# **Quick Start Guide - GeoNetwork** opensource Version 2.1.0

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# **Chapter 1. A Geographic Information Management System for all**

## 1.1. Introduction

GeoNetwork opensource is a standard based and decentralized spatial information management system, designed to enable access to geo-referenced databases and cartographic products from a variety of data providers through descriptive metadata, enhancing the spatial information exchange and sharing between organizations and their audience, using the capacities and the power of the Internet. The system provides a broad community of users with easy and timely access to available spatial data and thematic maps from multidisciplinary sources, that may in the end support informed decision making. The main goal of the GeoNetwork software is to increase collaboration within and between organizations for reducing duplication and enhancing information consistency and quality and to improve the accessibility of a wide variety of geographic information along with the associated information, organized and documented in a standard and consistent way.

#### **GeoNetwork Main Features**

- Instant search on local and distributed geospatial catalogues
- · Uploading and downloading of data, documents, PDF's and any other content
- An interactive Web map viewer that combines Web Map Services from distributed servers around the world
- · Online map layout generation and export in PDF format
- · Online editing of metadata with a powerful template system
- Scheduled harvesting and syncronization of metadata between distributed catalogues
- · Groups and users management
- · Fine grained access control

# 1.2. GeoNetwork opensource background and its evolution

The prototype of the GeoNetwork catalog was developed by the Food and Agriculture Organization of the United Nations (FAO) in 2001 to systematically archive and publish the geographic datasets produced within the Organization. The prototype was built on experiences within and outside the organization. It used metadata content available from legacy systems that was transformed into what was then only a draft metadata standard, the ISO 19115. Later on, another UN agency, the World Food Programme (WFP) joined the project and with its contribution the first version of the software was released in 2003 and operational catalogues were established in FAO and WFP. The system was based on the ISO19115:DIS metadata standard and embedded the Web Map Client InterMap that supported Open Geospatial Consortium (OGC) compliant Web Map Services. Distributed searches were possible using the standard Z39.50 catalog protocol. At that moment it was decided to develop the program as a Free and Open Source Software to allow the whole geospatial users community to benefit from the development results and to contribute to the further advancement of the software.

Jointly with the UN Environmental Programme (UNEP), FAO developed a second version in 2004. The new release allowed users to work with multiple metadata standards (ISO 19115, FGDC and Dublin Core) in a transparent manner. It also allowed metadata to be shared between catalogues through a caching mechanism, improving reliability when searching in multiple catalogues.

In 2006, the GeoNetwork team dedicated efforts to develop a DVD containing the GeoNetwork version 2.0.3 and the best free and open source software in the field of Geoinformatics. The DVD was produced and distributed in hard copy to over three thousand people and is now also available for download from the http://geonetwork-opensource.org Web site.

The latest release of GeoNetwork version 2.1, issued in late 2007, is the result of another round of critical improvements, supported by FAO, the UN Office for the Coordination of Humanitarian Affairs (UNOCHA), the Consultative Group on International Agricultural Research (CSI-CGIAR), UNEP and other donors. Support for the final metadata standard ISO19115:2003 has been enabled by using the ISO19139:2007 implementation specification schema published in May 2007. The release also serves as the open source reference implementation of the OGC Catalog Service for the Web (CSW 2.0.1) specification. Improvements to give users a more responsive and interactive experience have been substantial and include a new Web map viewer and a complete revision of search interface.

## 1.3. The use of Standards

GeoNetwork has been developed following the principles of a Free and Open Source Software (FOSS) and based on International and Open Standards for services and protocols, like the ISO-TC211 and the Open Geospatial Consortium (OGC) specifications. The GeoNetwork architecture is largely compatible with the OGC Portal Reference Architecture, i.e. the OGC guide for implementing standardized geospatial portals. Indeed, the GeoNetwork' own structure relies on the same three main modules identified by the OGC Portal Reference Architecture, that are focused on spatial data, metadata and interactive map visualization. GeoNetwork is also fully compliant with the OGC specifications for querying and retrieving information from Web catalogues (CSW 2.0.1). GeoNetwork supports the most common standards to specifically describe geographic data (ISO19139 and FGDC) and the international standard for general documents (Dublin Core). It uses standards (OGS WMS) also for visualizing maps through the Internet.

# 1.4. Harvesting geospatial data in a shared environment

Within the geographic information environment, the increased collaboration between data providers and their efforts to reduce duplication have stimulated the development of tools and systems to significantly improve the information sharing and guarantee an easier and quicker access of data from a variety of sources without undermining the ownership of the information. The harvesting funcionality in GeoNetwork is a mechanism of data collection in perfect accordance with both rights to data access and data ownership protection. Through the harvesting functionality it is possible to collect public information from the different GeoNetwork nodes installed around the world and to copy and store periodically this information locally. In this way a user from a single entry point can get information also from distributed catalogues. The logo posted on top each harvested record informs the user about the data source.

# 1.5. GeoNetwork and the Open Source Community Development

The community of users and developers of the GeoNetwork software has increased dramatically since the release of version 2.0 in December 2005 and the subsequent pre-releases of version 2.1. At present, the user and developer mailing lists count nearly 200 subscriptions each. Subscription to these lists is open to anyone interested. The archive of the mailing lists provides an important resource for users and can be freely browsed online. Members provide feedback within the community and provide translations, new functionalities, bug reports, fixes and instructions to the project as a whole. Building a self sustaining community of users and developers is one of the biggest challenges for the project. This community-building process relies on active participation and interaction of its members. It also relies on building trust and operating in a transparent manner, thereby agreeing on the overall

#### A Geographic Information Management System for all

objectives, prioritization and long term direction of the project. A number of actions have been taken by the project team to facilitate this process.

The foundation for the establishment of a GeoNetwork Advisory Board was laid at the 2006 workshop in Rome and membership criteria were defined.

A work plan is presented and discussed at the yearly GeoNetwork workshop; subsequently, the plan is maintained and updated throughout the year where needed. The project management team reports back to the advisory board about the reached developments and objectives during the annual workshops.

Two public Websites have been established. One focuses on the users of the software (http://geonetwork-opensource.org), while the other one is dedicated to the developers (http://trac-osgeo.org/geonetwork). Both can be updated and maintained online by trusted members of the community. They provide documentation, bug reporting and tracking, Wiki pages et cetera. A small part of the community connects through Internet Relay Chat (IRC) on a public geonetwork channel. But most interaction takes place on the user and the developer mailing lists.

During the 2006 workshop, the project advisory board decided to propose the GeoNetwork opensource project as an incubator project to the newly founded Open Source Geospatial Foundation (OSGEO). This incubation process is currently ongoing but close to conclusions. The project Websites has been moved to servers accessible under the umbrella of the OSGEO foundation. Web pages have been updated to reflect the OSGEO principles and a source code review performed.

Source code is maintained in a publicly accessible code repository, hosted at an independent service provider, SourceForge.net that hosts thousands of FOSS projects. Developers and users have full access to all sections of the source code, while trusted developers can make changes in the repository itself. A special mailing list has been established to monitor changes in the code repository. This so-called "commit mailing list" delivers change reports by email to its subscribers.

Standardizing documentation development is the next challenge taken up by the project to ensure versioning and support of multiple output formats (e.g. HTML and PDF).

# Chapter 2. Metadata Theoretical concepts

## 2.1. What is Metadata?

Metadata, commonly defined as "data about data", is a structured set of information which describes data (including both digital and non-digital datasets) stored in administrative systems. Metadata may provide a short summary about the content, purpose, quality, location of the data as well as information related to its creation.

## 2.2. What are Metadata Standards?

Metadata standards provide data producers with the format and content for properly describing their data, allowing users to evaluate the usefulness of the data in addressing their specific needs.

# 2.3. Why do we need Standardized Metadata?

Standardized metadata support users in effectively and efficiently accessing data by using a common set of terminology and metadata elements that allow for a quick means of data discovery and retrieval from metadata clearinghouses. The metadata based on standards ensure information consistency and quality and avoid that important parts of data knowledge are lost.

# 2.4. Geographic Information Metadata Standard

Geographic data, which can be defined as any data with a geographic component, is often produced by one individual or organization, and may address the needs of various users, including information system analysts, programme planners, developers of geographic information or policy makers. Proper standard documentation on geographic data enable different users to better evaluate the appropriateness of data to be used for data production, storage, update.

The metadata standards supported by GeoNetwork opensource are the **ISO 19115:2003** - approved by the international community in April 2003 as a tool to define metadata in the field of geographic information - and the **FGDC** - the metadata standard adopted in the United States by the Federal Geographic Data Committee. In addition, GNos supports also the international standard **Dublin Core** for the description of general documents.

This ISO Standard precisely defines how geographic information and related services should be described, providing mandatory and conditional metadata sections, metadata entities and metadata elements. This standard applies to data series, independent datasets, individual geographic features and feature properties. Despite ISO 19115:2003 was designed for digital data, its principles can be extended to many other forms of geographic data such as maps, charts, and textual documents as well as non-geographic data (ISO/FDIS 19115, 2003).

# Chapter 3. Get connected to the new release!

## 3.1. New version - New funtionalities

GeoNetwork opensource version 2.1.0 comes with substantial upgrades of different components for a more intuitive and responsive user-system interaction. Web2 technologies have been adopted, in particular AJAX techniques, to allow for more interactive and faster services in the web interface and for the integration of the existing web map viewer in the home page. Similar functionalities have been implemented in the administrative part of the system, to provide an easier access to the configuration pages related to site settings, catalogue harvesting, scheduling and maintenance.

The search interface has been completely overhauled to provide highly interactive searching capabilities. Furthermore, the new version of GNos embeds GeoServer as map server. Users can now not only overlay OGC web map services available on the web, but also create their own map services for other users to browse without having to download additional plugins. Maps created with web map services can be now saved as PDF and sent to others.

The metadata catalogue handles the latest ISO19115:2003 geographic metadata format based on the ISO191139 schemas, as well as the older ISO19115 final draft format, FGDC and Dublin Core. The metadata editor is able to handle the majority of these complex standards, providing default, advanced and XML editing online tools.

The new version has a number of different harvesting interfaces allowing users to connect their own server to many other catalogues around the world. This is the result of the implementation of the open source reference for the web catalog services according to OGC specifications. Harvesting in the new version is now fully compatible with GeoNetwork 2.0 and 2.1 nodes.

