**Purpose:**

How to find and fix metadata errors

| **Step** | **Major Activity** | **References, Forms and Details** |
| --- | --- | --- |
| 1 | Sign in to GeoNetwork |  |
| 2 | Search for a desired record with one or more words from the title   * Desired record should be listed | Depending on specificity, more than one record may appear |
| 3 | Enter ‘edit’ mode. Either   * Using the search results, click on the ‘pencil’ icon at the bottom of the record, OR * Click on the record title to open the record, then click on the ‘edit’ tab at the top of the record |  |
| 4 | In metadata edit mode, click on "validate".  When the process continues, you will see a success summary for each of the four main categories. | Four main categories   * (Schema validation * Schematron validation / GeoNetwork recommendations, * Schematron validation for ISO 19115(19139), * URL Validation).   Hopefully, all green or blue. |
| 5 | If errors, click on the "thumbs-down" (see "orig" png).  The errors will be revealed in red.  If you hover over each error description, the location will appear in black text. | This location is in xpath, so a number like [2] means the second occurrence of the preceeding path. |
| 6 | Switch to xml display and make a copy of the record:   * Highlight the xml * Copy * Paste into a text editor * save | Creates a backup copy just in case something goes amiss when editing |
| 7 | Move to the troublesome location.  If possible do a compare and contrast with sections that pass validation to determine how to fix.   * Do the correction * save the record in GeoNetwork * do another validation | Often, need reference to ISO standards to resolve errors.   * 19115 Metadata * 19157 Data Quality |
| 8 | Repeat step 7 until no errors |  |