

VITO

BELAIR dataprovider manual

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Belair dataprovider Manual

Workflow

In order to publish data on the geoportal, the following workflow is implemented:

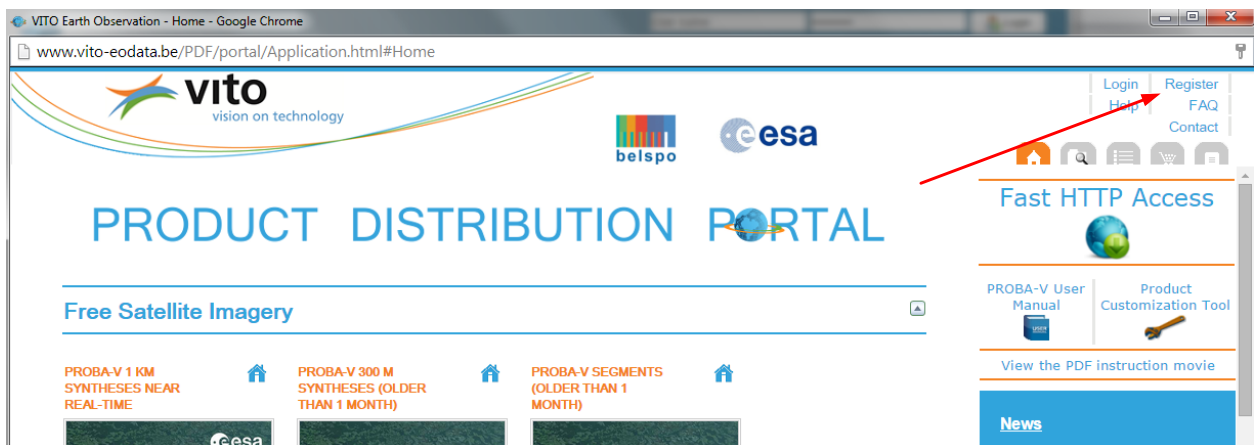
- 1) Register on <http://belair.geoportal.vgt.vito.be/geonetwork> and send an e-mail to belairgeoportal@vgt.vito.be to become a service provider.
- 2) The VITO administrator grants the rights to the user to be a BELAIR data provider.
- 3) The provider uploads the data to the owncloud server on <http://belair.geoportal.vgt.vito.be/owncloud/>
- 4) Next he/she will create a metadata file and add the link from owncloud to the metadata
- 5) Setting user permissions on the data
- 6) Finally, the provider submits the metadata
- 7) The administrator (VITO) checks whether the metadata is correct and complete.
- 8) The administrator approves the metadata. From this moment the product is visible on geoportal and can be downloaded.

1) Register

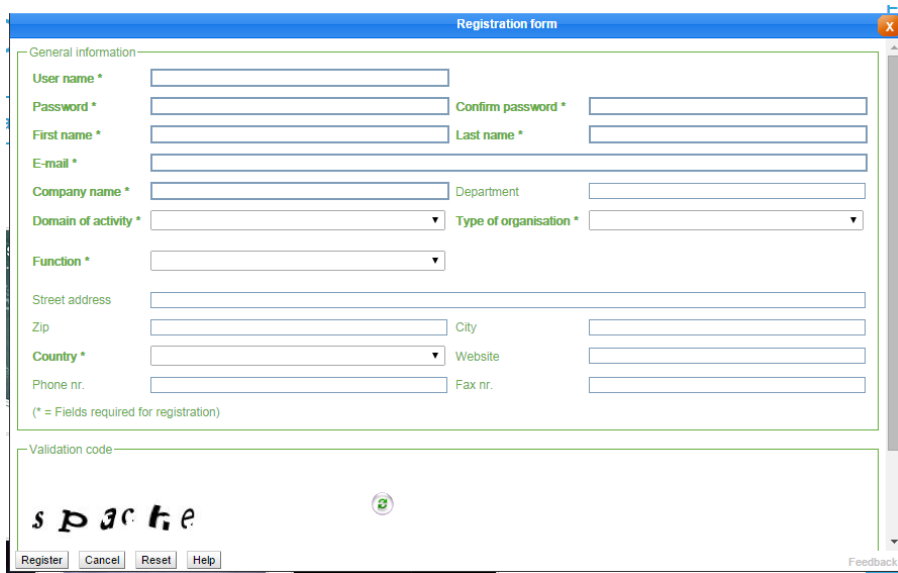
1. Click the register button located at the upper right corner of the screen:



2. You will be redirected to a general registration website. Please click the registration button located at the upper right corner of the new screen. It is possible that your popup blocker will prevent opening the new website, so if nothing happens please check the popup blocker.



