**Purpose:**

To use GeoNetwork to update metadata to include a DOI (digital object identifier), and to automatically register the DOI with DataCite.

This presupposes that the settings have been modified to create production DOIs (process 344-20).

| **Step** | **Major Activity** | **References, Forms and Details** |
| --- | --- | --- |
| **1** | Log into the ‘Marine Data BC’ website. Enter username and password.  <https://soggy2.zoology.ubc.ca/geonetwork> | * Logon with Administrative privileges is required (Sign in tab) |
| **2** | Use the search menu to locate the record in which you are interested. | * The record can either be searched by name or by category. * Alternatively, all records can be viewed by going through the pages manually. |
| **3** | Initiate a DOI Creation Request   * click ‘Manage Record’ * click ‘DOI creation request’. * assign the task to a senior administrator | * The final task action is usually someone senior * a completion date is suggested to be included * Adding a short message regarding what the site registrar should do is recommended. |
| **4** | If authorizing DOIs, navigate to:   * ‘admin console’ * ‘statistics and status’ * ‘versioning’ | * Should see one or more metadata awaiting DOI action. |
| **5** | Check Preconditions for possible errors   * click ‘Check Preconditions’ | * Tab will change colour. If   + green – no errors   + amber – need updating   + red – errors to resolve * If there are errors, refer to form 344-F10 for guidance, and resolve * proceed only when tab in step 5 becomes ‘green’ |
| **6** | When no errors are indicated  click ‘Create DOI’ | * after a pause for DOI generation, two extra tabs will appear   + DOI with a ‘link’ symbol – the link that can be distributed to others as a reference * DataCite metadata – the metadata held in the DataCite Registry. It may be checked for validity. |