

# **UK Location**

## **Metadata Editor v2**

User Guide

Version 1.0  
July 2014



## Introduction

The Metadata Editor enables data publishers to produce the metadata records in GEMINI2 format, suitable for collection/harvest into data.gov.uk, fulfilling the INSPIRE obligations for location data.

There are other ways to create and publish location records in GEMINI2 format, for example with specialist GIS software, but the Metadata Editor aims to be the simplest way for data publishers in the UK.

In normal usage of the Metadata Editor, someone from a data publisher registers on the Metadata Editor website, imports existing records or creates records in a web form, validates them for INSPIRE/GEMINI2 and optionally publishes them onto a WAF, ready to be harvested into data.gov.uk. The website aims to be self-explaining, but this guide provides a walk-through of these processes to give an overview.

Note: the Metadata Editor is not suitable for non-location data. For this case, please refer to the 'User Guide for Editors and Administrators' in the data.gov.uk Library.

For more context and explanation of INSPIRE, GEMINI2 records, harvesting and WAFs etc, please consult the wider UK Location guidance:  
[http://data.gov.uk/location/guidance\\_and\\_tools](http://data.gov.uk/location/guidance_and_tools)

## Versions

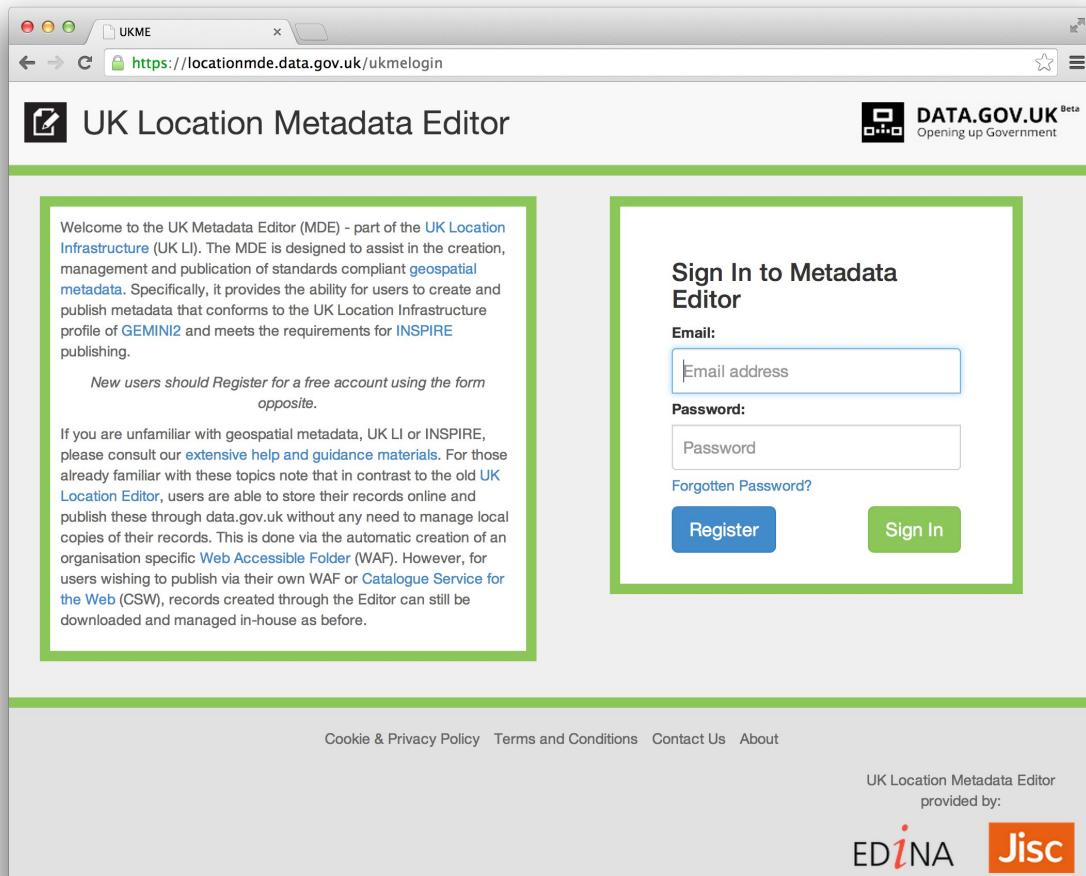
This guide covers the Metadata Editor that was relaunched in July 2014 and referred to as "Metadata Editor Version 2". It was developed by EDINA, University of Edinburgh and based on their pre-existing 'GeoDoc' editor.

The previous version of the Metadata Editor, "Version 1", based on Geonetwork and developed with Ordnance Survey, is no longer supported. The schemas that the Metadata Editor Version 1 used to validate the metadata became slightly out of date in March 2013 when data.gov.uk updated to GEMINI2 Schematron version 1.3 (from 1.2). However an archival of the Metadata Editor Version 1 remains to download from data.gov.uk's Library section. The use of this version is covered in "UK Location Metadata Editor User Guide", also still available from data.gov.uk's Library.

Note: Version 2 is supplied as an online service only, whereas Version 1 was supplied as both an online service and a download.

## User Registration

1. In your web browser enter the location: [locationmde.data.gov.uk](https://locationmde.data.gov.uk/ukmelogin)  
(Browsers supported: Internet Explorer 8+, Firefox, Chrome)



2. To create a new account, click "Register"

The screenshot shows a web browser window titled 'UKME' with the URL <https://locationmde.data.gov.uk/registration/newuser>. The page is titled 'NEW USER REGISTRATION'. It has two main sections: 'YOUR DETAILS' on the left and 'TO PRE-POPULATE METADATA FIELDS:' on the right.

**YOUR DETAILS:**

- Mandatory fields: Sign In Email\*, Password\*, Confirm Password\*, Organisation\*.
- Organisation dropdown note: If your organisation is not listed, please see [this guide](#).

**TO PRE-POPULATE METADATA FIELDS:**

- Published Email
- Role Name
- Organisation Address
- City
- Postcode
- Country
- Phone
- Fax
- Web Address

Below these fields is a note: 'Tick the boxes below to transfer these contact details to the corresponding fields of each new metadata record created:' followed by two checkboxes:

- Responsible Party (Who)
- Metadata Creator (Creator)

A green 'Submit' button is located at the bottom right of the form area.

3. Fill in your email address, provide a password and select your organisation.

The password is required to be strong. The form will accept passwords that are at least 8 characters, contains no words, dates, repetition or patterns. Ideally pick a mix of random letters, numbers and symbols.

The list of organisations comes from data.gov.uk's list, so if your organisation is not listed yet then you should use the Contact form, linked from the bottom of the page at data.gov.uk, to request it is added.

Completing the right-hand side is optional, but it is useful to enter details of your organisation if you are creating more than one record, to save you typing it multiple times later on.

Example completion:

**YOUR DETAILS:**

These fields are kept private and are not included in published metadata records.

**Mandatory \***

<b>Sign In Email *</b>	david.read@hackneyworkshop.com
<b>Password *</b>	..... Password Strength: Good
<b>Confirm Password *</b>	.....
<b>Organisation *</b>	Cabinet Office

If your organisation is not listed, please see [this guide](#).

**TO PRE-PUBLISH METADATA FIELDS:**

These fields are public when you publish a metadata record.

<b>Published Email</b>	data-helpdesk@cabinet-office.gov.uk
<b>Role Name</b>	Data Helpdesk
<b>Organisation Address</b>	Cabinet Office Data Helpdesk Room 3.32 1 Horse Guards Road
<b>City</b>	London
<b>Postcode</b>	SW1A 2HQ
<b>Country</b>	United Kingdom
<b>Phone</b>	
<b>Fax</b>	
<b>Web Address</b>	<a href="https://www.gov.uk/government/organisation">https://www.gov.uk/government/organisation</a>

Tick the boxes below to transfer these contact details to the corresponding fields of each new metadata record created:

Responsible Party (Who)  
 Metadata Creator (Creator)

**Submit**

4. It tells you that an activation email has been sent. This may take up to 40 minutes to arrive in your in-box. Also check your spam folder for it.