We have added avanced online and offline administration funcionalities to configure, backup and migrate the application. We have also added a convenient import and export format "MEF" or Metadata Exchange Format, that allows the users to move metadata, previews and even data in a convenient single file. GNos can be easily expanded with plugins to export/import metadata to/from other software supporting MEF.

Figure 3.1. Figure 3.1. Home page of the GeoNetwork opensource version 2.1.0



# 3.2. Where do I get the GeoNetwork opensource installer?

You can find the Geonetwork opensource software on the Internet at the GeoNetwork opensource Community website http://geonetwork-opensource.org. The new version 2.1.0 is also distributed through the Sourceforge Website at http://sourceforge.net/projects/geonetwork.

# 3.3. System requirements

The GNos can run either on MS Windows, Linux or Mac OS X.

Some general system requirements for the software to run without problems are listed below:

Processor: 1 GHz or higher

Memory (RAM): 512 MB or higher

**Disk Space**: 30 MB minimum. However, it is suggested to have a minimum of 250 MB of free disk space. Additional space is required depending on the amount of spatial data that you expect to upload into the internal geodatabse.

**Other Software requirements**: A Java Runtime Environment (JRE 1.5.0). For server installations, Apache Tomcat and a dedicated JDBC compliant DBMS (MySQL, Oracle) are also required.

### **Supporting Software**

- -Java Runtime Environment (JRE 1.4.0 +) (Windows & Linux)
- -MySQL DBMS v5.5 (All)\*
- -Apache Tomcat v5.5 (All)\*
- -Apache HTTP v2.0 (Windows)
- -Druid v3.8 (All)\*
- -Firefox v1.5 (All)\*
- -Internet Explorer (Windows)

# 3.4. How do I install GeoNetwork opensource?

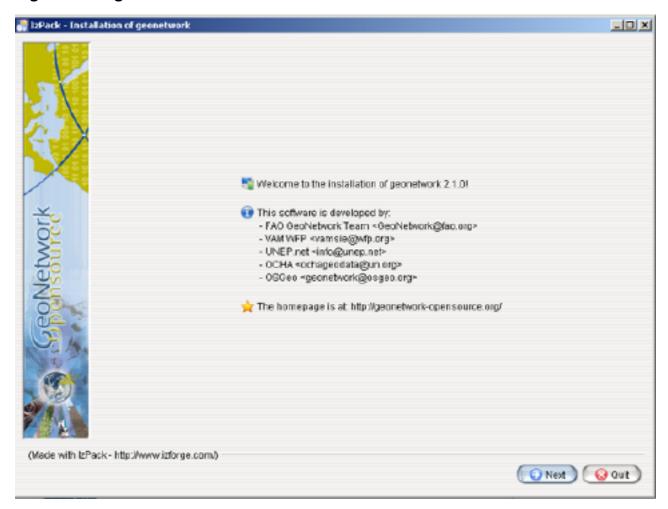
Before running the GeoNetwork installer, make sure that all system requirements are satisfied, and in particular that the Java Runtime Environment version 1.5.0 is set up on your machine.

If you use Windows, the following steps will guide you to complete the installation (other FOSS will follow):

- 1. Double click on **geonetwork-install-2.1.0.exe** to start the GeoNetwok opensource desktop installer
- 2. Follow the instructions on screen (figure 3.4)
- 3. After completion of the installation process, a 'GeoNetwork desktop' menu will be added to your Windows Start menu under 'Programs'
- 4. Click Start > Programs > GeoNetwork desktop > Start server to start the Geonetwork opensource Web server. The first time you do this, the system will require about 1 minute to complete startup.
- 5. Click Start > Programs > Geonetwork desktop > Open GeoNetwork opensource to start using GeoNetwork opensource, or connect your Web browser to http://localhost8080/geonetwork/

<sup>\*</sup> All = Windows, Linux and Mac OS X

Figure 3.2. Figure 3.4



# **Chapter 4. Getting Started**

There are no requirements for general visitors to search and access information in a GeoNetwork opensource based catalog. To get access to advanced features and restricted information, you need an account to log in (e.g. a username and password) that should be provided by the GNos administrator. Depending on your privileges, you will be able to access, submit and edit metadata records. Each user is assigned to a particular work group and is able to access data within that work group. To log in, simply go to the homepage and enter your username and password in the dedicated fields on the top right corner, then click the login button. (See figure 4)

Figure 4.1. Figure 4



# Chapter 5. Searching for Maps and Data

There are many different ways to search the catalogue for maps and other geographic data. This guide will introduce you to the most popular search methods: default, advanced and by category. Whichever search you choose, remember that you will see results based on your privileges and assigned work group.

Note that the term **data** in this application refers to datasets, maps, tables, documents, etc. that are linked to the metadata of a specific record.

# 5.1. Default Search

The default search allows you to search text within the entire record, such as keywords of the metadata and/or geographic location.

For the free text search:

• Enter a search term or letter(s) in the What? field. You can use one or more thematic keyword(s) or strings in quotes. Keywords and operators (and, or, not) are not case sensitive. (See figure 5.1 a).

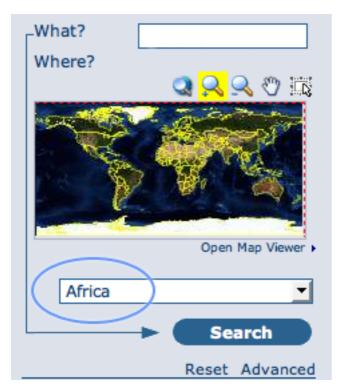


Figure 5.1. Figure 5.1 a

For the geographic search, two options are available for selecting a particular region to limit the search:

You can select a region from a predefined list. (Figure 5.1 b);

Figure 5.2. Figure 5.1 b



• You can select your own **area of interest** in a more interactive way. A **small global map is shown on the screen from which you can** drag and drop the frame of your location area. Just click on the button on the upper right of the map screen. **(Figure 5.1 c)**;

Figure 5.3. Figure 5.1 c



Both types of search, free text search and geographic search can be combined to restrict the query further.

• Click the **Search** button. (Figure 5.1 e).

Figure 5.4. Fogure 5.1 e



# 5.2. Searching by Categories

An additional way to search data within the GeoNetwork database, from the home page, is searching by **Category**. A list of categories is provided to the user to identify data at a more generic level: **Applications**, **Audio/Video**, **Case study and best practices**, **Conference proceedings**, **Datasets**, **Directories**, **Interactive resources**, **Maps and graphics**, **Other information resources**, **Photo**.

To search only for maps, click on **Maps and Graphics** (Figure 5.2). A list of maps will be displayed from which you may view details of every single map; just clicking on the **Metadata** button of the map you wish to review.

Figure 5.5. Figure 5.2

# CATEGORIES Applications Audio/Video Case studies, best practices Conference proceedings Datasets Directories Interactive resources Maps & graphics Other information resources

## 5.3. Advanced Search

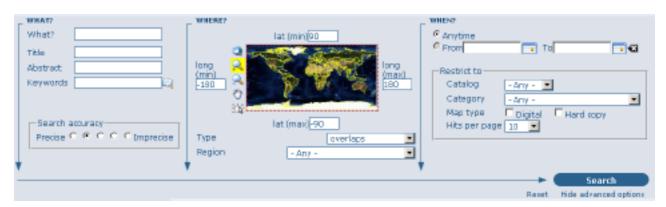
The advanced search option (Figure 5.3 a) works similarly to the default search. However, you can be more specific in your search criteria as it offers different elements to look for data, each of them answering one of the following questions:

WHAT?

Photo

- WHERE?
- WHEN?

Figure 5.6. Figure 5.3 a



To perform an **advanced search**, from the home page **click Advanced** just below the search bottom (see figure 5.3 from the default search section).

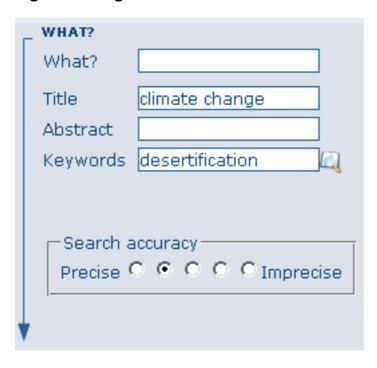
Figure 5.7. Figure 5.3



In the **WHAT?** section the elements are all related to the data content. Through them, in addition to searching only free keywords in the entire metadata content, you can also search directly in the title or abstract fields and add more keywords to customize your search further. You can also specify the level of accuracy you wish to reach in performing your search. (Figure 5.3 b).

- To search by **Title**, **Abstract**, **Free Text**, or **Keyword**(s) type any text into the respective field. You can enter information in one or multiple field(s). If you do not want to search by a given field, simply leave it blank;
- You can choose the **accuracy of your search**, in terms of spelling words, from **Precise** = 1 to **Imprecise** = 0.2, through 3 more consecutive steps which are equal to 0.8, 0.6, 0.4.

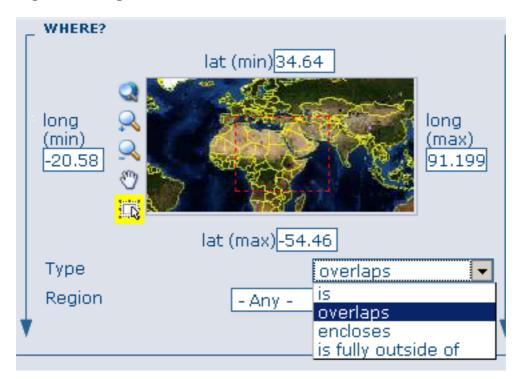
Figure 5.8. Figure 5.3 b



The **WHERE?** parameters, which are related to the spatial extent, allow you, as in the default search, either to select your own area of interest or to select a predefined region from the drop-down list. In this section you can also type the geographic coordinates of a specific location that is not available from the above list. (Figure 5.3 c)

- To select **your own area of interest**, drag and drop the frame of your area on the global map using the appropriate tool on the bottom left of the map screen;
- To use **free coordinates**, type the lat-long geographic references in the appropriate fields around the map screen, without any limitation of decimal figures;
- To use the coordinates of a **predefined region**, select the region from the drop-down list.

