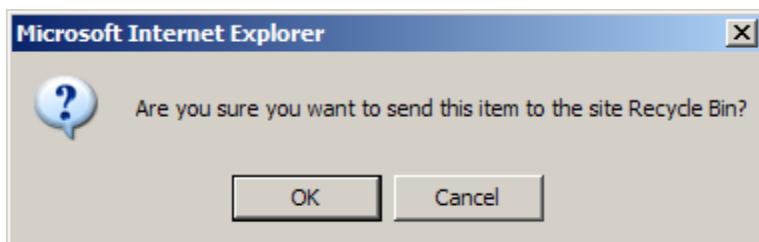
1. Di dalam Daftar bangunan bersejarah pilih dan klik Delete Item pada

[Departemen Luar Negeri > Bangunan Bersejarah](#)

Bangunan Bersejarah

The screenshot shows a SharePoint list titled 'Bangunan Bersejarah'. A context menu is open over the first item, 'Gedung Pancasila'. The menu includes options: View Item, Edit Item, Manage Permissions, Delete Item (highlighted in yellow), and Alert Me.

2. Klik tombol OK pada popup konfirmasi penghapusan.



3. Klik tombol Cancel untuk membatalkan penghapusan pada popup konfirmasi penghapusan.

5.3 Sort dan Filter Content pada List

Pada setiap list, user yang memiliki hak akses dapat melakukan sort dan filter.

Berikut adalah langkahnya.

1. Login sebagai user yang memiliki hak akses Contribute.
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Content.



Welcome System Account | Site Actions | Pencarian

Bahasa | English

Edit Page
Change the content and Web Parts on this page.

Create Page
Create a page in this site.

Create Site
Add a new site under this site.

Show Page Editing Toolbar
Display the page status and editing options for this page.

View All Site Content ←
View all libraries and lists in this site.

View Reports
View reports on documents, pages and tasks.

Site Settings
Manage site settings on this site.

Manage Content and Structure
Reorganize content and structure in this site collection.

3. Di bagian Lists klik Bangunan Bersejarah

Lists

Agenda Kegiatan

ASEAN

Bangunan Bersejarah ←

4. Pada judul kolom, sorot dan klik pada dropdown

Bangunan Bersejarah

Title	English
Gedung Pancasila	Pancasila Mansion
Museum Konferensi Asia Afrika	Museum of The Asian-African Conference
Museum Konferensi Linggajati	Linggajati Conference Museum

5. Pilih Ascending atau Descending untuk Sort.

New | Actions | Settings

Title

Gedung Pancasila

Museum Konferensi Asia Afrika

Museum Konferensi Linggajati

A Z ↓ Ascending ←
Z A ↓ Descending
Clear Filter from Title
Gedung Pancasila
Museum Konferensi Asia Afrika
Museum Konferensi Linggajati

6. Pilih salah satu item untuk melakukan filter. Klik "Clear Filter" apabila ingin kembali menampilkan semua data.



The screenshot shows a SharePoint list titled "Title". The items listed are "Gedung Pancasila", "Museum Konferensi Asia Afrika", and "Museum Konferensi Linggajati". A context menu is open over the first item, "Gedung Pancasila". The menu includes options for sorting: "Ascending" (with icons for A to Z and Z to A), "Descending", "Clear Filter from Title", and "Gedung Pancasila" (which is highlighted with a yellow background). Below the menu, there are three more items: "Museum Konferensi Asia Afrika" and "Museum Konferensi Linggajati". A cursor arrow points towards the second item in the list.

5.4 List Setting

Setiap List dapat diatur tampilannya seperti dilakukan grouping, paging, dan lainnya. Pengaturan ini dapat diakses melalui “List Setting”. Langkah-langkahnya adalah:

1. Login sebagai Administrator.
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Content.

The screenshot shows the SharePoint "Site Actions" menu. The menu items include "Edit Page", "Create Page", "Create Site", "Show Page Editing Toolbar", "View All Site Content" (which is highlighted with a yellow background and has a red arrow pointing to it), "View Reports", "Site Settings", and "Manage Content and Structure". To the right of the menu, there is a search bar labeled "Pencarian" and a language switcher "Bahasa | English". Below the menu, there is a sidebar with links like "Okttober 2009", "Profil", "Sambutan", and "Pidato dan".

3. Pilih salah satu list, misalnya: Berita Perwakilan.



Lists

- Agenda Kegiatan
- ASEAN
- Bangunan Bersejarah
- Banner
- Benua
- Berita Perwakilan
- Berita Utama
- Bread Crumbs
- Contacts

4. Pilih View yang ingin diubah. Misal: pilih View Approve/Reject Items

Berita Perwakilan

New | Actions | Settings | View: **Approve/reject Items**

Perwakilan	Title	Approv

Approve/reject Items

- All Items
- Pending
- My submissions
- Modify this View**
- Create View

5. Setelah View ditampilkan, pilih "Modify this View"

Berita Perwakilan

New | Actions | Settings | View: **Approve/reject Items**

Perwakilan	Title	Approv

Approve/reject Items

- All Items
- Pending
- My submissions
- Modify this View**
- Create View

6. Akan ditampilkan halaman untuk memodifikasi tampilan View yang tadi dipilih (Approve / Reject Items). Ada beberapa bagian yang bisa dimodifikasi seperti terlihat pada langkah di bawah ini.

Catatan: perubahan tampilan seperti yang dilakukan di bawah ini hanya akan mengubah tampilan untuk Administrator. Tampilan untuk public tidak akan berubah karena sudah dilakukan kustomisasi.

7. Untuk memodifikasi nama View, bisa diubah pada "View Name"

Departemen Luar Negeri > Berita Perwakilan > Settings > Edit View

Edit View: Berita Perwakilan

To customize this view further, use a Web page editor compatible with Windows SharePoint Services.