**UK Location Metadata Editor**

An email has been sent to david.read@hackneyworkshop.com. Please click on the link in the email to activate your account.

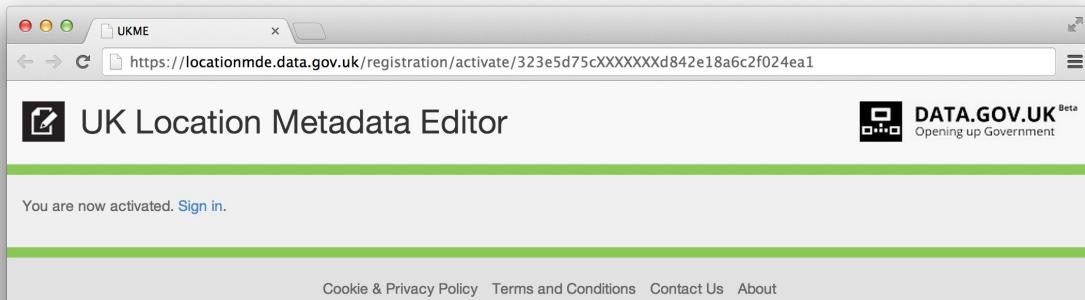
If you haven't received the email you can click [here](#) to send another.

If this email address is incorrect, you can amend it [here](#).

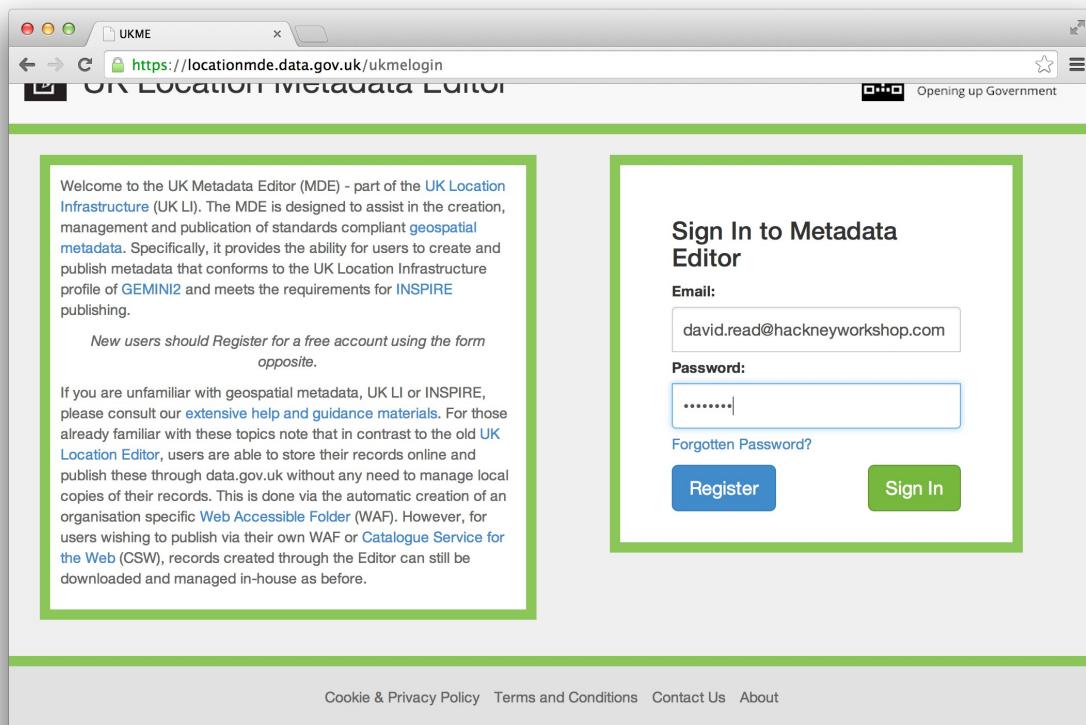
[Cookie & Privacy Policy](#) [Terms and Conditions](#) [Contact Us](#) [About](#)



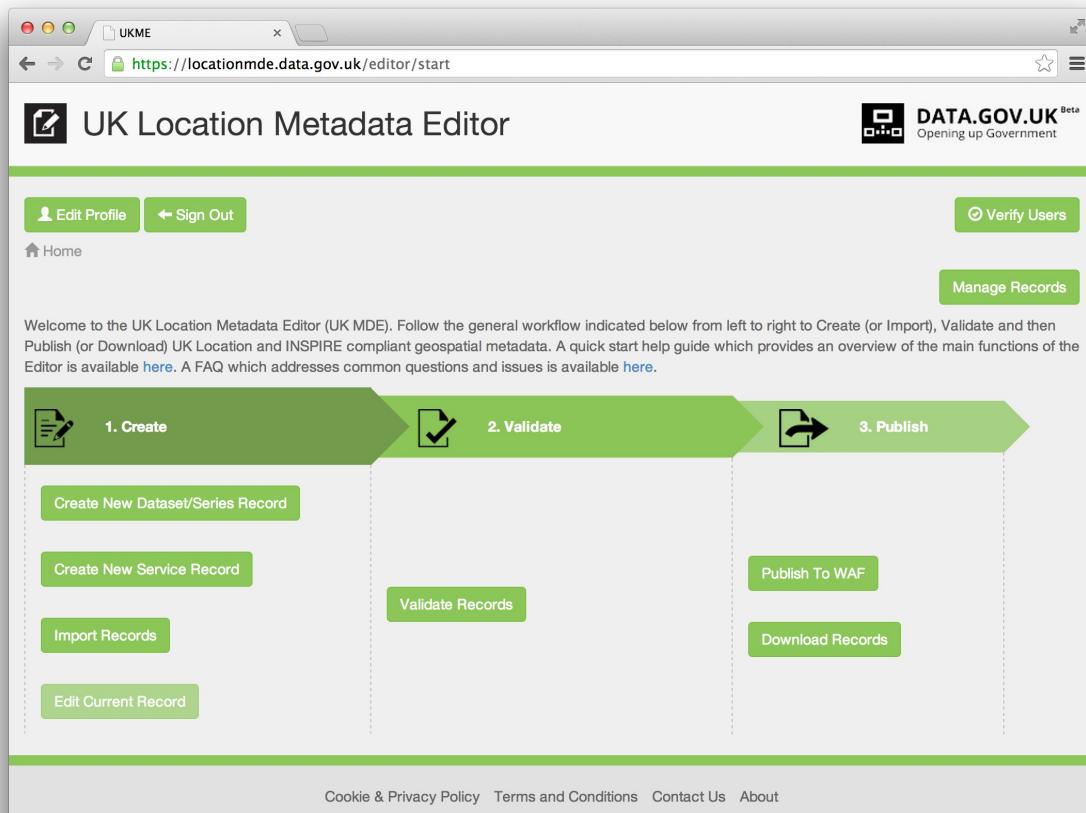
5. Clicking on the link in the email does the activation:



6. Click on "Sign in" to go to the login screen. Enter your email address and password and click "Sign in":



which takes you to the Home page as a logged in user:



## Verify Users

When there is more than one user account for a publisher then it is necessary for users (apart from the first one) to be 'verified'. This is to ensure that the wrong people can't publish datasets to data.gov.uk.

The first user to register on the Metadata Editor for a particular publisher is verified in a different way to the rest. This first user can register and publish to the publisher's WAF, but to have this harvested into data.gov.uk they need to use their corresponding data.gov.uk user account to set-up the harvest in data.gov.uk. So by using their 'verified' data.gov.uk account to set this up they are showing that their Metadata Editor user account is bone fide.