Figure 5.9. Figure 5.3 c



Whatever type of geographic search you decide to perform, in the **Spatial search type** field, you can choose from different options: **is**, **overlaps**, **encloses**, **is fully outside of** (Figure 5.3 c). If you use this field, be cautious as this limits your output data as follows:

- If you choose **Spatial search type** *is* "Country", only maps for the selected country will be displayed. In other words, a city map within that country will not show in the output results.
- If you choose **Spatial search type** *overlaps* "Country", all maps with the bounding box overlapping that country will be displayed in the results, i.e. the neighbouring countries, the continent of which that country is part of and the global maps.
- If you choose **Spatial search type** *encloses* "Country" you will get, in the output results, maps of that country first and then all maps within its bounding box.
- Similarly, if you choose **Spatial search type** *is fully outside of* a selected region, only maps that follow that exact criteria will show in the output results.

The **WHEN?** section gives you the possibility to restrict your search in terms of temporal extent, indicating a specific range of time referred to the data creation or publication date (figure 5.3 d).

- To specify a range of time, click on the date selector button next to From To fields. Make use of
  the symbols > and >> on top of the calendar to select the month and the year first and then click
  on the exact day; a complete date will be filled in using the following standard order: YY-MM-DD.
- To clean the time fields, simply click on the white cross on their right; the box **Any** will be automatically selected and the search will be performed without any restriction on the time period.

Figure 5.10. Figure 5.3 d



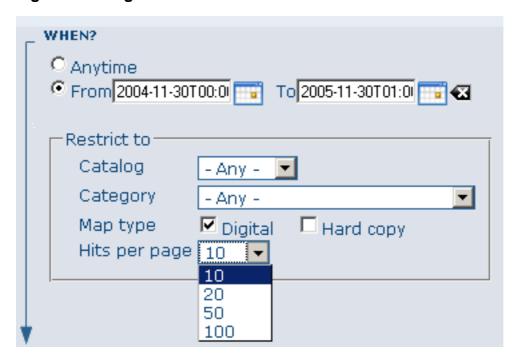
Finally, the advanced search allows you to apply further restrictions on the basis of additional parameters as data source, data categories and data format (see figure 5.3 e).

- To limit your queries to only one **Catalog** out of those made available by the installation through the harvesting process, highlight the catalog of preference or just keep **Any** selected to search all sites. (See more info about **data harvesting** in Section 4 Chapter 1 of these guidelines).
- To search for data organized by **Category**, such as Applications, Datasets, etc., simply highlight the category you wish to search in from the related drop-down list, otherwise we suggest to leave this field in **Any** Category.
- You can search for **Digital** or **Hard Copy** maps. To search in one or the other, simply check the box next to the one you wish to search. If no box is checked, all content will be searched.

At last, you can customize the number of output results per page in the **Hits Per Page** field. Simply highlight the number of records to be displayed or leave the field set on the default number (10).

· Click the Search button.

Figure 5.11. Figure 5.3 e



# 5.4. Analyzing Search Results

The output of a search provides you a list of the metadata records that should fit your request. For each record, the result page shows the title, an abstract and the keywords. According to the privileges

that have been set for each metadata, a maximum of four sections can be consulted, as shown below. (Figure 5.4)

Figure 5.12. Figure 5.4



- 1. **Metadata**: The metadata section describes the dataset (e.g.: citation, data owner, temporal/spatial/methodological information) and could contain links to other web sites that could provide further information about the dataset.
- 2. **Download**: Depending on the privileges that have been set for each record, when this button is present, the dataset is available and downloadable. The downloadable package is in a compressed format and contains the data and any document or pictures can be included with the primary resources. Note: the actual size of the compressed package can't exceed 50 Mb. The process for retrieving data is simple and quick by just clicking the download button (fig.5.4.2 a) or by using the proper link in the specific metadata section for distribution info (fig.4.4.2 b).

Figure 5.13. Figure 5.4.2 a

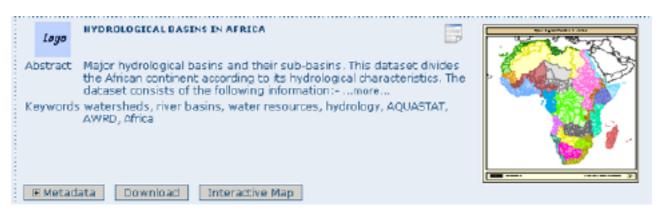
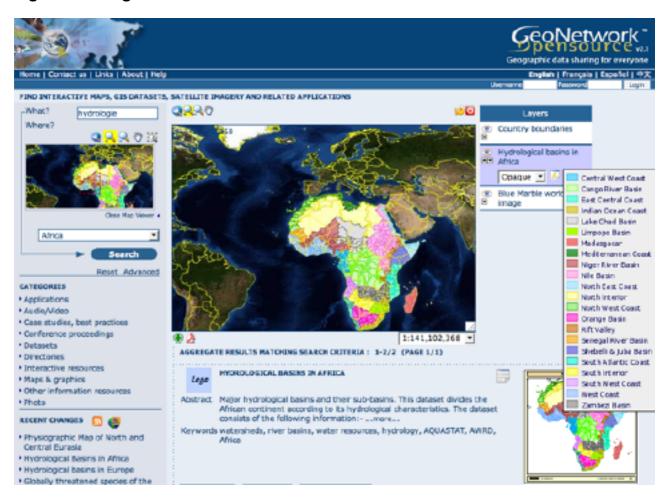


Figure 5.14. Figure 5.4.2 b



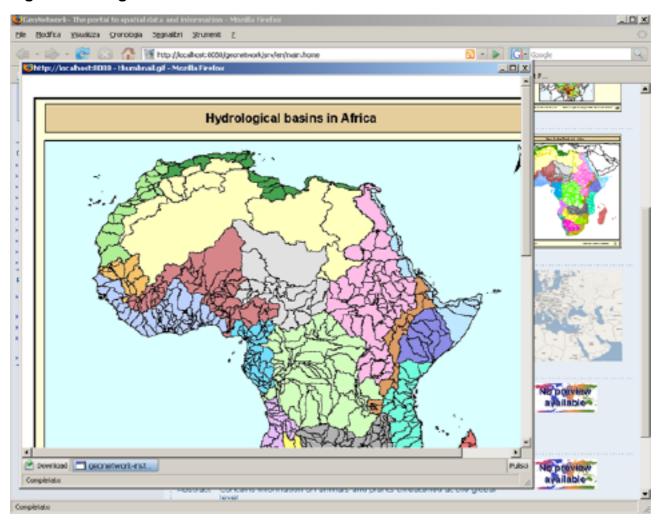
3. **Interactive Map**: The map service is also optional. When this button is shown, an interactive map for this layer is available and, by default, it will be displayed on the map screen of the simple search. To better visualize the map through the map viewer, **click** on **Open Map Viewer** on the bottom left of the map screen (figure 5.4.3).

**Figure 5.15. Figure 5.4.3** 



4. **Graphic Overviews**: There are small and large overviews of the map used to properly evaluate usefulness of the data, especially if the interactive map is not available. Simply click on the small image to enlarge it. (Figure 5.4.4)

**Figure 5.16. Figure 5.4.4** 



# Chapter 6. Viewing and Analyzing the Data

Once you have completed your search, you view details of a particular record by clicking on the **Metadata** button.

The metadata profiles used by GNos to present and describe geographic data and general documents stored in the catalogue are based on the **International Standard ISO 19115:2003**, encoded according to the **implementation schema 19139:2007**, the **FGDC** and the international standard **Dublin Core**.

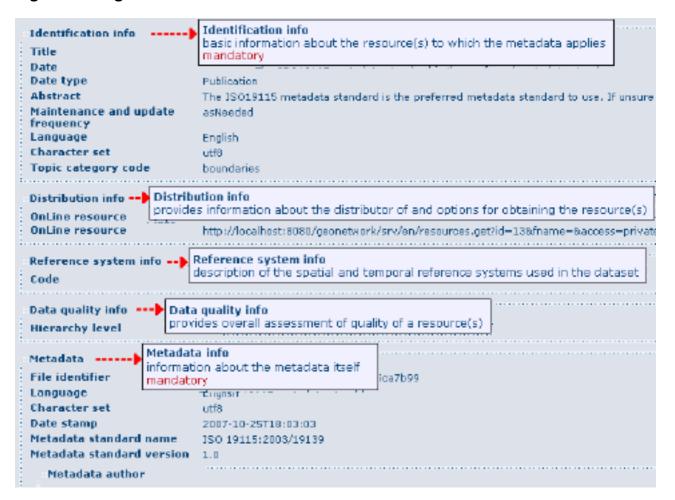
In this guide the **ISO 19139** metadata implementation will be described in details since it is also suggested as profile for the creation of new metadata records.

# 6.1. Meta Data Description

The metadata ISO 19139 profile used by GeoNetwork opensource to describe the geographic data and services is based on the ISO standard 19115:2003 and provides information related to the identification, the maintenance and constraints, the spatial and temporal extent, the spatial representation and reference, the quality and distribution of a geographic dataset.

The metadata profile is organized in sections and the most important, illustrated in the figure 6.1, are the: **Identification Section, Distribution Section, Reference System Section, Data Quality Section and Metadata Section**. These sections are described here in details.