Name View Name: OK Cancel

Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.

Web address of this view:
http://www.deplu.go.id/Lists/EmbassiesNews/.aspx

This view appears by default when visitors follow a link to this list. If you want to delete this view, first make another view the default.



8. Untuk mengganti field mana saja yang ditampilkan, pilih field dan tentukan urutannya pada bagian “Columns”

Columns

Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the **Position from left** box.

Display	Column Name	Position from Left
<input checked="" type="checkbox"/>	Perwakilan	1
<input checked="" type="checkbox"/>	Title (linked to item with edit menu)	2
<input checked="" type="checkbox"/>	Modified	3
<input checked="" type="checkbox"/>	Created By	4
<input checked="" type="checkbox"/>	Modified By	5
<input checked="" type="checkbox"/>	Approval Status	6
<input checked="" type="checkbox"/>	Approver Comments	7
<input type="checkbox"/>	Attachments	8
<input type="checkbox"/>	Body	9
<input type="checkbox"/>	Body (English)	10
<input type="checkbox"/>	Content Type	11
<input type="checkbox"/>	Created	12
<input type="checkbox"/>	Edit (link to edit item)	13
<input type="checkbox"/>	ID	14
<input type="checkbox"/>	IDPK	15
<input type="checkbox"/>	News Date Time	16
<input type="checkbox"/>	Picture	17
<input type="checkbox"/>	Summary	18
<input type="checkbox"/>	Summary (English)	19
<input type="checkbox"/>	Tag	20
<input type="checkbox"/>	Title	21
<input type="checkbox"/>	Title (English)	22
<input type="checkbox"/>	Title (linked to item)	23
<input type="checkbox"/>	Type (icon linked to document)	24
<input type="checkbox"/>	Version	25

9. Untuk mengubah pengurutan data pada suatu View, dapat dilakukan perubahan pada bagian “Sort”

Sort

Select up to two columns to determine the order in which the items in the view are displayed. [Learn about sorting items](#).

First sort by the column:

None

Show items in ascending order (A, B, C, or 1, 2, 3)

Show items in descending order (C, B, A, or 3, 2, 1)

Then sort by the column:

None

Show items in ascending order (A, B, C, or 1, 2, 3)

Show items in descending order (C, B, A, or 3, 2, 1)

10. Untuk mengatur data mana saja yang ditampilkan pada suatu View, dapat dilakukan dari bagian “Filter”

**Filter**

Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type [Today] or [Me] as the column value. Use indexed columns in the first clause in order to speed up your view. [Learn about filtering items.](#)

[Show More Columns...](#)

11. Untuk melakukan grouping pada data di suatu View, lakukan perubahan pada bagian “Group By”

Group By

Select up to two columns to determine what type of group and subgroup the items in the view will be displayed in. [Learn about grouping items.](#)

12. Untuk menampilkan Total data, tentukan pada bagian “Totals”

Totals

Select one or more totals to display.

Column Name	Total
Approval Status	<input type="button" value="None"/>
Created By	<input type="button" value="None"/>
Modified (Average supported in datasheet view only)	<input type="button" value="None"/>
Modified By	<input type="button" value="None"/>
Perwakilan	<input type="button" value="None"/>
Title	<input type="button" value="None"/>

13. Admin dapat mengganti style tampilan suatu View. Perubahan ini dapat diset dari bagian “Style”. Secara umum, terpilih pilihan “Default”

Style

Choose a style for this view from the list on the right.

14. Tentukan apakah folder akan ditampilkan atau hanya flat saja. Perubahan dilakukan dari bagian “Folders”.



Folders
Specify whether to navigate through folders to view items, or to view all items at once.

Folders or Flat:
 Show items inside folders
 Show all items without folders

Show this view:
 In all folders
 In the top-level folder
 In folders of content type:

15. Setiap View pada suatu List dapat ditentukan limit item per halaman. Perubahan ini dapat dilakukan dari bagian “Item Limit”. Admin dapat menentukan jumlah maksimum data pada kolom “Number of items to display”, menentukan apakah ada paging bila data melebihi maksimum (Display items in batches of the specified size), atau apakah View tersebut hanya menampilkan sejumlah X data tanpa paging (Limit the total number of items returned to the specified amount).

Item Limit
Use an item limit to limit the amount of data that is returned to users of this view. You can either make this an absolute limit, or allow users to view all the items in the list in batches of the specified size.

Number of items to display:

 Display items in batches of the specified size.
 Limit the total number of items returned to the specified amount.

16. Klik Ok untuk menyimpan perubahan, atau Cancel untuk membatalkan

OK

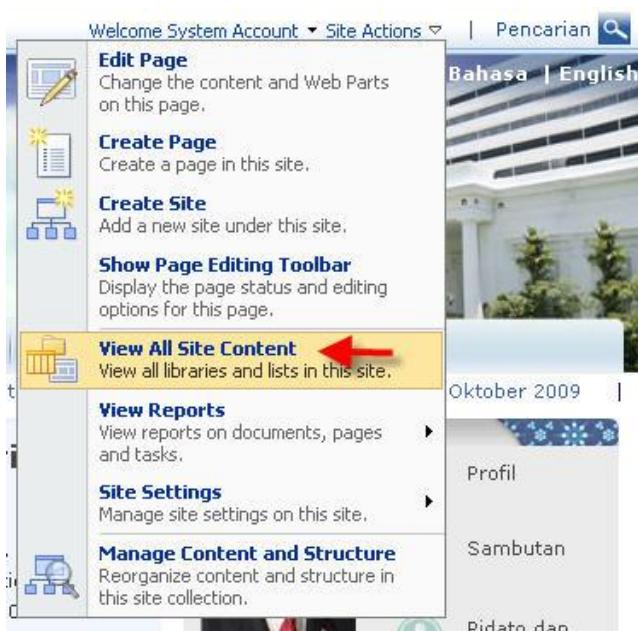
Cancel

5.5 RSS dan Alert Me

Alert Me

Langkah-langkahnya adalah:

1. Login sebagai Administrator.
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Content.





3. Pilih salah satu list, misalnya: Berita Perwakilan.

The screenshot shows a 'Lists' page with the following items:

- Agenda Kegiatan
- ASEAN
- Bangunan Bersejarah
- Banner
- Benua
- BeritaPerwakilan** (highlighted with a red oval)
- Berita Utama
- Bread Crumbs
- Contacts

4. Pilih Actions, lalu pilih Alert Me

Berita Perwakilan

The screenshot shows the 'Actions' dropdown menu for the 'Berita Perwakilan' list. The 'Alert Me' option is highlighted with a yellow box and a cursor icon pointing at it.

- New
- Actions
- Settings

Perwakilan

- Edit in Datasheet
- Export to Spreadsheet
- Open with Access
- View RSS Feed
- Alert Me**

5. Isikan informasi yang diperlukan, lalu Klik Ok untuk menyimpan, atau Cancel untuk membatalkan.



New Alert

Use this page to create an e-mail alert notifying you when there are changes to the specified item, document, list, or library.

[View my existing alerts on this site.](#)

[OK](#) [Cancel](#)

Alert Title

Enter the title for this alert. This is included in the subject of the e-mail notification sent for this alert.

Send Alerts To

You can enter user names or e-mail addresses. Separate them with semicolons.

Users:



Change Type

Specify the type of changes that you want to be alerted to.

Only send me alerts when:

- All changes
 New items are added
 Existing items are modified
 Items are deleted

Send Alerts for These Changes

Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:

- Anything changes
 Someone else changes an item
 Someone else changes an item created by me
 Someone else changes an item last modified by me

When to Send Alerts

Specify how frequently you want to be alerted.

- Send e-mail immediately

- Send a daily summary
 Send a weekly summary

Time:

[OK](#) [Cancel](#)

RSS

Langkah-langkahnya adalah:

1. Login sebagai Administrator.
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Content.



The screenshot shows the 'Site Actions' dropdown menu from a SharePoint site. The 'View All Site Content' option is highlighted with a yellow background and a red arrow pointing to it. Other options visible include 'Edit Page', 'Create Page', 'Create Site', 'Show Page Editing Toolbar', 'View Reports', 'Site Settings', and 'Manage Content and Structure'. The top right corner shows language settings ('Bahasa | English') and a search bar.

3. Pilih salah satu list, misalnya: Berita Perwakilan.

The screenshot shows the 'Lists' page in SharePoint. A single list item, 'Berita Perwakilan', is highlighted with a red oval and a mouse cursor. Other lists visible include 'Agenda Kegiatan', 'ASEAN', 'Bangunan Bersejarah', 'Banner', 'Benua', 'Berita Utama', 'Bread Crumbs', and 'Contacts'.

4. Pilih Actions, lalu pilih View RSS Feed

Berita Perwakilan

The screenshot shows the 'Actions' menu for the 'Berita Perwakilan' list. The 'View RSS Feed' option is highlighted with a yellow background and a red arrow pointing to it. Other actions listed include 'Edit in Datasheet', 'Export to Spreadsheet', 'Open with Access', and 'Alert Me'.

5. RSS Feed akan ditampilkan

**Departemen Luar Negeri: Berita Perwakilan**

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. Learn more about feeds.

[Subscribe to this feed](#)

Rupiah Strengthens to Rp 10,000 per US Dollar Perwa

Today, December 22, 2009, 5 hours ago | System Account

Summary:

Jakarta. - The rupiah surged to nearly the level of Rp10,000 per US dollar in the Jakarta interbank spot market here early Friday on a plan to use the local currency in world trading.

Body:

Jakarta. - The rupiah surged to nearly the level of Rp10,000 per US dollar in the Jakarta interbank spot market here early Friday on a plan to use the local currency in world trading.

The Indonesian currency traded at Rp10,100 -Rp10,110 per US dollar, up 168 points from Rp10,268-Rp10,278 per US dollar at the market's close a day earlier.

The utilization of local currency in the world trading would help keep stability of the rupiah's value, Dr. Muslimin Anwar, economic and banking observer, said here on Friday.

Besides, it could make Indonesia's foreign exchange reserves be diversified so that the exposure of the rupiah against the US greenback would slowly not be too large, he said.

Therefore, the rupiah was expected to continue to climb as investors released the greenback following significant rallies, President Director of Finan Corpindo Nusa Edwin Sinaga, said.

He said the main factor boosting the rupiah to gain was the US dollar's previous rallies which prompted profit taking moves. Meanwhile, there was no positive issue in the domestic money market, he said.

Displaying 25 / 25

All 25

Sort by:

Date

Title

Author

Catatan: Portal Kemlu sudah memiliki beberapa RSS Feed yang telah dikustomisasi.

User dapat mendaftar RSS yang sudah dikustomisasi ini dengan mengklik icon RSS pada browser.