3. Fill in the registration form and click register.

A screenshot of a web browser displaying a registration form titled "Registration form". The form is divided into two main sections: "General information" and "Validation code". The "General information" section contains several input fields: "User name *", "Password *", "Confirm password *", "First name *", "Last name *", "E-mail *", "Company name *", "Department", "Domain of activity *", "Type of organisation *", "Function *", "Street address", "Zip", "City", "Country *", "Website", "Phone nr.", and "Fax nr.". There are also dropdown menus for "Domain of activity" and "Type of organisation". A note at the bottom of this section states "(* = Fields required for registration)". The "Validation code" section shows a CAPTCHA image with the text "s p a c e" and a small circular icon. At the bottom of the form are buttons for "Register", "Cancel", "Reset", and "Help". A "Feedback" link is visible in the bottom right corner.

4. An e-mail will be send for confirmation. Activate your account by clicking on the link.
5. From now on you can login using your new account

A screenshot of the BELAIR portal login page. The page has a blue header with the BELAIR logo on the left and a navigation bar on the right containing "User name", "Password", "Login", "Register", "Password forgotten", and "Contact Us". Below the header is a main content area with a "Home" button and a "Product list" button. A red arrow points from the "Register" link in the navigation bar to the "User name" input field. At the bottom, there is a "Filter" section with a "0 Selected" dropdown and an "Other actions" dropdown.

2) Wait for access rights

After registration users have to wait for uploading data until the Belair administrator grants the rights for the new created users. Without extra rights users can login to the portal but cannot create/edit metadata or upload data to the owncloud server.

Send your username (not your password!) to belairgeoportal@vgt.vito.be to become a dataprovider. Also mention the BELAIR site(HESBANIA, SONIA, LITORA) where you want to provide data for.

3) Upload data to owncloud

Each provider gets some personal space on the owncloud server to upload the data to. Owncloud is accessible via <http://belair.geoportal.vgt.vito.be/owncloud/>, the same login as the portal is used.

After logging in, several folders will appear on the screen. An example of the screen is printed below.



Private folder: This is your personal folder used to host your own private data. Permissions on this folder and subfolders are administrated by the dataproviders themselves. Typically, here you will store temporary data that you will share with user X and/or Y. When the data is in its final state and ready to be downloaded by the public, it should be moved to the general folders(LITORA 20xx, SONIA 20xx, HESBANIA 20xx)

Shared folders : If you are, for example, a LITORA dataprovider, you will see LITORA 20xx folders on your screen. These folders contains all the data that should be accessible by all LITORA project partners. All LITORA partners are having read and write permissions on this folder. It will be invisible for all other users (in this example also SONIA and HESBANIA dataproviders) .