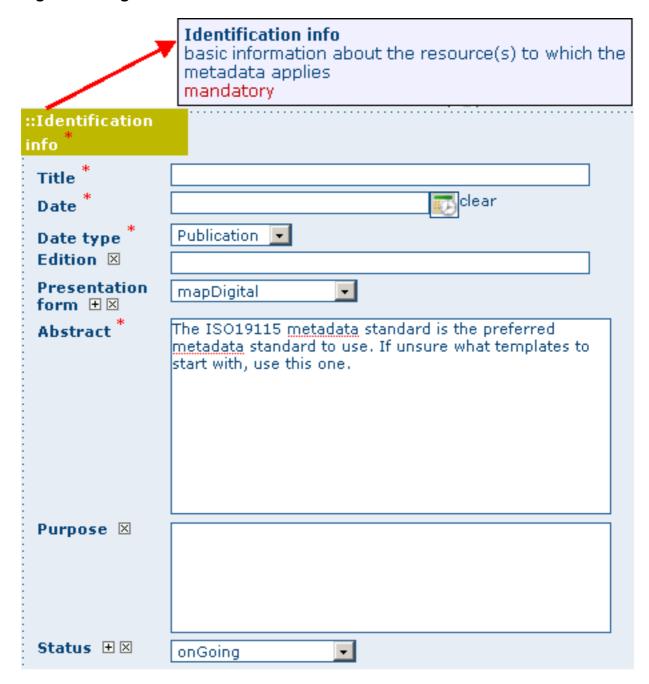
Figure 6.1. Figure 6.1



## **Identification Section**

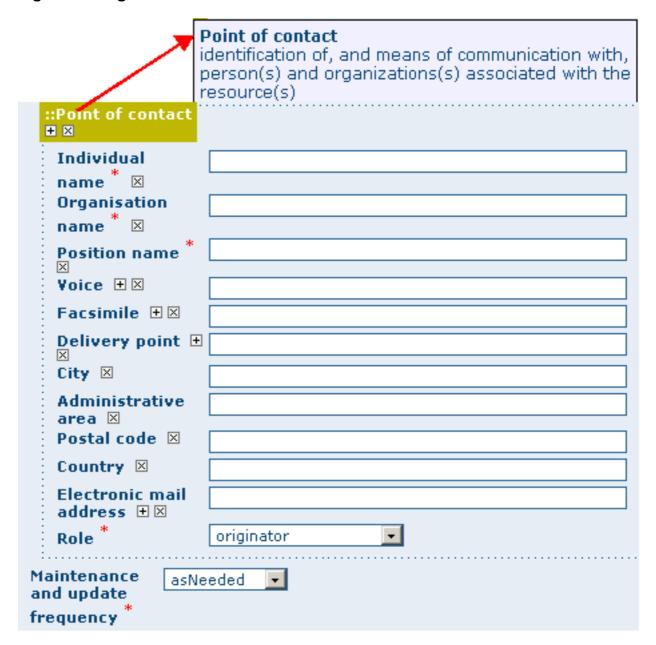
This section includes information on the citation of the resource (title, date of creation or publication, edition, presentation form), the abstract, the purpose and the present status of the resource that can be defined among the options: completed, historical archive, obsolete, ongoing, planned, required or under development. (Figure 6.1.1 a).

Figure 6.2. Figure 6.1.1 a



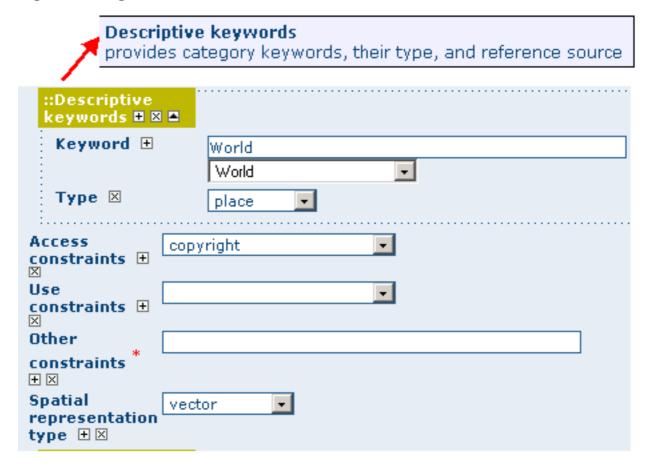
This section also contains information about the person or organization responsible for the data and who is considered to be a **point of contact** for the resource i.e. the dataset owner, originator, distributor, publisher, etc. and it provides information on **data maintenance** i.e. annually, monthly, daily, not planned, as needed, etc. (Figure 6.1.1 b)

Figure 6.3. Figure 6.1.1 b



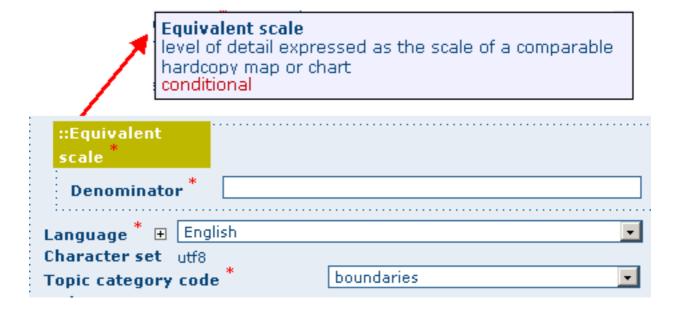
Elements for **keywords** and for describing restrictions on **data access** and **use** are also included in this section in addition to **spatial representation** info like data type (vector, raster, text table, etc.) (figure 6.1.1 c).

Figure 6.4. Figure 6.1.1 c



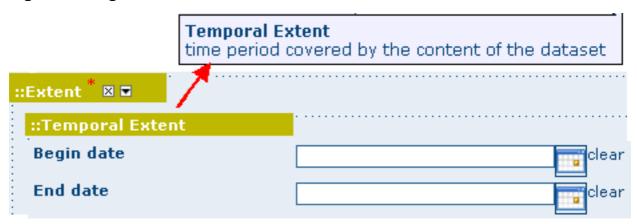
The identification section provides information about the **scale**, the **language** and **character set** used within the resource and the list of **ISO categories** through which your map could be classified (figure 6.1.1 d).

Figure 6.5. Figure 6.1.1 d



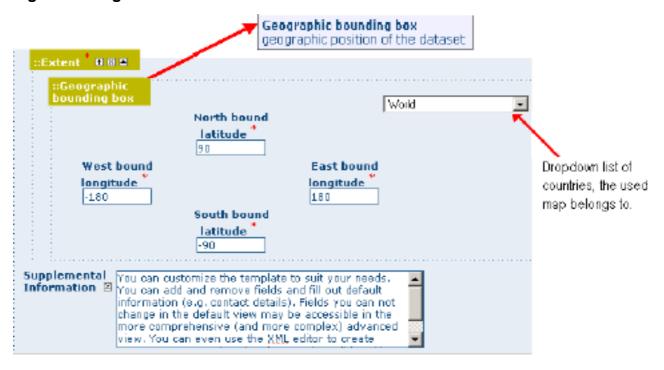
Finally, the temporal and spatial extent are also defined in this section. The temporal extent is defined through the starting and ending date of data validation (Figure 6.1.1 e);

Figure 6.6. Figure 6.1.1 e



The spatial extent of the interested area is defined through geographic coordinates or through the selection of a country or region from a predefined list (Figure 6.1.1 f). Free text **supplemental information** can be added to complete the data identification section.

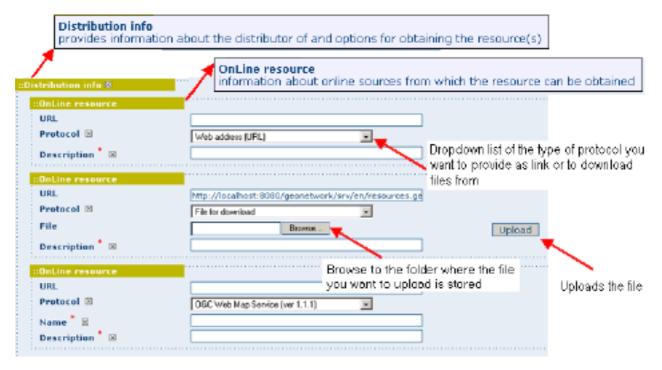
Figure 6.7. Figure 6.1.1 f



## **Distribution Section**

This section provides metadata elements for accessing other useful on-line resources available through the web. The distribution elements allow for on-line access using an URL address or similar addressing scheme and provide the protocol for the proper connection for accessing geographic data or any other types of digital documents using the download function. Furthermore, it is possible to link a metadata with a predefined map service through the on line resource and see the map interactively (Figure 6.1.2).

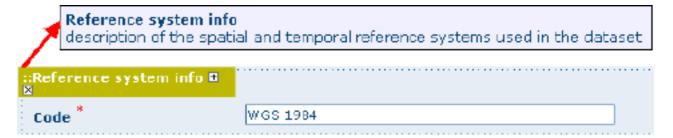
Figure 6.8. Figure 6.1.2



## **Reference System Section**

The Spatial Reference System section **defines metadata** required **to describe** the **spatial reference system** of a dataset. It contains one element to identify the name of the reference system used (Figure 6.1.3). Using elements **from the advanced form**, this section may be modified to provide more **details** on **data projection**, **ellipsoid** and **datum**. Note that if this information is provided, a reference system identifier is not mandatory.

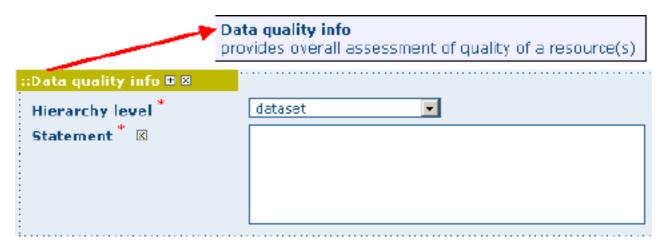
Figure 6.9. Figure 6.1.3



## **Data Quality Section**

The Data Quality section provides a general assessment of the quality of the data. It describes the different hierarchical levels of data quality, namely a dataset series, dataset, features, attributes, etc. This section also contains information about sources of the input data, and a general explanation of the production processes (lineage) used for creating the data (Figure 6.1.4).

**Figure 6.10. Figure 6.1.4** 



## **Metadata Information Section**

This section contains information about the metadata itself: the **Global Unique Identifier** (GUID) assigned to the record (this is the 'File identifier'), **language** and **character set** used, **date** of **last edit** ('Date stamp') and the **metadata standard** and **version name** of the record. It also contains information on the **metadata author** responsible for the metadata record; this person can also be a point of contact for the resource described. Information on the Metadata author is mandatory (figure 6.1.5).

**Figure 6.11. Figure 6.1.5** 



# Chapter 7. Adding new Data and Information

This section guides you through the process of adding new records (new data with information) into the GeoNetwork catalogue using either the online metadata editor or the advanced metadata insert tool, based on XML documents. In both cases you will use the template system, add thumbnails, upload data, link to services and set access privileges to the metadata and data.

To add or edit data and metadata, you must be **registered** as an **Editor** into the work group you want to add records to. Contact your administrator if you are not a registered editor for your work group.

For the metadata creation using the online editor, GNos provides a set of simplified metadata templates based on the cited standards: ISO, FGDC and DC. The templates for vector and raster based on the ISO 19139 are the preferred ones since they are devised in a way that hides the complexity of the ISO19115 standard in the default view. At the same time those templates are extensible with new elements to fit specialized needs through the advanced view.

To produce a good metadata record, always try to gather as much details as possible on the resource that you want to describe taking into account the metadata elements that have been presented in the previous chapter. The next step is to fill out properly the fields provided by the metadata templates, while at the same time avoiding duplication of information throughout the form.