The screenshot shows a Microsoft Internet Explorer window. The address bar says "Departemen Luar Negeri". The page content displays the official logo and name of the "DEPARTEMEN LUAR NEGERI REPUBLIK INDONESIA". A horizontal menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". On the right side of the screen, a ribbon menu is open with tabs like "Page", "Safety", "Tools", and "Help". Below the ribbon, a dropdown menu titled "Berita Utama Deplu RSS Feed" is visible, listing several RSS feed links: "Berita Utama Deplu RSS Feed", "Siaran Pers Deplu RSS Feed", "Press Briefing Deplu RSS Feed", "Info Penting Deplu RSS Feed", and "Kalender Kegiatan Deplu RSS Feed". At the bottom of the browser window, there is a navigation bar with links like "Beranda", "Tentang Deplu", "Berita dan Agenda", "Kedutaan / Konsulat", "Kebijakan", "Karir", "Galeri", "Arsip", and "Internal".

Untuk List lain selain yang sudah dikustomisasi, Admin dapat mendaftar RSS tetapi tampilan RSS Feed akan mengikuti standar Sharepoint.

6. Document Management

6.1 Membuat Document Library

Data dalam Sharepoint dapat disimpan dalam bentuk List dan Document Library.

Cara membuat Document Library baru adalah sebagai berikut:

1. Login user sebagai administrator.
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Contents.



3. Klik Create



4. Klik "Document Library" untuk membuat Document Library baru



Create

Document Library
Create a document library when you have a collection of documents or other files that you want to share. Document libraries support features such as folders, versioning, and check out.

Libraries	Communications	Tracking	Custom Lists
<input checked="" type="checkbox"/> Document Library <input type="checkbox"/> Form Library <input type="checkbox"/> Wiki Page Library <input type="checkbox"/> Picture Library <input type="checkbox"/> Slide Library <input type="checkbox"/> Data Connection Library <input type="checkbox"/> Translation Management Library <input type="checkbox"/> Report Library <input type="checkbox"/> GallerPhoto	<input type="checkbox"/> Announcements <input type="checkbox"/> Contacts <input type="checkbox"/> Discussion Board	<input type="checkbox"/> Links <input type="checkbox"/> Calendar <input type="checkbox"/> Tasks <input type="checkbox"/> Project Tasks <input type="checkbox"/> Issue Tracking <input type="checkbox"/> Survey	<input type="checkbox"/> Custom List <input type="checkbox"/> Custom List in Datasheet View <input type="checkbox"/> KPI List <input type="checkbox"/> Languages and Translators <input type="checkbox"/> LembarInformasi <input type="checkbox"/> Import Spreadsheet

5. Isikan informasi yang diinginkan lalu klik Create

Departemen Luar Negeri > Create > New

New

Name and Description

Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.

Name: _____

Description:

Navigation

Specify whether a link to this document library appears in the Quick Launch.

Yes No

Document Version History

Specify whether a version is created each time you edit a file in this document library. [Learn about versions](#).

Yes No

Document Template

Select a document template to determine the default for all new files created in this document library.

Document Template: Microsoft Office Word 97-2003 document

Create Cancel

6. Doc Lib baru sudah terbuat dengan kolom standar.

Kontak Kami | FAQ | Link | Site Map

Welcome System Account | Site Actions | Pencarian

Bahasa | English

DEPARTEMEN LUAR NEGERI
REPUBLIK INDONESIA

Beranda | Tentang Deplu | Berita dan Agenda | Kedutaan / Konsulat | Kebijakan | Karir | Galeri | Arsip | Internal

Departemen Luar Negeri > test doc lib

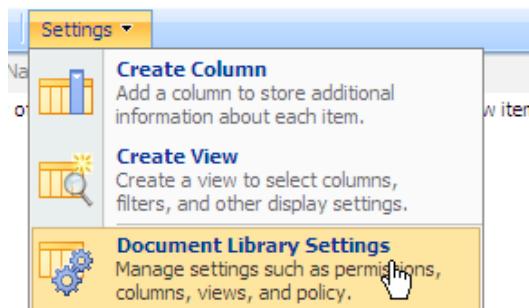
test doc lib

New | Upload | Actions | Settings

Type Name Modified View: All Documents

There are no items to show in this view of the "test doc lib" document library. To create a new item, click "New" or "Upload" above.

7. Untuk menambahkan kolom baru, klik pada Settings > Document Library Settings.



8. Klik Create Column untuk menambahkan kolom baru

Departemen Luar Negeri > test doc lib > Settings
Customize test doc lib

List Information

Name: test doc lib
Web Address: http://moss2007dev/test doc lib/Forms/AllItems.aspx
Description:

General Settings Permissions and Management Communications

Columns

A column stores information about each document in the document library. The following columns are currently available in this document library:

Column (click to edit)	Type	Required
Title	Single line of text	Required
Created By	Person or Group	
Modified By	Person or Group	
Checked Out To	Person or Group	

Create column
Add from existing site columns
Column ordering
Indexed columns

Views

A view of a document library allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this document library:

View (click to edit)	Type
All Documents	Default View
Explorer View	

Create view

9. Isikan informasi yang diinginkan lalu klik Ok. Kolom baru akan terbuat.



Departemen Luar Negeri > test doc lib > Settings > Create Column
Create Column: test doc lib

Use this page to add a column to this document library.

Name and Type

Type a name for this column, and select the type of information you want to store in the column.

