GeoNetwork opensource – User Training

Module II for Editors – Metadata and data publishing

Exercise 1 - session A

Creating new metadata using templates

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

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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.

In this session of the exercise, you will create a new metadata record based on the default GeoNetwork's templates.

To create new metadata records using the on-line editor, you will have to apply the following logical steps:

1. Log in through username and password, to allow GeoNetwork to identify you and determine if you have the required permissions to create metadata;
2. Select "new metadata" from the administration page;
3. Select the metadata standard and a template to use as a starting point;
4. Select the Group the metadata will belong to;
5. Create a new metadata.

The steps in more detail

Step 1. Enter your username and password and click the "login" button. The system will identify you and assign the correct privileges to work with.

Figure 1

Step 2. Open the Administration page by clicking the **Administration** button in the banner and then click on the **new metadata** link (Fig. 2).
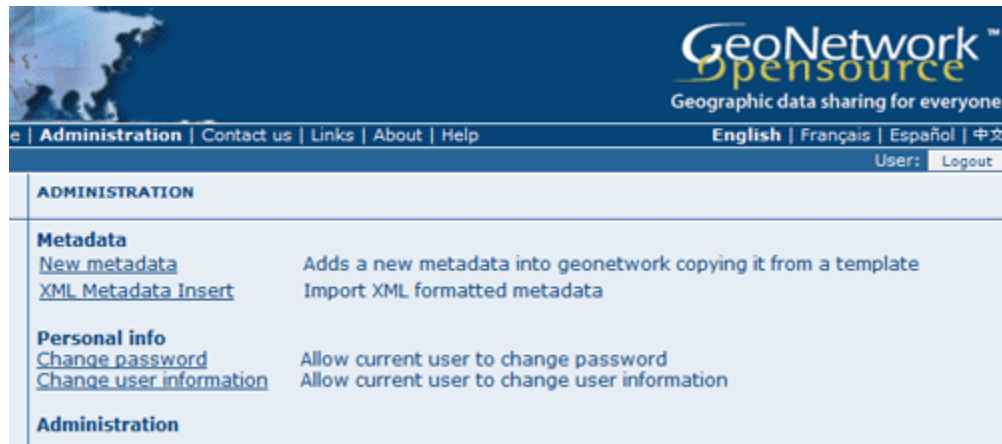

Figure 2

Step 3. From the metadata creation page, select the preferred metadata standard (e.g., for vectors) from the dropdown list.

GeoNetwork comes by default with support for three metadata standards, ISO19115/19139, FGDC and Dublin core (Figure 3). For the ISO standard, two templates have been developed; one for vector and one for raster data. Both contain a relevant set of elements to describe the respective types of data. More templates can be developed on-line.

Figure 3

Step 4. After selecting the correct template, you should identify which group of users the metadata will belong to (Fig. 4).

Figure 4

Step 5. Finally click the "create" button. A new metadata form, based on the selected template, will appear for you, ready to be filled out.

Figure 5

Default and advanced views

GeoNetwork allows you to view and edit metadata using a "default view" or an "advanced view".

The default view shows a selection of the available metadata elements and hides the complexity of the full metadata standard. It is the one suggested for most of the users/administrators.

However, if there is a need to add or remove metadata elements, you can switch to the advanced view at any time while editing. For the ISO metadata standard, the advanced form provides access to the full set of ISO elements. For the sake of readability, the advanced form is divided into different pages, accessible through tabs, that allow you to see the different categories of information. The advanced view shows buttons that let the user insert or remove new elements from ISO19115/19139. The new elements will then be visible in the default view.