Subsequent users to register on the Metadata Editor for the same publisher need to be verified in the Metadata Editor by the first user to register, or other users verified for that publisher. So a chain of trust is built.

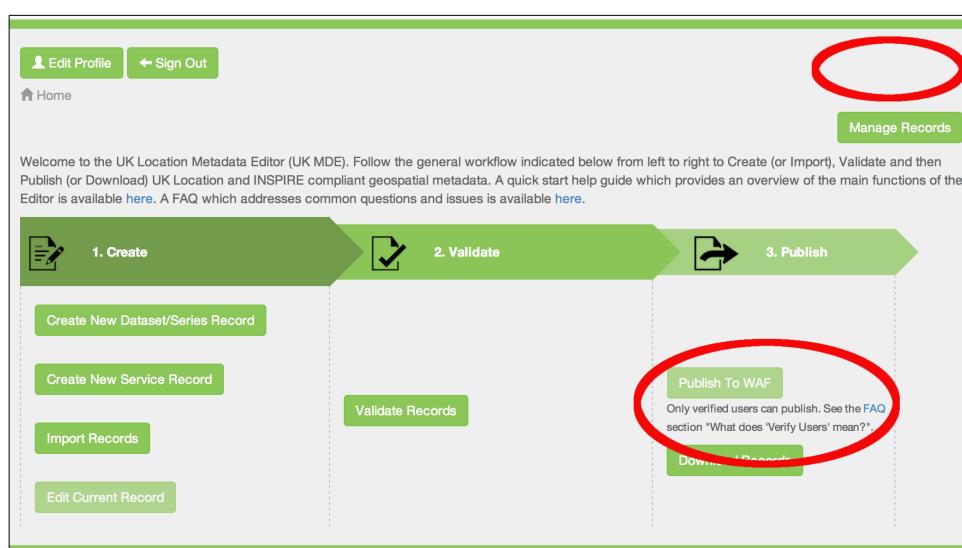
Should problems occur, such as no-one knowing whom is verified for a publisher, then the system administrators can be contacted to resolve things. See the section in this document called 'Support'.

### Verifying a user

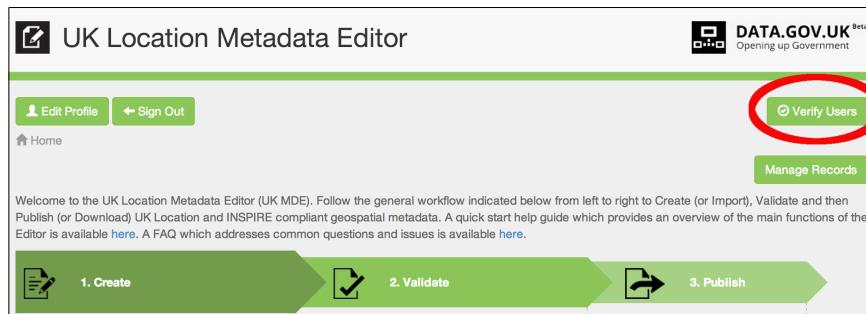
In this example:

- User "David" has registered under organisation "Cabinet Office". He is the first for Cabinet Office.
- User "John" registers afterwards, also under organization "Cabinet Office". However he needs to be verified before publishing to the Metadata Editor's Cabinet Office WAF.

1. John can see that he is unverified on the Home page by the absence of the "Verify Users" button and the disabling of the "Publish To WAF" button.



2. David logs in and clicks "Verify Users".



2. David finds John in the list, checks the box called "Approve" on the same row as John's email address and then clicks "Verify".

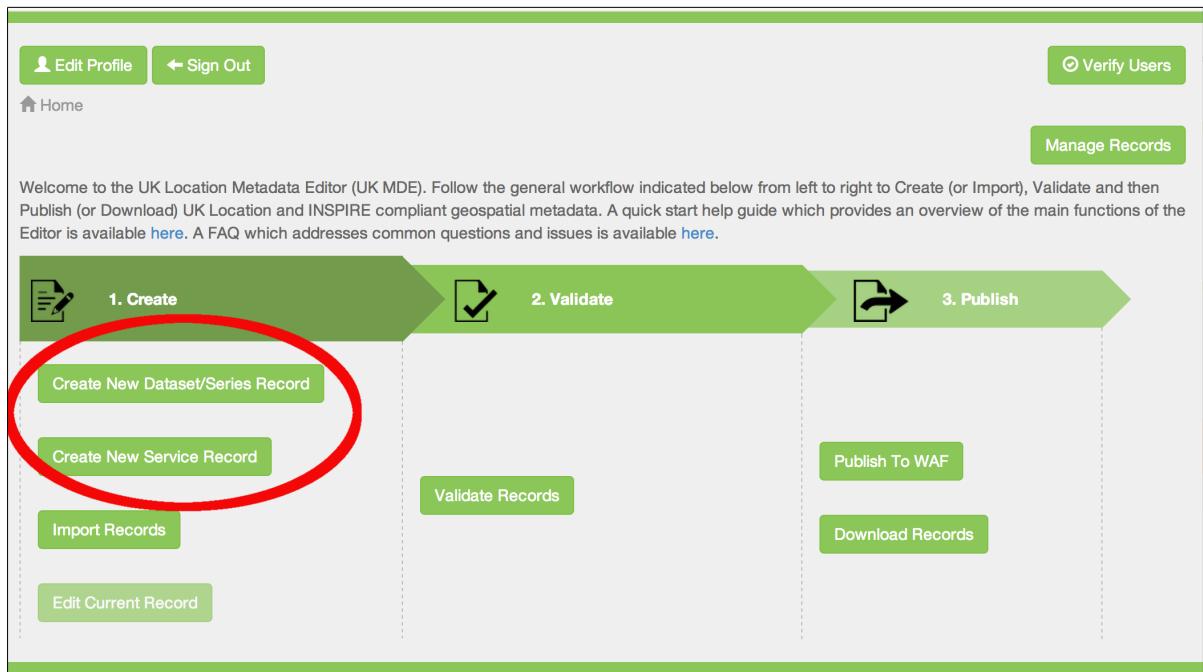
Email	Registration Date	Approve
john@hackneyworkshop.com	12:52 14/07/2014	<input checked="" type="checkbox"/>

Now John is verified and can publish.

## Create Metadata

A metadata record is created from scratch in this example.

1. From the home screen click on "Create New Dataset/Series Record" or "Create Service Record", depending on the type of record you want.



2. The blank form appears:

✖ Your GEMINI 2.2 record is currently incomplete. Click [here](#) for an error summary.

What	Quality	Where / When	Who	Access	Creator
① Resource Type:	<input type="text"/>				
① Title:	<input type="text"/>				
① Alternative Title:	<input type="text"/>				
<b>Unique Resource Identifier</b>					
① Code:	<input type="text"/>				
① Codespace:	<input type="text"/>				
<b>Dataset Reference Date</b>					
① Date Type:	<input type="text"/> Select code..				
① Date:	<input type="text"/>				
① Frequency of Update:	<input type="text"/> Select frequency..				
① Dataset Language:	<input type="text"/>				
① Topic Category:	<input type="text"/>				
① GEMET Controlled Keyword:	<input type="text"/>				
① Spatial Reference System:	<input type="text"/>				
① Abstract:	<input type="text"/>				
① Additional Information Source:	<input type="text"/>				
<input type="button" value="Save Complete Record"/> <input type="button" value="Save Incomplete Record"/>					

It is important to be aware that the fields that are not yet satisfactorily “complete” are shaded red and have a red exclamation mark icon next to them. When you start, several fields are in this state, because they are mandatory. In addition, whilst there are two buttons at the bottom of the form for Saving, only one is enabled at a time. Whilst the form there are these fields that are not “complete” then you can only “Save Incomplete Record”. Since there are several ‘tabs’ to this form, to keep track of fields that are “incomplete”, see the box at the top saying: “Your GEMINI 2.2 record is currently incomplete. Click [here](#) for an error summary.” Clicking on “[here](#)” shows a summary of all the fields that are incomplete.