Column name:

The type of information in this column is:

Single line of text
 Multiple lines of text
 Choice (menu to choose from)
 Number (1, 1.0, 100)
 Currency (\$, ¥, €)
 Date and Time
 Lookup (information already on this site)
 Yes/No (check box)
 Person or Group
 Hyperlink or Picture
 Calculated (calculation based on other columns)
 CaptchaFieldField
 Business data

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

Yes No

Maximum number of characters:

Default value:

Text Calculated Value

Add to default view

Buttons

OK Cancel

10. Untuk mengedit atau mendelete, klik pada salah satu nama kolom yang diinginkan

Departemen Luar Negeri > test doc lib > Settings
Customize test doc lib

List Information

Name: test doc lib
Web Address: <http://moss2007dev/test doc lib/Forms/AllItems.aspx>
Description:

General Settings

Title, description and navigation
 Versioning settings
 Advanced settings
 Manage item scheduling
 Audience targeting settings

Permissions and Management

Delete this document library
 Save document library as template
 Permissions for this document library
 Manage checked out files
 Workflow settings
 Information management policy settings

RSS settings

Columns

A column stores information about each document in the document library. The following columns are currently available in this document library:

Column (click to edit)	Type	Required
Title	Single line of text	
test	Single line of text	
Created By	Person or Group	
Modified By	Person or Group	
Checked Out To	Person or Group	

Create column
 Add from existing site columns
 Column ordering
 Indexed columns

Views

A view of a document library allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this document library:

View (click to edit)	Default View
All Documents	<input checked="" type="checkbox"/>
Explorer View	<input type="checkbox"/>

Create view

11. Ubah informasi sesuai yang diinginkan lalu klik Ok untuk menyimpan perubahan, klik Cancel untuk membatalkan, atau klik Delete untuk menghapus kolom tersebut.



Departemen Luar Negeri > test doc lib > Settings > Edit Column
Change Column: test doc lib

Use this page to edit a column of this document library.

Name and Type

Type a name for this column.

Column name:

The type of information in this column is:

Single line of text
 Multiple lines of text
 Choice (menu to choose from)
 Number (1, 1.0, 100)
 Currency (\$, ¥, €)
 Date and Time

Additional Column Settings

Specify detailed options for the type of information you selected.

Description:

Require that this column contains information:

Yes No

Maximum number of characters:

Default value:

Text Calculated Value

Buttons

6.2 Upload Dokumen ke Document Library

User dengan hak akses Contribute ke atas akan dapat mengupload file untuk disimpan di dalam Document Library. Pada contoh berikut adalah Document Library Produk Hukum dan Perundangan

Add

Berikut ini adalah langkah – langkah untuk menambah Produk Hukum dan Perundangan.

1. Login sebagai user dengan hak akses Contribute ke atas
2. Di bagian homepage di pojok kanan atas klik Site Actions → View All Site Content.



The screenshot shows the 'Site Actions' dropdown menu from a SharePoint site. The 'View All Site Content' option is highlighted with a red arrow. Other options include 'Edit Page', 'Create Page', 'Create Site', 'Show Page Editing Toolbar', 'View Reports', 'Site Settings', and 'Manage Content and Structure'. The background shows a blurred view of the site's homepage featuring a building and some text.

3. Di bagian Document Libraries klik Produk Hukum dan Perundangan

The screenshot shows the 'Document Libraries' section of a SharePoint site. It lists three items: 'Peraturan Terkait (Polugri)', 'Produk Hukum dan Perundangan' (which is highlighted with a red arrow), and 'Site Collection Documents'.

4. Dalam Meng-upload Produk Hukum dan Perundangan, terdapat 2 cara.

A. Upload Produk Hukum dan Perundangan (single) → upload satu buah

- i. Klik Upload → Upload

Departemen Luar Negeri > Produk Hukum dan Perundangan

Produk Hukum dan Perundangan

The screenshot shows the 'Produk Hukum dan Perundangan' library. At the top, there are buttons for 'New', 'Upload', 'Actions', and 'Settings'. The 'Upload' button is highlighted with a yellow box and a red arrow. Below it, there are two options: 'Upload Document' (with a description 'Upload a document from your computer to this library.') and 'Upload Multiple Documents' (with a description 'Upload multiple documents from your computer to this library.'). A list of existing files is shown below these options.

- ii. Klik Browse untuk menentukan directory foto yang akan diupload.

Departemen Luar Negeri > Produk Hukum dan Perundangan > Upload Document

Upload Document: Produk Hukum dan Perundangan

The screenshot shows the 'Upload Document' dialog box. It has a 'Upload Document' section with the text 'Browse to the document you intend to upload.' and a 'Name:' input field. To the right, there is a 'Browse...' button, a 'Upload Multiple Files...' link, and a checked checkbox for 'Overwrite existing files'. At the bottom are 'OK' and 'Cancel' buttons.

- iii. Klik OK untuk meng-upload.

- iv. Klik Cancel untuk membatalkan.



B. Upload Multiple Produk Hukum dan Perundangan → upload beberapa file secara langsung

- i. Klik Upload → Upload

Departemen Luar Negeri > Produk Hukum dan Perundangan

Produk Hukum dan Perundangan

The screenshot shows a SharePoint library interface titled 'Produk Hukum dan Perundangan'. At the top, there's a navigation bar with 'New', 'Upload' (highlighted in yellow), 'Actions', and 'Settings'. Below the navigation bar is a table listing documents. Two options in the 'Upload' dropdown menu are highlighted: 'Upload Document' and 'Upload Multiple Documents'. The 'Upload Multiple Documents' option is specifically highlighted with a yellow background.

- ii. Tentukan directory dan pilih file yang akan diupload.

Departemen Luar Negeri > Produk Hukum dan Perundangan > Upload Document

Upload Document: Produk Hukum dan Perundangan

The screenshot shows the 'Upload Document' dialog box. It has a message at the top stating: 'Documents uploaded to this library with missing required properties will be checked out to you. You must fill out any required properties and check in before other users will be able to access the documents.' Below this is a 'Browse to the document you intend to upload.' input field and an 'Overwrite existing files' checkbox. On the left is a tree view of the file system under 'Desktop'. On the right is a detailed list of files with columns for Name, Size, and Modified. At the bottom are 'OK' and 'Cancel' buttons.