The most important fields that may not be waived while compiling a standard based metadata record are the following: Title, Date of Creation o Publication, Abstract, Language used for documenting data, Topic Category, Scale, Maintenance and Update Frequency, Metadata Author, Language Used for Documenting Metadata.

In addition to the main mandatory fields, we recommend you to fill out these optional but critical fields (if information is available): Purpose - Keywords - Presentation Form - Status - Spatial Representation Type - Geographic Location - Reference System Info - Temporal Extent - Data Quality Info - Access and Use Constraints - Point of Contact - Distribution Info: Online Resources.

You should also prepare an image of your data that is required to be displayed in search results as thumbnail.

Next section will guide you through the process of metadata creation using the online editor.

# 7.1. Creating a New Record using the Metadata Editor on line

- 1. In the home page, click on the **Administration Tab**.
- 2. Select New Metadata from the List of the admin page.
- 3. Select the metadata standard **Template**, if possible, using the preferred ones (figure 6.1 c). GeoNetwork opensource comes by default with support for three metadata standards, ISO19139, FGDC and Dublin core. 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 online.
- 4. Select the **Group** the metadata will belong to. These are the groups authorized to add metadata to by your administrator.
- 5. Click on Create.

## The steps in more details

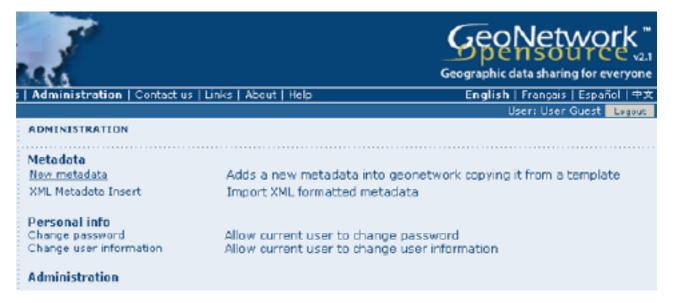
1. Enter your username and password and click on the login button (figure 7.1.1 a). The system will identify you and assign the correct privileges to work with.

Figure 7.1. Figure 7.1.1 a

	<b>English</b>   Français	Español   中文
Username	Password	Login

2. Open the Administration page by clicking the Administration button in the banner and then click on the New metadata link (figure 7.1.1 b).

Figure 7.2. Figure 7.1.1 b



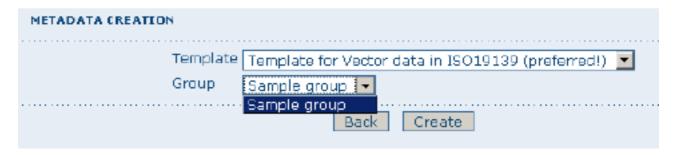
3. From the metadata creation page, select the metadata standard to use from the dropdown list (see figure 7.1.1 c)

Figure 7.3. Figure 7.1.1 c



4. After selecting the correct template, you should identify which group of users the metadata will belong to (figure 7.1.1 d) and finally click on **Create**.

Figure 7.4. Figure 7.1.1 d



A new metadata form based on the selected template will be displayed for you to fill out.

# Switching Editing Views from Default to Advanced to XML View

Once you create a new record, you can choose between **Default**, **Advanced** or **XML View**. To switch view, simply click on the view you want to switch to on the left column of the page. The view in **bold** is the view you are currently using (see figure 7.1.2 a).

Figure 7.5. Figure 7.1.2 a



In the previous chapter you have analyzed the metadata structure as it is presented in the **Default View**. A selection of the main fields from different categories of information is shown in one single view. The minimum set of metadata required to serve the full range of metadata applications (data discovery, determination of data fitness for use, data access, data transfer and use of digital data) is defined here, along with optional metadata elements to allow for a more extensive standard description of geographic data, if required. However, if should be there a need to add more metadata elements, you can switch to the advanced view at any time while editing.

In the **Advanced View**, the ISO profile offers the possibility to visualize and edit the entire metadata structure organized in sections accessible through tabs from the left column. You can use this view to write more advanced metadata descriptions or templates to fit specialized needs. (Figure 7.1.2 b)

Figure 7.6. Figure 7.1.2 b



The **XML View** shows the entire content of the metadata in the original hierarchical structure; different colors allow to distinguish between an element's name and its value. The XML structure is composed of tags and to every tag must correspond a closing tag; the content is entirely contained withing the two, i.e.

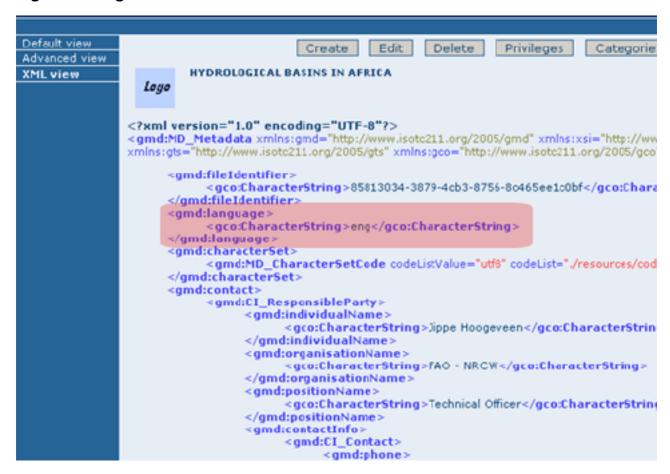
<gmd:language>

<gco:CharacterString>eng</gco:CharacterString>

</gmd:language>

(see figure 7.1.2 c).

Figure 7.7. Figure 7.1.2 c



Nevertheless, the use of the XML view requires some knowledge of the XML language.

Both the **Default** and the **Advanced Views** are composed of **mandatory**, **conditional** and **optional** metadata **fields**. The meaning of mandatory and optional is fairly intuitive; the mandatory fields are required and may not be waived, like *Title* and *Abstract* for instance, whereas the optional fields can be provided but are not fundamental, depending on the metadata author. The conditional fields may be considered mandatory under certain circumstances: essentially a conditional requirement indicates that the presence of a specified data element is dependent on the value or presence of other data elements in the same section. For instance, the *Individual name* metadata element of the *Point of Contact*, which is a conditional element of the Identification section, becomes mandatory if another element of the same section, *Organization name* or *Position name* is not already defined (figure 6.1.1 b).

The **mandatory fields** as well as those **highly recommended** are flagged with **red asterisk** [\*]. The standard definition for each field can be read by passing the mouse on the element name.

The **Default View** is the preferred view as it provides a selection of the available metadata elements, facilitating both the user and the editor in reading and editing a metadata record, and at the same time it ensures that a geospatial data can be properly described, through:

- the minimum set of metadata required to serve the full range of metadata applications (data discovery, determination of data fitness for use, data access, data transfer, and use of digital data);
- optional metadata elements to allow for a more extensive standard description of geographic data, if required;
- a method for extending metadata to fit specialized needs.

#### Using basic commands of the editor

Fields are either **free text fields** or **drop down lists**. Free text means you can type any text into that field. Drop down lists allow you to select only one option from the list. You can add multiple fields of the same kind by clicking on the **[+]** symbol next to the element. Every new field that you will add in the advanced view will then be visible in the default view. You can also delete existing fields by clicking on the **[x]** symbol next to the element. Clearly, mandatory fields cannot be deleted. One example of the need to add multiple fields can arise if the content of your dataset has some text written in two different languages (see figure 7.1.3).

Figure 7.8. Figure 7.1.3



### 7.2. Entering Metadata for your Map

As we mentioned in the introduction to this guide, GNos provides tools to describe any type of geographic data (verctor layers, raster, tables, map services, etc.) as well as general document like reports, projects, papers, etc. For the purpose of this Quick Start Guide, an example of required and useful metadata elements to properly describe a thematic map will be provided hereafter. You should gather as much information as possible to identify and understand the map's resource and characteristics you want to describe. Use the default view to start. If necessary, you can always switch to advanced view or come back later and edit the record with the additional information collected.

#### **Entering Metadata For Your Map**

Please follow these steps to enter your map's metadata. Note that we will only go through the fields that have been identified as compulsory (i.e. those fields marked with the asterix [\*], mandatory or highly recommended).

**Title** \*: Under the **Identification Info** field, give your map a **name**. There will be a default name of your data. Use free text to describe your map here.

Date \*: Indicate the exact date of creation, publication or revision on your map.

Presentation Form: Specify the type of presentation, i.e. digital, hard copy, table, etc.

**Abstract** \*: Enter some description of the map.

Purpose: Enter a short summary of the purposes for your map to be developed.

**Status**: Specify the status of your map within the following options: completed, historical archive, obsolete, ongoing, planned, required, under development.

**Point of Contact**: Enter all mandatory information and others you have at hand for the contact of the person(s) associated with this resources of the map. Note that some fields are only conditionally mandatory, such as Organization Name if Individual Name and Position are not entered.

**Maintenance and update frequency\***: Specify the frequency with which you expect to make changes and additions to your map after the initial version is completed. If any changes are scheduled you can leave *As Needed* selected from the drop-down list.

**Descriptive Keywords**: Enter keywords that describe your map. Also specify the type of keyword you are entering, i.e. place, theme, etc. Remember that you can add another keyword field if you need to add different types of keywords.

**Access Constraints**: Enter an access constraint here, such as a copyright, trademark, etc. to assure the protection of privacy and intellectual property.

**User Constraints**: Enter a user constraint here to assure the protection of privacy and intellectual property.

**Other Constraints** \*: Enter other constraint here to assure the protection of privacy and intellectual property. Note that this field is conditionally mandatory if Access and Use constraints are not entered.

**Spatial representation type**: Select, from the drop-down list the method used to spatially represent your data. The options are: vector, grid, text table, stereo model, video.

Scale Denominator \*: Enter the denominator for an equivalent scale of a hard copy of the map.

Language \*: Select the language used within your map

**Topic category** \*: Specify the main ISO category/ies through which your map could be classified (see Annex for the complete list of ISO topic categories).

**Temporal Extent\***: Enter the starting and ending date of the validity period.

**Geographic Bounding Box** \*: Enter the longitude and latitude for the map or select a region from the predefined drop-down list. Make sure you use degrees for the unit of the geographic coordinates as they are the basis for the geographic searches.

**Supplemental Information**: Enter any other descriptive information about your map that can help the user to better understand its content.

**Distribution Info**: Enter information about the distributor and about options for obtaining your map.

**Online Resource**: Enter information about online resources for the map, such as where a user may download it, etc. This information should include a link, the link type (protocol) and a description of the resource.