When you have filled in these fields (across all tabs) and they are deemed “complete”, then all the red shading and icons will have gone and the “Save Complete Record” button will be enabled.

Be sure to “Save” regularly to avoid losing work in the event of a problem with your computer, internet connection or the website.

If you are unsure about what to put in a field, press the "?" icon to its left. That will bring up information about the INSPIRE, GEMINI2 and UK Location guidance in another browser window. (If the help window does not appear then it is probably because your browser has been configured to block pop-ups. In this case, configure your browser to allow pop-ups from this particular website.) Also refer to the "UK GEMINI Encoding Guidance" document, available from <http://data.gov.uk/library> .

Some fields allow multiple values. These can be added to the form by clicking the green "+" icons near the field. To remove values again, use the "-" icon.

When filling the "Extents of Dataset" field, pressing the "Use Map" button brings up another browser window with the map to select from. If the map window does not appear then it is probably because your browser has been configured to block pop-ups. In this case, configure your browser to allow pop-ups from this particular website.

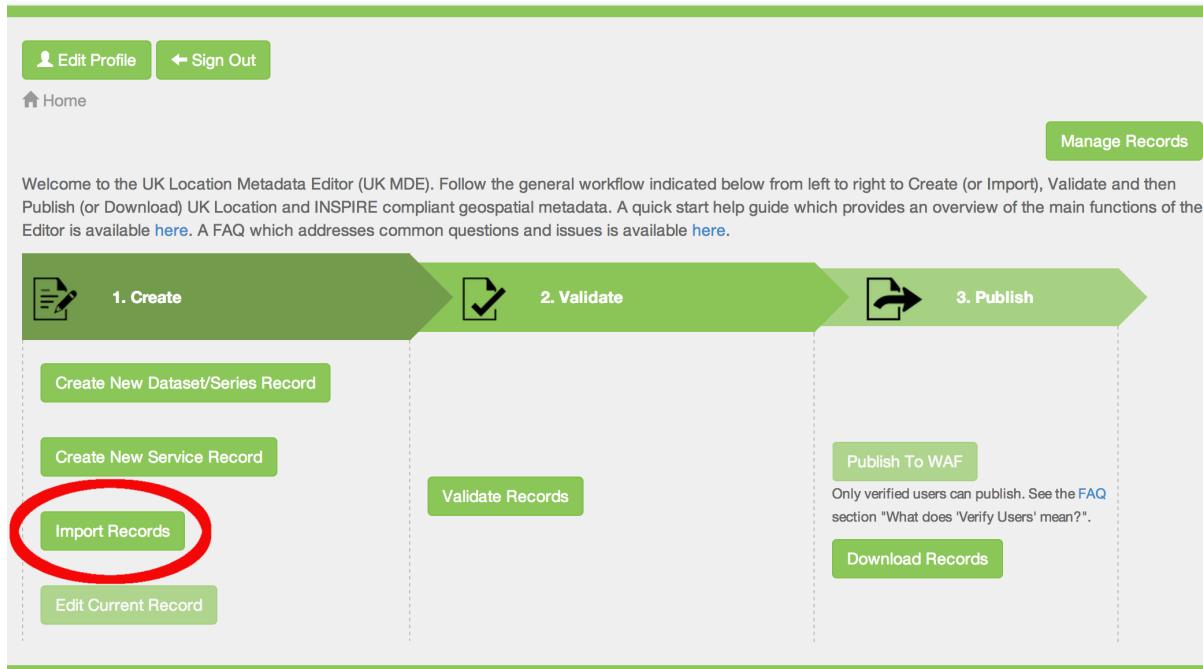
3. When you click "Save" (whether complete or incomplete) it will ask you for the name to save it as in the Metadata Editor. You can also overwrite a previously saved copy of this record or another record. In most cases, you can just click "Save Record" without changing the options.

The screenshot shows a user interface for saving a record. At the top, there are navigation links: 'Edit Profile', 'Sign Out', and 'Verify Users'. Below that, a breadcrumb trail shows 'Home / Save'. The main section is titled 'SAVE A RECORD'. It contains two options: 'Name your record:' with an input field and 'Overwrite an existing record:' with a dropdown menu showing 'code\_point\_open'. At the bottom is a green 'Save Record' button.

## Importing Records

Records can be created in other software, such as ArcGIS. You may want to edit them further, or validate them against for UK Location / INSPIRE, or maybe you just want to publish them using the Metadata Editor.

- From the Home page, click "Import Records".



- The Import page asks for several pieces of information as well as the file.

The screenshot shows the 'Import' page. At the top, there are links for 'Edit Profile', 'Sign Out', and 'Verify Users'. Below that is a 'Home / Import' link. A note says: 'Use this page to import existing geospatial metadata records. Typically these may be MEDIN or ESRI 19139 based records that you have created elsewhere e.g. in ArcGIS. Importing them will allow you to publish and manage these records in the same fashion that you do for records created from scratch in the Editor.' 
 **STEP 1. SELECT RECORD FORMAT TO IMPORT**

Import Format	Description	Encoding	Select
GEMINI 2.2	Imports a GEMINI 2.2 record	XML	<input checked="" type="radio"/>
ESRI (19139)	Imports an ESRI record	XML	<input type="radio"/>
MEDIN (Marine Environmental Data & Information Network)	Imports a MEDIN record	XML	<input type="radio"/>
Dublin Core	Imports a Dublin Core record	XML	<input type="radio"/>

**STEP 2. UPLOAD A RECORD FOR IMPORT OF THE TYPE IDENTIFIED IN STEP 1**

A. Provide Record Name for the Imported Record	B. Resource Type	C. Select a File
code_point_open	Dataset / Series <input checked="" type="radio"/> Service <input type="radio"/>	<input type="button" value="Choose File"/> code-point-open.xml

Format: UK Location and data.gov.uk's native format is GEMINI2, but the alternatives are fairly similar so are offered as well. NB Only the INSPIRE fields are paid attention to during import – if non-INSPIRE fields are present then these will not be imported.

Name: Give the record a name to identify it in the Metadata Editor. This is restricted to letters and the symbols “–” and “\_”. If you put anything else, such as spaces, then the form will be rejected with an error.

Resource Type: Say whether the record is a dataset/series or service, as this affects import.