Name	Size	Modified
1.jpg	96 KB	10/9/2009 12:50 PM
11.jpg	10 KB	10/9/2009 4:27 PM
111.jpg	21 KB	10/9/2009 5:50 PM
12.jpg	101 KB	10/9/2009 4:00 PM
13.jpg	28 KB	10/9/2009 4:31 PM
14.jpg	61 KB	10/9/2009 4:34 PM
15.jpg	22 KB	10/9/2009 4:39 PM
16.jpg	11 KB	10/9/2009 4:41 PM
17.jpg	15 KB	10/9/2009 4:43 PM
18.jpg	96 KB	10/9/2009 4:45 PM
19.jpg	15 KB	10/9/2009 4:49 PM
2.jpg	180 KB	10/9/2009 2:19 PM
20.jpg	105 KB	10/9/2009 4:50 PM
21.jpg	23 KB	10/9/2009 4:52 PM
2121.jpg	25 KB	10/9/2009 5:29 PM
22.jpg	11 KB	10/9/2009 5:16 PM
2222.jpg	106 KB	10/9/2009 5:52 PM
23.jpg	84 KB	10/9/2009 5:19 PM
24.jpg	91 KB	10/9/2009 5:20 PM
25.jpg	112 KB	10/9/2009 5:20 PM

Note: Pilihan checkbox digunakan untuk meng-upload multiple document

- iii. Klik upload and close untuk meng-upload.
iv. Klik Cancel untuk membatalkan.



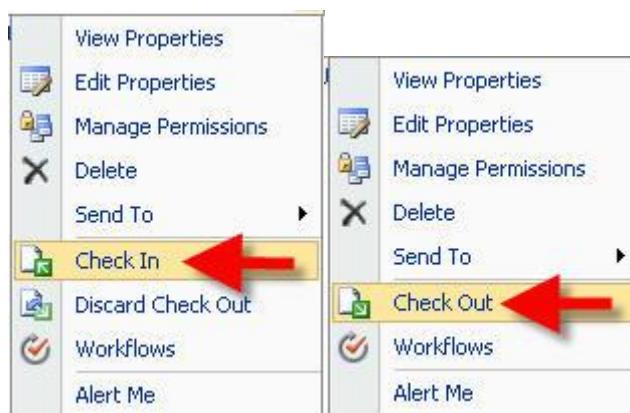
5. Setelah melakukan upload,Lengkapi field: name, title, category

Produk Hukum dan Perundangan: Peraturan Menlu 09-A-KP-XII-2006-01

		Check In Cancel
Delete Item ABC Spelling...		* indicates a required field
Name *	Peraturan Menlu 09-A-KP-XII-2006-01 .pdf	
Title *	Peraturan Menteri Luar Negeri Republik Indonesia Nomor : 09/A/KI	
Category *	Peraturan Menteri	
Created at 10/3/2009 3:34 PM by System Account		Check In Cancel
Last modified at 10/3/2009 3:35 PM by System Account		

Note:

- Setiap dokumen dapat diberi status check out dan check in.
- Untuk menampilkan dokumen harus diberi status check in
- dan untuk Tidak menampilkan dokumen dapat diberi status Check out.



6. Klik check In untuk menyimpan

7. Klik Cancel untuk membatalkan

Edit

Berikut ini adalah langkah-langkah untuk memperbarui item di Produk Hukum dan Perundangan:

1. Di dalam daftar Produk Hukum dan Perundangan, pilih dan klik Edit Item pada data yang akan diperbarui.



Departemen Luar Negeri > Produk Hukum dan Perundangan

Produk Hukum dan Perundangan

New | Upload | Actions | Settings

Type	Name	Modified
File	Peraturan Menlu 09-A-KP-XII-2006-01	10/3/2009 3:35 PM
File	Permendagri No.21	10/3/2009 3:36 PM
File	Permenkeu No.52	10/3/2009 3:37 PM
File	Permenkeu No.53	10/3/2009 3:38 PM
File	PP No.2 Tahun 200	10/3/2009 3:30 PM
File	PP No.54 Tahun 200	10/3/2009 3:32 PM
File	UU No. 39 Th 200	8/6/2009 6:11 PM
File	UU No.11 Tahun 200	10/3/2009 3:21 PM
File	UU No.21 Tahun 200	10/3/2009 3:22 PM
File	UU No.23 Th 2002	10/3/2009 3:28 PM

2. Lakukan perubahan yang diperlukan.

Departemen Luar Negeri > Produk Hukum dan Perundangan > Peraturan Menlu 09-A-KP-XII-2006-01 > Edit Item

Produk Hukum dan Perundangan: Peraturan Menlu 09-A-KP-XII-2006-01

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>
Delete Item * indicates a required field	
Name *	Peraturan Menlu 09-A-KP-XII-2006-01 .pdf
Title *	Peraturan Menteri Luar Negeri Republik Indonesia Nomor : 09/A/KJ
Category *	Peraturan Menteri
Created at 10/3/2009 3:34 PM by System Account Last modified at 10/3/2009 3:35 PM by System Account	
<input type="button" value="OK"/>	<input type="button" value="Cancel"/>

Delete

Berikut ini adalah langkah-langkah untuk menghapus Produk Hukum dan Perundangan:

1. Di dalam daftar Produk Hukum dan Perundangan, pilih dan klik Delete Item pada data yang akan dihapus.



Produk Hukum dan Perundangan

Type	Name	Modified
File	Peraturan Menlu 09-A-KP-XII-2006-01	10/3/2009 3:35 PM
File	Permendagri No.21	10/3/2009 3:36 PM
File	Permenkeu No.52	10/3/2009 3:37 PM
File	Permenkeu No.53	10/3/2009 3:38 PM
File	PP No.2 Tahun 2001	10/3/2009 3:30 PM
File	PP No.54 Tahun 2001	10/3/2009 3:32 PM
File	UU No. 39 Th 2004	8/6/2009 6:11 PM
File	UU No.11 Tahun 2004	10/3/2009 3:21 PM
File	UU No.21 Tahun 2004	10/3/2009 3:22 PM
File	UU No.23 Th 2002	10/3/2009 3:28 PM

2. Klik tombol OK pada popup konfirmasi



penghapusan.

