

# GeoNetwork opensource – User Training

## *Module II for Editors – Metadata and data publishing*

### Exercise 2

#### *Setting access privileges*

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

*This tutorial leads you through the process of creating new metadata entries. You will use the template system, add thumbnails, upload data, link to services and set access privileges to metadata and data.*

With the previous exercises, you created a new metadata, associated a graphic overview to it and uploaded the related dataset onto a local GeoNetwork application. In this exercise you will learn how to set access privileges to your metadata and data.

Once the metadata form has been completed and saved, a new metadata record and a default unique identifier will be generated automatically for this record. Clicking on the “Privileges button” at the top or bottom of the metadata form (Fig. 1), the corresponding page will be opened.



Figure 1

From the Privileges page (Fig. 2), you can define what functions are accessible to the different user groups. You can for instance establish whether the information should be visible to all (Internet), or to internal users only (Intranet), including the related services. Privileges are assigned on a per group basis.

Groups	Publish	Download	Interactive Map	Featured	Notify		
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Set All	Clear All
Intranet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Set All	Clear All
Sample group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Set All	Clear All
Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Set All	Clear All

Back Submit

Figure 2

Depending on the user profile (registered user, editor, content reviewer and administrator) the capacity to assign the access privileges may differ. For instance, the editor can not change access privileges, not even for his/her own metadata. The content reviewer instead is able to set privileges of access for all metadata that belong to his/her group. The administrator, of course, has full access to metadata and privileges forms, therefore he/she can change any settings.

Below is a brief description for each privilege to help you identifying which ones you should assign to which group(s):

**Publish** - to allow metadata visualization, perhaps including web links. Users in the selected group/s will be able to see the metadata, i.e. when searching through matching criteria.

**Download** - to allow the users to get the data and any other document made available as on-line resource. Users in the selected group/s will be able to download the dataset.

**Interactive Map** - to visualize the data interactively as internet map service. (The interactive services has to be created separately using a Web Map Server portrayal as this is not part of the GeoNetwork opensource application). Users in the selected group/s will be able to get an interactive display of the dataset.

**Featured** - to allow the record, when selected, to be part of the featured set of metadata. Featured metadata will be displayed randomly on the home page of the web site.

**Notify** - a notification email will be send to the Group email address on every download of a (locally stored) file. Users in the selected work group will get notification any time the dataset will be downloaded from GeoNetwork.

You are now ready to set the privileges for the metadata just created and for the on-line resources that have been uploaded.

In order to proceed with these settings, you need to perform first the following preliminary actions:

- 1) [Log in](#) through username and password, to allow GeoNetwork to identify you and determine if you have the required permissions to set the access privileges to the metadata. You have to log in as administrator or content reviewer in order to carry on with this exercise.
- 2) [Search the metadata](#) to which you want to set the access privileges using [free text keywords](#) or the complete [title](#);
- 3) Click on the [Privileges button](#) in correspondence to your metadata retrieved on the [results page](#) (Fig. 3);



Figure 3

To finally assign privileges for your metadata and data, follow these steps:

1. From the Privileges form you can define the privileges for specific groups by selecting or deselecting the tickboxes next to the privileges. “Set All” and “Clear All” buttons allow you to place and remove the check marks all at once.
2. Click Submit to save any changes made in the Privileges form (Fig. 4).

Groups	Publish	Download	Interactive Map	Featured	Notify	
All	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="Set All"/> <input type="button" value="Clear All"/>
Intranet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="button" value="Set All"/> <input type="button" value="Clear All"/>
Sample group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="Set All"/> <input type="button" value="Clear All"/>
Training	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="Set All"/> <input type="button" value="Clear All"/>

Figure 4