File: Click “Choose file” to browse to the file on your machine

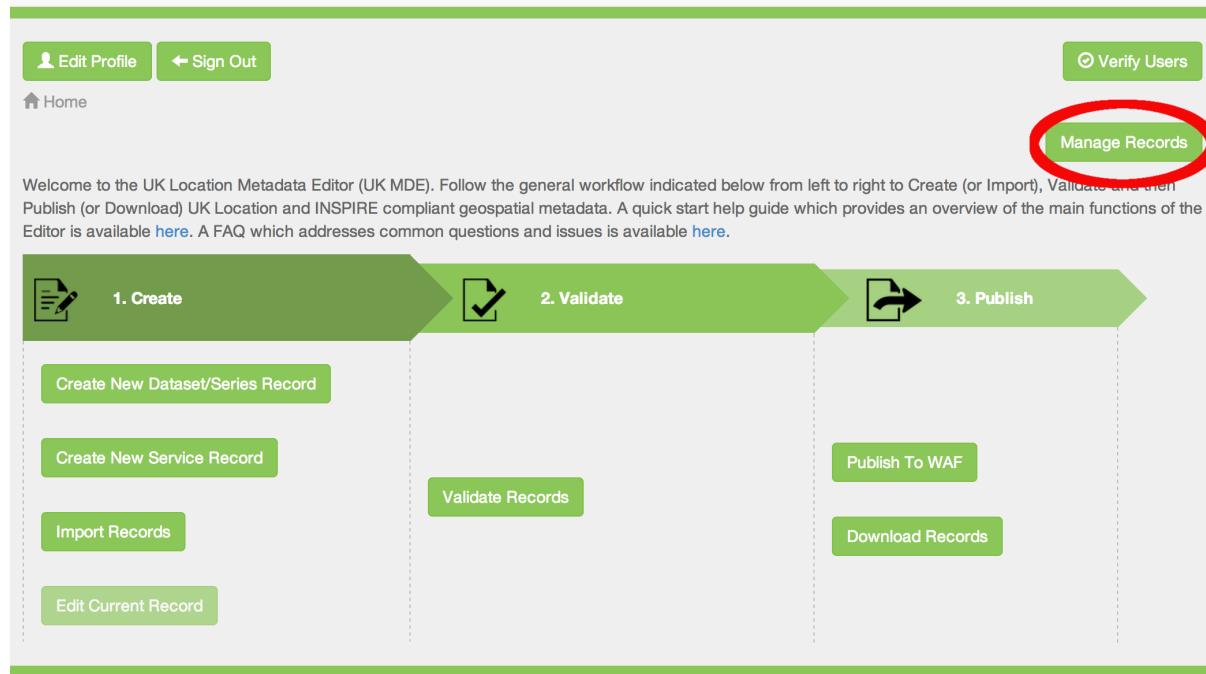
Finally, clicking “Import Record” will upload the file and translate the fields into the Metadata Editor form. This can now be edited and saved, as if you created it from scratch in the Metadata Editor.

The screenshot shows the UK Location Metadata Editor interface. At the top, there are navigation links: 'Edit Profile' and 'Sign Out'. Below that is a breadcrumb trail: 'Home / Editor'. A green success message box displays: 'Your GEMINI 2.2 record is complete.' The main form has tabs: 'What' (selected), 'Quality', 'Where / When', 'Who', 'Access', and 'Creator'. Under the 'What' tab, there are fields for 'Resource Type' (set to 'Dataset'), 'Title' (containing 'Code-Point'), and 'Alternative Title'. Below this is a section for 'Unique Resource Identifier' with fields for 'Code' (containing 'Code-Point') and 'Codespace' (containing 'ordnancesurvey.co.uk').

## Edit Record

When you have created or imported a record, you may wish to go back and edit it.

- From the Home page click "Manage Records".



- The Manage Records page lists the records in the Metadata Editor and their status.

The screenshot shows the 'Manage Records' page. At the top are 'Edit Profile', 'Sign Out', and 'Verify Users' buttons. Below is a breadcrumb trail: Home / Manage Records. A message says: 'From this page you can manage (edit and delete) records that you have previously created or imported.' A note about record status flags follows:

- INCOMPLETE**: Your record does not have all the mandatory fields required completed. Complete all mandatory (red) fields as indicated in the Editor.
- COMPLETED**: Your record does have all the mandatory fields required completed (though it may still be invalid). Validate as next step.
- VALIDATED**: Your record is COMPLETE and passes UK Location validation tests.
- PUBLISHED**: Your record has been published to your organisational WAF from which records may be harvested into data.gov.uk if you have registered your WAF there.

**EDIT/DELETE RECORD**

Record Name	Status	Resource Type	Date Created	Last Modified	Select
code-point-open2.xml	<b>INCOMPLETE</b>	DATASET/SERIES	24/06/2014 18:42	27/06/2014 16:43	<b>Edit</b> <b>Delete</b>
code_point_open.xml	<b>COMPLETED</b>	DATASET/SERIES	25/07/2014 12:34	25/07/2014 12:36	<b>Edit</b> <b>Delete</b>
code-changed.xml	<b>COMPLETED</b>	DATASET/SERIES	24/06/2014 18:42	27/06/2014 17:49	<b>Edit</b> <b>Delete</b>
Dave_test_5-6-14.xml	<b>PUBLISHED</b>	DATASET/SERIES	05/06/2014 15:37	27/06/2014 18:18	<b>Edit</b> <b>Delete</b>

Find the record you want to edit and click "Edit" for the correct one.

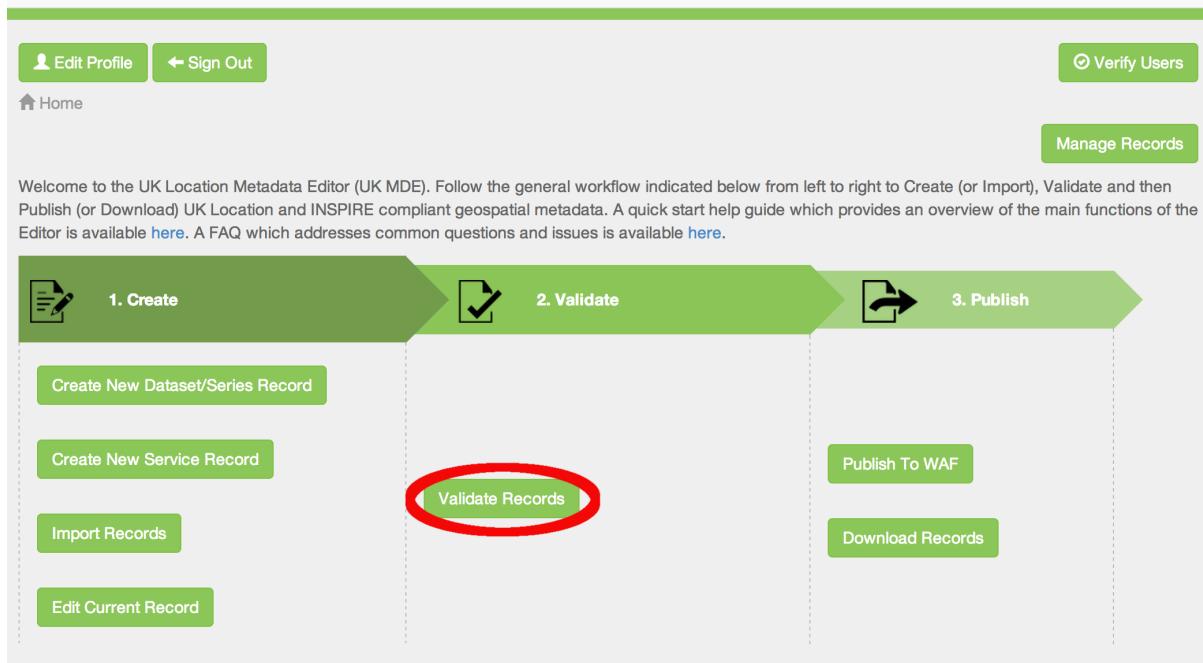
The screenshot shows a web-based metadata editor interface for creating a GEMINI 2.2 record. At the top, there are navigation links: 'Edit Profile' (with a user icon), 'Sign Out' (with a sign-out icon), 'Home' (with a house icon), and 'Editor'. A green banner at the top right says 'Your GEMINI 2.2 record is complete.' Below the banner is a horizontal navigation bar with tabs: 'What' (selected), 'Quality', 'Where / When', 'Who', 'Access', and 'Creator'. The 'What' tab section contains fields for 'Resource Type' (set to 'Dataset'), 'Title' (containing 'Code-Point' with an 'Open' link), and 'Alternative Title' (empty). The 'Unique Resource Identifier' section contains fields for 'Code' (containing 'Code-Point' with an 'Open' link) and 'Codespace' (containing 'ordnancesurvey.co.uk'). The 'Dataset Reference Date' section contains fields for 'Date Type' (set to 'Revision') and 'Date' (containing '1/4/2010' with a calendar icon). There are also '+' icons next to the 'Alternative Title' and 'Codespace' fields.

For more information about this edit form, see the section of this document called "Create Record".

## Validation

Once a record has been completed then you need to do the Validation step. This ensures that every field is correctly filled in, according to the GEMINI2. The validation should be the same version as that used in data.gov.uk when harvesting records.