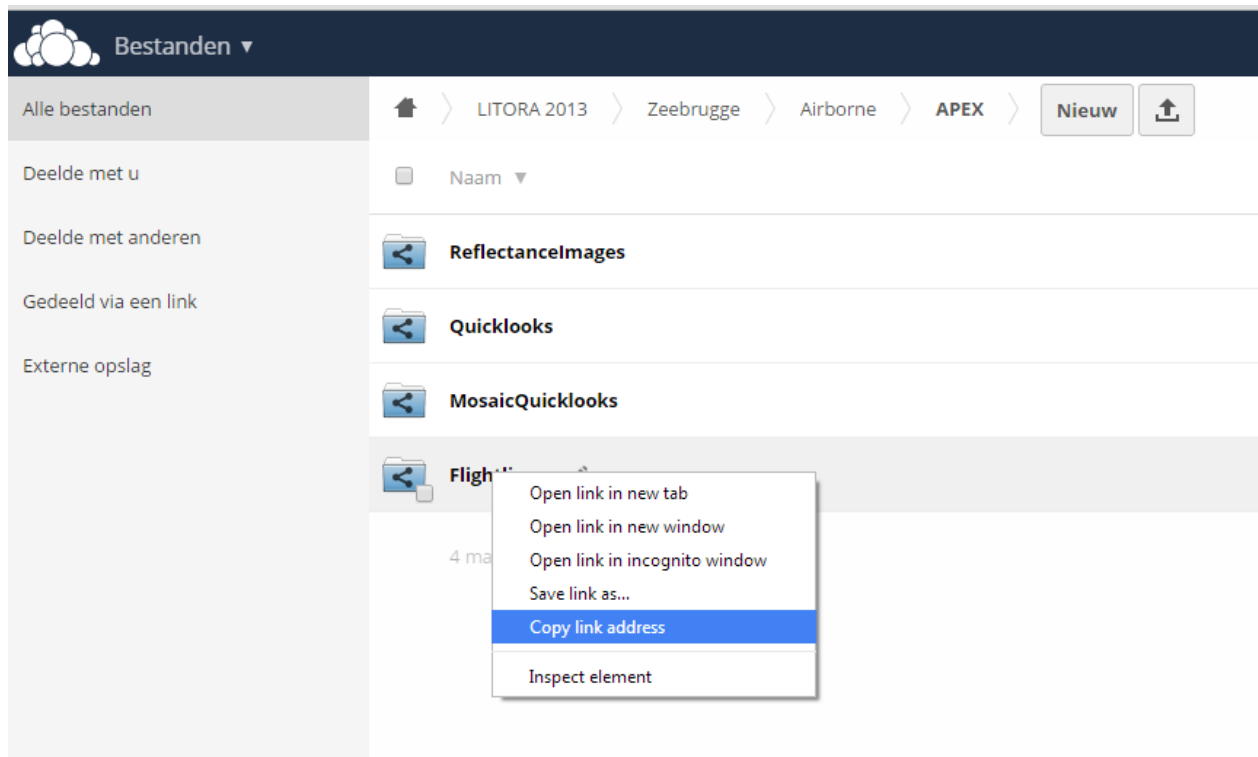
All other folders (in this example 2013_Zeebrugge_measurement-X) are read-only folders shared with you.

More info about using owncloud can be found at https://doc.owncloud.org/server/7.0/user_manual/

Getting the download link from owncloud

In future sections you will read how the metadata should be created. At some moment you need to fill in the download links in the metadata, the following section let you see how to get the right URL.

After the data was uploaded to owncloud, navigate to the directory where the data is located. With the right mouse button you press on the folder/file you want to share and click the 'copy link address'(chrome). This URL should be pasted in the metadata later on. If you select a file: users will automatically download the file after clicking the URL. If you select the folder: people will be redirected to the folder on owncloud where they can select the file(s) to download by themselves.



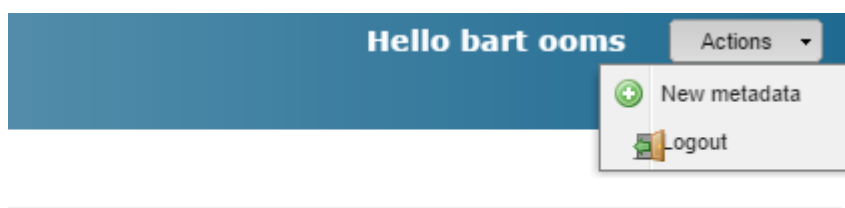
4) Creating metadata

There are two ways to create metadata:

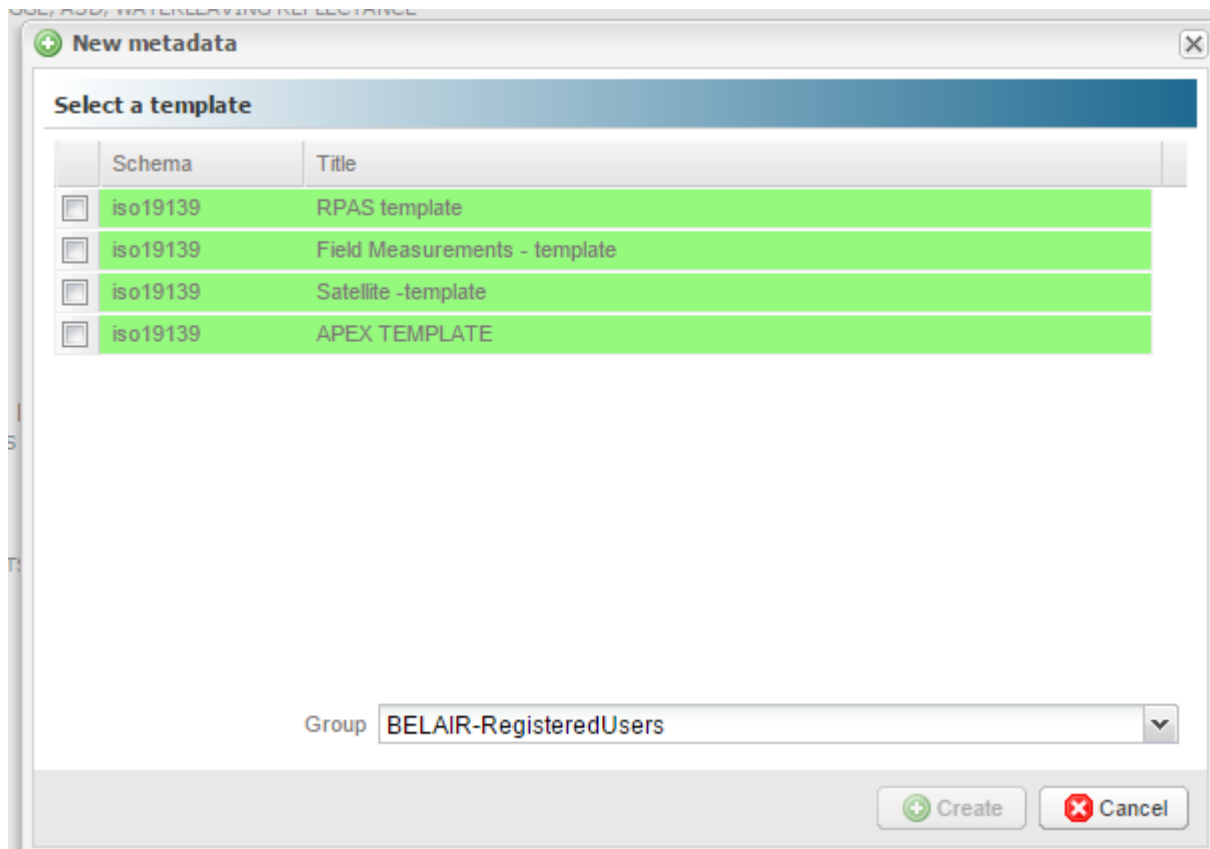
- Start from a BELAIR template file. Use this the first time you add a product to the Geoportal.
- Copy & paste an existing metadata record and adapt this. Use this if you upload products which are similar to existing products

Create from template

A data provider can use the BELAIR Geoportal <http://belair.geoportal.vgt.vito.be/geonetwork/> to edit metadata, and hence publish his products on the Geoportal. This needs to be done for each product/service which you like to publish on the geoportal. On the geoportal, authenticate with your username. If you are a data provider, you can select the option 'New metadata' from the 'actions' menu item in the upper right corner.



In the next dialogue, select one of the templates and click on the 'create' button.



