GeoNetwork opensource – User Training

Module II for Editors – Metadata and data publishing

Exercise 8

Creation of new group and user profiles

A local version of GeoNetwork has been installed for the training's exercises.

This exercise aims to guide you in the creation of new user groups and user profiles in your GeoNetwork node according to your Organization needs.

The user with administrative privileges can manage the creation of various groups corresponding to the various fields of activities of the contributors/users of the database. They may produce maps and, more in general geographic information, in different areas like land and water, climate, agriculture, transportation, facilities, etc.

To create new groups you should first of all authenticate and determine if you have the required administrative privileges. After you have logged in, open the Administration section from the home page, by clicking the **Administration** button in the banner (Fig.1).

Figure 1

o The Administration page is displayed. From here, select the option related to group management (see figure 2).

Figure 2

o To include a **new group** in the system you have to apply the following logical steps:

1. From the Group Management page click the button **Add a new group**;

Figure 3

2. Provide the information related to the new group that you are going to create;

3. Click on **Save**.

Figure 4

Depending on the data owner settings, for each record inserted in the system, each group will have different data accessibility privileges in relation to: **View** of Metadata, data **Download**, **Interactive Map** visualization**,** metadata **Editing**, **Notification** (when a file gets downloaded), and the grant of **Administrative** privileges.

Below is an example of the privileges management table concerning a certain dataset (Fig. 5).

Figure 5

Each group has a number of users with different profiles (**user administrator, content reviewer, editor, registered user**) varying in number with respect to the group composition/organization (e.g., one user administrators, two content reviewers, five editors and one registered user profile). Below, a detailed schema of privileges for each user profile.

Administrator Profile (System Administrator)

The Administrator of the whole system has special privileges that allow for different management activities:

- Full rights for creating new groups and new users within the system
- Rights to change users/groups' profiles
- Full rights for creating/editing/deleting new/old metadata
- Rights on reviewing metadata content within the system and authorizing its publication on the Intranet and Internet.

User Administrator Profile

The User Administrator is the administrator of his/her own group with the following privileges:

- Full rights on creating new users within the own group
- Rights to change users profiles within the own group
- Rights to edit and delete his/her own metadata only

Content reviewer Profile

- Rights on reviewing metadata content within the own group and authorizing its publication on the Intranet and Internet. The content reviewer has also the privileges to create, edit and delete metadata within the own group.

Editor Profile

- Full rights on creating new metadata within the own group. The editor becomes the owner of his/her metadata in the way that he/she is the only editor in the group with the privileges of edit and delete his/her own metadata.

Registered User Profile

- Right to download protected data within the own group

To create a **new user** you will have to apply the following logical steps:

1. Select **User Management** from the **Administration** link in the toolbar (figure 5);
2. Click the button **Add a new user to the Database** (figure 6);
3. Provide the information required for the new user (figure 7);
4. Assign the correct **profile**;
5. Assign the user to a **group**;
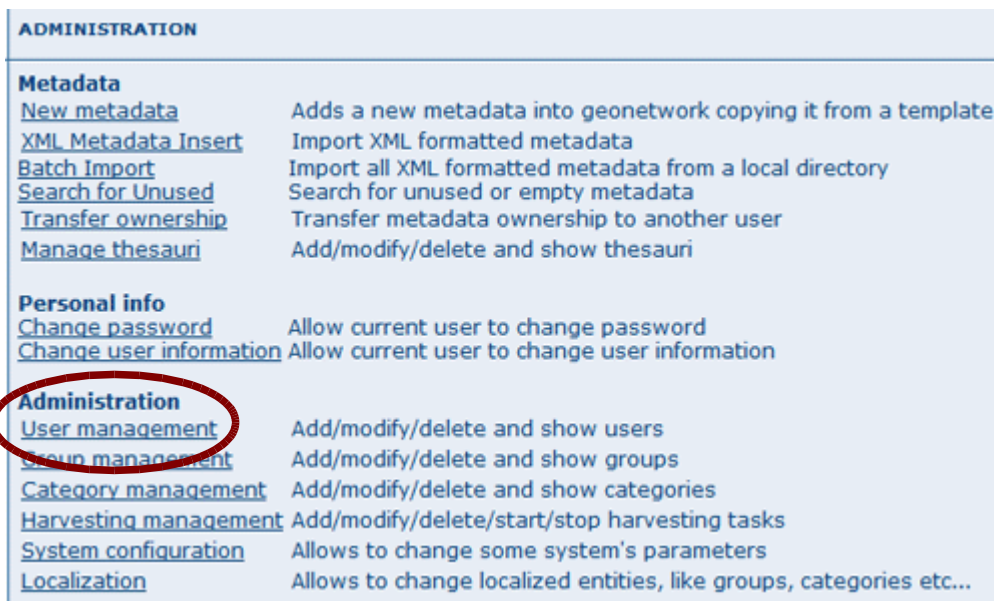6. Click on **Save** (figure 7).

Figure 5

Figure 6

Figure 7