**Purpose:**

This document describes how to load metadata into a GeoNetwork server.

The general description is thoroughly described in the GeoNetwork User’s Manual (search web for the latest version: “GeoNetwork User Manual”). This process is to provide an abbreviated step-by-step.

| **Step** | **Major Activity** | **References, Forms and Details** |
| --- | --- | --- |
| 1 | Use a browser to connect to GeoNetwork | * Path must be known |
| 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 |
| 3 | * Click the **Administration** tab * Click on the **Metadata insert** tab | * The metadata insert section allows insertion of   + an individual metadata record in xml format, or   + one or more metadata records (optionally plus thumbnails and data files) in a batch load. * This latter format is called **metadata exchange format** (mef), and is a structured zip file. This is a recommended input format. |
| 4 | * Select the mode:   + File or   + Copy/Paste |  |
| 5 | * If File, select   + Single File, or   + MEF * Browse local storage for desired file, and select |  |
| 6 | * Select desired Import action:   1. No action on import   2. Overwrite metadata with same UUID   3. Generate UUID for inserted metadata | 1. Normal situation 2. Used if replacing metadata after some changes 3. Used if for some reason there is an existing record with the same UUID and a different metadata record is desired to be loaded. This can happen if a metadata record is being cloned, then slightly modified. This is not a preferred action, but can occur. |
| 7 | * If a single metadata record is being added, then select   1. Stylesheet   2. Validate   3. kind   4. group   5. category * if MEF, these choices are already determined in the MEF info.xml | 1. Normally **none** 2. Useful to **check** to thoroughly determine metadata validity. The server applies schematron checks that are in addition to the schema validation. 3. Normally **metadata** 4. As desired, from the choices previously established 5. Normally **dataset**, although many choices are possible |
| 8 | * **Insert** record | * Often this can take seconds to many minutes. You should look for a subtle “beeble” indicator indicating the application is actively working. |
| 9 | * If error, change   + metadata record, or   + change the choices * re-enter |  |