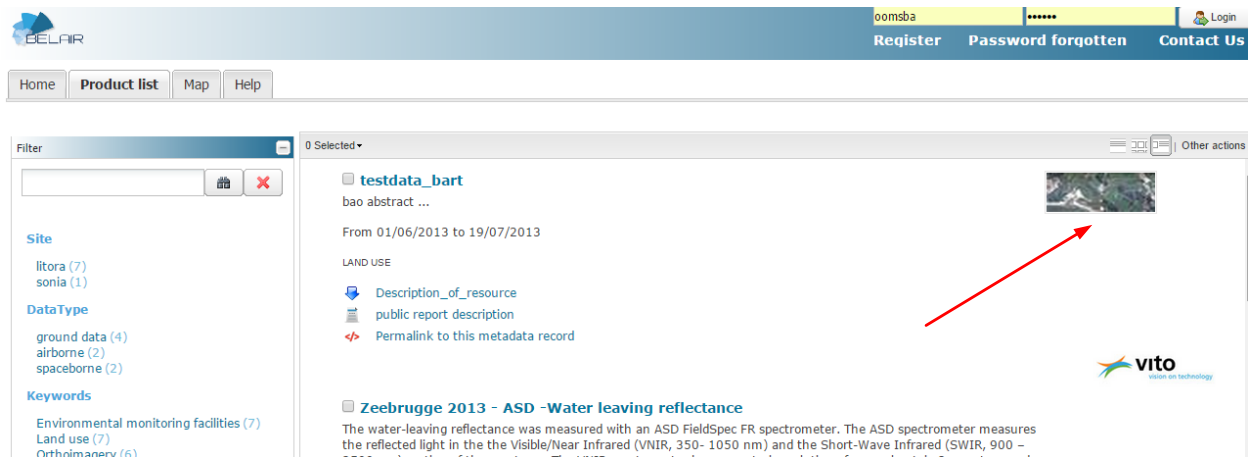
Now the metadata editor can be used. Most of the values are prefilled if you start from the template. You can change these prefilled values if needed. Some values are empty and optional. Only provide values, if you are familiar with these & know which information should be provided.

Fields which are marked with an asterisk (*) are mandatory. Most of the fields should be selfexplanatory. However in the template some suggestions are given & on the right pane, a help will give further explanations.

Some specific points of attention:

- **Title dataset(serie)** : The title field is directly visible in the search result, for that it is one of the most important fields to fill in.
- **Dataset serie identifier** : Change the unique identifier so that every metadata file has a unique id. You can generate a complete new one using the following website:
<https://www.uuidgenerator.net/>
- **Abstract** : This field is also directly visible in the search results. It should contain more detailed info about the metadata.
- **Point of contact**: select here a value from the 'suggestions' list; as a consequence the logo of your organization will appear on the geoportal for this record. Please further fill in all details on your organization. If the company name is not in the list, please send an e-mail to belairgeoportal@vgt.vito.be

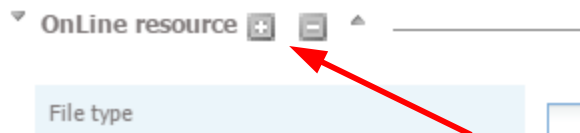
- **Graphic Overview:** this is a thumbnail which will appear on the portal for your product.



Please use a small png/jpg/gif (no tiff) for proper display on each browser. You can enter a URL (as filename) if you have published the thumbnail on an HTTP-server or you can upload a file from your computer using the 'add thumbnail' link.

- **Descriptive keywords** 'BELAIR Sites', 'BELAIR DataTypes' and 'BELAIR Campaigns': select a value from the list. If you need another value in these list, please contact VITO on belairgeoportal@vgt.vito.be.
- **Descriptive keywords** 'GEMET': please change these values only if you're familiar with it.
- **Transfer options – Online resource:** here you reference data files which users can download from the Geoportal. => only authenticated users can see the data.
 - o Filetype:
 - Datafile: this is the actual data
 - Report: this can be a validation report, User manual, ...
 - Documentation: Use this for general documentation.
 - o Protocol:
 - Google Earth KML service : The KML file will be visualized on the geoportal mapviewer
 - OGC-WMS Web Map Service : If some data should be visualized via WMS you should provide a valid geotiff or ESRI shape files together with an SLD file. For more information please contact belairgeoportal@vgt.vito.be
 - URL from ownCloud or other server: select this value if you uploaded your datafile/report on ownCloud or any other HTTP server. In the next field 'URL' you can specify this URL. Please see section '4)Getting the download link from owncloud' to get the valid URL.
 - File for download through FTP: if the data is on a FTP-server
 - o Name of resource: this can be a filename or a layer name in case of a WMS resource.
 - o Description: this text will appear on the geoportal, allowing users to download the resource.