1. From the Home page click Validate Records.



2. The Validate page **only** shows records that are complete and not yet validated. If you can't see your record here then find out its status from the "Manage Records" page (accessed via the Home page).

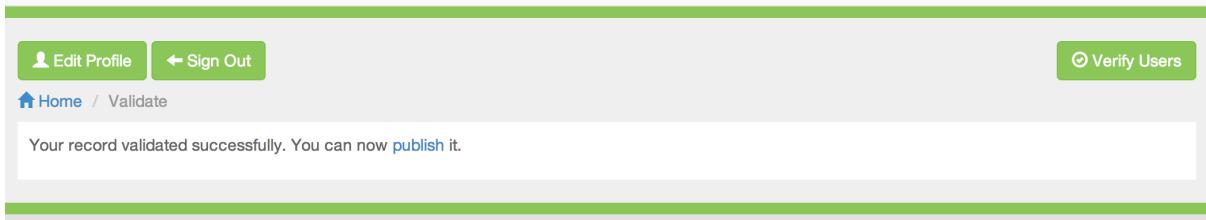
**VALIDATE RECORD**

Record Name	Status	Resource Type	Date Created	Last Modified	Select
code_point_open.xml	COMPLETED	DATASET/SERIES	25/07/2014	12:36 25/07/2014	<input checked="" type="radio"/>
code-changed.xml	COMPLETED	DATASET/SERIES	24/06/2014	17:49 27/06/2014	<input type="radio"/>

**Validate Record**

Select the record you want to validate and then click "Validate Record".

3. Since the form checks itself pretty well, normally the record will validate ok and you'll see this:

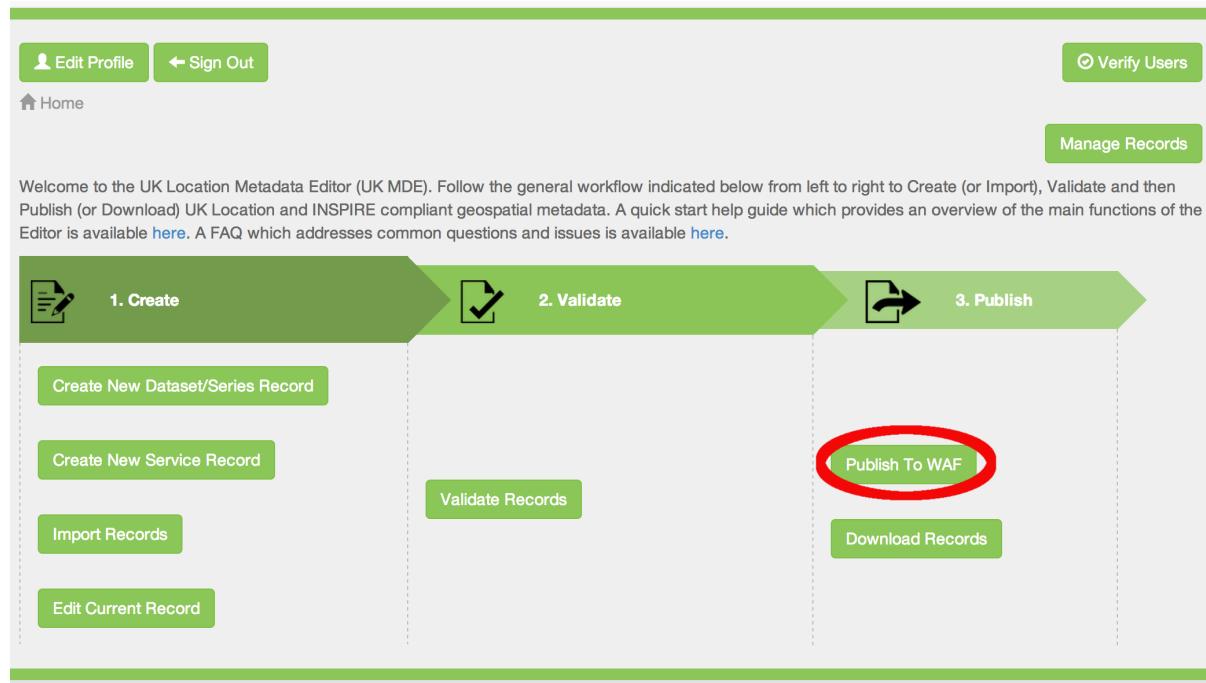


4. You can now click on "Publish" to go to the next stage.

## Publish Record

'Publishing' a record means putting it onto the Metadata Editor's WAF for your organisation. Then it can be harvested by data.gov.uk.

- From the Home page, click "Publish to WAF". If the button is disabled then you will need to be verified – see the chapter "Verify Users".



- The Publish page lists records that you can publish and those that you have already published. If your record is not listed then it may not be Complete or Validated – to check the status, go to the Manage Records page (via the Home page).

The screenshot shows the 'Publish' page. At the top, there are buttons for 'Edit Profile', 'Sign Out', 'Verify Users', and a breadcrumb navigation: 'Home' / 'Publish'. The main content area has a heading 'Publish to UK Location Metadata Editor WAF.' followed by a paragraph: 'From this page you can publish your completed and valid records to your default organisational UK Location Web Accessible Folder (WAF). Only VALIDATED records may be published. You may alternatively wish to [Download](#) your records for offline management and/or publication to a separate WAF.' Below this is a section titled 'SELECT RECORDS TO PUBLISH' containing a table:

Record Name	Record Status	Resource Type	Date Created	Last Modified	<input type="checkbox"/>
code_point_open.xml	VALIDATED	DATASET/SERIES	25/07/2014	14:18 25/07/2014	<input type="checkbox"/>

Below the table, a message states: 'You have not published any metadata records.' To the right of this message is a green 'Publish' button.

Click the check-box of the record you want to publish and then click "Publish".

The screenshot shows a user interface for publishing a record. At the top, there are three buttons: 'Edit Profile' (with a person icon), 'Sign Out' (with a left arrow icon), and 'Verify Users' (with a circular icon). Below these are navigation links: 'Home' (with a house icon) and 'Publish'. A success message states: 'Your record was published successfully. Start [here](#) to create a new record.' It also mentions the WAF URL is [here](#). It notes that public URLs for documents include [code\\_point\\_open.xml](#). A key message is: 'Since data.gov.uk has not harvested this WAF before, you need to add it [here](#)'. A note below says: 'You need to make sure you are logged into data.gov.uk before clicking the above link.'

The record is now published to your organization's WAF within the Metadata Editor. The next stage is to harvest it into data.gov.uk.

Note the message: "Since data.gov.uk has not harvested this WAF before, you need to add it [here](#)." which is telling you that there is no "harvest source" set-up in data.gov.uk to harvest from this WAF.

## Harvest

To harvest your published record(s) into data.gov.uk, first there needs to be a 'harvest source' configured and then you 'refresh' it. There are two methods to check and configure a harvest source, depending on whether you have just published a record or not.

### Harvest Source configuration—when you've just published a record

1. Is the harvest source configured? When you publish a record it will warn if it isn't with the message "Since data.gov.uk has not harvested this WAF before, you need to add it [here](#).":

Your record was published successfully. Start [here](#) to create a new record.  
The WAF URL is [here](#).  
The public URLs for the documents are:

- [code\\_point\\_open.xml](#)

Since data.gov.uk has not harvested this WAF before, you need to add it [here](#).  
You need to make sure you are logged into data.gov.uk before clicking the above link.

2. Before you click on "here" you need to have logged into data.gov.uk first. Use a new browser window/tab (but it must be the same browser program) to browse to <http://data.gov.uk/user> and log-in.

I have an account [I want to create an account](#)

Username or e-mail address \*

You may login with either your assigned username or your e-mail address.

Password \*

The password field is case sensitive.