3. Klik tombol Cancel untuk membatalkan penghapusan pada popup konfirmasi penghapusan.

7. Pages dan Web Part

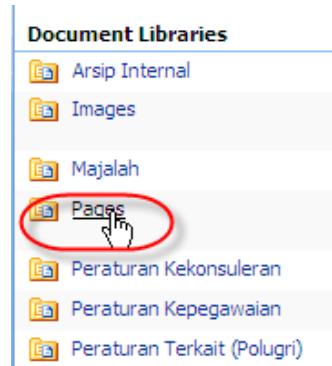
7.1 Create Pages

Administrator dapat menambahkan page baru di dalam portal Kemlu maupun di dalam situs perwakilan. Cara penambahan page baru untuk portal Kemlu dan untuk situs perwakilan adalah sama. Langkah-langkahnya:

1. Login sebagai Administrator
2. Klik View All Site Content



3. Pada bagian Document Libraries, klik Pages



4. Klik New > Pages



Pages

This system library was created by the Publishing fe

New Upload Actions Settings

Page
Page is a system content type template created by the Publishing Resources feature. The column templates from Page will be added to all Pages libraries created by the Publishing feature.

Article Page
Article Page is a system content type template created by the Publishing Resources feature. It is the associated content type template for the default page layouts used to create article pages in sites that have the Publishing feature enabled.

Welcome Page
Welcome Page is a system content type template created by the Publishing Resources feature. It is the associated content type template for the default page layout used to create welcome pages in sites that have the Publishing feature enabled.

5. Isikan informasi page baru, lalu pilih salah satu template yang ada.

Catatan: Portal Kemlu dan situs perwakilan memiliki 7 template yang sudah dikustomisasi yaitu:

- Blank Web Part Page L: template untuk Portal Kemlu, terdiri dari 2 bagian, yaitu sisi kiri yang dapat dipakai untuk webpart Menu, dan sisi tengah yang dipakai untuk konten
- Blank Web Part Page LR: template untuk Portal Kemlu, terdiri dari 3 bagian, yaitu sisi kiri yang dapat dipakai untuk webpart Menu, sisi tengah untuk konten, dan sisi kanan yang biasa dipakai untuk static banner
- Blank Web Part Page Perwakilan L: template situs perwakilan, terdiri dari 2 bagian, yaitu sisi kiri yang dapat dipakai untuk webpart Menu, dan sisi tengah yang dipakai untuk konten
- Blank Web Part Page Perwakilan LR: template situs perwakilan, terdiri dari 3 bagian, yaitu sisi kiri yang dapat dipakai untuk webpart Menu, sisi tengah untuk konten, dan sisi kanan yang biasa dipakai untuk static banner
- Blank Web Part Page Perwakilan R: template situs perwakilan, terdiri dari 2 bagian, yaitu sisi tengah untuk konten, dan sisi kanan yang biasa dipakai untuk static banner
- Blank Web Part Page R: template untuk Portal Kemlu, terdiri dari 2 bagian, yaitu sisi tengah untuk konten, dan sisi kanan yang biasa dipakai untuk static banner
- Blank Web Part Page Search Perwakilan: template untuk Search



Screenshot of the SharePoint 'Create Page' interface for the 'Departemen Luar Negeri' site. The page shows fields for 'Title', 'Description', and 'URL Name'. On the right, a dropdown menu for 'Page Layout' is open, showing various options like 'Blank Web Part Page' and 'Blank Web Part Page L, R'. A red circle highlights this dropdown menu.

6. Klik Create untuk membuat page baru.
 7. Setelah page tercreate, cek apakah page tersebut ter-checkout.
-  test ! NEW
8. Bila ter-check out, lakukan check in agar page tersebut dapat dilihat oleh orang lain.



9. Isikan informasi untuk check in lalu klik Ok untuk Check In atau Cancel untuk membatalkan.



Departemen Luar Negeri > Pages > test > Check In
Check in

Use this page to check in a document that you have currently checked out.

Document Check In

Other users will not see your changes until you check in. Specify options for checking in this document.

What kind of version would you like to check in?

0.1 Minor version (draft)

1.0 Major version (publish)

Keep the document checked out after checking in this version?

Yes No

Comments

Type comments describing what has changed in this version.

Comments:

OK

Cancel

7.2 Add Web Part

Setelah membuat page baru, langkah berikut adalah menambahkan web part ke dalam page baru tersebut. Langkah-langkahnya:

1. Login sebagai Administrator
2. Klik View All Site Content



3. Pada bagian Document Libraries, klik Pages



Document Libraries

- Arsip Internal
- Images
- Majalah
- Pages
- Peraturan Kekonsuleran
- Peraturan Kepegawaian
- Peraturan Terkait (Polugri)

4. Pilih page yang tadi dibuat. Contoh: test.aspx



5. Secara default, page test.aspx sudah memiliki header sesuai dengan portal Kemlu (bila page terletak di perwakilan maka header akan sesuai dengan header perwakilan).

The screenshot shows a SharePoint page titled "test.aspx". At the top, there is a toolbar with options like "Page", "Workflow", "Tools", "Edit Page", and "Publish". Below the toolbar, the header features the Ministry of Foreign Affairs logo and the text "DEPARTEMEN LUAR NEGERI REPUBLIK INDONESIA". The main content area contains a banner image of a building and some text about a visit by German Chancellor Angela Merkel. The navigation bar at the bottom includes links for Beranda, Tentang Deplu, Berita dan Agenda, Kedutaan / Konsulat, Kebijakan, Karir, Galeri, Arsip, Internal, and other international news items.