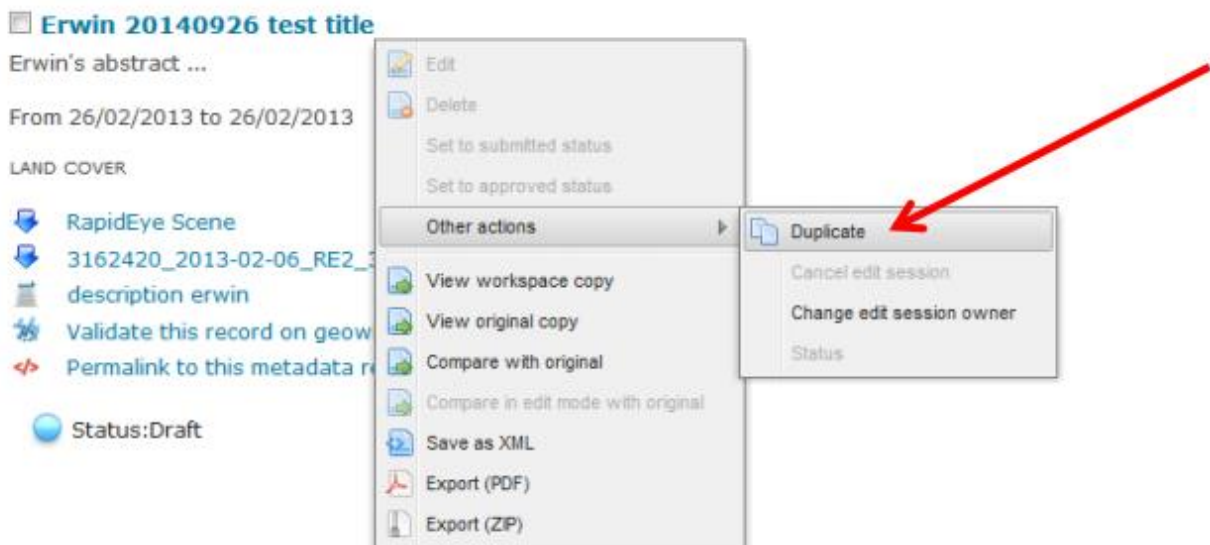
More online resources can be added/removed by pressing the '+' or '-' button.



If you want to add more metadata which you cannot assign to a specific field, contact belairgeoportal@vgt.vito.be.

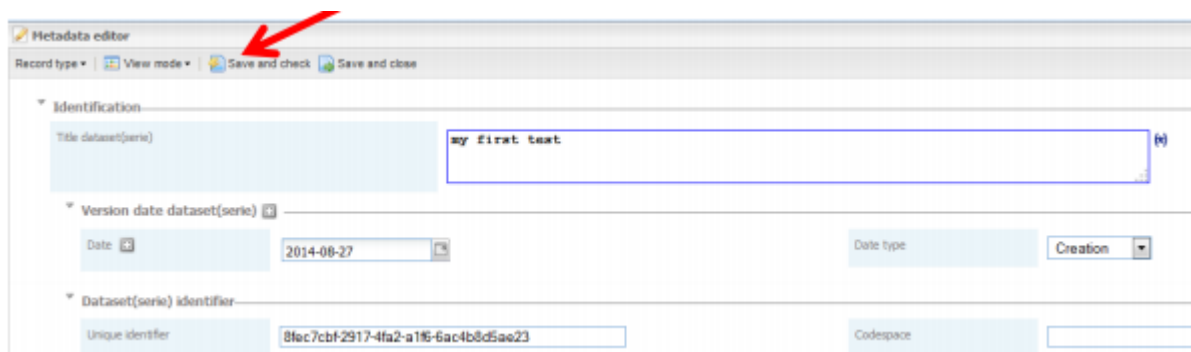
Create a new record by duplicating metadata

If you need to upload several similar products, you don't need to start from the template again. You can simply copy an existing metadata record instead. Therefore, navigate on the geoportal in the 'product list' TAB to a specific metadata record => other actions => duplicate. Then proceed as described in the previous section.