[Request new password »](#)

If you have not got an account on data.gov.uk then you'll need to register and then request to be made an 'editor' for your organisation. For more details on this, see the "User Guide for Editors and Administrators" at: <http://data.gov.uk/library/user-guide-editors-and-administrators>



Ensure you see the blue lock icon at the top-right of the data.gov.uk screen. If you don't have this blue lock menu then you have not been made an editor.

3. Switch back to the Metadata Editor browser window/tab and now click on "here" in the sentence "Since data.gov.uk has not harvested this WAF before, you need to add it here". This will show the harvest source configuration form, prefilled.

4. Everything should be set correctly, so just click "Save".

The screenshot shows the DATA.GOV.UK Beta interface. At the top, there's a navigation bar with links for Home, Data, Apps, Interact, and a search bar. Below that is a green header bar with links for Datasets, Map Search, Data Requests, Publishers, Public Roles & Salaries, Spend Reports, Site Analytics, and Reports. The main content area shows a breadcrumb path: Home / Datasets / Harvest sources / UKME WAF. A green success message box says "New harvest source added successfully. A new harvest job for the source has also been created." Below this, a section titled "Harvest Source" contains two buttons: "Edit source" and "Refresh source". A table displays detailed information about the harvested source:

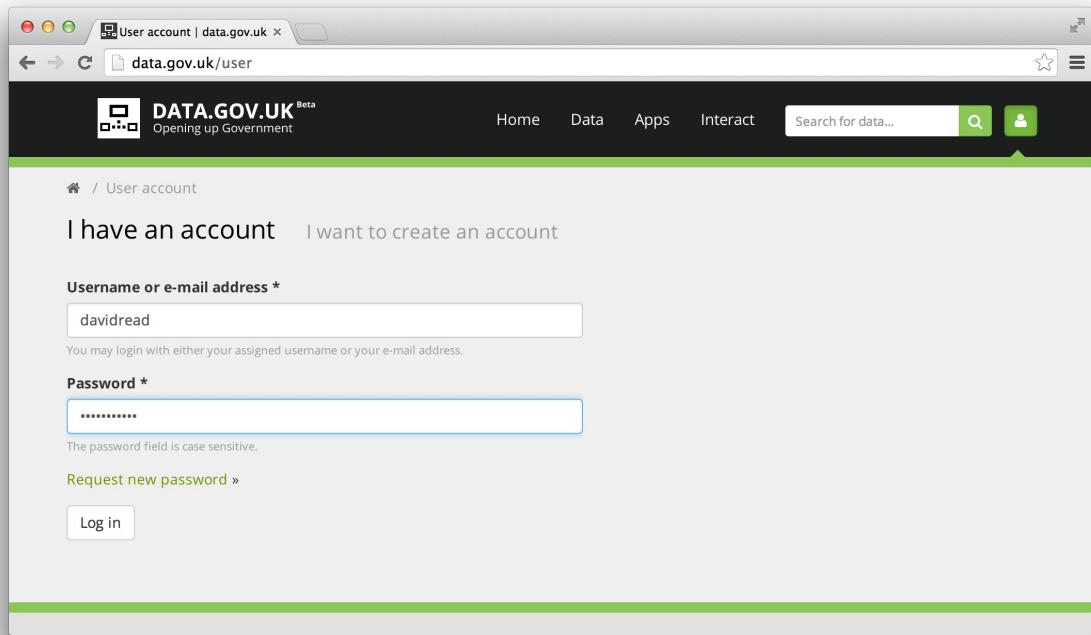
ID	27b690db-55c2-4650-9a91-de56e9a3d8b4
URL	<a href="https://beta.locationmde.edina.ac.uk/metadata-harvesting/f253ec11-900c-45da-86e0-4dd10f5f6b37/">https://beta.locationmde.edina.ac.uk/metadata-harvesting/f253ec11-900c-45da-86e0-4dd10f5f6b37/</a>
Type	gemini-waf
Active	True
Title	UKME WAF
Description	Import From UK Metadata Editor
Configuration	-
User	44bfba7e-1ca9-4a27-b98a-b3cc1f1fcccb
Publisher	Cabinet Office
Created	2014-07-25 14:00:59.066308
Total harvests	1
Status	Last Harvest Errors: 0 Last Harvest Added: 0 Last Harvest Updated: 0 Last Harvest: Not yet harvested Next Harvest: Scheduled

5. Now the harvest source is created, it tells you that it has automatically also created a "harvest job", which means that within 15 minutes it will harvest the records from your WAF. So wait 15 minutes and then load this web-page again to see the changes.

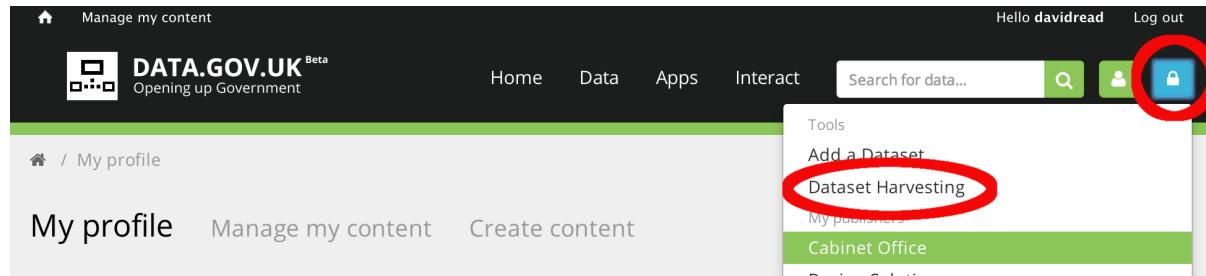
## Harvest Source configuration – alternate method

If you do not have the 'just published' web page in front of you, then use this method of configuring a harvest source.

1. Is the harvest source configured? To find out, browse to <http://data.gov.uk/harvest> and look for your publisher and see if there is a URL for it listed like this: "<https://locationmde.data.gov.uk/metadata-harvesting/>...". If it isn't there, then you need to create one, as follows.
2. Browse to <http://data.gov.uk/user> and log-in. If you have not got an account on data.gov.uk then you'll need to register and then request to be made an 'editor' for your organisation. For more details on this, see the "User Guide for Editors and Administrators" at: <http://data.gov.uk/library/user-guide-editors-and-administrators>



3. Click on the blue lock icon at the top-right and then "Dataset Harvesting". (If you don't have this blue lock menu then you have not been made an editor.)



4. Click on "Add a harvesting source".

Manage my content

Hello davidread Log out

**DATA.GOV.UK** Beta  
Opening up Government

Home Data Apps Interact Search for data...

Datasets Map Search Data Requests Publishers Public Roles & Salaries Spend Reports Site Analytics Reports

Home / Datasets / Harvest sources

## Harvesting sources

**+ Add a harvesting source**

**Status:**

15/4/13 Metadata records that are harvested from today onwards will now be rejected if they fail the recently updated INSPIRE GEMINI2 validation. The validation applied has been in use with the harvester since 28/2/13.

The Online Metadata Editor v2.2 marks INSPIRE GEMINI2 mandatory fields with a red star and also flags any errors.

Any queries should be directed to the UKLP Helpdesk: [UKLocation.Helpdesk@defra.gsi.gov.uk](mailto:UKLocation.Helpdesk@defra.gsi.gov.uk)

My organizations  Show inactive sources

	URL	Type	Active	Created
Cabinet Office				

All organizations  Show inactive sources

URL	Type	Active	Created
Another NUS Foundation Trust			

5. Fill in the “New harvest source” form as follows:

- URL for source of metadata – copy and paste the WAF URL from the Metadata Editor publisher page. It will look like this but with a unique code at the end:

<https://locationmde.data.gov.uk/metadata-harvesting/aa1e068a-23da-4563-b9c2-2cad272b463e/>

- Source Type – Web Accessible Folder (WAF) – GEMINI2
- Publisher – your organization. You may be editor for several, so choose the one associated with your Metadata Editor user account.

