**Purpose:**

This document describes how to create a metadata record within the GeoNetwork server. The desired thumbnail and any desired data files should already be available. If a link to a GeoServer WMS map is desired, this should also be in place.

The general description is thoroughly described in the GeoNetwork User’s Manual (<http://geonetwork-opensource.org/manuals/2.10.3/eng/users/GeoNetworkUserManual.pdf> ) at time of writing ).

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| **Step** | **Major Activity** | **References, Forms and Details** |
| 1 | Use a browser to connect to GeoNetwork | * If on the local computer, the address is usually <http://localhost:8080/geonetwork> |
| 2 | * Provide ID and password * The **Administration** tab should appear next to the **Home** tab | * The ID and PW is required to access administrative functions, and specifically the <edit> tab at the bottom of each metadata search result. * The default ID/PW is admin/admin |
| 3 | Select “new metadata”   * Choose template – generally a iso19139 variant * Choose a group | * The metadata record will open in edit mode |
| 4 | Complete the Information section   * Enter as many responses as possible * Fields with small red stars require a response | * Defer the “graphic overview” response to step 7 below; it will be done separately. * Theme and place keywords should follow the ICAN recommendations (330-F02) if it is desired to connect to the ICAN network. |
| 5 | Complete the Distribution section   * There are online options for   + link to an external website   + link to data files   + link to an external map server (such as geoserver or mapserver) | * these online options \*are\* optional but desirable |
| 6 | Complete the Reference and Metadata sections | * these are not optional |
| 7 | Thumbnails are optional but desirable:   * Select the <Other actions> tab at the top of the screen   Select <Thumbnails> | A large and small thumbnail is needed. The images **can** be different, but most often they are the same. The small image is displayed with the search results; the large image opens when the small image is clicked upon. |
| 8 | * Browse for the **large thumbnail** * If the same image is being used for the small, check the <Create small> box | * GeoNetwork can automatically create a small image of the larger one. |
| 9 | * Click <add> * After a few-seconds delay, the desired images should appear * click <Back to editing> or <Delete> and redo the selection(s) | * The same URI is generated as for the metadata, and the images are tagged with the original image name for the larger, and a suffix <\_s> for the smaller |
| 10 | Data transfer option section is optional but desirable. The template has default protocols that may be used:  WWW:LINK-1.0-http—link  for web address  WWW:DOWNLOAD-1.0-http—download  for File for download  OGC:WMS-1.1.1-http-get-map  for OGC Web Map Service (ver 1.1.1) | There are many other protocols. These three options are very common:   * Use an external web hyperlink to provide more information, or to link to a data provider site for added acknowledgement * Use the download link to provide dataset(s) * Use the map protocol for local map display of data features and for Google Map display |
| 11 | Save the record |  |