6. Pilih Edit page.

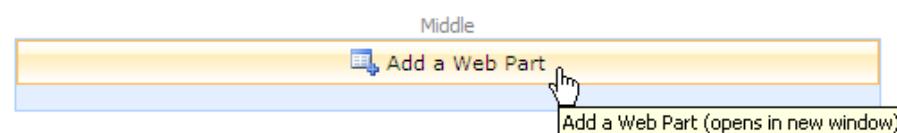
The screenshot shows the "Site Actions" menu open. The "Edit Page" option is highlighted with a yellow box and a cursor. Other options visible include "Create Page", "Create Site", "Hide Page Editing Toolbar", "View All Site Content", "View Reports", "Site Settings", and "Manage Content and Structure".

7. Akan ditampilkan blok untuk menambahkan web part. Karena sebelumnya page test.aspx dibuat dengan menggunakan template Blank Web Part LR (lihat



penjelasan poin 1.2 nomor 5) maka blok web part terbagi 3 bagian. Bagian kiri, tengah, dan kanan.

8. Klik "Add a Web Part" untuk menambahkan web part pada masing-masing blok.



9. Akan ditampilkan web part-web part yang sudah ada di dalam portal Kemlu (atau pada situs perwakilan bila add web part dilakukan dalam situs perwakilan). List dan Document Library juga termasuk dalam daftar web part yang dalam dipilih. Pilih web part yang diinginkan (contoh: pilih Link) lalu klik Add untuk menambahkan web part, atau Cancel untuk membatalkan.

10. Web part tersebut akan ditambahkan pada blok yang dipilih.



Version: Checked Out Status: Only you can see and modify this page.
Page ▾ Workflow ▾ Tools ▾ Check In to Share Draft Publish

Kontak Kami | FAQ | Link | Site Map Welcome System Account ▾ Site Actions ▾ Pencarian

Bahasa | English

DEPARTEMEN LUAR NEGERI
REPUBLIK INDONESIA

Beranda | Tentang Deplu | Berita dan Agenda | Kedutaan / Konsulat | Kebijakan | Karir | Galeri | Arsip | Internal

APEC 2013 | Repatriasi 278 Warga Papua dari Papua New Guinea | Indonesia Co-Sponsor Interfaith Dialog di Australia |

Left Middle Right

Add a Web Part Add a Web Part Add a Web Part

Link edit x

New Actions Settings 1 - 100

Title	TitleInEnglish	URL	LinkCategory
Departemen Komunikasi dan Informatika	Department of Communication and Information	http://www.depkominfo.go.id/	Kementerian
Departemen Keuangan RI	Department of Finance	http://www.depkeu.go.id/	Kementerian
Departemen Pertahanan RI	Department of Defence	http://www.dephan.go.id/	Kementerian
Arsip Nasional Republik Indonesia	National Archives of Republic Indonesia	http://www.anri.go.id/	Lembaga Pemerintah Non-Departemen

11. Untuk memodifikasi tampilan web part yang baru ditambahkan, pilih Edit lalu pilih Modify Shared Web Part

Left Middle Right

Add a Web Part Add a Web Part Add a Web Part

Link edit x

New Actions Settings

Title	TitleInEnglish	URL	LinkCategory
Departemen Komunikasi dan Informatika	Department of Communication and Information	http://www.depkominfo.go.id/	Kementerian
Departemen Keuangan RI	Department of Finance	http://www.depkeu.go.id/	Kementerian
Departemen Pertahanan RI	Department of Defence	http://www.dephan.go.id/	Kementerian

Minimize Close Delete Modify Shared Web Part Connections

Change properties of this shared Web Part. These changes will apply to all users.

12. Akan ditampilkan bagian untuk melakukan modifikasi web part.

Middle Right

Add a Web Part Add a Web Part

Link edit x

Settings 1 - 100

TitleInEnglish	URL	LinkCategory
Department of Communication and Information	http://www.depkominfo.go.id/	Kementerian
Department of Finance	http://www.depkeu.go.id/	Kementerian
Department of Defence	http://www.dephan.go.id/	Kementerian
National Archives of Republic Indonesia	http://www.anri.go.id/	Lembaga Pemerintah Non-Departemen
The National Civil Service Agency	http://www.bkn.go.id/	Lembaga Pemerintah Non-Departemen
Department of Home Affairs	http://www.depdagri.go.id	Kementerian
State Secretary	http://www.setneg.go.id	Kementerian
Department of Trade	http://www.depdag.go.id	Kementerian
Department of Industry	http://www.dprin.go.id	Kementerian
Department of	http://www.dentan.go.id	Kementerian

List Views You can edit the current view or select another view.

Selected View <Current view> Edit the current view

Toolbar Type Full Toolbar

+ Appearance + Layout + Advanced

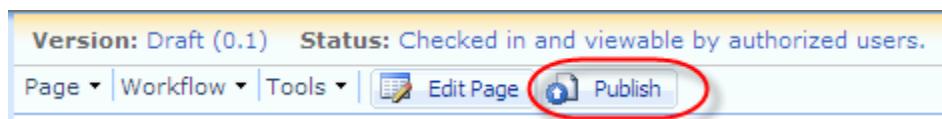
OK Cancel Apply

13. Lakukan modifikasi lalu klik Apply dan Ok setelah selesai atau Cancel untuk membatalkan.

OK Cancel Apply



14. Lakukan penambahan web part pada blok-blok lain, setelah selesai, klik Publish.



---ooOoo---