The Title and Description fields are optional.

Manage my content

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Home / Datasets / Harvest sources / New source

## New harvest source

**Source information**

**URL for source of metadata \***  

This should include the http:// part of the URL

**Source Type \***  

Which type of source does the URL above represent?

- **CSW Server:** A server that implements OGC's Catalog Service for the Web (CSW) standard
- **Single GEMINI 2 document:** A single GEMINI 2.1 document
- **Web Accessible Folder (WAF) - GEMINI:** A Web Accessible Folder (WAF) displaying a list of GEMINI 2.1 documents
- **LGA Inventory Server:** A Local Government Authority Inventory Server

**Title**  

This will be shown as the datasets source.

**Description**

**Ownership/Configuration**

**Publisher**

**Configuration**

**State**  

This harvest source is Active

**Save** or Return to the harvest sources list

Now click "Save".

6. Now the harvest source is created, it tells you that it has automatically also created a "harvest job", which means that within 15 minutes it will harvest the records from your WAF. So wait 15 minutes and then load this web-page again to see the changes.

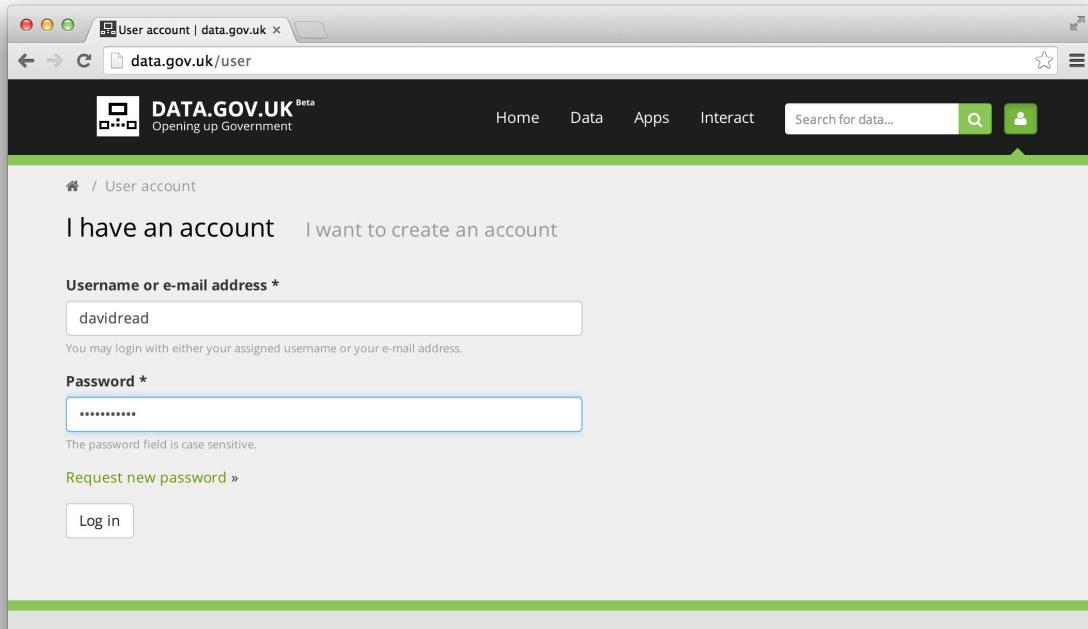
The screenshot shows the DATA.GOV.UK Beta website interface. At the top, there's a dark header with 'Manage my content' on the left and 'Hello davidread Log out' on the right. Below the header is a navigation bar with links for Home, Data, Apps, Interact, and a search bar. A green navigation bar below the main menu includes links for Datasets, Map Search, Data Requests, Publishers, Public Roles & Salaries, Spend Reports, Site Analytics, and Reports. The main content area shows a breadcrumb path: Home / Datasets / Harvest sources / UKME WAF. A green success message box displays the text 'New harvest source added successfully. A new harvest job for the source has also been created.' Below this, the title 'Harvest Source' is displayed. Underneath the title are two buttons: 'Edit source' and 'Refresh source'. The main content area is a table listing various details about the harvest source, such as ID, URL, Type, Active status, Title, Description, Configuration, User, Publisher, Created date, Total harvests, and Status. The table rows are as follows:

ID	27b690db-55c2-4650-9a91-de56e9a3d8b4
URL	<a href="https://beta.locationmde.edina.ac.uk/metadata-harvesting/f253ec11-900c-45da-86e0-4dd10f5f6b37/">https://beta.locationmde.edina.ac.uk/metadata-harvesting/f253ec11-900c-45da-86e0-4dd10f5f6b37/</a>
Type	gemini-waf
Active	True
Title	UKME WAF
Description	Import From UK Metadata Editor
Configuration	-
User	44bfba7e-1ca9-4a27-b98a-b3cc1f1fccb
Publisher	Cabinet Office
Created	2014-07-25 14:00:59.066308
Total harvests	1
Status	Last Harvest Errors: 0 Last Harvest Added: 0 Last Harvest Updated: 0 Last Harvest: Not yet harvested Next Harvest: Scheduled

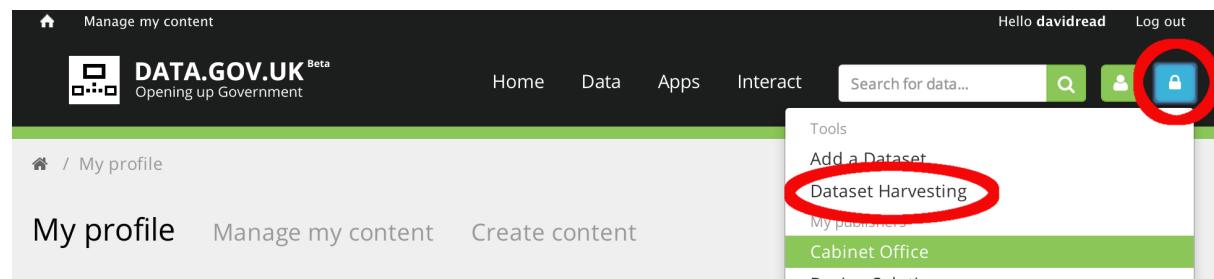
## Harvesting into data.gov.uk

When a harvest source is first configured, a harvest takes place automatically – see the previous sections. Then to initiate subsequent harvests, you need to log-in to data.gov.uk and “Refresh” the harvest source.

1. Log-in to data.gov.uk.



2. Click on the blue lock icon at the top-right and then "Dataset Harvesting". (If you don't have this blue lock menu then you have not been made an editor.)



3. Click "Refresh" for the harvest source relating to your publisher's WAF.

The screenshot shows the DATA.GOV.UK Harvesting sources page. At the top, there's a navigation bar with links for Home, Data, Apps, Interact, and a search bar. Below that is a green header bar with links for Datasets, Map Search, Data Requests, Publishers, Public Roles & Salaries, Spend Reports, Site Analytics, and Reports. The main content area has a heading 'Harvesting sources' and a button '+ Add a harvesting source'. A yellow box contains a 'Status' message about metadata validation. Below that is a table titled 'My organizations' with columns for URL, Type, Active, and Created. One row is shown for 'Cabinet Office'. Another table titled 'All organizations' shows a single row for '2gether NHS Foundation Trust'.

	URL	Type	Active	Created
Cabinet Office	<a href="https://beta.locationmde.edina.ac.uk/metadata-harvesting/">https://beta.locationmde.edina.ac.uk/metadata-harvesting/...</a>	gemini-waf	True	25 Jul 2014

	URL	Type	Active	Created
2gether NHS Foundation Trust				

4. Wait 15 minutes and then click View on the harvest source page to see the results.

## Support

For questions and help for the Metadata Editor, contact the INSPIRE Helpdesk:

UK-INSPIRE-Help@defra.gsi.gov.uk

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