Validate metadata

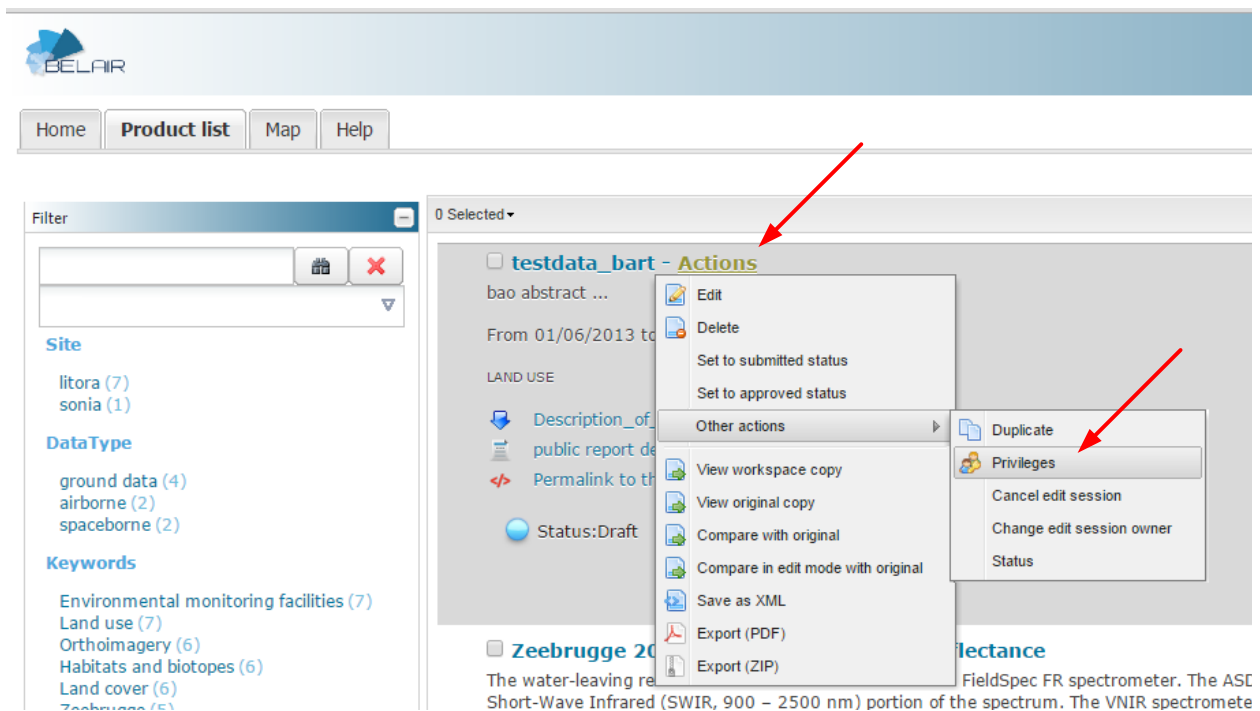
After editing your metadata record, click on the 'save and check' button in the upper menu of the metadata editor.



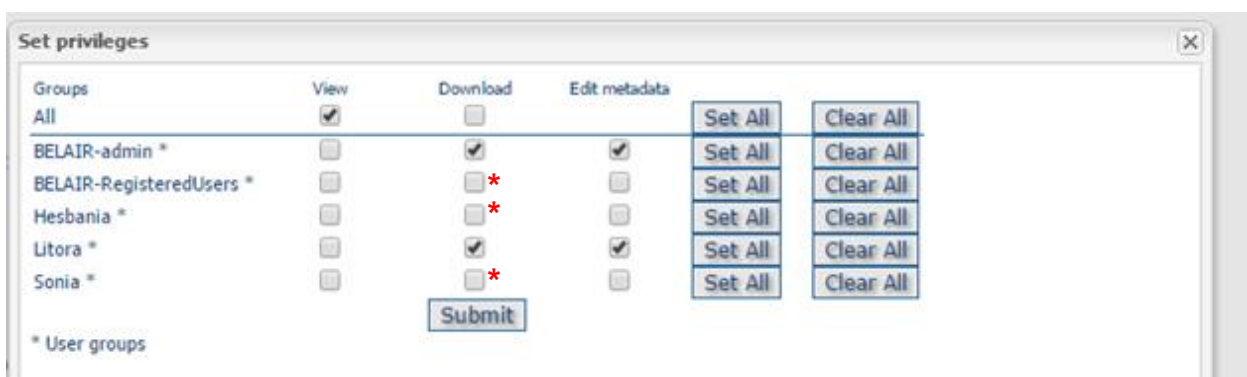
Please check in the right pane for errors & correct accordingly. If you don't find the issue, then VITO will support you: select 'save and close' and proceed with the next step in section to submit your metadata to the VITO administrators.