**Reference system info**: Enter information about the spatial reference system of your map. The **default view contains** one element to provide the **alphanumeric value** identifying the reference system used. GNos uses the **EPSG codes** which are numeric codes associated with coordinate

system definitions. For instance, EPSG:4326 is Geographic lat-long WGS84, and EPSG:32611 is "UTM zone 11 North, WGS84". Using elements **from the advanced view**, you may add **more details** on **data projection**, **ellipsoid** and **datum**. Note that if this information is provided, a reference system identifier is not mandatory.

**Data Quality**: Specify the hierarchal level of the data (**dataset series**, **dataset**, **features**, **attributes**, etc.) and provide a **general explanation on the production processes** (lineage) used for creating the data. The statement element is mandatory if the hierarchical level element is equal to *dataset* or *series*. Detailed information on **completeness**, **logical consistency** and **positional**, **thematic** and **temporal accuracy** can be directly added **into the advanced form**.

**Metadata Author** \*: Provide information about the author of the map, including the person's name, organization, position, role and any other contact information available.

After completion of this section, you may select the **Type** of document that you are going to save in the catalogue. You have three options: **Metadata**, **Template**, **Sub-template**. By default **Metadata** is set up.

When done, you may click Save or Save and Close to close the editing session.

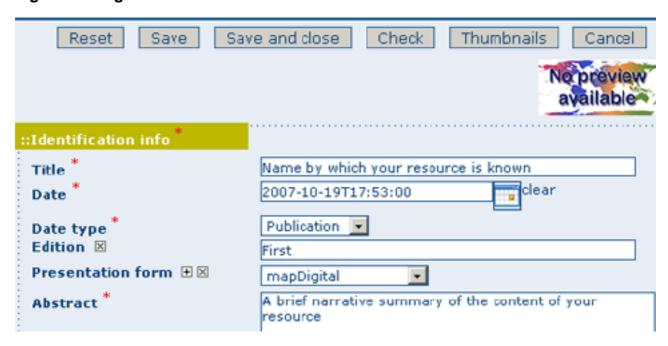
#### - Creating a Thumbnail

Next, you need to create a graphic overview of your map which will be for a double purpose; as small thumbnail will be displayed in search results and as large thumbnail with much more details, to allow users to properly evaluate the data usefulness. As for the latest, the image that you will use as source should be a significant reproduction of the real dataset, possibly inclusive of the legend.

To create a thumbnail, go to the editing menu for your map. If you are no longer in editing mode, retrieve the map from one of the search options then click on **Edit**. Then follow these simple steps:

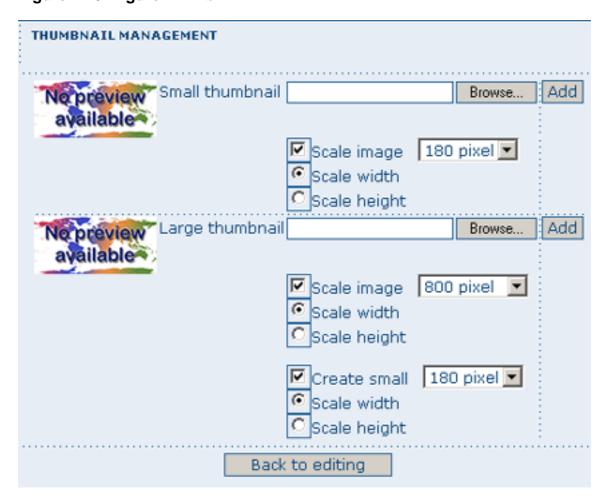
• From the editing menu, click on the **Thumbnails** button on the top or bottom of the page. (See figure 7.2.2 a)

Figure 7.9. Figure 7.2.2 a



- You will be taken to the Thumbnail Management page. (See figure 7.2.2 b)
- To create a small or large thumbnail, click on the **browse** button next to either one. It is recommended that you use 180 pixels for small thumbnails and 800x600 for large thumbnails. Using the 'Large thumbnail' option allows you to create both a small and large thumbnail in one go.
- You can use GIF, PNG and JPEG images as input for the thumbnails.
- A pop up window will appear allowing you to browse your files on your computer. **Select** the file you wish to create a thumbnail with by double-clicking on it.
- · Click on Add.
- Your thumbnail will be added and displayed on the following page.
- You can then click on **Back to Editing** and save your record. (See figure 7.2.2 c)

Figure 7.10. Figure 7.2.2 b



**Figure 7.11. Figure 7.2.2 c** 



#### Linking data for download

Finally, you can upload the dataset stored on your local computer and then create a link between data and related description. Files in whatever format can be uploaded: doc, PDF, images, vector layers, etc. For the latter the distribution in a compressed file is recommended. You can include the verctor data, the legend, any documentation that can help the interpretation of the data, related reports, detailed descriptions of the data processing, base data used to create the dataset specified and/or other relevant information. Follow these guidelines for uploading datasets:

- Make sure the total size of the compressed file is reasonable (less than 50 MB). Should your data
  be bigger than 50MB, consider a different mechanism to serve this data, e.g. through an FTP or
  HTTP server and than link the resource through an online resource 'Web address (URL)'.
- You can create several smaller files when appropriate and upload them sequentially.
- You add the size of the file at the end of the description field.

To Upload a Dataset, follow these steps (see figure 7.2.3):

- 1. The **URL** field can be left empty when uploading a file. The system will automatically fill this field out:
- Select the correct **protocol** to be used. If you do not see the buttons to browse and upload when File for download is selected, save the metadata and return to the upload section. Both buttons should appear;

- 3. Provide a short **description** of the data;
- 4. Click the **Browse** button and navigate to the folder where the file to be released is stored. Consider if you want to upload multiple files as one unique zip file or as multiple separate downloads. It is a good idea to add additional documentation with the datasets that provide the user with information related to the data described. Remind: the size of a single file to upload can't exceed 50 Mbytes;
- 5. Click Upload and then Save.

**Figure 7.12. Figure 7.2.3** 

::OnLine resource		
URL	http://localhost:8080/geonetwork/srv/en/resources.ge	
Protocol 🗵	File for download	
File	Browse	Upload
Description ®	Detailed text description of what the online resource is	

#### **Assigning Privileges for a Map**

As an important step of entering metadata to your map, you need to assign privileges for each map. This means that you will identify which work groups have which privileges, i.e. view, download, etc. for your particular map.

For instance, you can fdefine if the information and related services is visible to all (Internet users) or just to internal users only (Intranet). Privileges are assigned on a per group basis. Depending on the user profile (Guest, Registered User, Editor, Admin etc.) access to these functions may differ on a per user basis.

To assign privileges for your map, follow these steps:

• Find your map by using the search option. Whether you have multiple or single results from the search, on top of the individual record or next to the record you will always see a row of buttons including a Privileges button. (See figure 7.2.4 a)

Figure 7.13. Figure 7.2.4 a



• Click on the Privileges button. This will take you to a new page. You can assign certain privileges to specific groups by selecting or deselecting them from this page. Simply click on the small box next to the privilege to place or remove a checkmark. **Set All** and **Clear All** buttons allow you to place and remove the checkmarks all at once (see figure 7.2.4 b).

Figure 7.14. Figure 7.2.4 b



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

Publish: Users in the specified group/s are able to see the map, i.e. if searching with matching criteria.

**Download**: Users in the specified group/s are able to download the map.

**Interactive Map**: Users in the specified group/s are able to get an interactive map. **The interactive map** has to be created separately using a Web Map Server, which is part of the GeoNetwork opensource application.

**Featured**: When selected, the map is placed in the Features Maps of the home page and it appears there randomly.

Notify: Users in that work group receive notification that the map has been uploaded.

#### **Assigning Categories for a Map**

As a final step to entering metadata for a map, you should assign categories for it. The assigned categories will determine the categories the map will display under on the home page. To assign categories for a map, follow these steps:

- Find your map by using the search option. Whether you have multiple or single results from your search, on top of the individual record or next to the record, you will always see a row of buttons including a **Categories** button. (See figure 7.2.4 a).
- Click on the **Categories** button. This will take you to a new page. You can assign one or multiple categories selecting or deselecting them from this page. Simply click on the small box next to the category to place or remove a checkmark. (See figure 7.2.5)

**Figure 7.15. Figure 7.2.5** 

CATEGORIES	
Categories	Assigned
Maps & graphics	<b>▽</b>
Datasets	
Interactive resources	
Applications	
Case studies, best practices	
Conference proceedings	
Photo	
Audio/Video	
Directories	
Other information resources	
Back Submit	

## 7.3. Uploading a New Record using the XML Metadata Insert Tool

A more advanced procedure to upload a new metadata record in the GeoNetwork system is using an XML document. This procedure is particularly useful for users who already have metadata in XML

format, for instance created by some GIS application. To this regard, it has to be noted that the metadata must be in one of the standards used by GeoNetwork: ISO19115, FGDC and Dublin Core.

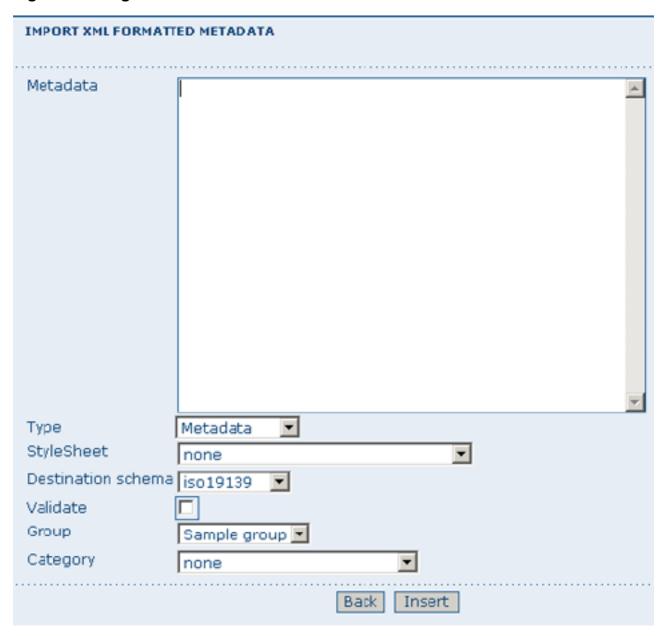
To start the metadata uploading process through the **XML Metadata Insert** tool, you should log in (see Step. 1. in paragraph 7.1.1) and select the appropriate option from the Administration page (Figure 7.3 a).