5) Setting user access

Data providers have to grant other users/groups to view and/or download their metadata. To do that click on Actions=> other actions => Privileges:



The following screen will appear:



In this example the permission settings for a LITORA metadata file are implemented. We can translate above settings into the following set of rules:

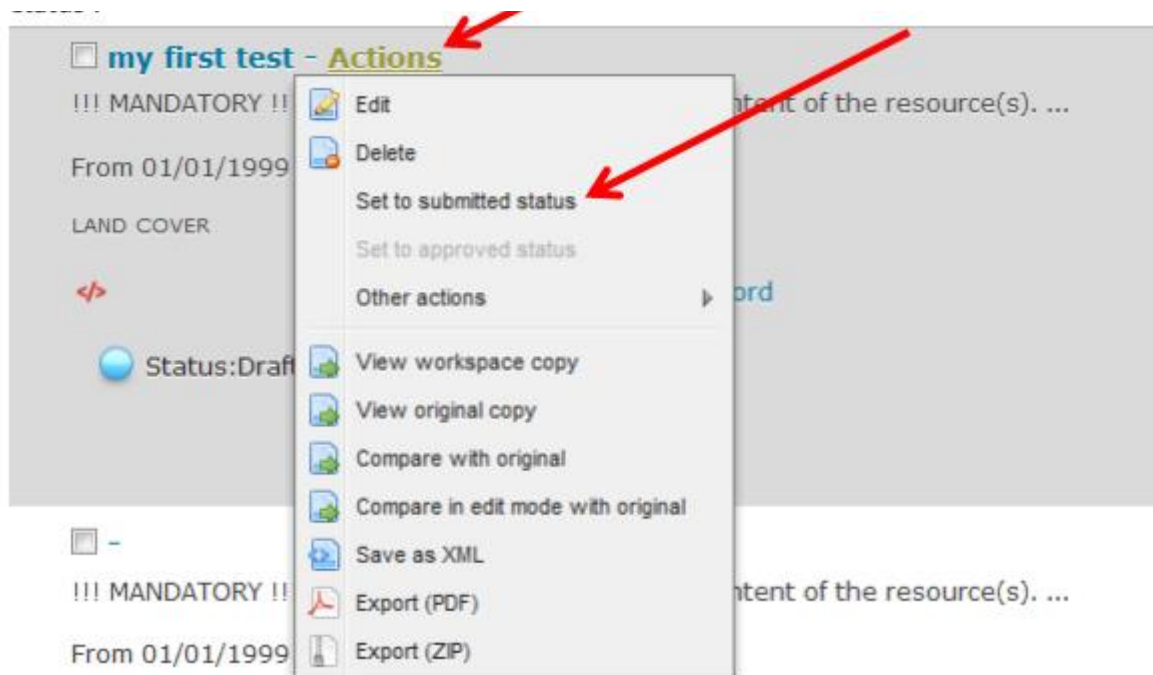
- All users can view the metadata even if they are not logged in.
- All partners belonging to the LITORA group can download the data and can edit the metadata

- The BELAIR admin user can download data and edit the metadata.
- SONIA and HESBANIA users can only view the metadata

* After 2 years, when the data becomes public, the fields marked with ‘*’ can be selected to grant registered users for downloading the data. Be aware that the owncloud data directory also needs to be shared with this users.

6) Submit metadata for publishing

When you are still authenticated as data provider, you’ll see your metadata record in the catalogue. At this moment, no other users see your new records. The final step is to submit this record: click on ‘actions’ next to the title of your metadata record and select ‘Set to submitted status’.



As a result, the VITO administrators will be notified & take action to check, validate & publish your record. As a good practice, please send also an e-mail to the VITO administrators on belairgeoportal@vgt.vito.be

When applicable, VITO can also publish your data on a WMS layer for viewing. Please send an e-mail to belairgeoportal@vgt.vito.be for this.