Figure 7.16. Figure 7.3 a

ADMINISTRATION	
<b>Metadata</b> New metadata	Adds a new metadata into geonetwork copying it from a
XML Metadata Insert Batch Import Search for Unused	Import XML formatted metadata Import all XML formatted metadata from a local directory Search for unused or empty metadata
Transfer ownership Manage thesauri	Transfer metadata ownership to another user Add/modify/delete and show thesauri
Personal info Change password Change user information	Allow current user to change password Allow current user to change user information

The main part of the page **Import XML Formatted Metadata** that is displayed (figure 7.3 b) is the **Metadata** text area, where the user can paste the XML metadata to import. Below this, there is the **Type** choise, which allows you select the type of record that you are going to create (Metadata, Template and Subtemplate). Then you can apply a stylesheet to convert your metadata input from ArcCatalog8 to ISO1915 or from ISO19115 to ISO19139, if required. Otherwise you can just leave none selected. The **Destination schema** list provides you with four options to choose the final standard layout for your metadata (ISO19115, ISO19139, FDGDC and Dublin Core). Finally you should select the **Group** as main group in charge of the metadata and the **Category** that you want to assign to your metadata. By clicking the **Insert** button the metadata is imported into the system; please note that all links to external files, for istance to thumbnails or data for download, have to be removed from the metadata input, to avoid any conflict within the data repository.

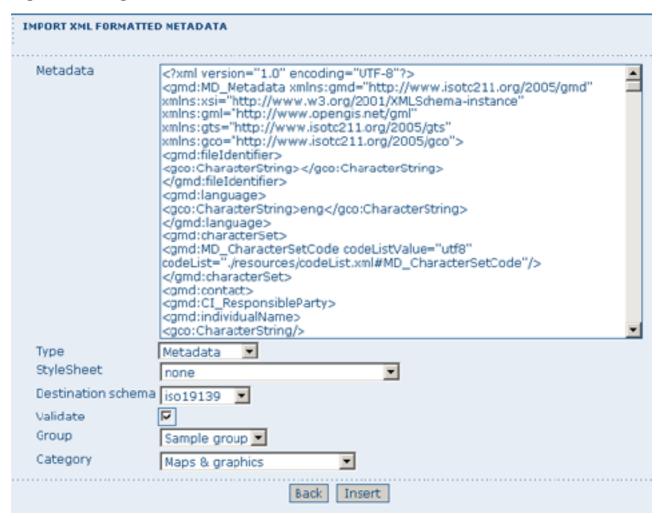
Figure 7.17. Figure 7.3 b



If your metadata is already in ISO19115 format, the main actions to be performed are the following (Figure 7.3 c):

- 1. Paste the XML file that contains the metadata information in the Metadata text area;
- 2. Select Metadata as type of record that you are going to create
- 3. Select the metadata schema ISO19139 that will be the final destination schema;
- 4. Select the **validate** check box if you want your metadata to be validated according to the related schema.
- 5. Select the **group** in charge of the metadata from the drop down list;
- 6. Select Maps and Graphics from the list of categories;
- 7. Click the **Insert** button and the metadata will be imported into the system.

Figure 7.18. Figure 7.3 c



## **Chapter 8. Administration Features**

#### 8.1. Creation of new Group Profiles

The user with administrative privileges can manage the creation of various groups corresponding to the various contributors/users of the database (e.g. in the FAO-GeoNetwork node you may find as many groups as GIS Projects that produce general geographic information in different fields of activities: Fishery, Agriculture, Land and Water, Health etc).

To create new groups you should first of all authenticate yourself and determine if you have the required administrative privileges. To log in, simply go to the homepage and enter your username and password in the top right corner fields (use admin for both username and password), then click on the login button (figure 8.1a).

Figure 8.1. Figure 8.1 a



• From the Administration page displayed, select the option related to group management (see figure 8.1 b).

Figure 8.2. Figure 8.1 b

Metadata	
New metadata	Adds a new metadata into geonetwork copying it from a template
XML Metadata Insert	Import XML formatted metadata
Batch Import Search for Unused	Import all XML formatted metadata from a local directory Search for unused or empty metadata
Transfer ownership	Transfer metadata ownership to another user
Manage thesauri	Add/modify/delete and show thesauri
Personal info	
Change password	Allow current user to change password
Change user information	Allow current user to change user information
dministration	
Jser management	Add/modify/delete and show users
Group management	Add/modify/delete and show groups
Category management	Add/modify/delete and show categories
Harvesting management	Add/modify/delete/start/stop harvesting tasks
System configuration	Allows to change some system's parameters
Localization	Allows to change localized entities, like groups, categories etc

- To include a new group in the system, you have to apply the following logical steps:
- 1. From the Group Management page click on the button **Add a new group**;

Figure 8.3. Figure 8.1 c

GROUP MANAGEMENT	
Name Description sample	Operation Edit Delete
Back	Add a new group

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

Figure 8.4. Figure 8.1 d

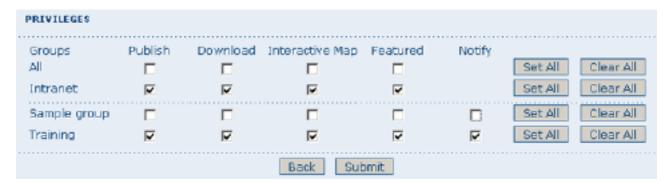


#### 3. Click on Save

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 (**Publish**), data Download, Interactive Map visualization, view of your map appearing on the home page randomly (Featured), Notification when a file gets downloaded.

Below is an example of the privileges management table concerning a certain dataset (figure 8.1 e).

Figure 8.5. Figure 8.1 e



#### 8.2. User Profiles

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

User profiles are illustrated in details in the list below:

#### 1. Administrator Profile

The Administrator has special privileges that allow for several management activities:

- Full rights for creating new groups and new users
- · Rights to change users/groups' profiles
- Full rights for creating/editing/deleting new/old metadata

#### 2. 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
- Full rights on creating/editing/ deleting new/old data within the own group

#### 3. Content Reviewer Profile

The content reviewer is the only person allowed to give final clearance on the metadata publication on the Intranet and/or on the Internet:

Rights on reviewing metadata content within the own group and authorizing its publication

#### 4. Editor Profile

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

- Full rights on creating/editing/ deleting new/old data within the own group
- 5. Registered User Profile

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

· Right to download protected data

#### 8.3. Creation of new User Profiles

To include a new user in the GeoNetwork system you will have to apply the following logical steps:

1. Select **User Management** from the Administration link in the toolbar (figure 8.3 a);

Figure 8.6. Figure 8.3 a

ADMINISTRATION	
Metadata	
New metadata	Adds a new metadata into geonetwork copying it from a template
XML Metadata Insert	Import XML formatted metadata
Batch Import Search for Unused	Import all XML formatted metadata from a local directory Search for unused or empty metadata
Transfer ownership	Transfer metadata ownership to another user
Manage thesauri	Add/modify/delete and show thesauri
Personal info	
Change password	Allow current user to change password
Change user information	Allow current user to change user information
Administration	
User management	Add/modify/delete and show users
Group management	Add/modify/delete and show groups
Category management	Add/modify/delete and show categories
Harvesting management	Add/modify/delete/start/stop harvesting tasks
System configuration	Allows to change some system's parameters
Localization	Allows to change localized entities, like groups, categories etc

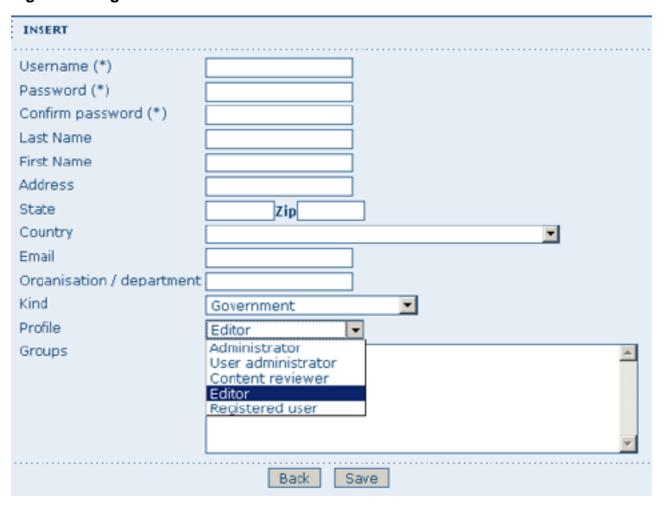
2. Click the button **Add a new user** to the Database (figure 8.3 b);

Figure 8.7. Figure 8.3 b

USER MANAGEMENT					
Username	Last Name	First Name	Profile	Operatio	on
admin	admin	admin	Administrator	Edit	
editor	Guest	Editor	Editor	Edit	Delete
reviewer	Guest	Reviewer	Reviewer	Edit	Delete
user	Guest	User	RegisteredUser	Edit	Delete
useradmin	Guest	Useradmin	UserAdmin	Edit	Delete
	E	ack Add	a new user		

3. Provide the **information** required for the new user (figure 8.3 c);

Figure 8.8. Figure 8.3 c



- 4. Assign the correct **profile**;
- 5. Assign the user to a **group**;
- 6. Click on Save (figure 8.3 c).

# **Appendix A. Glossary of Metadata Fields Description**

This glossary provides you with brief descriptions of the minimum set of metadata fields required to properly describe a geoghaphical data as well as some optional elements highly suggested for a more extensive standard description. Note: the **mandatory fields are in bold in the following list.** 

Metadata Elements	Description		
Access constraints	access constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations on obtaining the resource		
Abstract	brief narrative summary of the content of the resource(s)		
Administrative area	state, province of the location		
Temporal extent - Begin date	Formatted as 2007-09-12T15:00:00 (YYYY-MM-DDTHH:mm:ss)		
Character set	full name of the character coding standard used for the metadata set		
Grid spatial representation - Cell geometry	identification of grid data as point or cell		
City	city of the location		
Reference System Info - Code	alphanumeric value identifying an instance in the namespace		
Country	country of the physical address		
Data quality info	provides overall assessment of quality of a resource(s)		
Date	reference date and event used to describe it (YYYY-MM-DD)		
Date stamp	date that the metadata was created (YYYY-MM-DDThh:mm:ss)		
Date type	event used for reference date		
Delivery point address line for the location (as de 11180, annex A)			
Equivalent scale - Denominator	the number below the line in a vulgar fraction		
Data Quality - Description	description of the event, including related parameters or tolerances		
OnLine resource - Description	detailed text description of what the online resource is/does		
Descriptive keywords	provides category keywords, their type, and reference source		
Grid spatial representation - Dimension name	name of the axis i.e. row, column		
Grid spatial representation - <b>Dimension size</b> number of elements along the axis			
Dimension size Resolution	number of elements along the axis		
Distribution info	provides information about the distributor of and options for obtaining the resource(s)		
Geographic bounding box - East bound longitude			

## Glossary of Metadata Fields Description

	eastern-most coordinate of the limit of the dataset extent, expressed in longitude in decimal degrees (positive east)		
Edition	version of the cited resource		
Electronic mail address	address of the electronic mailbox of the responsible organization or individual		
Temporal extent - End date	Formatted as 2007-09-12T15:00:00 (YYYY-MM-DDTHH:mm:ss)		
Equivalent scale	level of detail expressed as the scale of a comparable hardcopy map or chart		
Extent	information about spatial, vertical, and temporal extent		
Facsimile	telephone number of a facsimile machine for the responsible organization or individual		
File identifier	unique identifier for this metadata file		
Vector spatial representation - <b>Geometric object</b> type	name of point and vector spatial objects used to locate zero-, one-and two-dimensional spatial locations in the dataset		
Vector spatial representation - Geometric object count	total number of the point or vector object type occurring in the dataset		
Geographic bounding box	geographic position of the dataset		
Grid spatial representation	information about grid spatial objects in the dataset		
Grid spatial representation - Resolution value	degree of detail in the grid dataset		
Grid spatial representation - Transformation parameter availability	indication of whether or not parameters for transformation exists		
Data Quality - Hierarchy level	hierarchical level of the data specified by the scope		
Identification info	basic information about the resource(s) to which the metadata applies		
Point of Contact - Individual name	name of the responsible person- surname, given name, title separated by a delimiter		
Keyword	commonly used word(s) or formalised word(s) or phrase(s) used to describe the subject		
Data Language	language used for documenting data		
Metadata - Language	language used for documenting metadata		
Data Quality - Lineage	non-quantitative quality information about the lineage of the data specified by the scope. Mandatory if report not provided		
OnLine resource - Linkage	location (address) for on-line access using a Uniform Resource Locator address or similar addressing scheme such as http://www.statkart.no/isotc211		
Maintenance and update frequency	frequency with which changes and additions are made to the resource after the initial resource is completed		
Metadata author	party responsible for the metadata information		
·			

## Glossary of Metadata Fields Description

Metadata standard name	name of the metadata standard (including profile name) used	
Metadata standard version	version (profile) of the metadata standard used	
OnLine resource - Name	name of the online resource	
Geographic bounding box - North bound latitude	northern-most, coordinate of the limit of the dataset extent expressed in latitude in decima degrees (positive north)	
Grid spatial representation - Number of dimensions	number of independent spatial-temporal axes	
Distribution Info - OnLine resource	information about online sources from which the resource can be obtained	
Point of Contact - Organisation name	name of the responsible organization	
Other constraints	other restrictions and legal prerequisites for accessing and using the resource	
Point of contact	identification of, and means of communication with, person(s) and organizations(s) associated with the resource(s)	
Point of contact - Position name	role or position of the responsible person	
Postal code	ZIP or other postal code	
Presentation form	mode in which the resource is represented	
OnLine resource - Protocol	connection protocol to be used	
Purpose	summary of the intentions with which the resource(s) was developed	
Reference system info	description of the spatial and temporal reference systems used in the datasetData	
Data Quality - Report	quantitative quality information for the data specified by the scope. Mandatory if lineage not provided	
Grid spatial representation - Resolution value	degree of detail in the grid dataset	
Point of contact - Role	function performed by the responsible party	
Geographic bounding box - South bound latitude	southern-most coordinate of the limit of the dataset extent, expressed in latitude in decimal degrees (positive north)	
Spatial representation info	digital representation of spatial information in the dataset	
Spatial representation type	method used to spatially represent geographic information	
Data Quality - Statement	general explanation of the data producer's knowledge about the lineage of a dataset	
Status	status of the resource(s)	
Supplemental Information	any other descriptive information about the dataset	
Temporal Extent	time period covered by the content of the dataset	
Titel	name by which the cited resource is known	
Topic category code	high-level geographic data thematic classification to assist in the grouping and search of available geographic data sets. Can be used to group keywords as well. Listed examples are not	

## Glossary of Metadata Fields Description

	exhaustive. NOTE It is understood there are overlaps between general categories and the user is encouraged to select the one most appropriate.	
Grid spatial representation - Transformation parameter availability	indication of whether or not parameters for transformation exists	
Vector spatial representation - Topology level	code which identifies the degree of complexity of the spatial relationships	
Туре	subject matter used to group similar keywords	
URL	URL	
Use constraints	constraints applied to assure the protection of privacy or intellectual property, and any special restrictions or limitations or warnings on using the resource	
Vector spatial representation	information about the vector spatial objects in the dataset	
Voice	telephone number by which individuals can speak to the responsible organization or individual	
Geographic bounding box - West bound longitude	western-most coordinate of the limit of the dataset extent, expressed in longitude in decimal degrees (positive east)	

## **Appendix B. ISO Topic Categories**

Isotopic Categories and Keywords

Isotopic Category	Маін Торіс	Examples	Keywords
Base Maps	Base Maps, Scanned Maps, and Charts		Возе Мор
Biota	Biologic and Ecologic Information Flora and/or ferma in netwal environment	wildlife, vegetation, biological sciences, ecology, wildemess, sea life, wetlands, habitat	
Boundaries	A dministrative Legal land descriptions and Political Boundaries	political and administrative boundaries	Administrative boundaries,
Climatology Mateorology Atmosphere	cloud cover, weather, climate, atmospheric conditions, climate change, precipitation		NDVI, Drought, Flands
Earth Cover	Earth Surface Characteristics and Land Cover		Land Cover
Есопошу	Business and Economic Information, Economic activities, conditions and employment	production, labour, revenue, commerce, industry, tourism and ecotourism, forestry, fisheries, commercial or subsistence hunting, exploration and exploitation of resources such as minerals, oil and gas	
Elevation	Elevation and Derived Products, Height above or below sea level	altitude, bathymetry, digital elevation models, slope, derived products	Digital Elevation Model
Euriroument	Environmental Monitoring and Modelling, Environmental resources, protection and conservation	environmental pollution, waste storage and treatment, environmental impact assessment, monitoring environmental risk, nature reserves, landscape	
Farming	A griculture and Farming Rearing of animals and/or cultivation of plants	agriculture, irrigation, aquaculture, plantations, herding, pests and diseases affecting crops and livestock	Agriculture, Crop Production, Livestock
Geoscientific Information	Geologic and Geophysical Information, Information pertaining to earth sciences	geophysical features and processes, geology, minerals, sciences dealing with the composition, structure and origin of the earth's rocks, risks of earthquakes, volcanic activity, landslides, gravity	

		information, soils, permafrost, hydrogeology, erosion	
Heafth	Human Health and Health, health services, human ecology, and Disease safety	disease and illness, factors affecting health, hygiene, substance abuse, mental and physical health, health services	Malnutrition, Wasting, Stunting, Underweight, Food Deficit, Crop Disease, Livestock Disease,
Imagery	Images and Photographs		
haagery Base Maps Earth Cover	Base maps	land cover, topographic maps, imagery, unclassified images, annotations	
fuland Waters	Inland Water Resources and Characteristics, Inland water features, drainage systems and their characteristics	rivers and glaciers, salt lakes, water utilisation plans, dams, currents, floods, water quality, hydrographic charts	Rivers,
Intelligence Military	Military bases, structures, activities	barracks, training grounds, military transportation, information collection	
Location	Geodetic Networks Positional information and services and Control Points	oddresses, geodetic networks, control points, postal zones and services, place names	Cartography
Oceans	Ocean and Estuarine Resources and Characteristics(excluding inland waters), Features and characteristics of salt water bodies	tides, tidal waves, coestal information, reefs	
Planning Cadastre	Cadastral and Legal Land Descriptions Information used for appropriate actions for future use of the land	land use maps, zoning maps, cadestral surveys, land ownership	
Recreation	Tourism and Recreation		
Society	Society and Cultural and Demographic Information, Characteristics of society and cultures	Settlements, anthropology, archaeology, education, traditional beliefs, manners and customs, demographic data, recreational areas and activities, social impact assessments, crime and justice, census information	Vulnerability, Barly Warning, Emergency, IDPS, Refugees, Population, Poverty, Food Security, Regional Bureaux, WFP Facilities School feeding
Structure	Facilities, Man-made construction, Buildings and Structures	buildings, museums, churches, factories, housing, monuments, shops, towers	
Transportation	Transportation Means and aids for conveying persons and/or goods, Networks and Models	roads, airports/airstrips, shipping routes, tunnels, nautical charts, vehicle or vessel location, aeronautical	Infrastructure, COMPAS Food Aid, Food Beneficiaries, Railways, Roads, Shipments

		charts, railways	
Utilities Communication	Utility Distribution Networks, Energy, water and waste systems and communications infrastructure and services	hydroelectricity, geothermal, solar and nuclear sources of energy, water purification and distribution, sewage collection and disposal, electricity and gas distribution, data communication, telecommunication, radio, communication networks	

# Appendix C. Free and Open Source Software for Geospatial Information Systems

A range of geospatial related software packages can be implemented in addition to GeoNetwork opensource to deploy a full Spatial Data Infrastructure. Within the range of Free and Open Source Software (FOSS) solutions, these may include Web Map Server software, GIS desktop applications and Web Map Viewers.

Below you will find some examples of open source software available for each categories. Note that the FOSS in following list are downloadable from the Sourceforge web site http://www.sourceforge.net.

#### Web Map Server software:

MapServer (All)\*

MapGuide (Windows & Linux)

#### **GIS Desktop software:**

GRASS (All)\*

gvSIG (Windows & Linux)

uDIG (All)\*

OSSIM (Windows & OSX)

Quantum GIS (All)\*

#### Web Map Viewers:

OpenLayers (All)\*

MapBender (All)\*

MapBuilder (All)\*

Ka-Map 1.0b1 (All)\*

<sup>\*</sup> All = Windows, Linux and Mac OS X